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INVENTORY

of

TOWN AND CITY ARCHIVES

of

MASSACHUSETTS

NO.2. BERKSHIRE COUNTY
VOL.XXII. PITTSFIELD
PART 2

JUL 30 1942

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

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

INVENTORY OF TOWN AND CITY ARCHIVES

OF MASSACHUSETTS



No 2 Berkshire County

Vol 22 Pittsfield

Prepared by
The Historical Records Survey
Service Divisions
Work Projects Administration

* * * * *

The Historical Records Survey
Boston, Massachusetts
1942

The Historical Records Survey Program

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Sponsor of the Historical Records Survey Project in Massachusetts

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PREFACE

This Inventory of the Town and City Archives of Pittsfield is Part II of a two-volume unit in the series bearing the title Inventory of the Town and City Archives of Massachusetts, prepared by the Historical Records Survey in Massachusetts Part I, which includes the historical essay, the sketches of the town and city offices, and summaries of the manuscripts relating to Pittsfield in possession of the Secretary of the Commonwealth, is being published separately in order to facilitate production The city s long, rich history, its progressive population and industrial growth has resulted in a voluminous public record system, embodying a huge accumulation of material This volume, therefore, has been prepared to include the inventory of the city's Archives, the report on the housing and accessibility of these records and the governmental organization sketch Together these two volumes constitute the first in the series of such inventories covering the towns and cities of Berkshire County It is anticipated that eventually the records of every governmental unit in the state will be listed Copies of this volume and of every publication of the Massachusetts Historical Records Survey, a list of which may be found in back of this volume, are distributed among libraries throughout the country

In addition to its regular work of preparing and publishing inventories, guides, calendars, check lists, and indexes, the Survey has a new and important task in the present period of crisis, endorsed by the Committee on the Conservation of Cultural Resources To survey housing and storage facilities in restricted areas for emergency deposit of archives, manuscripts, records, and museum treasures, and to assist curators and custodians in preparing priority lists of such materials

The field research on which this inventory is based was prepared under the direction of Mrs Dora W Eastman, the editorial work was done under the supervision of Morris I Wartow, the work of publication was under the supervision of M Louis Haffer The Survey is indebted to the city officials of Pittsfield for the city s sponsorship of this work and for their cooperation with the Survey s field personnel, and to the Secretary of the Commonwealth, Mr Frederic W Cook, sponsor of the Historical Records Survey

Paul A Baker
State Supervisor
Historical Records Survey

FOREWORD

The Inventory of the Town and City Archives of Massachusetts is one of a number of bibliographies of historical materials prepared throughout the United States by workers on the Historical Records Survey of the Work Projects Administration The publication herewith presented, an inventory of the Archives of Pittsfield in Berkshire County, is volume XXII of number 2 of the Massachusetts series

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

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

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

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

F H Dryden
Acting Commissioner of Work
Projects Administration

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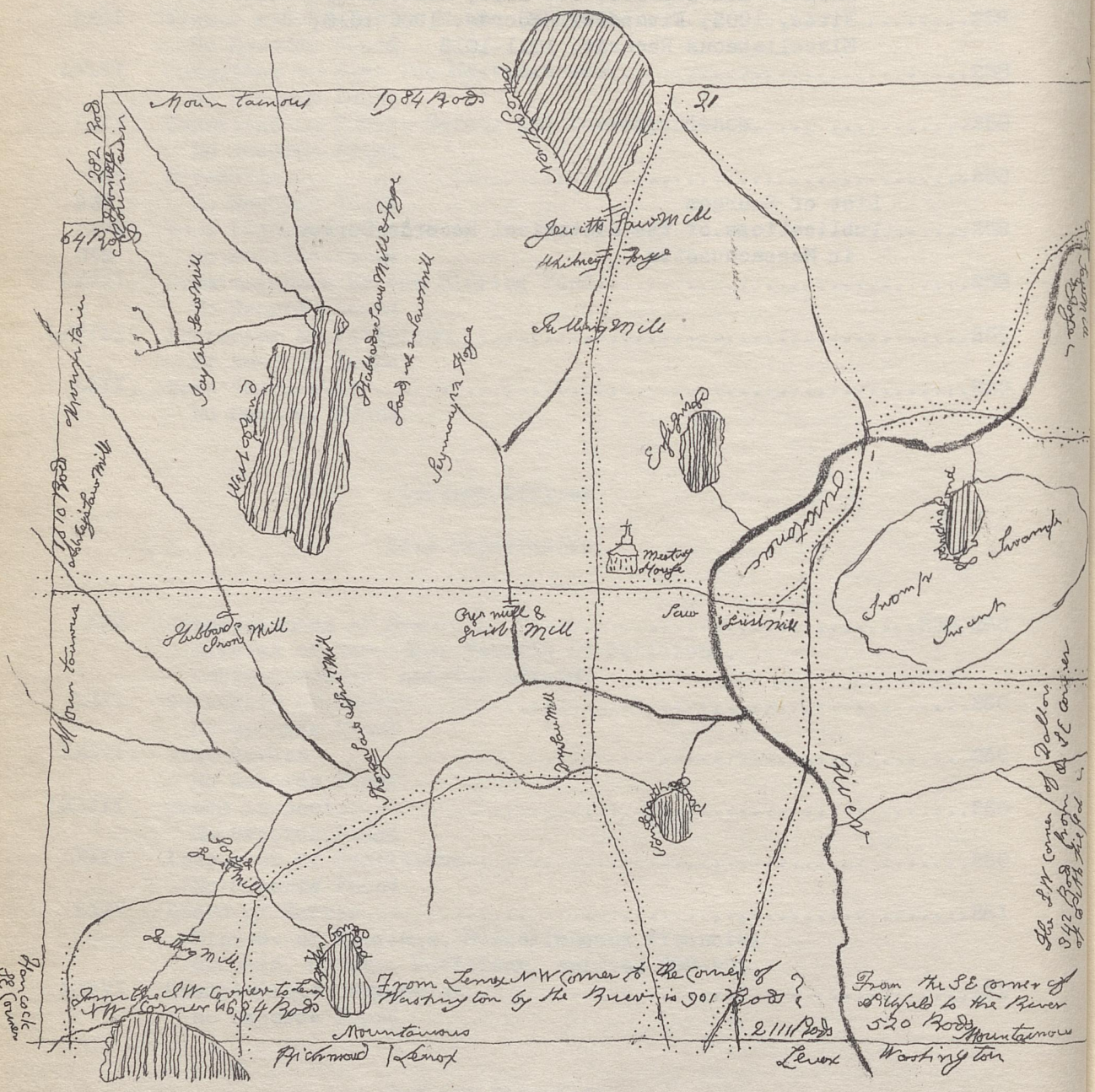
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PLAN OF THE TOWN OF PITTSFIELD

"taken in obedience to a resolve of the General Court passed June 28, A.D., 1794"*

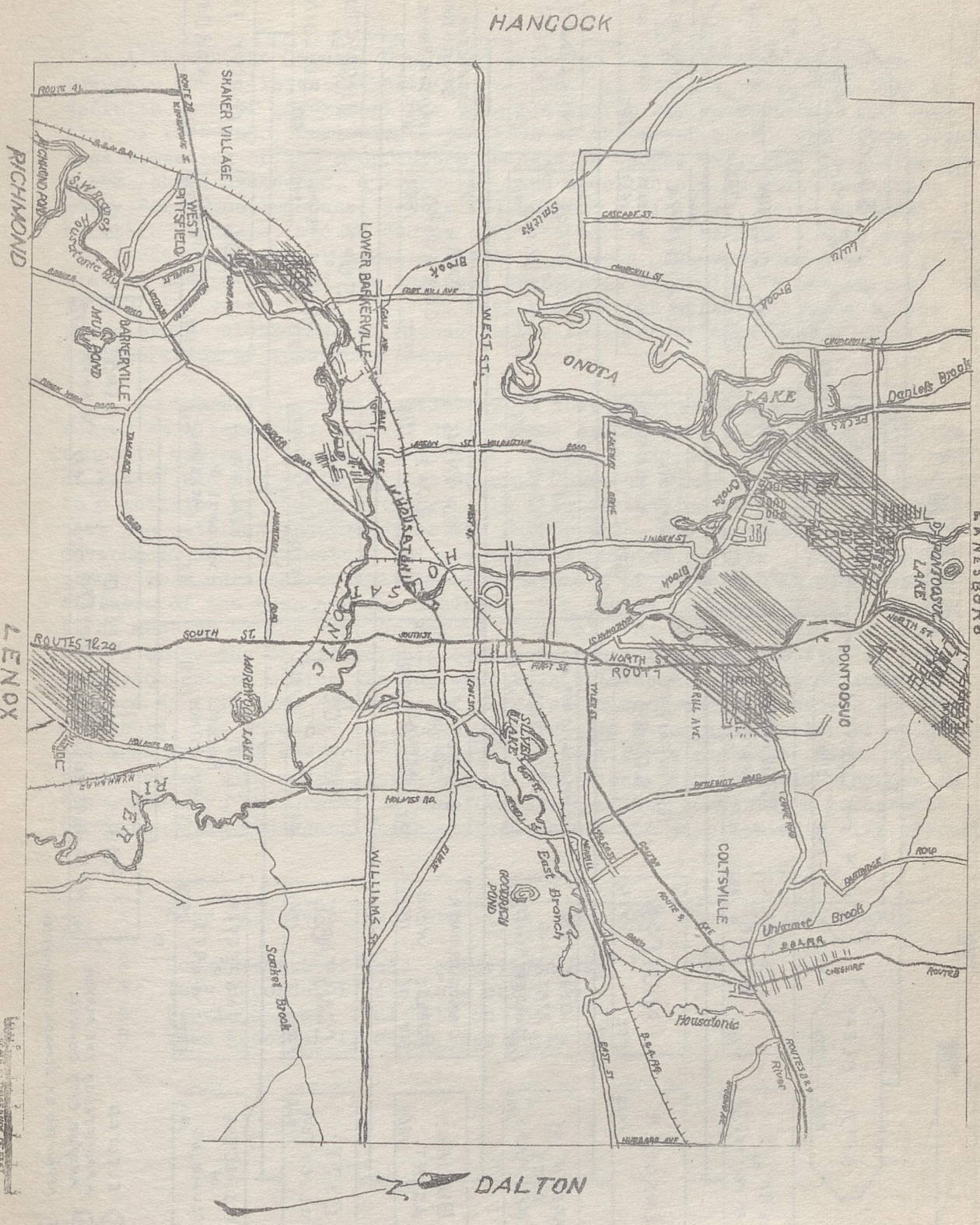


*Mass. Archives, Town Plans, 1794, vol 8, p 9, see appendix entry 30

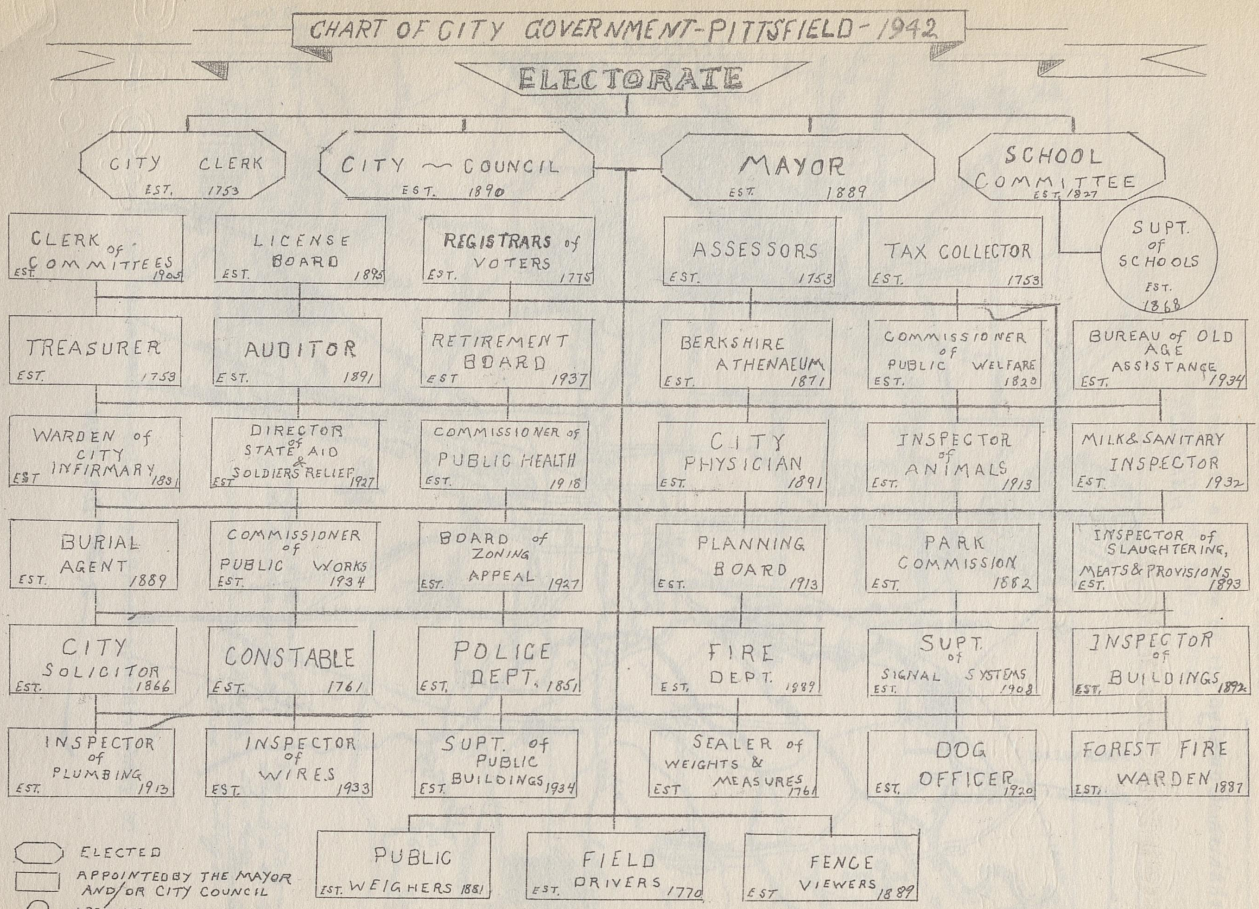
MASSACHUSETTS GEODETIC SURVEY

City of Pittsfield

Berkshire County



SOURCE
MASSACHUSETTS GEODETIC SURVEY


CHART OF CITY GOVERNMENT-PITTSFIELD-1942
ELECTORATE
CITY CLERK EST. 1753
CITY COUNCIL EST. 1890
MAYOR EST. 1889
SCHOOL COMMITTEE EST. 1827
CLERK of COMMITTEES EST. 1905
LICENSE BOARD EST. 1895
REGISTRARS of VOTERS EST. 1775
ASSESSORS EST. 1753
TAX COLLECTOR EST. 1758
SUPT. of SCHOOLS EST. 1868
TREASURER EST. 1759
AUDITOR EST. 1891
RETIREMENT BOARD EST 1937
BERKSHIRE ATHENAEUM EST. 1871
COMMISSIONER of PUBLIC WELFARE EST. 1820
BUREAU of OLD AGE ASSISTANCE EST. 1934
WARDEN of CITY INFIRMARY EST 1831
DIRECTOR of STATE AID & SOLDIERS RELIEF EST 1927
COMMISSIONER of PUBLIC HEALTH EST. 1918
CITY PHYSICIAN EST. 1891
INSPECTOR of ANIMALS EST. 1913
MILK & SANITARY INSPECTOR EST. 1932
BURIAL AGENT EST. 1889
COMMISSIONER of PUBLIC WORKS EST. 1934
BOARD of ZONING APPEAL EST. 1927
PLANNING BOARD EST. 1913
PARK COMMISSION EST. 1882
INSPECTOR of SLAUGHTERING, MEATS & PROVISIONS EST. 1893
CITY SOLICITOR EST. 1866
CONSTABLE EST. 1761
POLICE DEPT. EST. 1851
FIRE DEPT. EST. 1849
SUPT. of SIGNAL SYSTEMS EST. 1908
INSPECTOR of BUILDINGS EST. 1892
INSPECTOR of PLUMBING EST. 1913
INSPECTOR of WIRES EST. 1933
SUPT. of PUBLIC BUILDINGS EST. 1934
SEALER of WEIGHTS & MEASURES EST 1761
DOG OFFICER EST. 1920
FOREST FIRE WARDEN EST. 1887
PUBLIC WEIGHERS EST. 1881
FIELD DRIVERS EST. 1770
FENCE VIEWERS EST 1889
ELECTED
APPOINTED BY THE MAYOR AND/OR CITY COUNCIL
APPOINTED BY SCHOOL COMMITTEE.

GOVERNMENTAL ORGANIZATION

Although the General Court had approved the settlement of Boston Township No 3 (later Pittsfield) in 1738,[1] it was not until 1753 that a definite form of government for this plantation was established On June 11th of that year, following a petition of the proprietors, the Court ordered that a meeting of the proprietors be held to choose officers, including a clerk, three assessors, a treasurer, and a collector; to raise and grant money for a meetinghouse, settle and support a minister, build bridges, maintain highways, and to decide upon the method of calling future meetings.[2] The first proprietors meeting was held on Sept 12, presided over by an elected moderator, and the business transacted according to the warrant. It was also voted to call future meetings through warrants issued by the proprietors clerk,[3] which procedure was followed without change until the incorporation of town government

The transition from proprietary to town government seems to have occurred as a result of natural development and to have taken place with the complete approval of the proprietors The act of incorporation of the town of Pittsfield was passed by the General Court on April 21, 1761 in response to a petition by the proprietors In view of the degree of self government that the settlers enjoyed under the former plan, the inception of town government made few actual changes in governmental routine The principal innovations were the establishment of a board of selectmen as executive officers of the town and the addition of a number of new offices.[4] At the first meeting of the town on May 11, 1761 all the offices which had been active under the proprietorship were retained, with the exception of the collector, whose office was replaced by a constable The new offices created at this time consisted of three selectmen, who also served as assessors, two wardens, two fence viewers, and a combined sealer of weights and measurers and sealer of leather.[5] Except for a number of minor variations called into being by the social, political, and economic progress of the community, this remained the foundation of the community's government throughout the 130 years which elapsed before the adoption of a city charter

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1 Mass Archives, Maps and Plans, room 438, State House, Boston, XII, 5, 6

2 Commonwealth of Mass , Province Laws, 1753, XV, ch 15

3 Town Records, I, 4-6, see entry 34

4 Province Laws, 1761, VI, ch 34

5 Town Records, I, 28-30, see entry 34

Following is a table of office changes during the period of town government [1]

1762 Tithingmen and hog reeves appointed
1763 Surveyors of wheat appointed
1764 Three school districts created.
1766 Surveyor of wheat discontinued; surveyor of clapboards and shingles appointed; office of sealer separated, one sealer of leather and one sealer of weights and measures elected
1768 Horse constables appointed
1770 Field drivers elected
1772 Choristers appointed
1774 Committee on inspection and correspondence elected
1776 Committee on inspection and correspondence discontinued
1777 Gauger of liquor appointed
1778 Poundkeeper appointed
1779 Tax collector elected
1788 Deer reeves discontinued
1789 Horse constables discontinued
1790 Measurer of wood appointed
1794 Gauger of liquor discontinued
1795 Inspector of limes appointed
1800 Choristers and inspector of limes discontinued
1802 Committee to seat the meetinghouse elected
1814 Committee to seat meetinghouse discontinued
1821 Firewards elected
1824 Sealer of leather discontinued
1827 General school committee elected
1841 Hog reeves discontinued; overseers of the poor elected
1851 Police officers appointed
1866 Board of health elected, liquor agent appointed; town solicitor appointed
1870 School districts and tithingmen discontinued
1871 Berkshire Athenaeum organized
1880 Sinking fund commissioners elected
1881 Inspector of petroleum, public weigher, and town physician appointed
1882 Park committee appointed
1884 Board of registrars of voters appointed
1887 Forest firewarden appointed
1889 Burial agent appointed
1891 Discontinuance of moderator, selectmen, highway surveyors, surveyors of clapboards and shingles, firewards, liquor agent

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1 Town Records, I-VIII, passim, see entry 34

Governmental Organization

The transition from town to city government was not accomplished with the unanimity of opinion which marked the change from a proprietorship to a town The first effort to secure a city charter resulted in the drawing of an act of incorporation as early as 1875 Its passage depended upon the acceptance of the act by the voters of the town [1] The town took no action at the time and it did not became operative This movement, however, started a controversy which lasted for many years, and it finally culminated in the legislative act of June 5, 1889 to incorporate Pittsfield as a city, subject to its adoption by the vote of the town [2] The measure was voted upon February 11, 1890 and the result was a vote of 1,932 in favor of the adoption of the act to 786 opposed [3]

The act of incorporation required the selectmen to divide the town into seven wards of approximately equal voting strength and to arrange the necessary machinery for the first election of city officers The registrars of voters were required to publish lists of legal voters in each of the wards established by the selectmen [4] The officers to be elected by popular ballot consisted of the mayor,[5] from each of the seven wards, one alderman, two common councilmen[6] and two school committeemen The mayor, aldermen, and common council were required to meet in joint convention on the first Monday in January (1891) following their election to be sworn to the faithful discharge of their respective duties after which the two boards were to separate in order to organize The mayor presided at meetings of the board of aldermen but a president was also to be elected to function in the absence of the mayor The common council elected its own president and clerk [7] The two boards acting in joint session constituted the city council [8]

The mayor was designated chief executive officer of the city with the responsibility of seeing that the laws and ordinances were enforced and having general supervision over all subordinate officers This included the power to suspend any city employee who was found guilty of misconduct The mayor was given the power of veto as provided by general law and could call special meetings of the city council or either branch thereof when the interests of the city required Although he acted as presiding officer of the city council and of the board of aldermen he had no vote except in case of a tie The mayor had no outright power of appointment as confirmation by the board of aldermen was also required, but in all cases in which

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1 Acts, 1875, ch 166
2 Ibid , 1889, ch 411
3 Town Records, IX, 422, see entry 34
4 Acts, 1889, ch 411, sec 37
5 Ibid , sec 9
6 Ibid , sec 12
7 Ibid , sec 13
8 Ibid , sec 1

the charter provided for joint election of officers by the mayor and board of aldermen the exclusive power of nomination was vested in the mayor [1] This applied to the chief of police[2] and the chief engineer of the fire department,[3] together with such personnel of those departments which the city council might by ordinance establish.

To the city council was given the power to elect the city treasurer, the city clerk, tax collector, city physician, city solicitor, and a city auditor All the officers named were chosen for a one-year term, and any could be removed by the city council for sufficient cause [4] The city council was required to establish the following boards consisting of three members each Board of assessors,[5] board of overseers of the poor,[6] board of public works,[7] board of health,[8] and board of commissioners of the sinking fund [9] Additional responsibilities placed upon the city council included the establishment of ordinances and bylaws, provided that these did not conflict with bylaws of the town already in force Town regulations continued effective under city government until repealed or amended by the city council [10] That body was given the sole right to make appropriations and was required to see that all officers entrusted with the receipt, custody, or expenditure of city funds were properly bonded It had the responsibility for the care and management of all city property[11] and, with the approval of the mayor, authority to order the laying out, relocation, discontinuance, or repair of all public streets and ways [12]

The act of incorporation dissolved the fire district whose property and liabilities passed to the city [13] Other special acts pertaining to the town of Pittsfield which had been duly accepted, continued in force unless repealed by the city [14]

The school committee consisted of 14 members and the mayor acting as ex officio chairman It was required that the committee should elect a president to serve in the absence of the mayor, a secretary, and a

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1 Acts, 1889, ch 411, sec 37
2 Ibid , sec 10
3 Ibid , sec 22
4 Ibid , sec 21
5 Ibid , sec 24
6 Ibid , sec 25
7 Ibid , sec 26
8 Ibid , sec 27
9 Ibid , sec 28
10 Ibid , sec 18
11 Ibid , sec 16
12 Ibid , sec 19
13 Ibid , sec 21
14 Ibid , sec 32

representative to attend the meetings of the board of aldermen and common council The above officers were from the membership of the committee but it was specified that the superintendent, whom the committee was also empowered to appoint, should not be from their own number [1] This was a radical departure from the procedure under the town school committee

When the city charter went into effect the city council immediately proceeded to pass the ordinances required to complete the setup of the governmental organization These included the adoption of a city seal,[2] the establishment of the form of warrant to be used for municipal elections together with the methods of serving and publishing the warrant,[3] regulations as to financial procedure[4] and the assessment and collection of taxes,[5] regulations controlling the functions and duties of city officers,[6] establishment of salaries,[7] rules pertaining to the use of public property including the laying out of streets,[8] adoption of water rates,[9] plumbing and building[10] regulations, sewer assessments,[11] and the establishment of local licenses [12] They also adopted rules covering the board of aldermen[13] and the common council,[14] and joint rules for the city council [15] These covered the parliamentary procedure of meetings, the rights and duties of members, order of business and the establishment of standing committees In the board of aldermen the following standing committees were appointed Elections and returns, ordinances and resolutions, licenses, weights and measures, state and military aid and soldiers' relief, and a police committee [16] The common council established only two standing committees, one on elections and returns and one on ordinances and resolutions The city council, however, created 13 joint standing committees of which each of the following consisted of two aldermen and three members of the common council Committees on accounts, almshouse and poor, fire department, fuel and lights, highway bridges and culverts, ordinances, printing, public

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1 Acts, 1889, ch 411, sec 30
2 Ordinances, City of Pittsfield, 1892, ch 2 in Compiled Ordinances, see entry 43
3 Ibid , ch 3
4 Ibid , ch 4
5 Ibid , ch 5
6 Ibid , chs 6-8, 12-14
7 Ibid , ch 9
8 Ibid , chs 10-11
9 Ibid , ch 15
10 Ibid , ch 17
11 Ibid , ch 16
12 Ibid , chs 18-20
13 Revised Ordinances, Pittsfield, 1894, p 147, in Compiled Ordinances, see entry 43
14 Ibid , p 154
15 Ibid., p 143
16 Ibid , p 147

instruction, public property, salaries, sewers and main drains The committee on assessment and collection of taxes consisted of one alderman and two members of the common council, the committee on claims consisted of the mayor, two aldermen, the president and two members of the common council, the finance committee was composed of the mayor, two aldermen, the president and four members of the common council; and the committee on water included two aldermen, the president and two members of the common council [1]

An additional act of the state legislature passed on June 3, 1890, became effective when the city government was inaugurated in January, 1891 This authorized the city to construct a system of sewerage, provided for the financing of the project, and established a board of three commissioners of sewers to be appointed by the mayor subject to the confirmation of the board of aldermen [2] In 1895 the sewer commissioners were eliminated and the care and maintenance of sewers placed under the control of the board of public works [3]

Theoretically the bicameral form of government established in Pittsfield might appear to have been entirely satisfactory but in practice it was found to provide plenty of opportunity for conflict between the two bodies comprising the city council

After many efforts to revise the city charter a legislative act was finally passed on June 3, 1932 and was presented to the voters of the city at the state election November 8, 1933 resulting in 11,212 affirmative votes against 6,337 negatives The new charter became effective on the first Monday in January, 1934 All previous acts not inconsistent with it were continued in full force, while those at variance with it were repealed. [4]

The changes brought about by this revised charter were far reaching. Chief among them was the abolition of both the board of aldermen and the common council, and the substitution of a city council [5] The membership of this single chamber was reduced from 21, the combined figure of the former bodies, to 11 [6] Seven of these office holders were to be elected, one each from the seven wards, the other four being elected at large Municipal elections became biennial, to take place on the Tuesday after the first Monday of November in each odd-numbered year and to be called on warrants issued by order of the mayor and city council The city council was authorized to establish by ordinance the form and method of service and return of these warrants [7] The officers to be chosen at municipal elections were the city council, the mayor, the city clerk, and

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1 Revised Ordinances, Pittsfield, 1894, pp 142-143, in Compiled Ordinances, see entry 43
2 Acts, 1890, ch 357
3 Ibid, ch 302, secs 28-33
4 Ibid, 1932, ch 280
5 Ibid, sec 2
6 Ibid, sec 8
7 Ibid, sec 7

one school committeeman from each of the seven wards In order that no more than two candidates should compete for any one vacancy in a municipal election primary elections were established When necessary these were to be held on the third Tuesday preceding any regular or special municipal election[1] and a candidate for office was required to file with the city clerk, at least 10 days previously, nomination papers containing the names of 50 legally qualified voters if he were a candidate in a ward election, or of 300 voters if the nomination were to be made at large The charter stipulated the forms to be employed both for the statement by the candidate and for the petition accompanying it [2]

The mayor continued as chief executive officer of the city but with considerably increased powers He ceased to preside at meetings of the city council, but, subject to confirmation by the city council, he was empowered to appoint a collector of taxes, a city treasurer, a city physician, a city auditor, a commissioner of public works, a commissioner of public health, a commissioner of public welfare, an inspector of buildings, an inspector of wires, and an inspector of plumbing [3] Also subject to confirmation of the city council, the mayor made appointments to the board of registrars of voters, the board of assessors, the board of survey, the planning board, and the park commission, all of which continued on the previous basis In addition he was given the outright power to appoint a city solicitor to hold office at his pleasure Any other offices or boards which might be established by the city council were to be filled by the mayor's appointment, subject to the city council's approval [4] The boards of public works, health, and public welfare were replaced by single commissioners appointed by the mayor with confirmation of the city council

The mayor was authorized to make appointments of the chief of the police department and the chief engineer of the fire department, together with the members of those departments, all subject to councilor approval The council was also required to establish regulations for the operation of those departments.[5] In addition to the functions already mentioned, the city council continued to make all ordinances and bylaws Six members were required to constitute a quorum and no order, ordinance, or vote could be passed with less than that number of affirmative votes [6] Each measure passed required the signatures of the city clerk, who was also the clerk of the city council, and the president, after which it was presented to the mayor for his approval If approved by him he signed it and the measure became legal, but if he disapproved he was required to return it with his written objections to the city council for re consideration The measure could then be passed over the mayor's veto if

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1 Acts, 1932, ch 280, sec 15
2 Ibid , sec 10
3 Ibid , sec 17
4 Ibid , sec 26
5 Ibid
6 Ibid , sec 21

eight votes were secured but this could not be done within 7 days after the return of the measure Failure of the mayor to sign or return any measure within 10 days automatically rendered it legal This veto provision did not apply to budgets submitted or appropriations made under the provisions of the general law [1] The city council received exclusive authority relative to the laying out, relocation, discontinuance, or repairing of public streets and highways, and in the assessment of damages sustained in account thereof [2] It has also empowered to establish or change file limits within the city and to regulate the construction of buildings within the fire limit [3]

The school committee included the mayor ex officio, who acted as chairman of the committee, and was required to elect a chairman to serve in the absence of the mayor, to appoint one of its number as a representative to attend the meetings of the city council and another to serve as secretary It was empowered to appoint a superintendent of schools and with all other departmental personnel

The charter revision necessarily brought changes in the number and organization of the various standing committees, action in this respect being taken in January 1934 immediately after the organization of the new city council The following standing committees were established and have continued to function to the present time

Finance committee, consisting of the president of the board who acts as chairman, and four other members This committee replaced the former committees on accounts, appropriations, and salaries

Committee on public works, organized as the committee on streets, sidewalks, sewers, water, fuel, bridges, culverts, paving, public property, street lights, and electric wires and poles It consists of five members

Committee on public safety, acting upon matters pertaining to the police and fire departments, traffic, and general public safety It consists of five members

Committee on ordinance and rules, acting upon all rules, ordinances, and resolutions, and consisting of three members

Committee on claims and licenses, acting upon all claims against the city, and upon any requests for licenses or franchises not otherwise provided for, which may be referred to it It consists of three members

Committee on accounts, whose duties are to examine all bills against the city presented to the auditor for payment, and to act upon such matters as may be referred to it Three members form this committee

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1 Acts, 1932, ch 280, sec 23
2 Ibid , sec 35
3 Ibid , sec 36

These comprise all the active committees of the city council, and in all cases they are appointed by the president of the council.[1]

While provision for all the fundamental city offices was made by the various charters adopted by the city the subordinate offices were established as required by ordinance, although this did not apply to the minor offices carried over from the period of town government. Under the act of 1889 which stated that "the executive power of said city generally, with all the power heretofore vested . . . in the selectmen of the town of Pittsfield . . . shall be vested in and exercised by the mayor and aldermen as fully as if the same were herein specially enumerated except as herein otherwise provided," the authority to continue the appointment of these officers was automatically transferred, the appointments being made by the mayor with confirmation by the board of aldermen.[2] Exceptions, in which apparently a different procedure was desired, occurred when, in the original code of city ordinances, it was provided that the city council by concurrent ballot should annually elect a city solicitor[3] and a city physician,[4] and specified their duties in detail.

Only one new office appears to have been established by ordinance in 1891, the first year of the city government. This was the position of supervisor of wires, and was done in conformity with a legislative act passed the previous year.[5] It did not call for an additional appointment, however, as the ordinance specifically designated the chief of police to act as supervisor of wires. The following year saw the appointment of a milk inspector[6] and an inspector of buildings.[7] In 1893 the first appointment occurred of "an inspector of animals intended for slaughtering or kept for production of milk,"[8] and though for some years there was considerable variance in the title assigned to this office it was in reality the original inspector of slaughtering. The same year three surveyors of lumber were appointed.[9] Although provided for in the city charter, the office of plumbing inspector was not created until 1894 by an ordinance adopting a revised code of building and plumbing laws as required by a

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1 Records of the City Council, 1934-39, see entry 12.

2 Acts, 1889, ch. 411, sec. 15.

3 Revised Ordinances, Pittsfield, 1894, ch. 7, in Compiled Ordinances, see entry 43.

4 Ibid., ch. 8.

5 Acts, 1889, ch. 411, sec. 15.

6 Records of Mayor, Aldermen and City Council, I, 484, in Records of the City Council, see entry 12.

7 Ibid., II, 22.

8 Ibid., p. 159.

9 Ibid., p. 86.

legislative act of 1893 [1] No separate appointment was made, however, the building inspector assuming the burden of both positions as permitted in the regulations [2]

A legislative act of 1894 establishing license commissions brought that body into existence in Pittsfield in 1895 when the mayor appointed a board of three members, this action, somewhat unnecessarily, being confirmed by the board of aldermen [3] By the revision of the ordinances in 1900 the functions of supervisor of wires were taken from the chief of police and assigned to the chief engineer of the fire department [4] The clerk of committees was established by an ordinance passed in 1905 empowering the mayor to appoint that officer subject as usual to confirmation by the board of aldermen [5] The next addition to the roster of city officers came two years later when a superintendent of the newly installed fire and police signal system was appointed, an office frequently referred to in later years merely as "inspector "[6]

While the care of trees had been a function of the board of public works since its inception in 1891 a separate tree warden was appointed for the year 1909, but no reason was given for this [7] 1911 saw the reappearance of the office of inspector of petroleum in a dual capacity with that of smoke inspector,[8] and in 1913 the office of inspector of animals was separated from that of inspector of slaughtering [9] Also in the latter year ordinances were passed establishing a park commission to be appointed by the mayor and approved by the aldermen,[10] and a planning board consisting of the mayor, the city solicitor, the chairman of the board of public works, and six citizens appointed by the mayor [11] 1913 also saw the office of plumbing inspector separated from that of the building inspector, who, in accordance with the building code, thereafter appointed the plumbing inspector [12]

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1 Acts, 1893, ch 477, sec 6

2 Revised Ordinances, Pittsfield, 1894, ch 16, sec 47, in Compiled Ordinances, see entry 43

3 Records of Mayor, Aldermen and City Council, III, 25, in Records of the City Council, see entry 12

4 General Ordinances, Pittsfield, 1900, ch 23 in Compiled Ordinances, see entry 43

5 Ibid, 1908

6 Records of Mayor, Aldermen and City Council, 1906-08, p 279 in Records of the City Council, see entry 12

7 Appointments by Mayor, August 16, 1909, in Records of the City Council, see entry 12

8 Ibid, September 1, 1911

9 Ibid, March 31, 1913

10 Orders of City Council, 1913, No 26, in Orders, see entry 40

11 Ibid, No 115

12 Municipal Register, 1913, pp 165-175, see entry 1

An inspector of slaughtering appeared in the report of the board of health in 1915, but this office seems to have had no more than an unofficial status as it was held by the milk inspector and no direct appointment is recorded [1] The mayor appointed a dog constable in 1920, this being confirmed by the aldermen [2] In conformity with state legislation the city council established a board of survey in 1923 [3] and in the following year the name of the board of overseers of the poor was changed to board of public welfare in accordance with a legislative act to that effect [4]

The next new office appeared in 1927 when a director of state aid and soldiers' relief was appointed, thus removing those duties from the city clerk [5] Also in 1927 a code of zoning ordinances was accepted by the city which provided for the creation of a board of zoning appeals [6] 1930 brought the last appointment of the dog constable and the following year these duties were assigned to the chief of police, who was designated as "dog officer" [7] The year 1930 marked the time for the expiration of the last-mentioned commissioner of the sinking fund [8] and the last recorded appointments of a surveyor of lumber [9] and a poundkeeper [10] occurred in 1932 In the latter year an unemployment commission of 12 members was appointed by the mayor as authorized by an order of the city council This, however, was the only appearance of the commission [11]

The next year a separate inspector of wires was appointed, thus removing those duties from the fire chief [12] The last appointment of a measurer of wood was also made in 1933 [13] The adoption of the revised charter of 1932 made possible the creation of the office of superintendent

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1 Municipal Register, 1915, p 35-37

2 Appointments by Mayor, June 28, 1920, in Records of the City Council, see entry 12

3 Records of Mayor, Aldermen and City Council, February 14, 1923, in Records of the City Council see entry 12

4 Municipal Register 1924, p 98 see entry 1, Acts, 1923, ch 26

5 Ordinances, City of Pittsfield series since 1926, no 2, in General Ordinances and Amendments see entry 42

6 Records of the Board of Aldermen, 1926 33, p 114, in Records of the City Council, see entry 12

7 Appointments by Mayor, June 22, 1927, in Records of the City Council, see entry 12

8 Municipal Register, 1929 see entry 1

9 Appointments by Mayor, July 25, 1932 in Records of the City Council, see entry 12

10 Ibid , July 15, 1932

11 City Council Orders 1932, no 40, in Records of the City Council see entry 12

12 Ordinances, City of Pittsfield, series of 1926, no 73, in General Ordinances and Amendments see entry 42

13 Appointments by Mayor, March 6, 1933, in Records of the City Council, see entry 12

of buildings when the new setup went into effect in 1934.[1] The office of inspector of petroleum was filled for the last time in 1934[2] and two years later the last smoke inspector was chosen.[3] The retirement board was created in 1937, the original body consisting of two members appointed by the mayor with the city council confirming the action, together with the city auditor.[4] The following year one of the appointed members whose term had expired was replaced by an elected member from the personnel of the retirement system.[5] In 1937 the board of survey was dropped, at the time of the reestablishment of the planning board as an active body.[6] The appointments in 1938 of a constable[7] and two field drivers[8] are the last on record for these offices; it is probable that these are still regarded as active offices.

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1 City Council Orders, 1934, no. 99, in Records of the City Council, see entry 12

2 Appointments by Mayor, January 8, 1934, in Records of the City Council, see entry 12

3 Ibid., February 24, 1936

4 Records of the Aldermen and City Council, May 10, 1937, in Records of the City Council, see entry 12

5 Minutes of Meetings of Retirement Board, p. 19, see entry 302

6 Municipal Register, 1937, see entry 1

7 Appointments by Mayor, January 24, 1938, in Records of the City Council, see entry 12

8 Ibid., June 14, 1938

ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

Abbreviations

ADC	Aid to dependent children
alph.	alphabet, alphabetically
approx.	approximately
arr.	arranged, arrangement
assr(s).	assessor(s)
aud.	auditor
b(s).	box(es)
bd.	board
bdl(s).	bundle(s)
bkkp.	bookkeeping
bldg(s).	building(s)
bsmt.	basement
cab.	cabinet
CCC	Civilian Conservation Corps
C.H.	City Hall
chron.	chronological(ly)
cl(s).	clerk(s)
coll.	collector
comm(s).	commissioner(s)
com(s).	committee(s)
const.	construction
cont.	contained
CWA	Civilian Works Administration
d(s).	drawer(s)
dept(s).	department(s)
discont.	discontinued
eng.	engineer
env(s).	envelope(s)
ERA	Emergency Relief Administration
estab.	established
etc.	and so forth
f(s).	file(s)
fl.	floor
hdw.	handwritten
insp(s).	inspector(s)
l(s).	letter(s)
lab.	labeled
Mass.	Massachusetts
no(s).	number(s)
num.	numerically
NYA	National Youth Administration
OAA	Old age assistance
off.	office, officer
p., pp.	page(s)
ptd.	printed
PWA	Public Works Administration
p.w.d.	public works department
reestab.	reestablished
res.	residence
rm.	room
st(s).	street(s)
strm.	storeroom
supt.	superintendent
unlab.	unlabeled
treas.	treasurer
v.	voucher
va.	vault
vol(s).	volume(s)
WPA	Works Progress Administration, Work Projects Administration

Symbols

x	by
--	continues to date
'	foot, feet
"	inch(es)
. . .	denotes omission in quoted matter
:	equivalent to

Explanatory Notes

Inventory Arrangement

The city offices are arranged in the order of their importance from a functional viewpoint, with related offices grouped together. Records within an office are classified by subject. Within each subject classification entries are listed in the order of their importance, and, for records of equal importance, a chronological sequence is used.

Titles of Records

Exact titles of records are written in solid capitals without parentheses (as in entry 1). In the absence of titles descriptive titles have been assigned, which are written in solid capitals and enclosed in parentheses (as in entry 9). If a record title is not descriptive of the contents of the record, an assigned explanatory title (or explanatory words), written with initial capitals and enclosed in parentheses, has been added (as in entry 97). The current or most recent title of a record is used as the entry title and title variation is indicated (as in entry 12).

Dates

All dates used are inclusive. Missing records are indicated by broken dates. In the latter case dates appearing elsewhere in the entry and covering two or more periods of broken dates are shown by the first and last dates only. For example, the dates, 1837-90, shown in the last line of entry 172 below, have been substituted for the first six sets and part of the seventh set of broken dates, viz., 1837, 1840-41, 1844-51, 1854-57, 1860-69, 1871-84, and 1886-90.

172. TAX BOOK, 1837, 1840-41, 1844-51, 1854-57, 1860-69, 1871-84, 1886-1901, 1903-06, 1908--. 169 vols. (dated; 76 vols. also lab. by cont. letters of alph.). Title varies: Valuation List, 1837-90, 44 vols.; Taxes, 1891-99, 13 vols.

Quantity

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

Labeling

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

Discontinuance

Where no statement is made that the record was discontinued at the last date shown in the entry, it could not be definitely established that

Discontinuance (Cont'd)
such was the case. Where no comment is made on the absence of prior, subsequent, or intermediate records, no definite information could be obtained.

Description of Records

The description of the contents of a record applies only to the current or most recent record unless change in contents is actually shown in a record entry.

Indexing

All indexes to records, unless otherwise stated, are self-contained.

Condition of Records

Records are in good condition unless otherwise indicated.

Dimensions

Dimensions are given in inches unless otherwise indicated, and therefore the symbol for inches (") is omitted.

Location of Records

When all or the majority of the records of an office have a common location, the location is indicated in the last paragraph of the office essay instead of in each individual entry.

Cross References

Title-line cross references are used to show the continuity of a record series which has been kept separately for a period of time and with other records for different periods of time. An example is shown in entry 81: "1895-1910 in Licenses, City of Pittsfield, entry 80." In entry 80 there is a corresponding body-of-entry reference carrying the descriptive title and number of entry 81: "Also contains duplicates of licenses for: Junk dealers, 1895-1910, entry 81."

Title-line references are also used in artificial entries, i.e., those entries set up to cover records which appear in two or more entries of miscellaneous content, as, for example, the references in entry 132: "1802-41 in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; 1841 in Town Records - Pittsfield, entry 34; 1864-1914 in Lost Goods, Stray Beasts - Pittsfield, entry 133."

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

THE HOUSING, CARE, AND ACCESSIBILITY OF RECORDS

Explanatory Notes

Physical conditions of depositories containing records of the city of Pittsfield are summarized in tabular form. Terms used in the tables are as follows:

Depository:
Name of office, room, vault, etc.

Location:
Number of floor in building.

Dimensions:
Length by width by height, in feet.

Cubic Feet
Cubical contents.

Fire-Resistant:
Whether depository is fireproof or not.

Shelving:
Kind of material used for shelves.

Containers:
Kind of material of containers of records.

Lighting:
Indicated by the terms "good," "fair," or "poor."

Accessibility:
The ease with which records can be procured.

Arrangement:
Degree of orderly arrangement.

Physical Condition:
Degree of dampness, dustiness, ventilation, etc.

Room for Expansion:
The capacity of the depository for the storage of additional records, indicated by the terms "ample," "some," or "none."

Departments Using:
Departments or offices having records in the depository.

General Comments

Most of the municipal departments and offices of the city of Pittsfield house their records in the City Hall. Since Pittsfield has had a corporate existence for almost 180 years, the quantity of records is necessarily large, and the most obvious fact disclosed by a survey of these records is the urgent and immediate need for increased and more adequate storage facilities. The present set-up of depositories includes three general vaults, one each on the second floor, first floor, and in the basement. In addition, there are two supplementary vaults in the east and south ends of the basement, though these can be classed as little better than storerooms. Some departmental offices also have separate vaults of their own; among these offices are included the assessors, tax

General Comments (Cont'd)
collector, and city clerk on the first floor, and the school department, inspectors, and the engineer on the second floor. In all these depositories, with the single exception of the assessors' vault, where a small amount of room is still available, conditions of overcrowding exist to an extent which makes proper arrangement of records virtually impossible and in many cases greatly decreases easy accessibility Except in the east- and south-basement vaults where most of the records are old and seldom used, arrangement is fair, but all records are well preserved and cared for. The present city officials have obviously done their best under existing conditions, but this could not remedy the prime cause of those conditions - inadequate storage facilities In all cases the many supplementary records kept within the offices themselves are excellent in every way, well arranged in modern filing equipment

The reverse of these conditions exists in the new Municipal Building, which houses the records of the police department, board of public welfare, and agent of soldiers' relief The facilities here are the last word in modern construction and equipment, the police and welfare departments each having two splendid vaults and the soldiers' relief one. These vaults provide room for expansion for many years to come

Other depositories outside the City Hall are satisfactory. Those in the high school are modern, with excellent conditions existing as to arrangement and preservation of records, and the smaller quantities of records in the other schools are also adequately housed. The same conditions apply to records in the Central Fire Station and in the various subordinate offices under the department of public works

CITY HALL, EAST ST

This building was originally erected as the Town Hall in 1832. It had become entirely inadequate to its needs when Pittsfield became a city in 1891, but this condition was relieved for a time by the construction of an addition at the rear of the original building in 1895 Since that time, no further major structural changes have been made, and the building, as it now stands, is rectangular in shape, consisting of two stories and a basement The second floor contains the council chamber and various municipal offices, the first floor is devoted entirely to offices, and the basement contains offices and storerooms Exterior walls are of brick construction and interior walls and ceilings are of plaster; floors are of wood, on wood joists, and though most of the vaults are of first-class construction, the building as a whole is second class.

CITY HALL, EAST ST.

	Tax Coll. Off	Tax Coll. Va	Assrs. Off.	Assrs. Va.
Depository				
Location	1st fl.	1st fl.	1st fl.	1st fl.
*Dimensions	21x18x12	9x7x9	20x19x12	9x7x9
Cubic Feet	4536	567	4560	567
Fire-Resistant	No	Yes	No	Yes
Shelving	None	Steel	None	Steel
Containers	Steel	Steel	Wood & Steel	None
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Ample	None	Ample	Some
Depts Using	Tax Coll.	Tax Coll.	Assrs.	Assrs.

	Treas Off.	Aud. Off	Supt. of Public Bldgs. Off.	Bldg. Insp. Rm.
epository				
Location	1st fl.	1st fl.	2nd fl.	Bsmt.
*Dimensions	20x19x12	20x19x12	20x15x12	11x13x8
Cubic Feet	4560	4560	3600	1144
Fire-Resistant	No	No	No	No
Shelving	None	None	None	Wood
Containers	Wood & Steel	Steel	Steel	None
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Some	Some	Ample	Ample
Depts. Using	Treas. Aud.	Aud. Treas. City Council Retirement Bd.	Supt. of Public Bldgs.	Bldg. Insp.

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

The Housing, Care, and
Accessibility of Records

CITY HALL, EAST ST

Depository	Insps. Off.	Insps. Va.	Bd. of Health Off.	Health Dept. Lab.
Location	2nd fl.	2nd fl.	2nd fl.	Bsmt.
*Dimensions	18x14x12	9x7x9	28x20x12	19x7x8
Cubic Feet	3024	567	6720	1064
Fire-Resistant	No	Yes	No	No
Shelving	None	Steel	None	None
Containers	Steel & Wood	Steel	Steel & Wood	Wood & Steel
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	None	None	Some	Some
Depts. Using	License Bd. Wiring Insp. Plumbing Insp. Bldg. Insp.	Bldg. Insp. License Bd.	Bldg. Insp. Milk and Sanitary Insp. License Bd.	Bd. of Health Milk and Sanitary Insp.

Depository	West Va.	South Va.	East Va.	Registrars' Off.
Location	Bsmt.	Bsmt.	Bsmt.	1st fl.
*Dimensions	16x10x7	10x6x7	10x7x7	19x16x12
Cubic Feet	1120	420	490	3648
Fire-Resistant	Yes	No	Yes	No
Shelving	Steel	Wood	Steel	None
Containers	None	None	None	Steel
Lighting	Good	Poor	Poor	Good
Accessibility	Fair	Fair	Fair	Good
Arrangement	Fair	Fair	Fair	Good
Physical Condition	Good	Poor	Poor	Good
Room for Expansion	None	None	None	Some
Depts Using	Selectmen City Cl. Cl. of Coms License Bd. Registrars of Voters, Assrs., Tax Coll., Treas., Aud., Bd. of Health, P.W.D., Comm. of Public Welfare, Fire District, School Com.	City Cl. Treas. P.W.D. Police Dept. Bd. of Health	City Cl. Cl. of Coms. License Bd. Tax Coll. Treas. Aud. P.W.D. Mayor	Registrars of Voters

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

CITY HALL, EAST ST

Depository	Main Va.	Main Va.	City Cl. Va.	City Cl. Off.
Location	2nd fl.	1st fl.	1st fl.	1st fl.
*Dimensions	11x10x9	11x10x9	9x7x9	20x19x12
Cubic Feet	990	990	561	4560
Fire-Resistant	Yes	Yes	Yes	No
Shelving	Steel	Steel	None	None
Containers	Steel	Steel	Steel	Steel & Wood
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Fair	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	None	None	None	Some
Depts. Using	License Bd. Wiring Insp. Plumbing Insp. Bldg. Insp. Public Weigher	City Cl. Treas. Aud. Registrars of Voters Tax Coll. Assrs. City Council Common Council Bd. of Health Cl. of Coms. License Bd. School Supt. Fence Viewers Selectmen School Dists. Fire Dists Comm. of Public Welfare Warden of City Infirmary	City Cl. City Council Cl. of Coms. School Supt.	City Cl. Mayor

Depository	Comm. Off.	Deputy Comm. Off.	P.W.D.	P.W.D. Va.
Location	2nd fl.	2nd fl.	1st fl.	1st fl.
*Dimensions	20x11x12	19x17x12	21x19x12	9x7x9
Cubic Feet	2640	3976	4788	567
Fire-Resistant	No	No	No	Yes
Shelving	None	None	None	Steel
Containers	Wood	Wood	Steel & Wood	Steel
Lighting	Good	Good	Good	Good
Accessiblilty	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Ample	Ample	Ample	None
Depts. Using	P.W.D.	P.W.D.	P.W.D.	P.W.D. City Council Sewer Comm. Bd. of Survey Fire District

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

The Housing, Care, and
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CITY HALL, EAST ST.

	Supt. Off.	Secretary Off.	School Dept. Off.	School Dept. Va.
Depository				
Location	2nd fl.	2nd fl.	2nd fl.	2nd fl.
*Dimensions	11x10x12	10x8x12	21x18x12	9x7x9
Cubic Feet	1320	960	4536	567
Fire-Resistant	No	No	No	Yes
Shelving	None	None	None	Steel
Containers	Steel	Steel & Wood	Steel & Wood	Steel
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good
Room for Expansion	Ample	Ample	Ample	Some
Depts Using	School Supt.	School Supt.	School Com. School Supt.	School Com. School Dists. School Supt.

	Eng. Off.	Eng. Va.	Eng. Rm.	Mayor's Off.
Depository				
Location	2nd fl.	2nd fl.	Bsmt.	2nd fl.
*Dimensions	21x19x12	9x7x9	38x19x8	16x13x12
Cubic Feet	4788	567	5856	2496
Fire-Resistant	No	Yes	No	No
Shelving	None	Steel	Wood	Steel
Containers	Steel	Steel	Steel & Wood	Steel & Wood
Lighting	Good	Good	Poor	Good
Accessibility	Good	Good	Fair	Good
Arrangement	Good	Good	Fair	Good
Physical Condition	Good	Good	Fair	Good
Room for Expansion	Ample	None	Some	Some
Depts Using	P.W.D.	P.W.D. City Cl.	Sewer Comm. City Solicitor P.W.D.	Mayor Cl. of Coms.

Recommendations:

In order to remedy the greatly overcrowded conditions existing in the vaults, the following recommendations are made:

1. Rearrange the east- and south-basement vaults and remove all extraneous matter.
2. Install a fireproof door and steel shelving to provide fire protection in the south-basement vault; estimated cost $400.
3. Construct two new vaults in the south-west corner of the basement, (size 12' x 8' x 7'; approximate cost $1500) to take care of excess records at present located in first-and second-floor main vaults and other departmental vaults.

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

Recommendations (Cont'd)

4. Transfer to vaults records now unprotected in engineers' room and building inspector's room in basement.
5. Replace wood cabinets with steel equipment in departmental offices to give partial fire protection.

MUNICIPAL BUILDING, ALLEN AND DUNHAM STS.

The most recent addition to the municipally owned buildings in Pittsfield, this fine modern structure was completed in 1939. It is of fireproof construction throughout, of red brick, steel, and concrete, and consists of two wings, each with two stories and basement. The wing facing Allen Street houses the police department, with vaults in the basement, the main office and waiting room on the first floor, and offices for the detective bureau and departmental clerks on the second floor. Attached to the rear of the building on the ground level is a garage for police equipment. The wing facing Dunham Street contains the public welfare and its subordinate departments, together with the office of the director of state aid and soldiers' relief. In the basement are public and departmental rest rooms; the first floor contains the office and vault of the soldiers' relief department; and the second floor consists of the main welfare office, bookkeeping office, private office of the commissioner, old age assistance office, aid to dependent children office, and two vaults. In all these offices the most modern and complete equipment has been installed for the proper handling of records, and the vaults provide ample storage room for many years to come

MUNICIPAL BLDG , ALLEN AND DUNHAM STS.

	East Va.	West Va.	Main Off.	Cls Off.	Detective Bureau Off.
Depository					
Location	Bsmt.	Bsmt.	1st fl.	2nd fl.	2nd fl.
*Dimensions	10x8x11	10x8x11	16x8x11	20x10x11	28x13x11
Cubic Feet	880	880	1408	2200	4147
Fire-Resistant	Yes	Yes	Yes	Yes	Yes
Shelving	Steel	Steel	None	None	None
Containers	None	None	Steel	Steel	Steel
Lighting	Good	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good	Good
Arrangement	Good	Good	Good	Good	Good
Physical Condition	Good	Good	Good	Good	Good
Room for Expansion	Ample	Ample	Ample	Ample	Ample
Depts Using	Police Dept.	Police Dept.	Police Dept. Comm. of Public Welfare	Police Dept.	Police Dept.

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

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MUNICIPAL BLDG., ALLEN AND DUNHAM STS.

	Soldiers' Relief Office	Soldiers' Relief Va.	Comm. Off.
Depository			
Location	1st fl.	1st fl.	2nd fl.
*Dimensions	19x12x11	10x8x11	16x8x10
Cubic Feet	2508	880	1280
Fire-Resistant	Yes	Yes	Yes
Shelving	None	Steel	None
Containers	Steel	None	Steel
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Depts. Using	Director of State Aid and Soldier's Relief	Burial Agent Director of State Aid and Soldiers' Relief	Comm. of Public Welfare

	Bkkp. Off.	Main Va.	ADC Off.
Depository			
Location	2nd fl.	2nd fl.	2nd fl.
*Dimensions	24x18x10	18x8x10	17x17x10
Cubic Feet	4752	1440	2890
Fire-Resistant	Yes	Yes	Yes
Shelving	None	Steel	None
Containers	Steel	None	Steel
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Depts. Using	Comm. of Public Welfare Bureau of OAA Warden of City Infirmary	Comm. of Public Welfare	Comm. of Public Welfare

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

MUNICIPAL BLDG., ALLEN AND DUNHAM STS.

Depository	OAA Off	OAA Va.
Location	2nd fl	2nd fl.
*Dimensions	34x16x10	18x8x10
Cubic Feet	5440	1440
Fire-Resistant	Yes	Yes
Shelving	None	Steel
Containers	Steel	None
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Ample	Ample
Depts. Using	Bureau of OAA	Comm. of Public Welfare Bureau of OAA Warden of City Infirmary

CENTRAL FIRE STATION, ALLEN ST.

This building, which constitutes the headquarters of the fire department, is of typical engine-house type, constructed of red brick, and erected in 1895. The first floor houses modern fire equipment, and the second floor contains firemen's quarters, a storeroom, and the office of the chief. The records of the department, located in the chief's office, are in excellent condition and systematically arranged in steel filing cabinets and in a safe, in which there is ample room for present and future needs. Other records, most of them old, are kept on wood shelving in an adjacent storeroom.

Depository	Chief's Off	Strm.
Location	2nd fl	2nd fl.
*Dimensions	17x16x9	11x6x9
Cubic Feet	2448	594
Fire-Resistant	No	No
Shelving	None	Wood
Containers	Steel	None
Lighting	Good	Good
Accessibility	Good	Fair
Arrangement	Good	Fair
Physical Condition	Good	Fair
Room for Expansion	Ample	Ample
Depts. Using	Fire Dept.	Fire District Fire Dept.

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

The Housing, Care, and
Accessibility of Records

Recommendations:

It is recommended that storage be provided for surplus records, since this would give greater protection than does the open wood shelving in the storeroom. A steel safe cabinet at an estimated cost of $150 would meet requirements for a considerable time to come.

FIRE ALARM AND POLICE SIGNAL SYSTEM BUILDING, 255 TYLER ST.

This is a modern brick building consisting of one story and basement, erected in 1938 for the purpose of housing this department. The main floor contains the office of the superintendent and an operator's room, while the basement consists of a workroom and equipment storage. Departmental records, located in the office of the superintendent, are few in quantity, and a steel file and desk provide ample facilities for their care and preservation. All records are in excellent condition.

Depository	Supt. Off.
Location	1st fl.
*Dimensions	11x6x9
Cubic Feet	594
Fire-Resistant	Yes
Shelving	None
Containers	Steel
Lighting	Good
Accessibility	Good
Arrangement	Good
Physical Condition	Good
Room for Expansion	Ample
Depts. Using	Supt. of Fire Alarm and Police Signal System

CITY INFIRMARY, WEST ST.

The original building of the present City Infirmary, then known as the almshouse, was built in 1861. Numerous alterations and additions have been made since then, the most extensive occurring in 1899 when a third story was made available for use of the inmates and in 1939 when the entire building was remodeled and modernized. It consists of three stories and a basement and is of frame type, third-class construction. Records are kept in a safe in the warden's office.

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

CITY INFIRMARY, WEST ST.

Depository	Warden's Off.
Location	1st fl.
*Dimensions	16x16x12
Cubic Feet	3072
Fire-Resistant	No
Shelving	None
Containers	Steel
Lighting	Good
Accessibility	Good
Arrangement	Good
Physical Condition	Good
Room for Expansion	Ample
Depts. Using	Comm. of Public Welfare Warden of City Infirmary

HIGHWAY BUILDING, MUNICIPAL YARD,
WEST HOUSATONIC ST.

This is a modern two-story brick building, erected in 1927. The first floor is devoted to storage of highway, sewer, and water department equipment, while on the second floor are located offices of the highway and sewer department, water department, and sealer of weights and measures, together with a storeroom used by the sealer for his equipment. The building is of second-class construction, and all records are adequately housed in steel or wood filing equipment, except those kept in the sealer's storeroom, which are on wood shelving. All records are well preserved and reasonably well arranged.

Depository	Highway and Sewer Off.	Water Division Off.
Location	2nd fl.	2nd fl.
*Dimensions	36x8x14	17x17x14
Cubic Feet	4032	4046
Fire-Resistant	No	No
Shelving	None	None
Containers	Steel & Wood	Steel & Wood
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Ample	Ample
Depts. Using	P.W.D.	P.W.D.

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

The Housing, Care, and
Accessibility of Records

HIGHWAY BUILDING, MUNICIPAL YARD,
WEST HOUSATONIC ST.

Depository	Sealer of Weights and Measures Off.	Strm.
Location	2nd fl.	2nd fl.
*Dimensions	31x18x14	9x6x14
Cubic Feet	7884	756
Fire-Resistant	No	No
Shelving	None	Wood
Containers	Steel & Wood	None
Lighting	Good	Fair
Accessibility	Good	Fair
Arrangement	Good	Fair
Physical Condition	Good	Fair
Room for Expansion	Ample	Ample
Depts. Using	Sealer of Weights and Measures Public Weigher	Sealer of Weights and Measures

Recommendations:

The present wood shelving in the storeroom does not provide a proper means of protecting and preserving the records of the sealer of weights and measures. It is recommended that a closet or file be provided for them.

MUNICIPAL GARAGE, MUNICIPAL YARD, WEST HOUSATONIC ST.

This building was erected in 1927 as a one-story structure. The office occupied the front of the building, while the remaining space was devoted to storage of municipally owned equipment. In 1938 an additional story was added to the garage section. The building is of brick, steel, and concrete and is of first-class construction. Modern steel filing equipment and a safe provide ample facilities for present and future storage of the records which are excellently kept and arranged.

Depository	Off.
Location	1st fl.
*Dimensions	12x8x10
Cubic Feet	960
Fire-Resistant	Yes
Containers	Steel
Shelving	None
Lighting	Good
Accessibility	Good
Arrangement	Good
Physical Condition	Good
Room for Expansion	Ample
Depts. Using	P.W.D.

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

PUMPING STATION, SEWAGE DISPOSAL PLANT, POMEROY AVENUE

This is a one-story brick building, erected in 1902, of second-class construction, and contains, in addition to pumping equipment, an office for the superintendent. The records are small in quantity, and a steel file provides adequate storage space for all future needs. The records are well arranged and in good condition.

Depository	Supt. Off
Location	1st fl
*Dimensions	10x10x12
Cubic Feet	1200
Fire-Resistant	No
Containers	None
Shelving	Steel
Lighting	Good
Accessibility	Good
Arrangement	Good
Physical Condition	Good
Room for Expansion	Ample
Depts. Using	P.W.D.

OFFICE, CITY YARD, NORTH PEARL ST.

This is a one-story building, erected in 1908. It contains an office for the yard superintendent and a storeroom for tools and highway-maintenance materials. It is of frame type, third-class construction. The small quantity of records is kept on wood shelving and in a desk. The arrangement and condition of the records are satisfactory.

Depository	Supt. Off.
Location	1st fl.
*Dimensions	15x12x8
Cubic Feet	1440
Fire-Resistant	No
Containers	Wood
Shelving	Wood
Lighting	Fair
Accessibility	Good
Arrangement	Good
Physical Condition	Fair
Room for Expansion	Ample
Depts. Using	P.W.D.

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

SCHOOL DEPARTMENT DEPOSITORIES

Although the school department has an administrative office in the City Hall, which constitutes the headquarters of the superintendent and of the school committee, comparatively few of the records are housed there. Of necessity, certain records are kept in the schools, and the office or desk of the principal serves as the place of custody, though some pupils' records are found in the possession of the teachers in the various classrooms. This, however, is a temporary arrangement for convenience in the use of these records.

Numerous records of the elementary schools progress with the pupils through the junior high schools to the senior high school, so that this latter building houses by far the larger part of the records. However, a large vault in the basement of the Plunkett School serves as a depository for overflow records of the attendance officer, whose headquarters are in the high school. The following is a detail of depositories in the schools, the accompanying chart showing the conditions relative thereto.

Pittsfield High School, East Street: This imposing building was completed in 1931 and consists of three stories and basement. It is constructed of brick, stone, and concrete, of second-class construction, and is modern in every way, with excellent storage facilities for records and with ample accommodations for the future. Most of the records are located in the main office, an adjacent vault, and in the office of the vice-principal, all located on the first floor and in the office of the attendance officer, room 17 in the basement, while a few records pertaining to Americanization classes are in room 244 on the second floor. Excellent conditions as to arrangement, accessibility, and preservation of records prevail in all depositories

Abby Lodge School, Holmes Road, a one-story frame building of which the date of erection is uncertain, was formerly a neighborhood community center. It was taken by the school department for elementary grades in 1938. The records, kept in the teachers' desks in the two classrooms, are in satisfactory condition but entirely lacking in fire protection.

Bartlett School, Onota Street, was erected in 1910. It is of second-class construction, with exterior walls of brick, and is a large building of two stories and basement. The principal's office on the second floor houses all records, and while their arrangement and condition are good, fire protection is negligible.

Briggs School, West Street, is a two-story building with basement, erected in 1895. It is of brick and stone construction, second class. The principal's office on the second floor contains all the records in wooden filing equipment. This gives little protection from fire, but otherwise the records are well preserved and arranged.

Central Junior High School, Second Street: This large brick and stone structure of two stories and basement was built in 1898, and until 1931, served as the high school. Records are kept in the office of the clerk and in the principal's office on the first floor. All are in good condition, well arranged and easily accessible, and except for those which are kept in wood files, have adequate fire protection. There is ample room for future storage requirements.

Coltsville School, Dalton Avenue, is one of the oldest school buildings now in use in Pittsfield, having been erected in 1854. It is a small one-story wood frame structure, third class, and contains only one classroom. Records, which are necessarily small in quantity, are kept in the teacher's desk and in a closet and, while in satisfactory condition and arrangement, are entirely without protection from fire.

Crane Junior High School, Dartmouth Street, is a fairly modern brick and stone building, second-class construction, erected in 1913, and consisting of two stories and a basement. The principal has an office on the second floor in which all records are kept. Steel filing equipment houses all current and active records in satisfactory manner, but some inactive records are kept in open wood file boxes which give little protection to them. The condition and arrangement of the records are good, but additional steel files are needed for future expansion.

Dawes School, Elm Street: This building, of brick construction, second class, was erected in 1907, and an addition at the rear of the structure was added in 1914. It is of two stories and basement and includes a principal's office on the second floor which houses all records. These are in excellent condition and well arranged in steel files which give adequate protection and ample room for future needs.

Hibbard School, Newell Street, is a two-story brick structure on stone foundation and was built in 1923. It is of second-class construction. Although there is a fireproof vault in the basement, this is unused, and records are kept in steel filing equipment in the principal's office on the first floor. Here conditions are quite satisfactory, as adequate fire protection is provided and the records are well preserved and arranged, with ample future storage space available.

Mercer School, Orchard Street: This is a brick building, second-class construction, which was erected in 1904, and consists of two stories and basement. The principal has an office on the second floor where some of the records are kept in a wooden file and a desk, while others are housed on wood shelving in a storeroom off the second-floor hallway. No fire protection is thus given, though otherwise, the records are satisfactory as to condition and arrangement. Little space is available for future needs in the file and none in the storeroom.

School Department Depositories

Morewood School, South Mountain Road, another of the older school buildings in the city, was constructed in 1859. Like other buildings of its type, it is a wood frame structure, third-class construction, and contains only a single classroom. Records are kept in the teacher's desk, and, while in fair condition and arrangement, they are entirely without fire protection.

Nugent School, Merrill Road, is a two-story brick building of stone foundation, second-class construction, and was built in 1910. The principal has no office, but the second-floor hallway serves this purpose, and the records are kept there in a desk. They are well preserved and satisfactorily arranged, but the absence of steel filing equipment leaves them without protection from fire. As the records are small in quantity, existing facilities provide some accommodations for future needs.

Osceola School, Osceola Street, a single room, wood frame building, third-class construction, was erected in 1878. The few records are located in the teacher's desk and in a small wooden cupboard which provide ample capacity for future requirements, but which leave them without protection from fire. They are well arranged and preserved, but those in the cupboard are not too easily accessible.

Peck's School, Peck's Road. This school building, with almost 90 years of service, is the oldest in use in Pittsfield. Built in 1851 as a wood frame structure, it contains two classrooms on the one floor. All records are in the classroom occupied by the principal and are housed in a desk and in a wooden cupboard. Arrangement and accessibility are fair and condition is good, but present facilities provide no fire protection.

Plunkett Junior High School, Fenn and First Streets, is a brick building, of second-class construction, erected in 1909, and consists of two stories and basement. Records of the school are housed in the office of the principal on the second floor. Current and active records are in steel files, while older records are kept in a cupboard. The latter are unprotected from fire, but all are excellently preserved and arranged, and there is some room for future expansion. In the basement is a fireproof vault which is used for the storage of overflow records of the attendance officer. Here also the records are in good condition and arrangement, and there is some unused space available.

Pomeroy Junior High School, West Housatonic Street, is a modern brick structure of two stories and basement, second-class construction. The original building was erected in 1914, and it was remodeled and increased in size in 1927. The principal's office on the second floor contains all records, which are housed in excellent steel filing equipment providing ample accommodations for the future. Condition and arrangement of the records are excellent.

Pontoosuc Junior High School, North Street: This is a large modern brick building erected in 1920, second-class construction, and contains three stories. All records are located in the principal's office on the first floor where wood and steel files provide ample future storage space and some fire protection. The records are excellently kept and arranged.

Read School, Second and Fenn Streets, is the oldest brick school building now in use in the city, having been constructed in 1884. It consists of two stories on a stone foundation and is of second-class construction. The office of the principal, located on the second floor, contains all records, which are in excellent condition and well arranged in modern steel filing equipment. There is ample space for present and future needs.

Redfield School, Elizabeth Street, is a two-story brick structure, second-class construction, which was built in 1895. On the second floor is a small principal's office where all records are kept. Storage facilities are poor, consisting only of a wooden cupboard, which offers them no fire protection and little future storage capacity. Their condition is fair and arrangement satisfactory, but the light is not good, and accessibility could be improved.

Rice School, Winter Street: This original building was erected in 1890, a two-story brick structure of second-class construction, and in 1907, an addition was made. The principal's office on the second floor houses some of the records, which are kept in a wood file cabinet, while the others are in a closet located in the second-floor hallway. While these depositories provide ample space for future expansion, they offer no protection from fire. The records are in good condition and well arranged.

Russell School, Peck's Road, was erected in 1895, of brick- and cast-stone construction, second-class, and is a two-story building. All records are contained in the principal's office on the second floor, some being kept in a desk and others on a shelf. This, of course, provides no fire protection. The records are in good condition, but arrangement is poor, and present facilities do not provide much room for future requirements.

Stearns School, Lebanon Avenue, a two-story brick building of stone foundation, was erected in 1892, and is of second-class construction. Records are located in a closet in the principal's office, second floor, and while they are excellently preserved and arranged, there is ample room for future expansion. This depository is entirely lacking in fire protection.

Tucker Junior High School, Linden Street: The original building was constructed in 1888, of brick and stone, second class, and was two stories in height, but a third story was added in 1926. The principal's office on the second floor houses all records, which are well arranged in modern steel files. These provide ample storage facilities for future needs.

School Department Depositories

PITTSFIELD HIGH SCHOOL, EAST ST

Depository	Attendance Off. Rm. 17	Main Va.	Main Off.
Location	Bsmt.	1st fl.	1st fl.
*Dimensions	16x9x12	8x5x10	25x19x12
Cubic Feet	1728	400	5700
Fire-Resistant	No	Yes	No
Shelving	None	Steel	None
Containers	Steel & Wood	None	Steel
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Some	Ample	Ample
Depts. Using	School Supt. Vocational, Continuation, and Evening Schools	School Supt. High School	High School

Depository	Vice Principal's Off.	Americanization Off. Rm. 244
Location	1st fl.	2nd fl.
*Dimensions	11x9x12	11x8x12
Cubic Feet	1188	1056
Fire-Resistant	No	No
Shelving	None	None
Containers	Steel	Steel
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Ample	Ample
Depts. Using	High School Vocational, Continuation, and Evening Schools	Vocational, Continuation, and Evening Schools

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

PLUNKETT JUNIOR HIGH SCHOOL, FENN AND FIRST STS.

Depository	Main Va.	Principal's Off.
Location	Bsmt.	2nd fl.
*Dimensions	8x5x7	16x12x10
Cubic Feet	280	1920
Fire-Resistant	Yes	No
Shelving	Steel	None
Containers	None	Steel & Wood
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Some	Ample
Depts. Using	School Supt.	Plunkett Junior High School

	POMEROY ELEMENTARY SCHOOL AND POMEROY JUNIOR HIGH SCHOOL, WEST HOUSATONIC ST.	PONTOOSUC ELEMENTARY SCHOOL AND PONTOOSUC JUNIOR HIGH SCHOOL, FENN AND FIRST STS.
Depository	Principal's Off.	Principal's Off.
Location	2nd fl.	1st fl.
*Dimensions	21x15x12	17x9x14
Cubic Feet	3780	2142
Fire-Resistant	No	No
Shelving	None	None
Containers	Steel	Steel & Wood
Lighting	Good	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Ample	Ample
Depts. Using	Pomeroy Elementary School and Pomeroy Junior High School	Pontoosuc Elementary School and Pontoosuc Junior High School

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

School Department Depositories

	ABBY LODGE SCHOOL, HOLMES ROAD		BARTLETT SCHOOL, ONOTA ST.
Depository	Classrm. #1	Classrm. #2	Principal's Off.
Location	1st fl.	1st fl.	2nd fl.
*Dimensions	29x22x10	29x22x10	14x7x14
Cubic Feet	6380	6380	1372
Fire-Resistant	No	No	No
Shelving	None	None	None
Containers	Wood	Wood	Wood
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Depts. Using	Abby Lodge School	Abby Lodge School	Bartlett School

	BRIGGS SCHOOL, WEST ST.	CENTRAL JUNIOR HIGH SCHOOL, SECOND ST.	
Depository	Principal's Off.	Principal's Off.	Cl. Off.
Location	2nd fl.	1st fl.	1st fl.
*Dimensions	14x7x14	18x11x14	24x15x14
Cubic Feet	1372	2772	5040
Fire-Resistant	No	No	No
Shelving	None	None	None
Containers	Wood	Wood	Steel
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Ample
Depts. Using	Briggs School	Central Junior High School	Central Junior High School

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

	CRANE ELEMENTARY SCHOOL, CRANE JUNIOR HIGH SCHOOL, DARTMOUTH ST	DAWES SCHOOL, ELM ST	COLTSVILLE SCHOOL, DALTON ST.
Depository	Principal's Off.	Principal's Off.	Classrm.
Location	2nd fl.	2nd fl.	1st fl.
*Dimensions	17x12x14	20x12x14	25x23x10
Cubic Feet	2856	3360	5750
Fire-Resistant	No	No	No
Shelving	None	None	None
Containers	Steel & Wood	Steel	Wood
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Good	Good	Good
Room for Expansion	Some	Ample	Ample
Depts. Using	Crane Elementary School, Crane Junior High School	Dawes School	Coltsville School

	HIBBARD SCHOOL, NEWELL ST.	MERCER SCHOOL, ORCHARD ST.		MOREWOOD SCHOOL, SOUTH MOUNTAIN ROAD
Depository	Principal's Off.	Principal's Off	Storage Closet	Classrm.
Location	1st fl.	2nd fl	2nd fl.	1st fl.
*Dimensions	13x12x14	18x11x14	8x3x12	25x22x12
Cubic Feet	2184	2304	288	6600
Fire-Resistant	No	No	No	No
Shelving	None	None	Wood	None
Containers	Steel	Wood	None	Wood
Lighting	Good	Good	Good	Good
Accessibility	Good	Good	Good	Good
Arrangement	Good	Good	Good	Fair
Physical Condition	Good	Good	Good	Fair
Room for Expansion	Ample	Some	None	Ample
Depts. Using	Hibbard School	Mercer School	Mercer School	Morewood School

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

School Department Depositories

	NUGENT SCHOOL, MERRILL ROAD	OSCEOLA SCHOOL, OSCEOLA ST.	PECK'S SCHOOL, PECK'S ROAD
Depository	Hallway	Classrm.	Principal's Classrm.
Location	2nd fl.	1st fl.	1st fl.
*Dimensions	52x7x12	35x31x10	31x22x12
Cubic Feet	4368	10850	8184
Fire-Resistant	No	No	No
Shelving	None	None	None
Containers	Wood	Wood	Wood
Lighting	Fair	Good	Good
Accessibility	Fair	Fair	Fair
Arrangement	Good	Good	Fair
Physical Condition	Good	Good	Good
Room for Expansion	Some	Ample	Ample
Depts. Using	Nugent School	Osceola School	Peck's School

	READ SCHOOL, SECOND AND FENN STS.	REDFIELD SCHOOL, ELIZABETH ST.
Depository	Principal's Off.	Principal's Off.
Location	2nd fl.	2nd fl.
*Dimensions	16x9x12	5x4x14
Cubic Feet	1850	280
Fire-Resistant	No	No
Shelving	None	None
Containers	Steel	Wood
Lighting	Good	Poor
Accessibility	Good	Fair
Arrangement	Good	Good
Physical Condition	Good	Fair
Room for Expansion	Ample	Some
Depts Using	Read School	Redfield School

	RICE SCHOOL, WINTER ST.		RUSSELL SCHOOL, PECK'S ROAD
Depository	Principal's Off.	Storage Closet	Principal's Off.
Location	2nd fl.	2nd fl.	2nd fl.
*Dimensions	14x8x12	6x3x12	14x10x12
Cubic Feet	1344	216	1680
Fire-Resistant	No	No	No
Shelving	None	Wood	Wood
Containers	Wood	None	Wood
Lighting	Good	Fair	Good
Accessibility	Good	Good	Fair
Arrangement	Good	Good	Poor
Physical Condition	Good	Good	Good
Room for Expansion	Ample	Ample	Some
Depts. Using	Rice School	Rice School	Russell School

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

School Department Depositories

	STEARNS SCHOOL, LEBANON AVENUE	TUCKER ELEMENTARY SCHOOL, TUCKER JUNIOR HIGH SCHOOL, LINDEN ST
Depository	Principal's Off	Principal's Off.
Location	2nd fl	2nd fl
*Dimensions	15x10x14	20x15x10
Cubic Feet	2100	3000
Fire-Resistant	No	No
Shelving	None	None
Containers	Wood	Steel
Lighting	Fair	Good
Accessibility	Good	Good
Arrangement	Good	Good
Physical Condition	Good	Good
Room for Expansion	Ample	Ample
Depts. Using	Stearns School	Tucker Elementary School, Tucker Junior High School

Recommendations

In all permanent depositories conditions are satisfactory, the only lack in proper housing facilities occurring in those schools where the absence of steel files results in deficient fire protection for the records. It is recommended that in the following schools steel filing equipment be provided of sufficient capacity to take care of existing records now stored in closets, desks, or wood files;

Abby Lodge School, to house records kept in desks.
Bartlett School, to house records kept in cupboard and to replace wood files.
Briggs School, to house records kept in desk and to replace wood files
Central Junior High School, to replace wood files.
Coltsville School, to house records kept in desk and closet.
Crane Junior High School, to replace wood files.
Mercer School, to house records kept in storeroom and desk and to replace wood file
Morewood School, to house records kept in desk.
Nugent School, to house records kept in desk
Osceola School, to house records kept in desk and cupboard.
Peck's School, to house records kept in desk and cupboard.
Plunkett Junior High, to house records kept in cupboard.
Pontoosuc Junior High School, to replace wood files.
Redfield School, to house records kept in cupboard.
Rice School, to house records kept in closet and to replace wood files.
Russell School, to house records kept in desk and on shelf.
Stearns School, to house records kept in closet.
High School, to replace wood files in room 17

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

BERKSHIRE ATHENAEUM, EAST ST.

The Athenaeum is one of the most imposing public buildings in the city. It is in Gothic style, constructed of blue limestone, with ornamental trim of red sandstone and red granite, and is two stories in height. The original structure was erected in 1875, but an addition was constructed in 1897. An excellent vault in the basement provides safe storage for some of the records of the institution, together with much of its valuable property, while current records are kept in steel files in the office of the librarian on the first floor. The accession records, in card form, are in steel filing equipment in the catalogue room of the library, which is also on the first floor. Conditions relative to safety, accessibility, and arrangement of the records are excellent.

	Main Va.	Librarian's Off.	Catalogue Rm.
Depository	Bsmt.	1st fl.	1st fl.
Location	16x11x7	15x12x12	27x14x12
*Dimensions	1232	2160	4536
Cubic Feet	Yes	No	No
Fire-Resistant	Wood	None	None
Shelving	None	Steel	Steel
Containers	Good	Good	Good
Lighting	Good	Good	Good
Accessibility	Good	Good	Good
Arrangement	Good	Good	Good
Physical Condition	Ample	Ample	Ample
Room for Expansion	Berkshire Athenaeum	Berkshire Athenaeum	Berkshire Athenaeum
Depts. Using			

PRIVATE DEPOSITORIES

Some city officers, for convenience, or because they are not provided with offices by the city, keep their records in their residences or places of business. In all cases the records are in good condition and reasonable care is taken for their safety and property preservation. These private depositories are as follows:

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

Name	Address	Title	Department
Walter C. Kellogg	7 North St.	Cl. of Bd.	Berkshire Athenaeum
Dr. Clayton W. Nesbit	73 North St.	City Physician	City Physician
Michael J. Cone	88 East Housatonic St.	Insp. of Animals	Insp. of Animals
William H. Mahon	17 Hollister St.	Insp. of Slaughtering, Meats, and Provisions	Insp. of Slaughtering, Meats, and Provisions
Napoleon A. Langlois	54 Bradford St.	Foreman of Parks	Park Commission
Henry M. Seaver	126 Penn St.	Cl. of Bd.	Planning Bd.
Adolph J. Kohlofer	85 East St.	Cl. of Bd.	Bd. of Zoning Appeals
James M. Rosenthal	145 North St	City Solicitor	City Solicitor

Records System

The record-keeping system of the city of Pittsfield is noteworthy for the degree of completeness of most of the fundamental records, for the number of current or recent subordinate records, for the unified system which relates the records within and between departments, and for the systematic procedure which has been employed in most cases in maintaining them. Instances of gaps and missing records exist, but considering the long period of town and city government, these are conspicuously few in number

With half a century having passed since the inception of city government, it can hardly be expected that the quantity of town records remaining would be very large, yet many of the more important ones are still to be found. Only one set of town records has remained intact throughout the entire period since the incorporation of Pittsfield as a town, namely, vital statistics (entries 45-59), which date back to 1747, thus covering the proprietory period. The records of proprietors' and town meetings (entry 34-xvii,-xviii) date from 1753 to 1890, and together with the minutes of the city council (entry 12), record the entire legislative history of Pittsfield. Among other records originated by the town clerk are recorded instruments (entry 60) from 1835 to date and record of petitions for street lay-outs (entry 112), 1862 to date.

Records of the selectmen do not present such a favorable picture. Published town reports (entry 979) are available from 1852 to 1890, and it is unlikely that they were published earlier. Minutes of meetings of the selectmen (entry 978) exist only from 1874 to 1890, with gaps showing from 1878 to 1880. Records of selectmen's orders (entry 981) run from 1859 to 1890, with the years 1867-69 and 1875-80 missing. Of greater interest than

importance is the correspondence of the selectmen as overseers of the poor (entry 546) extant from 1790 to 1889, with gaps from 1791 to 1798, 1817 to 1827, and 1840 to 1872. A few other selectmen's records can be found, but they are of a subordinate character.

Assessors' records which have continued from the town period include valuation lists (entry 172-ii) beginning in 1837, with a supporting card record (entry 174) from 1881. The assessors' field books (entry 173) with but few gaps, date from 1860, an unusually early date for this type of record. The valuations of the fire district (entry 184) also are complete, with the exception of a few gaps, from 1857 to 1890. With one or two other records of less importance, these present a comprehensive representation of the early records of the department.

Tax collector's records, as may be expected, are few in number prior to 1890, and it is most unusual that tax commitments (entry 221) should be intact from 1817 to the present time. The presence of earlier records is no doubt due to the fact that from 1818 to 1867 the office of tax collector was combined with that of treasurer, thus leaving it less subject to frequent changes in personnel, as was inevitable under the customary practice of letting the collection of taxes to the lowest bidder. Commitments of fire-district taxes (entry 232) are only available from 1879 to 1890, and the collector's cash book (entry 233) begins in 1884, the probable date of inception of the record. The collector's copies of schedules of payments to the treasurer (entry 234) begin in 1888 and run to the present time, with the years 1892 to 1903 and 1910 to 1923 missing. These comprise all the existent records of the tax collector which have remained from the period of town government.

The treasurer's town records are few in number. The principal financial record of the town, the cashbook (entry 251), runs from 1839 to date, with gaps from 1871 to 1887, 1899-1900, 1912-13, and 1919 to 1921. A daybook (entry 252), which began in 1820, continued with a few minor breaks until 1932 when it was discontinued, and classification books of expenditures (entry 253) are shown from 1870 to 1887.

Published reports of the school committee under town government (entry 318) are complete, except for intermittent gaps, from 1845 to 1890. More serious gaps exist, however, in the minutes of committee meetings (entry 315) beginning in 1855, with records missing from 1889 to 1916, 1921 to 1925, and 1931. No explanation was offered by the present officials of the department as to the disposition of these records, which unquestionably did exist at one time. Other early school records include a census of school children (entry 337) beginning in 1879, a card record of teachers' histories (entry 346) dating from 1888, and a record of deeds to school lots (entry 356) from 1827 to 1880. In the school districts, of which there were 14 at the time of the abolition of the district system in 1870, the records of only 3 have remained extant. These are complete for the period covered and include the minutes of

meetings of the Water Street District from 1829 to 1862 (entry 994), minutes of the Center District from 1829 to 1869 (entry 993), and minutes of the East District from 1811 to 1869 (entry 992).

The department of public welfare has several records of the town overseers of the poor, namely, the pauper register (entry 505) beginning in 1886 but discontinued in 1925; the paupers journal, a record of purchase orders issued (entry 529), from 1877 to 1898; a ledger of recipients' accounts (entry 512) from 1875 to 1933; a pauper register of the infirmary (entry 568) from 1886 to the present time; and a record of receipts and expenditures of the poor farm (entry 573) from 1831 to 1836.

The minutes of meetings of the board of health (entry 587) began in 1866, when the department originated, and continued until the abolition of the board in 1933, with gaps showing from 1881 to 1890 and from 1903 to 1914. This is the only record in the department bearing on the town board of health.

The board of registrars of voters has complete minutes of its meetings (entry 154) since its inception in 1884, together with the general register of voters (entry 155) instituted at the same time.

The police department has several town records, including a register of arrests (entry 856) from 1876 to date, except for gaps from 1883 and from 1910 to 1915, and an expense ledger (entry 873) since 1888, with 1915 to 1929 missing; a record of court cases (entry 882) kept from 1888 to 1890, and a register of lodgers (entry 870) from 1883 to 1905. The fence viewers have a separate volume of their records (entry 977) from 1852 to 1917, though earlier fence viewers' records, from 1796 to 1851, are found in the volumes of minutes of town meetings (entry 34) Although it was not officially a town department, the Berkshire Athenaeum, organized in 1871, has from the beginning the records of meetings of its trustees (entry 489) and a cashbook (entry 492).

It was inevitable that the inception of city government should bring many changes to the record-keeping system. New and important departments were created, organization of the government was infinitely more complicated, many more full-time officers were added to the public pay roll, and the legal requirements pertaining to the maintenance of records were much more stringent under a city charter. This tendency towards expansion, with the consequent institution of many additional subordinate records, has continued with the growth of the city and with the introduction of more modern methods of procedure, particularly with regard to financial records.

A superficial viewpoint might tend to induce surprise at the comparative scarcity of the records of the chief executive - the mayor - and at the absence, in practically every case, of all but recent records. These conditions, however, are more readily understood when it is considered that the incumbents of the office change so frequently and that the records actually

kept by them are regarded as personal and so subject to removal when the office is vacated. The one exception to this is the municipal register (entry 1), the printed reports of all departments and officers to the mayor, and these are complete since the inception of the office in 1891. Other existent records include expired surety bonds of city officers (entry 11) since 1934, a few expired and current insurance records and policies on city property (entries 2-5) since 1934, with one older one dated 1899 to 1910, correspondence (entry 10) since 1937, and three financial records (entries 7-9) dating from 1938. These are a record of fees received from Sunday theatre permits, receipts for the transmission of these fees to the treasurer, and duplicates of pay-roll vouchers. The foregoing records, together with an appraisal record of city property (entry 6), compiled in 1936, comprise the mayor's records.

The records of the city clerk are most complete, among the more important being transcriptions of personal property mortgages and other legal instruments (entry 60) running from 1835 to date. In his possession are records of the city council (entry 12), which include those of the board of aldermen from 1891 to 1933, when it was abolished. These records are completely indexed. The clerk also has, from 1891 to 1898 and from 1911 to date, the minutes of meetings of the finance committee (entry 14) and of the highway committee (entry 15), while those of the committee on accounts (entry 18) are available in volume form from 1891 to 1895, and of the committee on claims (entry 17) from 1891 to 1897. Original petitions presented to council and referred to the highway committee (entry 16) exist from 1902 to date.

The records of the common council (entry 13A), also in possession of the city clerk, are complete from 1891 to 1933, when the revision of the city charter abolished that body. Many additional records, besides those named previously as originating under town government, are kept by the city clerk. Original orders of the board of aldermen and city council (entry 40), an index to orders (entry 41), election officers' returns (entry 103), petitions for pole locations (entry 110) and duplicates of various city licenses (entries 77-101) are all intact since 1891, while original reports of various committees (entry 37) date from 1907, and original records of ordinances (entry 42) from 1900, in addition to seven published editions of ordinance revisions (entry 43), covering the period from 1892 to 1926. The mayor's original appointments (entry 106) exist since 1906, as do original resignations of city officers (entry 109), and a record of the oaths of office taken by town and city offices (entry 108) has been kept since 1889. Duplicates of dog licenses issued (entry 83) run from 1922 to date, except that the years from 1924 to 1934 are missing. Since the various sporting licenses are returned annually to the State, only the current years records are available. Copies of deeds and grants and other legal instruments (entry 70) exist since 1903, and municipal contracts and surety bonds of officers (entry 68) run from 1899 to date.

Also in the possession of the city clerk are the records of the clerk of committees (entries 19-33), who came into existence in 1905. At that time he apparently picked up and continued the independent records of committees already in existence, and these, with the records of later committees, were kept in separate form until 1915. A combined record of all committees which he served was then begun and is intact to the present time.

Little comment is required on the records of the assessors, which are excellent in every way. Since virtually all fundamental records originated with the town, the additional records instituted since 1891 consist namely of subordinate office records required by efficient operation and the growth of the department. A very good set of assessors' maps (entry 208) is worthy of note. Valuations for motor vehicle excise (entry 199) started in 1929, the date of origin of this tax, but the supporting card system of valuations (entry 200), abatement applications (entry 201), and certificates (entry 202) have been kept only since 1936. Though of minor importance, this constitutes the only noticeable weakness in the record system of the department.

The records of the tax collector, as in the case of the assessors, show little cause for criticism and much for commendation. Here, too, the fundamental records, originating with the town, have been continued and expanded under the city setup, with enough supporting office records instituted to ensure an efficient system. In all cases these subordinate records have been kept for sufficiently long periods, so that the whole records sytem presents a complete and unified picture.

The city auditor, as chief accounting officer of the city, maintains the primary financial records. These consist of a journal (entry 285) and ledger (entry 286) and are complete since the inception of the office. The addition of a classification book (entry 287) was instituted in 1914. Auditor's copies of warrants to the treasurer, with schedules of bills payable (entry 289), are also available since 1891, with only the year 1905 missing. Copies of pay rolls (entry 294) exist since 1912. Schedules of bills receivable (entry 292), however, have been kept only since 1930, but this may be regarded as sufficient for practical purposes. The auditor's record of municipal debts (entry 298) dates from 1886, evidently having been made retroactive to that date. The orderly manner of maintenance, systematic filing, and simple byt systematic accounting procedure testify to a most efficiently operated department, with a records system that deserves commendation.

The other financial officer of the city, the treasurer, operates adjacent to, and in close co-operation with, the auditor. The principal record of the treasurer, the cashbook (entry 251), runs, as previously stated, from 1839 to date, with intermittent gaps. The debt record (entry 258) is complete since 1890. The treasurer has an excellent system of

recording and classifying tax titles (entries 266-268), complete since 1930, with collector's deeds (entry 269) extant since 1919. Records of bank deposits, withdrawals, and balances (entry 276) are continuous since 1908, except for the years from 1927 to 1931. Treasurer's copies of warrants (entry 256) are extant from 1891, except for the year 1905, and schedules of receipts (entry 257) from 1915. The remaining subordinate records are adequate.

The records of the commissioner of public welfare, which include those of old age assistance and aid to dependent children, are too numerous to be given individual mention. In general, they are complete and well organized and operated under a clearly defined routine of office procedure. All case history records, both active and defunct, are complete, the latter (entry 503) dating back to 1889 on general welfare, while those of old age assistance (entry 556) date from 1931 and those of aid to dependent children (entry 530) from 1928. A financial record of disbursements to recipients originated in ledger form (entry 512) in 1875, but was discontinued in 1933, a Kardex accounting system for this purpose (entry 509) having been established in 1931. The general accounting for departmental operation is done by the auditor, though the department has kept duplicates of schedules of bills payable (entry 525) and of receipts for cash payments to the treasurer (entry 548) since 1938. A ledger of expense accounts to the city infirmary (entry 572) is also available from 1891 to 1902 and from 1907 to date. These, with the numerous well-departmentalized subordinate records of general welfare, old age assistance, and aid to dependent children, including records of WPA since 1935, constitute a comprehensive and unified record system for this department.

The department of public works, covering as it does the entire water system, streets, sewers, and sewage disposal, presents a great quantity of records, where again individual enumeration is impractical, except in the case of a few records of primary importance. The minutes of meetings of the board of public works (entry 640-i) are complete from 1891 to 1933, when the board was eliminated, and the minutes of meetings of the commissioner of public works with his department heads (entry 640-ii) continues from the latter date until 1938. A complete and elaborage system of drawings and maps (entries 746-774) begins in 1861, the earlier part of which was purchased from a private engineer employed by the town. A great mass of technical records of various kinds cover virtually all phases of statistical and engineering data pertaining to the many divisions operating under the commissioner. Similarly varied financial records (entries 655-693), both current and past, leave no apparent gaps or inadequacies in the financial record system. Routine procedure within the administration office and between that office and the various divisional offices, appears to be simple but adequate for the needs, and current records are kept a sufficient length of time to meet all practical requirements. Complete and comprehensive records of the WPA program (entries 815-821) are intact since 1935. In general, apart from the fact that inadequate storage facilities render impossible the proper filing of so

great a quantity of records, no criticism can be made of the record system of this large and important department.

Commendable as are the records of the majority of city offices, the present clerk of the board of registrars may perhaps be credited with instituting the most completely organized and best maintained system of all. In addition to the general register of voters (entry 155) and the minutes of the board (entry 154) which, as already mentioned, are complete since 1884, a permanent and current card record of voters (entry 157) is kept, as well as a current visible card index of men and women voters (entry 156), original street-list canvas sheets (entry 158), the compiled street list (entry 159), and many other subordinate records. While the majority of these records are current, their value lies in this feature-that the system is most complete, splendidly housed and maintained, and able to meet any demand which may be made upon it.

As might be expected, the records of the school department are numerous and adequate. In all elementary and junior high schools, current records covering the histories of the pupils are available in case history and physical records cards. In the junior high schools are added in addition, subject report cards (entries 374, 389) and schedules of pupils' studies (entries 373, 391). As they become inactive, these records pass to the custody of the attendance officer (entries 325, 326), who also maintains records of the employment of pupils (entries 327-331), dating from 1916. Census records (entries 332-338) are available since 1913. Various records of the vocational and continuation schools (entry 487), some dating from 1921, are also in custody of the attendance officer, who in the Pittsfield school system, maintains a position of considerable importance. Records of Americanization work are somewhat limited, consisting only of enrollment cards (entry 481) and correspondence (entry 488), dating from 1927. A complete group of records exist for the high school (entries 357-367), most of them dating from 1937, except for inactive permanent record cards, which are extant since 1911. Records of the administrative office of the department, as disclosed by the superintendent for the purpose of this survey, seem somewhat meager, although much material that was classified as "private" and so not made available might have corrected this situation. Copies of school returns to the State (entry 319) are complete since 1910, as are reports of school principals to the superintendent (entry 320) since 1933, reports of accidents (entry 321) and transportation reports (entry 322) since 1934, card records of employed personnel (entry 347) since 1932, copies of bulletins issued by the superintendent (entry 354) since 1929, correspondence (entry 351) since 1924, a petty cash record (entry 339) since 1932, departmental expense accounts (entry 340) since 1906, records of contributions to the retirement system (entry 343) since 1914, and copies of schedules of bills payable (entry 341) since 1933. With a few other subordinate records these comprise the available records in custody of the superintendent, in addition to those previously mentioned as originating under town government.

Records System

The records of the police department are entirely satisfactory and of a varied nature, covering all phases of the work. In all cases subordinate records have been kept as long as necessary, while such fundamental records as the "Blotter" are complete since the inception of city government. Except for the gaps previously noted, the register of arrests (entry 856) and departmental expense ledger (entry 873), which started under the town, have continued to the present time. Though of recent origin, the various card files of the detective bureau (entries 862-868) are well maintained and provide an excellent source of reference material for that body.

The records of the fire department may be regarded as fair. The record of fires (entry 885), with supporting card files (entries 886, 887), is complete since 1890 and well maintained, but the departmental expense ledger (entry 901), dating from 1899, has a serious gap from 1921 to 1929. Copies of pay-roll vouchers (entry 903), beginning in 1907, are also missing from 1927 to 1938. Applications and duplicate permits of various kinds issued by the department (entries 888-896) have all been kept for a satisfactory period, and the roll book of firemen (entry 890) is complete since 1919. The fire department has also had a number of records now discontinued, presumably because of changes in the system or because their functions were no longer of value.

An excellent system of records is maintained by the director of state aid and soldiers' relief. As the department is of comparatively recent origin, having been established in 1927, the system is modern and uniform. Financial records (entries 578-584) are nonexistent prior to 1934, but case histories (entry 574), with excellent cross indexes, and correspondence (entry 585) date from 1921. In care of the directory, who is also the burial agent, are a few records of that office (entry 585), dating from 1932

Varied and unified records are also kept by the commissioner of public health. Among the financial records, those of cash receipts (entry 615) are extant since 1915, and of expenditures (entry 616) since 1910, together with a ledger of accounts with patients (entry 617) since 1908 Numerous records of communicable diseases are kept (entries 589-594), dating anywhere from 1891 to the present time. Records of laboratory tests (entries 607-609) exist since 1924, and health records pertaining to children (entry 623) originated between 1919 and 1931 and continue to the present day Other miscellaneous records include a record of deaths (entry 621) since 1920, burial permits (entry 611) since 1920, correspondence (entry 619) since 1915, and license applications (entry 614) since 1923. All these are excellently maintained and housed.

Records of the license commission (entries 136-153), which operated from 1895 to 1919, and again from 1933 to date, are entirely satisfactory. The minutes of meetings of the commission (entry 136) cover the entire period, but financial records of receipts and payments to the treasurer (entry 151) are in existence only since 1933. Duplicate licenses as well as applications for the various types of licenses issued (entries 137-149) are available since 1932, many also having been kept for longer periods. Correspondence of the commission (entry 152) is intact since 1933.

A complete and unified system of records (entries 302-314) in custody of the city auditor was established for the retirement board in 1937, when the board was formed.

Records of the planning board, consisting of minutes of the meetings (entry 844) and correspondence (entry 845) have been kept only since 1932, although the board was created in 1921.

A complete set of records of the board of survey, which functioned from 1923 to 1937, are extant, including the minutes of meetings (entry 988), ledger of petitioners' accounts (entry 990), and miscellaneous petitions, orders, and statements.

The board of zoning appeals also has complete records since its establishment in 1927, including minutes of meetings (entry 846), a file of petitions received (entry 847), and miscellaneous drawings and sketches (entry 849).

The records of the park commission, too, may be considered as satisfactory, including for the full period of its existence, the minutes of meetings (entry 839), a departmental expense account (entry 840), correspondence (entry 843), and other subordinate records.

Complete records remain extant for the sewer commission for the period from 1891 to 1895. These cover the minutes of meetings (entry 984), correspondence (entry 987), and a record of petitions (entry 986).

Little can be said relative to the records of the building inspector (entries 917-926), plumbing inspector (entries 927-936), and wiring inspector (entries 937-943). Each of these officers has established a practical record system and has retained past and current applications, permits, drawings, and correspondence pertaining to his office for a sufficient period to meet all requirements.

Records of the superintendent of buildings (entries 944-956), existent only since 1934, are adequate, though some of the earlier records were none too well maintained.

The milk inspector's records are good, consisting mainly of license stubs (entries 632-634), applications (entry 631), record of inspections (entry 628), and records of analyses (entry 629). The majority are complete since 1928, and all are excellently kept.

A commendable system of records is maintained by the sealer of weights and measures. His principal record, that of inspections made (entry 958), is complete since 1914, with an index (entry 959) since 1919. Correspondence (entry 973), dates from 1911, and the departmental expense ledger (entry 968) from 1922. The quantity and scope of subordinate records is quite satisfactory. In custody of the sealer are the records of the public weighers, duplicate coal weight certificates (entry 974), issued from 1916 to 1934, with the years 1931 and 1932 missing.

Records System

The superintendent of the fire alarm and police signal system has very few records, and most of these are of recent origin. Diagrams of the wiring systems (entry 916) date from 1934, and a record of purchases (entry 914) originated in 1915. These, with a current card record of trouble reported on the wiring system (entry 913), comprise the total for the department.

The city physician's records are meager. They consist only of a card record of relief cases attended (entry 626) and copies of reports to the welfare department (entry 625), neither record having been kept prior to 1939. Records of previous incumbents of the office could not be found.

The animal inspector hasno records other than duplicates of his inspection certificates (entry 627), and these exist only for the current year. In spite of the fact that his work is supervised by the State, a permanent office record of his work is desirable. Such a record is kept by the inspector of slaughtering (entry 635) since 1921 and comprises the only record of the department.

The records of the city solicitor are limited to his correspondence (entry 850), but this is complete since 1916. From 1934 to date this record has been in the possession of the present incumbent, but those of his predecessors have been properly stored in the City Hall.

Although the inadequate storage facilities in the City Hall, where most of the records are housed, leave much room for improvement in arrangement and systematic filing, little can be said relative to recommendations or suggestions for the improvement of the record system itself. As outlined in the detailed description of the records of each individual department, the situation over the entire period of corporate existence of Pittsfield is generally so good, that such recommendations would be superfluous. Most gaps in records occurred in the past and thus are beyond correction. Today no department of average size fail to keep essential records. The city is to be congratulated upon the completeness, adequacy, and general excellence of its records system.

PART B. MUNICIPAL RECORDS

I. MAYOR

All records are in the City Hall; except where otherwise noted, they are in the mayor's office. In addition to the following reccrds, see entries 106, 107, and 109 for appointments and resignations of city officers 1906--.

Reports

1. MUNICIPAL REGISTER, CITY OF PITTSFIELD, 1891--. 44 vols. (dated). Title varies slightly.

Annual published reports on activities, recommendations, and finances, submitted by city officers, departments, and committees. Also contains:

i. Anniversaries and celebrations, lists of, 1935-36: Name of organization or person concerned; nature, date of event.

ii. City-government organization, summary of: Name of mayor; names, ward numbers of members of board of aldermen and common council (to 1933) and of city council (1933--); name of president, clerk of council; list of committees of council, names of committee members.

iii. Jurors, lists of: Name, address, occupation of juror; date of list, names of registrars of voters compiling list. For jury lists 1761-1890, see entries 34-xii, 979-vi.

iv. Orders (copies) of city council authorizing publication of annual reports: Text, number, date of order; attestation of clerk.

v. Ordinances enacted by city council, lists of: Number, text of ordinance; date passed by council, attestation of clerk. For original ordinances 1900-1915, 1927--, see entry 42

vi. Ward boundaries, definition of, 1905: Numbers of wards; location, direction, length of boundaries of each ward; dates order establishing boundaries passed by city council and approved by mayor.

Arr. by subject. Indexed alph. by subject. Ptd. Aver. 350 pp. 9 x 6 x 1. City cl. off.

For original reports 1904-10, 1923-25, 1929--, see entry 36.

Insurance and Appraisals of City Property

2. (Active) INSURANCE POLICIES, 1937--. 1 v.d.

Active policies on city property: Name, address of insurance company; name, location, description, valuation of insured building and contents thereof; amount, type, conditions, terms, number, dates of issue and expiration of policy; amount of premium, signatures of insurance-company officials. Arr. by type of insurance and thereunder chron. by expiration date. No index. Typed on ptd. form. 10 x 4½ x 13¼. Safe.

Mayor - Insurance and Appraisals of City Property [3-8]

3. INSURANCE POLICIES - EXPIRED, 1934-40. 1 v.d. 1928-34 in (Record of Automobile Registrations), entry 836.

Expired policies on city property: For description, see entry 2. Arr chron. by date of expiration. No index. Typed on ptd. form. 10 x 4½ x 13½. Safe.

4. LIST OF INSURANCE POLICIES ON CITY PROPERTY, 1899-1910, 1939--. 2 vols. Title varies: City of Pittsfield, 1899-1910. 1908-32 in Insurance and Boiler Inspections, Etc., entry 837.

Name of insurance company; name, address of agent; name, location, description of building; valuation of building, furniture, fixtures; amount, number, dates of issue and expiration of policy. Arr. chron. by expiration date. No index. Hdw. on ptd. form 1899-1910; typed on ptd. form 1939--. 155 pp. 16 x 12 x 1 and 25 pp. 11½ x 9 x ½. 1 vol., 1899-1910, east va.; 1 vol., 1939--, safe.

5. INSURANCE BOOK - PERSONAL PROPERTY, CITY HALL, POLICE DEPARTMENT, CITY INFIRMARY, 1935-36. 2 vols (dated).

Record of inventory, appraised valuation, and amount of insurance carried on fixtures, equipment, and furniture in City Hall, police department, and city infirmary: Name of building, department, office; itemization, description, valuation of fixtures, equipment, furniture; date of inventory, total valuation, amount of insurance carried. Arr. chron. by date of inventory. No index. Typed. 80 pp. 11½ x 10½ x ½. Safe.

6. APPRAISAL (of) CITY BUILDINGS, 1936. 2 vols.

Photostat record of appraisals of city-owned buildings: Name, address, description, valuation of building; type, date of construction; number, dimensions of floors, rooms, offices; valuation, description of furniture, fixtures, equipment; amount of insurance carried on building, furniture, fixtures, equipment; name of appraiser, date of appraisal. Includes photographs and floor plans of buildings. No obvious arr. No index. Photostat. 100 pp. 14½ x 10 x 1½. Safe.

For original record of inventory and appraisal of city buildings and other property 1908-19, see entry 837-ii.

Licenses and Permits

7. SUNDAY PERMITS, 1938--. 1 vol. Prior records destroyed.

Record of fees received from theatres for permits to operate on Sundays: Name of theatre, date of issue of permit, amount of fee; amount, date of receipt. Arr. chron. by date of receipt. No index. Hdw. 50 pp 7 x 4 x ¼.

8. SUNDAY THEATRE LICENSE RECEIPTS, 1938--. 1 env. (lab. by name of mayor and dated). Prior records destroyed.

Treasurer's acknowledgments of receipt of license fees remitted by mayor: Name of mayor, theatre; amount of fee, date of license; number, date of receipt; signature of treasurer. Arr. num. by receipt no. No index. Typed on ptd. form. 4 x 8½ x ½. Safe.

Miscellaneous

9. (PAY ROLLS), 1938-- 2 bdls, 1 f d Estab 1938.
Copies of pay rolls submitted with warrants to treasurer for payment and then to auditor for filing. Name of department; name, title, nature of work of employee; number of days or hours employed; rate, amount of salary; amount of deduction for retirement fund, net amount of salary; total amount, number, period, date of pay roll; signature of mayor. Arr chron. by date of pay roll. No index. Typed on ptd. form. Bdls. 17¼ x 13¼ x 6; f.d. 11½ x 13 x 26.
For auditor's pay rolls 1914--, see entry 295.

10. CORRESPONDENCE, 1937-- 4 f.ds. (dated) Prior records destroyed
General administrative correspondence with officials of the state, county, other municipalities, and city departments. Arr alph. by name of correspondent. No index. Hdw. or typed 11½ x 13 x 24 and 11½ x 16¼ x 16½. 2 f.ds., 1937, cabinet; 2 f.ds., 1938--, safe.

11. SURETY BONDS - EXPIRED, 1934-38 1 v d
City officers' surety bonds delivered by clerk to the mayor after date of expiration. Name of officer and department, date of election or appointment; name, address of bonding company; amount, terms, number, period, date of bond; signature of surety, bonded officer, witness, city solicitor, mayor; date of approval of city council, expiration of bond. Arr. chron. by date of bond. No index. Typed on ptd. form. 10 x 4½ x 13. Safe.
For unexpired surety bonds 1939--, see entry 68.

II CITY COUNCIL

All records are in the City Hall; except where otherwise noted, they are in the main vault, first floor. In addition to the following records, see entries 40-44, 954-i, for orders and ordinances passed by board of aldermen and city council 1889--; entry 694 for petitions to council 1923--.

12. RECORDS OF THE CITY COUNCIL, CITY OF PITTSFIELD, 1891--. 14 vols. (dated; 3 vols. also 1-3) Title varies: Records of Mayor and Aldermen and City Council, City of Pittsfield, 1891-96, 3 vols.; Records of the Aldermen and the City Council, City of Pittsfield, 1896-1920, 7 vols.; Records - Board of Aldermen, City of Pittsfield, 1920-33, 2 vols.
Minutes of meetings. Discussion and action taken on issuance of election warrants, appointment of officers and committees, annual budget for ensuing year, appropriation and transfer of funds, loans, construction of public works, taking of land for public use, granting of permits and licenses, petitions from utility companies and individuals, damage claims, drawing of jurors, orders and recommendations of the mayor, reports and recommendations of committees, proposed ordinances and resolutions, establishment

of ward and precinct bounds; date, time of meeting; names of members absent. Arr. chron. by date of meeting. For index 1891-1919, see entry 13; no index 1920--. Hdw. 1891-96; typed 1897-- 250 to 500 pp. 15½ x 11½ x 2¼ to 16½ x 12½ x 1½. 12 vols., 1891-1933, main va.; 2 vols., 1934--, city cl. va.

13. INDEX TO RECORDS OF MAYOR, ALDERMEN AND CITY COUNCIL, 1891-1919. 9 vols. (dated; 5 vols. also 1-5)
Index to Records of the City Council, City of Pittsfield, entry 12. Subject, year of record; volume and page reference. Arr. alph. by subject. Hdw. on ptd. form. 60 pp. 14 x 8 3/4 x 3/4.

13A. RECORDS (Minutes of Meetings) OF COMMON COUNCIL, CITY OF PITTSFIELD, 1891-1933. 5 vols. (dated; 2 vols. also 1, 2)
For description, see entry 12. Arr. chron. by date of meeting. No index. Hdw. 1891-1901, typed 1902-33. 300 pp. 14½ x 11½ x 1¼. Main va., first fl.

14. REPORT OF THE FINANCE COMMITTEE MEETINGS, 1891-98, 1911-- 5 vols. Title varies: Committee on Finance, 1891-98, 2 vols.; no title, 1914-26, 1 vol.
Minutes of meetings of the finance committee. Discussion and action taken on city budget, special appropriations, transfers of funds between departments, municipal financial procedure, officers' surety bonds, and other matters pertaining to finance; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 1891-1914; typed 1915-- 150 to 400 pp. 11½ x 9 x 2 to 14 x 8 x 1. 3 vols., 1891-98, 1914-26, main va.; 2 vols., 1911-14, 1926--, aud. off.

15. HIGHWAY COMMITTEE, 1891-- 5 vols. Title varies: City of Pittsfield, Record, 1891-1900, 2 vols.
Minutes of meetings of committee on highways, bridges, and culverts. Discussion and action taken on laying out and acceptance of new streets, relocation and widening of highways, petitions of street-railway company to lay new tracks, and to repair streets, bridges, and culverts; place, date, time of meeting; time of adjournment, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 200 pp. 11½ x 9¼ x 1¼. P.w.d. va.

16. HIGHWAY COMMITTEE, 1902--. 1 v. d. Prior records missing.
Original petitions presented to council requesting new streets, and acceptance, change of name, repairs, relocation, and widening of old streets: Name of street, nature of request, signatures of petitioners, date of petition. Includes date petition referred by council to committee; nature, date of committee action. Arr. chron. by date of petition. No index. Typed on ptd. form. 11 x 4½ x 13¼. P.w.d. va.

17. COMMITTEE ON CLAIMS, 1891-97. 1 vol. Discont. 1897.
Minutes of meetings: Discussion and action taken on damage claims filed against city, reports of investigations, and recommendations to be submitted to council; place, date, time of meeting; time of adjournment, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 145 pp. 10½ x 8¼ x ½.

18. COMMITTEE ON ACCOUNTS, 1891-95. 1 vol. Discont. 1895.
Minutes of meetings: Discussion and action taken on departmental bills submitted by auditor for approval; place, date, time of meeting; time of adjournment, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 217 pp. 11½ x 8¼ x 1.

III. CLERK OF COMMITTEES

All records are in the City Hall; except where otherwise noted, they are in the main vault, first floor.

Minutes of Committee Meetings

19. CLERK OF COMMITTEES, 1934--. 1 vol.
Minutes of meetings of standing committees on accounts, claims and licenses, ordinances and rules, and public safety: Name of committee; discussion, decisions, recommendations; names of members present; place, date, time of meeting; time of adjournment, signature of clerk. Also contains: Minutes of meetings of special committees, entry 21. Arr. chron. by date of meeting. No index. Typed. 150 pp. 9 x 11 x 1½. Desk of cl. of coms., mayor's off.

20. RECORDS OF CLERK OF COMMITTEES, 1915-23, 1925-33. 5 vols. (4 vols. dated; 1 vol. unlab.).
Contains minutes of meetings of the following standing committees: Electric wires, entry 22; fire department, entry 23; licenses, entry 25; fuel and street lights, entry 26; salaries, entry 27; police, entry 28; city farm and poor, entry 29; printing, entry 30. Also contains: Minutes of meetings of special committees, entry 21. Arr. chron. by date of meeting. No index. Typed. 150 pp. 9 x 11 x 1½. 2 vols., 1915-23, west va.; 3 vols., 1925-33, east va.

21. SPECIAL COMMITTEES, 1905-09, 1912-14, 2 vols. 1915-23, 1925-33 in Records of Clerk of Committees, entry 20; 1934-- in Clerk of Committees, entry 19.
Minutes of meetings of special committees of board of aldermen: Name of committee; discussion, decisions, recommendations; names of members present; place, date, time of meeting; time of adjournment, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 200 pp. 10½ x 8¼ x 1.

22. ELECTRIC WIRES COMMITTEE, 1891-1914. 1 vol. 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Action and recommendations on petitions from public-utility companies to erect telephone, telegraph, and electric-light poles and to lay underground conduits and construct manholes; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 145 pp. 10½ x 8¼ x 3/4.

Clerk of Committees - [23-28]
Minutes of Committee Meetings

23. FIRE DEPARTMENT COMMITTEE, 1891-1915. 2 vols 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Discussion, decisions, and recommendations relative to department rules and regulations, equipment of stations, appropriations and expenditures, repair of apparatus and stations, fire-prevention measures; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 217 pp. 10½ x 8¼ x 1.

24. STATE AID AND SOLDIER'S RELIEF COMMITTEE, 1891-1915. 2 vols.
Minutes of meetings: Consideration of and decisions on applications for aid; amount of aid to be granted, removal of recipients from rolls, increases and decreases in amounts of aid rendered, and hearings on appeals; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 150 pp. 9¼ x 7 3/4 x ½ and 150 pp. 10½ x 8¼ x 1.

25. COMMITTEE ON LICENSES, 1895-1914 2 vols 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Action taken on applications for amusement, auctioneer, employment office, junk, pool, bowling, and miscellaneous business licenses; place, date, time of meeting; time of adjournment, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 160 pp. 10½ x 8¼ x 1.
For minutes of meetings of license board, see entry 136.

26. COMMITTEE ON FUEL AND STREET LIGHTS, 1896-1915. 1 vol. 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Discussions and decisions relative to securing bids on coal contracts, awarding contracts, approving installation of additional street lights, replacing and relocating existing lights, approving and registering surety bonds of contractors; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 216 pp. 10½ x 8¼ x 1.

27. SALARIES COMMITTEE, 1897-1913 1 vol. 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Recommendations relative to wage scale of city laborers and salary increases or decreases of municipal employees; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 204 pp. 10½ x 8¼ x ½.

28. POLICE COMMITTEE, 1904-14. 1 vol 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Discussions, decisions, and recommendations relative to departmental appropriations, expenditures, salaries, training of officers, and general efficiency of organization; place, date, time of meeting; time of adjournment, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 145 pp. 10½ x 8¼ x ½.

29. COMMITTEE ON CITY FARM AND POOR, 1905-12. 1 vol. 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Discussions and decisions relative to appropriation of funds for relief, maintenance of city farm, policies for the administration of aid, hearings on individual cases; approval of bills; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 160 pp. 10½ x 8 x ½.

30. COMMITTEE ON PRINTING, 1905-15. 1 vol. 1915-23, 1925-33 in Records of Clerk of Committees, entry 20.
Minutes of meetings: Decisions relative to securing bids, awarding contracts, approving and registering surety bonds of contractors; place, date, time of meeting; time of adjournment, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 160 pp. 10½ x 8¼ x 1.

31. RECORDS OF SPECIAL COMMITTEE ON WATER SUPPLY, 1910-13. 1 vol.
Minutes of meetings: Discussion, decisions, and recommendations relative to improvement of city water supply and extension of the water system; place, date, time of meeting; time of adjournment, signature of clerk. Also contains record of expenditures of committee: Amount, purpose, date of expenditure; total annual expenditures. Arr. chron. by date of meeting. No index. Hdw. or typed. 360 pp. 16½ x 13¼ x 1½. City cl. va
For published reports of committee, 1909-31 (intermittently), see entry 648.

32. STREET RAILWAYS, PUBLIC SAFETY, (and) PARK AND COMMON (Committees), CITY OF PITTSFIELD, 1912-15. 1 vol.
Minutes of meetings: Discussion, decisions, and recommendations relating to regulations for preservation of public safety, the improvement and maintenance of park and common, petitions from street-railway company; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 153 pp. 10½ x 8½ x 1.

Correspondence

33. LETTERS, 1926--. 2 f.ds. and 1 l.f. (dated). Prior records destroyed. Title varies: Letters - Clerk of Committees, 1926-33, 2 f.d.
General correspondence with State departments, city officials and departments, business firms, and individuals. Arr. alph. by name of committee and thereunder chron. by date of correspondence. No index. Hdw. or typed. F.ds. 5 x 12 x 11; l.f. 12 x 12½ x 3¼; 2 f.ds., 1926-33, east va.; 1 l.f., 1934--, desk of cl. of coms., mayor's off.

IV. CITY CLERK

All records are in the City Hall; except where otherwise noted, they are in the clerk's vault.

Minutes and Reports
(See also entries 88, 125-128)

34. TOWN RECORDS - PITTSFIELD, 1747-1890. 9 vols. (1-9) and 1 duplicate vol., 1753-77 (lab. 1, 1865, James H. Barker, Town Clerk of Pittsfield). Title varies slightly.

Contains the following miscellaneous records:

i. Budget estimate for ensuing year submitted by treasurer, 1814: Names of departmental accounts, estimated budget requirements of each.

ii. Church records: Records of baptisms, 1763, showing name of child, names of parents, date of baptism; record of calls to ministers to pastorate, 1761-1828 (intermittently); Congregational Society's minutes of meetings, 1817-31, showing discussion and action taken on appropriations for minister's salary, maintenance of meetinghouse, reports of committees, election of officers and committees; place, date, and time of meeting; signature of moderator, attestation of town clerk; list of dissenters, 1793, showing name of inhabitant and professed denomination, date of list, signatures of committee members; record of grants of land made by the town to Methodist Episcopal and Baptist Societies, 1831, 1848, showing name of society and date of grant, including (1848) location, dimensions, and area of land granted to Baptist Society; family history of Reverend Thomas Allen, 1777, showing maiden name and prior residence of wife, and names, sex, and dates of birth of children; record of sale of pews, 1765, showing name of purchaser, number of pew, amount of sale, and including drawing of floor plan of pews, showing names of owners and number of pews; warrants for meetings of Congregational Society, 1823-31, giving place, date, and time of meeting, articles to be acted upon, directions to constable for posting of warrant, and constable's return.

iii. Civil War records, 1861-65: Enrollment lists of active militia in district #245, showing name, birthplace, age, marital status, and occupation of serviceman; signature of military officer and attestation of clerk; financial statement of receipts and expenditures for provision of troops, showing amount and source of receipt, amount and purpose of expenditure, total receipts and expenditures. For record of resident service men 1861-64, see entry 114.

iv. Contract for construction of Town House, copy of, 1832: Names of principals, amount of consideration; specifications, conditions, terms, date of contract; signatures of selectmen and contractor, attestation of clerk.

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City Clerk -
Minutes and Reports

TOWN RECORDS - PITTSFIELD, 1747-1890. (Cont'd)

v. Debts of town, list of, 1782: Name of creditor, amount of debt.

vi. Disbursements, record of, 1762-77, 1796, 1822: Name of payee; amount, purpose of disbursement; total annual disbursements.

vii. Foot and mouth disease among cattle, copy of notice from State Cattle Commissioners relative to elimination of, 1871.

viii. Foot and mouth disease among cattle, regulations for elimination of, 1871: Text, date of regulation; signatures of selectmen and members of board of health, attestation of clerk.

ix. Highway districts, record of division of town into, 1797-1844: Number, location, bounds of district; signatures of selectmen. 1823 includes record of establishment of separate district for The Shakers.

x. Highway orders issued by selectmen to property owners, directing removal of buildings and timber from route of proposed roads, 1870-76: Directions, time limit, date of order; signatures of selectmen. Includes deputy sheriff's return, attestation of clerk.

xi. Highway surveys, copies of, 1780-1869 (intermittently): Location, dimensions, limits, route of highway; signatures of selectmen and surveyor.

xii. Jury lists, 1761-1890: Name of court, names of jurors, date of list, signatures of selectmen, attestation of clerk. For published lists of jurors 1891--, see entry 1-iii.

xiii. Lease of town land, record of, 1825: Name of lessee, amount of consideration; conditions, term, date of lease; names of selectmen.

xiv. Leases of school lots, copies of, 1774: Name of lessee, amount of consideration; terms, date of lease; location, area of school lot; signatures of selectmen, attestations of clerk and treasurer.

xv. Letters, copies of, 1783, 1823, 1832, 1872: Letters concerning grant to pastor, donation of town clock, deed to land of Episcopal Church, declination of nomination for office of selectman.

xvi. Minutes of meetings of County Commissioners, 1866-68: Action taken on petitions for new roads or discontinuance of old ones, assignment of damages to property owners, awarding of construction contracts; place, date of meeting; signatures of County Commissioners, attestation of clerk.

xvii. Minutes of meetings of proprietors of Pontoosuck Plantation, 1753-61: Action taken on road construction, appropriations, highway assessments, adoption of police regulations, calls to ministers offering pastorate; election of officers and committees; place, date, time of meeting. 1760 includes list of disbursements and warnings to delinquent taxpayers.

City Clerk - [34]
Minutes and Reports

TOWN RECORDS - PITTSFIELD, 1747-1890. (Cont'd).

xviii. Minutes of town meetings, 1761-1890: Discussion and action taken on annual town budget, special appropriations, payment of bills and claims, bylaws and regulations, reports and recommendations of officers and committees, and other matters listed in articles of town-meeting warrants; place, date, time, of meeting. 1763-77 includes record of election of representatives to provincial general court; 1777-1890 includes record of election of state and county officers.

xix. Order of selectmen to board of health to publish report on health and hygienic conditions in town, 1867: Text, date of order; signatures of selectmen and members of board of health.

xx. Perambulations of town lines, record of, 1789-1885: Locations, limits of lines perambulated; locations, amount of error of misplaced markers; date of perambulation, recording; signatures of selectmen, attestation of clerk.

xxi. Permission to Dr. Childs to establish a medicinal store on the burying ground, 1793: Text, conditions, date of grant; signatures of authorizing officials.

xxii. Permission to resident to erect a fulling mill in school lot, 1767: Name of grantee; text, provisions, date of grant; signatures of selectmen and clerk.

xxiii. Permission to resident to make a reservoir on town lands to provide drinking water for inhabitants at a nominal sum and to furnish water to town for purpose of extinguishing fires, 1828: Text, date of grant.

xxiv. Petitions of inhabitants to town, copies of miscellaneous 1762-1844: Text, date of petition; signatures of petitioners. Includes notation of action taken on petition by town, date of action, attestation of clerk.

xxv. Proceeds from sale of public land, account of, 1849: Name of purchaser; location, area of land; amount, date of sale.

xxvi. Promissory notes issued by town, list of, 1876: Names of contracting parties; amount, interest rate, due date, date of issue of note.

xxvii. Regulations for building, 1887: Text, section number of regulation; date of adoption, signatures of selectmen.

xxviii. Resolutions passed at town meetings, copies of, 1806, 1842, 1863: Text of preamble, resolution; date of resolution, signatures of selectmen and clerk; dates of recording and adoption by town.

xxix. Revolutionary War records, 1787: List of inhabitants who took oath of allegiance to the Commonwealth of Massachusetts, notation concerning those who turned in their guns.

xxx. Sales of town land, record of, 1779-1852: Name of purchaser; location, area, dimensions of lot; amount, date of sale.

xxxi. School bylaws relative to truants and absentees, 1887: Text, section number of bylaw; date of adoption, signatures of members of school committee and clerk.

xxxii. School-district bounds, record of, 1778, 1801, 1804: Numbers and bounds of school districts. 1801 and 1804 include changes made in bounds.

[34-39] City Clerk - Minutes and Reports

TOWN RECORDS - PITTSFIELD, 1747-1890. (Cont'd)

xxxiii. Warrants for meetings of Pontoosuck Plantation proprietors, 1753-61: Place, date of meeting; articles to be acted upon, directions to constable for posting of warrant, constable's return.

xxxiv. Warrants for town meetings, 1761-1890: For description, see entry 979-xii.

xxxv. Warrants ordering undesirable persons to leave town, 1785-87: Name of constable, names of undesirable persons, directions to constable to warn persons to leave town, signatures of selectmen, date of warrant, constable's return.

Also contains record of: Births, 1747-98, entry 48; marriage intentions, 1762-95, entry 52; marriages, 1762-89, entry 54; oaths of town officers, 1787-1889, entry 108; militia, 1840-82, entry 115; stray beasts found, 1841, entry 132; abatements of taxes, 1870-82, entry 195; fence-division agreements, 1796-1851, entry 975; fence surveys, 1796-1851, entry 976; minutes of meetings of selectmen, 1773-1889, entry 978. Arr. chron. by date of record. No index, 1747-52; for index, 1753-1890, see entry 35. Hdw. 250 pp. 14 x $9\frac{1}{2}$ x $2\frac{1}{2}$. Main va., first fl

35. INDEX TO TOWN RECORDS, PITTSFIELD, 1753-1890. 9 vols. (1-9). Index to Town Records - Pittsfield, entry 34: Subject, volume and page reference. Arr. alph. by subject. Hdw. 300 pp. 15 x $11\frac{1}{2}$ x $1\frac{1}{2}$. Main va., first fl.

36. ANNUAL REPORTS OF CITY OFFICERS, 1904-10, 1923-25, 1929--. 10 v.ds. (dated).

Original reports of departments, officers, and committees, submitted to the mayor and filed with clerk after publication in Municipal Register, City of Pittsfield, entry 1. Arr. chron by date of report. No index. Hdw. or typed. 10 x $4\frac{1}{2}$ x $13\frac{1}{4}$. 4 v.ds., 1904-31, main va., first fl., 6 v.ds., 1932--, cl. va.

For published reports 1891--, see entry 1.

37. REPORTS OF COMMITTEES (of City Council), 1907-14, 1920-26, 1929--. 11 v.ds. (dated).

Name of committee; text, date of report; signature of chairman; clerk's notation of action on report, date of action thereon; signature of clerk. Arr. chron. by date of action. No index. Hdw. or typed. 10 x $4\frac{1}{2}$ x $13\frac{1}{4}$. 4 v.ds., 1907-14, 1933-35, main va., first fl.; 4 v.ds., 1920-26, 1929-32, cl. va., 3 v.ds., 1936--, cl. off.

38. UNDERTAKERS' RETURNS, 1906--. 1 v.d. Prior records missing. Annual reports of burials submitted to clerk by undertakers: Name, address of undertaker; name of person interred; date of death, interment; date of report, signature of undertaker. Arr. chron. by date of report. No index. Hdw. or typed. 10 x $4\frac{1}{2}$ x $13\frac{1}{2}$

39. PARISHES AND RELIGIOUS SOCIETIES, PITTSFIELD, 1851--. 1 vol. Record of reports of organization of religious societies in Pittsfield: Name, denomination, purpose of society; list of officers, number of organizers; name, title of person making report of organization; date of report. Arr. chron. by date of report. Indexed alph. by name of society. Hdw. 452 pp. 16 x 9 x $2\frac{1}{4}$.

Orders and Ordinances

40. ORDERS, 1891--. 17 v.ds. (dated).
Original orders of city council: Number, text, date of order; date of passage, signature of president of board of aldermen or council; attestation of clerk, date of approval, signature of mayor. Arr. num. by order no. No index, 1891-93; for index, 1894--, see entry 41. Hdw. on ptd. form 1891-96; typed on ptd. form 1897--. 10 x 4½ x 13¼. 14 v.ds., 1891-1932, main va., first fl.; 3 v.ds., 1933--, cl. va.

41. INDEX TO ORDERS, 1894--. 6 f.ds. (dated). Estab. 1894.
Index to Orders, entry 40: Title or subject, number, year, date of passage of order. Arr. alph. by title or subject of order. Hdw. 4 x 11 x 18. 5 f.ds., 1894-1933, cab., cl. va.; 1 f.d., 1934--, cab., cl. off.

42. GENERAL ORDINANCES AND AMENDMENTS, 1900-1915, 1927--. 2 f.ds. (dated).
Original ordinances and amendments passed by city council: Text of ordinance or amendment, chapter and section number; date of first reading, passage; date of approval of committee on ordinances; signatures of president of council, mayor, and clerk. Arr. chron. by date of passage. No index. Hdw. or typed on ptd. form. 10 x 4½ x 13¼. Cab.
For published ordinances 1891--, see entry 1-v.

43. COMPILED ORDINANCES, CITY OF PITTSFIELD, MASS., 1892, 1894, 1900, 1908, 1911, 1915, 1926. 7 vols. (dated). Title varies: Ordinances, City of Pittsfield, 1892, 1 vol.; Revised Ordinances, Pittsfield, 1894, 1 vol., General Ordinances, Pittsfield, Mass., 1900, 1908, 2 vols.; The General Ordinances, City of Pittsfield, 1911, 1 vol.; The Revised Ordinances, City of Pittsfield, Mass., 1915, 1 vol.
Compilation of new and revised ordinances and amendments passed by council, and legislative acts relating to Pittsfield. Arr. by subject. Index alph. by subject. Ptd. 114 to 300 pp. 9 x 6 x ½ to 9 x 9 x 1. Cl. off.

44. CHARTER & ORDINANCES, CITY OF PITTSFIELD, 1889-94. 1 vol. (1).
Copy of legislative Act of 1889, chapter 411, to incorporate the city of Pittsfield: Text, chapter number, year of act; date of passage by House of Representatives, Senate; date approved by Governor; signature of Governor, State Secretary; attestation of clerk, date of recording. Also contains copies of ordinances and amendments passed by city council: For description, see entry 42. Arr. chron. by date of recording. No index. 500 pp. 15 x 11 x 2¼. Main va., first fl.

Vital Statistics

45. MISCELLANEOUS RECORDS, PITTSFIELD, 1747-1842. 1 vol. (1). Compiled 1866.
Contains records of births, marriage intentions, and marriages, as compiled from Town Records - Pittsfield, entry 34, and from Intentions, Births

and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46. Also contains record of baptisms, deaths, marriages, families, and persons in the First Church, 1764-1842, and record of baptisms, deaths, and marriages in the first parish, 1817-24. Includes statement of clerk that records were copied from original sources in 1866 as directed by vote of the town and compared with original sources and corrected in 1888 by order of the selectmen; date of statement, signature of clerk. Arr. by source from which record was compiled. No index. Hdw. 596 pp. 16 x 11 x 2½. Cl. off.

46. INTENTIONS, BIRTHS AND DEATHS BY FAMILIES, MARRIAGES, MISCELLANEOUS, TOWN OF PITTSFIELD, 1763-1864. 1 vol. (2).

Contains record of : Births, 1763-1841, entry 48; marriage intentions, 1798-1825, entry 52; marriages, 1778-1836 (intermittently), entry 54; deaths, 1772-1856, 1864, entry 57; oaths of town officers, 1815, entry 108; stray beasts found, 1802-41 (intermittently), entry 132; fence-division agreements, 1804, 1814, 1817, entry 975. Also contains record of earmarks of domestic animals, 1798-1835: Name of owner, kind of animal, description of mark. Arr. by subject. For index to births, see entry 49; for index to marriages, see entry 55; for index to deaths, see entry 58; other records, no index. Hdw. 184 pp. 13½ x 9½ x 1. Main va., first fl.

47. BIRTHS, MARRIAGES, DEATHS, PITTSFIELD, MASS., 1844-65. 1 vol. (lab. 1845-60).

Contains register of births, 1845-65, entry 48; register of marriages, 1845-54, entry 54; register of deaths, 1844-61, entry 57. Arr. by subject and thereunder chron. by date of registration. For index to births, see entry 49; for index to marriages, see entry 55; for index to deaths, see entry 58. Hdw. on ptd. form. 300 pp. 17 x 12 x 1½.

48. (Register of) BIRTHS, CITY OF PITTSFIELD, 1865--. 15 vols. (21-16). 1747-98 in Town Records - Pittsfield, entry 34; 1763-1841 in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; 1845-65 in Births, Marriages, Deaths, Pittsfield, Mass., entry 47.

Name, sex, date of birth of child; names of parents. Includes: 1763-1841, date of death (scattered); 1844--, color of child, registered number, date of birth, addresses of parents, occupation of father, name of informant, date of registration; 1865--, birthplaces of parents; 1872--, condition of child at birth; 1911--, age of each parent. Arr. chron. by date of registration. For index, see entry 49. Hdw. on ptd. form. 150 pp. 17½ x 12½ x 1½.

49. INDEX TO BIRTHS, 1763--, 5 vols. (dated) and 12 bdls. (unlab.). Title varies: Index to Births, City of Pittsfield, 1891-1936, 3 vols.

Index to record of births in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; Births, Marriages, Deaths, Pittsfield, Mass., entry 47; (Register of) Births, City of Pittsfield, entry 48: Name of child, volume and page reference. Arr. alph. by name of child. Hdw. on ptd. form. Vols. 200 to 300 pp. 10½ x 9 x 1 to 10½ x 9½ x 2; bdls. 3 x 5 x ½. 5 vols., 1763-1936, cl. va.; 12 bdls., 1937--, desk, cl. off.

City Clerk - [50-54]
Vital Statistics

50. (BIRTH CERTIFICATES), 1865--. 10 bdls., 34 v.ds. and 43 folders (unlab.); 6 vols. (lab. by cont. certificate nos.).
Name, sex, color of child; place, type, date of birth; names, addresses, color, race, birthplaces, ages, occupations of parents; maiden name of mother; signature, address of attending physician or informant; registered number, date of certificate; date of receipt of certificate by clerk, signature of clerk. Reverse includes excerpts from state laws governing birth reports. Arr. num. by certificate no. No index. Hdw. on ptd. form. Bdls. 3 x 8 x 1½; v.ds. 10 x 4½ x 13¼; folders 11 x 8 x 2½; vols. 785 pp. 8 x 8½ x 2½. 10 bdls., 34 v.ds., 43 folders, 1865-1935, main va., first fl.; 6 vols., 1936--, cl. va.

51. DEPOSITION - BIRTH, 1913-19. 1 vol. Estab. 1913.
Original applicants and corrections of birth records: Name, sex, color, place and date of birth of child; name, address, relationship, oath, signature of deponent; statement of incorrect facts in record of birth, statement of true facts, date of deposition, date of receipt of deposition by clerk, signature of clerk. Arr. chron. by date of deposition. No index. Hdw. on ptd. form. 65 pp. 10½ x 8 x ½. Main va., first fl.

52. (RECORD OF MARRIAGE INTENTIONS), 1762-95, 1798-1825. 1762-95 in Town Records - Pittsfield, entry 34; 1798-1825 in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46.
Name, address of prospective bride, groom; date intentions filed, signature of clerk.

53. (Certificates of) INTENTIONS OF MARRIAGE, CITY OF PITTSFIELD, 1848--. 8 v.ds., 36 vols., and 1 bdl. (dated).
Name, address, signature, color, age, birthplace, occupation, prior marital status of prospective bride, groom; names of parents; number, date of certificate; attestation of clerk. 1902-- includes clerk's notation of date of issue and number of marriage certificate. Arr. num. by certificate no. No index. Hdw. on ptd. form. V.ds. 10 x 4½ x 13¼; vols. 392 pp. 9½ x 12½ x 2½; bdl. 9½ x 12½ x 2. 8 v.ds., 36 vols., 1848-1938, main va., first fl.; 1 bdl., 1939--, cl. off.

54. (Register of) MARRIAGES, 1854--. 10 vols. (3-12, dated). 1762-89 in Town Records - Pittsfield, entry 34; 1778-1836 (intermittently) in Intentions, Births, and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; 1845-54 in Births, Marriages, Deaths, Pittsfield, Mass., entry 47.
Name, address, of bride, groom; date of marriage, recording; name of officiant. 1845-- includes age, birthplace of bride and groom; names and addresses of parents; place and registered number of marriage, title of officiant, date of registration; 1865-- includes color, occupation, and prior marital status of bride and groom; address of officiant. Arr. chron. by date of marriage. For index, see entry 55. Hdw. on ptd. form. 150 pp. 17½ x 12½ x 1¼.

55. INDEX TO MARRIAGES, 1778--. 5 vols. (dated) and 2 bdls. (unlab.). Index to record of marriages in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; Births, Marriages, Deaths, Pittsfield, Mass., entry 47; (Register of) Marriages, entry 54: Name of bride, groom; volume and page reference. Arr. alph. by name of bride, groom. Hdw. on ptd. form. Vols. 200 to 300 pp. 10½ x 9 x 1 to 11½ x 9½ x 1½; bdls. 3 x 5 x 3½. 5 vols., 1778-1937, cl. va.; 2 bdls., 1938--, cl. off.

56. CERTIFICATE OF MARRIAGE, CITY OF PITTSFIELD, 1903--. 36 vols. and 1 bdl. (dated). Prior records destroyed.
Name, address, color, age, birthplace, occupation, prior marital status, signature of bride, groom; names, birthplaces of parents; name of town where intention of marriage was filed, date of filing of intention; place, date of marriage; name, address, title, signature of person officiating; registered number, date of issue of certificate; date of receipt of certificate by clerk, signature of clerk. Arr. num. by certificate no. No index. Hdw. on ptd. form. Vols. 393 pp. 9½ x 12½ x 2½; bdl. 9½ x 12½ x 2. 36 vols., 1903-38, main va., first fl.; 1 bdl., 1939--, cl. off.

57. (Register of) DEATHS, CITY OF PITTSFIELD, 1862--. 17 vols. (3-19, dated). 1772-1856, 1864 in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; 1844-61 in Births, Marriages, Deaths, Pittsfield, Mass., entry 47.
Name, age of decedent; date of death. Includes: 1842-56, 1864, cause of death, date death return received by clerk; 1842--, sex, occupation, birthplace, marital status of decedent; place of interment, names of parents and spouse, date of registration; 1862--, place of death, birthplaces of parents, address of decedent. Arr. chron. by date of registration. For index, see entry 58. Hdw. on ptd. form. 150 pp. 17½ x 12½ x 1¼.

58. INDEX TO DEATHS, 1772--. 5 vols. (3 vols. dated; 2 vols. unlab.). Title varies: Index to Deaths, City of Pittsfield, 1891--, 2 vols. Index to record of deaths in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; Births, Marriages, Deaths, Pittsfield, Mass., entry 47; (Register of) Deaths, City of Pittsfield, entry 57: Name of decedent, volume and page reference. Arr. alph. by name of decedent. Hdw. on ptd. form. 200 to 400 pp. 10½ x 9 x 1 to 11½ x 10½ x 2.

59. CERTIFICATE OF DEATH, CITY OF PITTSFIELD, 1864-74, 1878. 13 bdls., 9 v.ds., and 35 vols. (dated).
Name, address, sex, color, age, birthplace, citizenship and marital status, military record of decedent; names, birthplaces of parents; cause, place, time, date of death; place, date of interment; length of residence in municipality where death occurred; ward number, precinct letter of residence; signature, address of attending physician; name, address of undertaker; registered number, date of certificate; signature of health officer, clerk. Arr. num. by certificate no. No index. Hdw. on ptd. form. Bdls. 8 x 9½ x 1½; v.ds. 10 x 4½ x 13; vols. 650 pp. 8 x 9½ x 4. 12 bdls., 9 v.ds., 35 vols., 1864-1938, main va., first fl.; 1 bdl., 1939--, cl. off.

Property Records and Legal Instruments

60. MORTGAGES - PERSONAL PROPERTY, 1835--. 61 vols. (3-21, 23, 24, 26, 28-66). Prior records missing. Title varies slightly. Contains transcriptions of the following instruments:

i. Affidavits of sales of personal property on which mortgages have been foreclosed, 1925-29: Name of mortgagee, mortgagor, purchaser, auctioneer; description of property; date, place of recording of mortgage; volume and page reference to recording, nature of default; names addresses of newspapers advertising notice of foreclosure; copy, date of advertisement; place, terms, date, time of sale; amount of bid, statement of sale pursuant to notice, date of affidavit, attestation of clerk, date of recording.

ii. Agreements, 1906--: Names, addresses of principals; amount of consideration; nature, conditions, terms, date of agreement; signatures of principals, witnesses; attestation of clerk, date of recording.

iii. Appointments of agents, 1889-1909 (intermittently): Name, address of agent; description of scope of agency; amount, terms of compensation; signatures of principals, date of instrument, attestation of clerk, date of recording.

iv. Appointments of trustees, 1888, 1906: Name of trustee; name, address of beneficiary; statement of trustee's authority, date of appointment, attestation of clerk, date of recording.

v. Assignments of accounts, 1888-1900: Name, address of assignee, assignor, assignor's debtor; amount of consideration, description of account, habendum clause, power of attorney to collect, indemnity from expenses of collection, date of assignment; signature, seal of assignor; attestation of clerk, date of recording.

vi. Assignments of chattel mortgages, 1845--: Name of assignee, assignor; amount of consideration, statement of assignment of mortgage, date of mortgage, volume and page reference to recording of mortgage (see xxix); signature of assignor, witness; conditions, date of assignment; attestation of clerk, date of recording.

vii. Assignments of choses in action, 1901-16 (intermittently): Name, address of assignee, assignor; amount of consideration, description of suit assigned; name, address of defendant in suit; name of court; place, date of pending trial; date of assignment; signature, seal of assignor; acknowledgment showing attestation and date of act, signature of justice of the peace; attestation of clerk, date of recording.

viii. Assignments of rent, 1933-34: Name, address of assignee, assignor; amount of consideration, amount of rents assigned, address of property from which rents are due, power of attorney to collect, indemnity against expense of collection; nature, amount of assignee's claim secured by assignment; date of assignment; signature, seal of assignor; acknowledgment showing attestation and date of act, signature of justice of the peace; attestation of clerk, date of recording.

MORTGAGES - PERSONAL PROPERTY (Cont'd)

ix. Assignments under insolvency law, 1861, 1889: Name, address of assignee of insolvent's estate, insolvent's debtor; title of court of insolvency, amount of consideration; name, address of vendee; description of property assigned, date of assignment by County Probate Court to assignee of insolvency, habendum clause, date of instrument; signature, seal of assignor in insolvency; signature of witness, attestation of clerk, date of recording.

x. Assumptions of agreements, 1916; Name, address of original mortgagor, mortgagee; name, address of party assuming original mortgage contract; amount of consideration, assignment by original mortgagor to party assuming mortgage of all property in mortgage, date of original mortgage, date of recording, volume and page reference to recording, description of property in mortgage; assumption by third party of mortgage agreement, including property rights and obligations therein; amount due on mortgage, terms of payment, ratification by mortgagee of assignment; corporate names and seals of original mortgagor and mortgagee, executing officers; name, corporate seal of assuming party; names of executing officers, affidavits as to powers of corporate officers to execute, signatures of notaries public, schedule of unpaid notes, date of instrument, attestation of clerk, date of recording.

xi. Bills of sale, 1845--: Name of vendor, purchaser; description of property sold, amount of consideration, statement of lawful ownership, covenant; signature of vendor, purchaser; attestation of clerk, date of recording.

xii. Certificates of auctioneers' sales, 1924, 1926: Name of licensed auctioneer, purchaser; date of sale, amount of purchase price, description of personal property sold, volume and page reference to recording of mortgage (see xxix), date of certificate, attestation of clerk, date of recording.

xiii. Certificates of change of ownership, 1939--: Name, address of vendor, vendee; description, location of property sold; date of sale, date vendor's interest ceased, signature of vendor; acknowledgment showing attestation and date of act, signature of justice of the peace; date of instrument, attestation of clerk, date of recording.

xiv. Certificates of trusteeship, 1895: Name of trustee; statement, date of appointment; title of beneficiary society, names of appointing members, attestation of clerk, date of recording.

xv. Common-law assignments for benefit of creditors, 1850-1934 (intermittently): Name, address of assignor, assignee; date of assignment, statement of insolvency, amount of consideration, description of assigned property, habendum in trust, provisions of trust, power of attorney to carry out trust provisions, acceptance of trust by assignee; signature, seal of assignor, assignee; signatures of witnesses, attestation of clerk, date of recording.

City Clerk - Property [60]
Records and Legal Instruments

MORTGAGES - PERSONAL PROPERTY (Cont'd)

xvi. Conditional bills of sale, 1867--: Name of vendor, vendee; description of property sold; place, date of delivery; amount, conditions, date of sale; date of instrument, signature of vendor, attestation of clerk, date of recording.

xvii. Contracts, 1902--: Names of principals; articles, amount of consideration, specifications, terms, conditions, date of contract; signatures of principals, attestation of clerk, date of recording.

xviii. Declarations of trust, 1881--: Name, address of trustee, cestui que trust; nature, declaration of acceptance of trust; date of declaration, signature of appointing party; signature, seal of trustee; signatures of witnesses to declarant's signature, certificate of appointment, names of parties signing certificate, attestation of clerk, date of recording.

xix. Deliveries of records to incoming city clerks, 1907--: Name of Commonwealth, County, city; citation of statute; name of retiring city clerk, successor; statement of delivery, description of records; affidavit showing attestation and date of oath, signature of notary public; attestation of clerk, date of recording.

xx. Demand notices for taxes, 1888: Name of tax collector, delinquent taxpayer; year of assessment, amount of tax due, copy of written demand, nature of tax claim, amount of collector's fee for demand; affidavit showing attestation and date of act, signature for justice of the peace; attestation of clerk, date of recording. For collector's copies of notices 1909-19, see entry 248.

xxi. Discharges of attachments, 1914, 1916: Name of plaintiff, defendant; title of court; date, return date of writ; terms of discharge; place, date of execution; signature, address of attorney; attestation of clerk, date of recording.

xxii. Discharges of personal property mortgages, 1840--: For description, see xxix; includes date of discharge

xxiii. Dissolutions of partnership, 1939--: Names of partners, title of partnership, address of business, terms of dissolution, date of instrument, signature of one partner, attestation of clerk, date of recording.

xxiv. Extensions of time on mortgages, 1936--: Name, address of mortgagor, mortgagee; date of note, mortgage; place, date of recording of original mortgage, extended mortgage; volume and page reference to recording (see xxix), terms of extension; amounts, dates of payments of note; confirmation of mortgage, except as extended; signature of mortgagee, mortgagor; acknowledgment showing attestation and date of act, seal and signature of notary public; attestation of clerk, date of recording

xxv. Fence-division agreements, 1882, 1909. For description, see entry 975.

xxvi. Itinerant vendor's state license, 1917: Title, address of office issuing license; name, address of licensee; name of business; class, term, number, date of issue of license; amount of fee, acknowledgment of receipt of fee, signature of State Director of Standards, attestation of clerk, date of recording

MORTGAGES - PERSONAL PROPERTY (Cont'd)

xxvii. Leases, 1886--: Name of lessee, lessor; location, description of property; conditions, term of lease; signature of lessee, lessor; attestation of clerk, date of recording.

xxviii. Mortgagees' notices of taking possession, 1845-1929: Name of mortgagor, mortgagee; cause, statement of taking possession; place of recording of mortgage, amount of recording fee; date of notice, mortgage; attestation of clerk, date of recording.

xxix. Mortgages of personal property, 1853--: Name, address, signature of mortgagor, mortgagee; location, description, valuation of property; amount of consideration; conditions, term, date of mortgage; attestation of clerk, date of recording.

xxx. Notices of conditional sale, 1925-- (intermittently): Name, address of vendor, purchaser; place, date of delivery; description, purchase price of property; agreement as to title; terms of payment, date of notice; signature of purchaser, vendor; attestation of clerk, date of recording.

xxxi. Notice of finding money, 1912. Name of finder, agent signing notice; amount of money, date found, attestation of clerk, date of recording.

xxxii. Notices of foreclosure of personal property mortgages, 1843--: Name, address of mortgagor, mortgagee; place of recording of mortgage, certification of notary public that notice of intention of foreclosure was served on mortgagor, date served, date of intended foreclosure, signature of mortgagee, attestation of clerk, date of recording.

xxxiii. Notices of sales of pledged property, 1900-1901: Name, address of administrator of pledger's estate, deceased pledger; text of notice, amount of secured debt, description of securities pledged, statement of default and breach of conditions, intention to sell collateral; place, time of sale; place, date of notice; name of pledger, pledger's attorney; certificate of service of notice; manner, date of service; affidavit of truth of certificate, signature of justice of the peace, attestation of clerk, date of recording.

xxxiv. Notice of tax sale, 1886: Name of town, collector; name, former address of deceased taxpayer; name, address of occupant of property of deceased; amount, year of tax due; date of demand for payment, notice of sale; affidavit, signature of collector; signature of justice of the peace, attestation of clerk, date of recording.

xxxv. Partial releases of chattel mortgages, 1847--: Name, address of mortgagee, mortgagor; place, date of recording of mortgage; volume and page reference to recording (see xxix), amount of consideration, description of property released, habendum clause, reservation of mortgagee's rights in remaining property; signature, seal of mortgagee; date of release, attestation of clerk, date of recording

xxxvi. Petitions for pole locations, 1885, 1890: For description, see entry 110-ii.

MORTGAGES - PERSONAL PROPERTY (Cont'd)

xxxvii. Power of attorney, 1880-1911: Name, address of donor of power, attorney; description of power conferred, date of execution; signature, seal of donor; signatures of witnesses; acknowledgment showing attestation and date of act, signature of justice of the peace; attestation of clerk, date of recording.

xxxviii. Quitclaim deeds, 1887: Name of grantee, grantor; quitclaim unto grantee, considerations and conditions, covenant to defend grantee against any claims made through grantor; signature of grantee, grantor; date of instrument, attestation of clerk, date of recording.

xxxix. Receipts, 1912-13: Name of payer, payee; amount, reason for and date of payment; signature of payee, attestation of clerk, date of recording.

xl. Renewals of conditional-sale agreements, 1909-25: Name of vendor, vendee; nature of agreement, amount due on conditional-sale agreement, description of property, date of instrument, signature of vendor, attestation of clerk, date of recording.

xli. Renewals of chattel mortgages, 1914-34: Name, address of mortgagor, mortgagee; date of mortgage; place, date of recording of mortgage; volume and page reference to recording (see xxix), description of property, amount secured by mortgage, certification of amount due, date of renewal, date interest began; signature of mortgagee, attorney for mortgagor; attestation of clerk, date of recording.

xlii. Supplemental indentures, 1920-29: Names, addresses of principals; reference to prior mortgage indenture; description of property, prior mortgage; reason for executing supplemental indenture, confirmation of prior mortgage, amount or consideration of supplemental indenture, habendum clause; signatures of principals, witnesses: date of instrument, attestation of clerk, date of recording.

xliii. Waivers of priority of chattel mortgages, 1867, 1874: Name, address of senior mortgagee; date of mortgage; place, date of recording of mortgage; volume and page reference to record of mortgage (see xxix), name of junior mortgagee, statement of waiver of priority, date of waiver, signatures of senior mortgagee and witnesses, attestation of clerk, date of recording.

xliv. Writs of attachment of personal property, 1840--: Name, address of plaintiff, defendant; location, description of property attached; name of court; date, time of hearing; ad damnum, date of writ, attestation of clerk, date of recording.

Also contains transcriptions of: Assignments of wages, 1866-69, entry 63; mechanics' liens, 1857-58, entry 76. Arr. chron. by date of recording. Indexed alph. by names of principals 1835-98; for separate index, 1898--, see entry 61. Hdw. or hdw. on ptd. form. 475 to 1060 pp. 14 x 10 x 2 to $17\frac{1}{2}$ x $12\frac{1}{2}$ x 4. Main va., first fl.

61. INDEX REGISTRY OF MORTGAGES, ETC., CITY OF PITTSFIELD, 1898--. 4 vols. (dated). Estab. 1898.
Index to Mortgages - Personal Property, entry 60; City of Pittsfield (Business Certificates), entry 65; Filed Matter, entry 73: Names of principals, type of instrument, date of recording or filing, volume and page reference. Also contains: Index to assignments of wages, entry 64. Arr. alph. by name of principal. Hdw. on ptd. form. 300 pp. 16½ x 15½ x 2¼. 1 vol., 1898-1920, main va., first fl.; 3 vols., 1920--, cl. va.

62. (Original Personal Property) MORTGAGES, 1831-1916, 1920-21, 1928--. 11 f.ds. (dated).
For description, see entry 60-xxix; also includes attestation, signature, seal of notary public; date of recording of mortgage, volume and page reference to recording in entry 60-xxix. Arr. chron. by date of recording. No index. Hdw. or typed on ptd. form. 4½ x 10 x 13¼. 8 f.ds., 1831-1921, cab., main va., first fl.; 3 f.ds., 1928--, cab., cl. va.

63. ASSIGNMENTS OF WAGES, 1870--. 6 vols. (1-4, 22, 25). 1866-69 in Mortgages - Personal Property, entry 60.
Transcriptions of assignments: Name of assignee, assignor, employer, witness; amount, cause, term, date of assignment; attestation of clerk, date of recording. Arr. chron. by date of recording. Indexed alph. by name of assignor, assignee 1870-97; for separate index, 1875--, see entry 64. Hdw. on ptd. form. 500 pp. 11 x 10 x 3. 5 vols., 1870-1908, main va., first fl.; 1 vol., 1908--, cl. va.

64. INDEX TO ASSIGNMENT OF WAGES, 1875-98. 2 vols. (2, 4). Estab. 1875. 1898-- in Index Registry of Mortgages, Etc., City of Pittsfield, entry 61.
Index to Assignments of Wages, entry 63: Name of assignee, assignor; volume and page reference. Arr. alph. by name of assignee, assignor. Hdw. 30 pp. 11½ x 8½ x ½. Main va., first fl.

65. CITY OF PITTSFIELD (Business Certificates), 1867--. 2 vols. (1 vol. 1; 1 vol. unlab.). Estab. 1867.
Transcriptions of married women's business certificates: Name, signature of businesswoman; name, location, nature, date of establishment of business; name, address, occupation of husband; date of certificate, attestation of clerk, date of recording. Arr. chron. by date of recording. Indexed alph. by name of businesswoman 1867-1904; for separate index, 1898--, see entry 61. Hdw. 340 pp. 16 x 10½ x 1½. 1 vol., 1867-1904, main va., first fl.; 1 vol., 1905--, cl. va.

66. RECORD OF NAMES CONDUCTING BUSINESS, CITY OF PITTSFIELD, 1911--. 2 vols. (27, 28).
Record of certificates issued to persons doing business under name other than their own: Name, address of owner; name, nature, location, date of establishment of business; number, date of certificate; date of recording. Arr. chron. by date of recording. No index. Hdw. on ptd. form. 500 pp. 16 x 11 x 2.

67. CERTIFICATES OF BUSINESS NAMES, 1923--. 4 v.ds. (dated). Prior records destroyed.

Copies of certificates issued to persons doing business under name other than their own: Name, address of owner; name, nature, location, date of establishment of business; number, date of certificate; signature of owner; volume and page reference to record of certificates, entry 66. Arr. num. by certificate no. No index. Hdw. on ptd. form. 10 x 4½ x 13½.

68. BONDS, AGREEMENTS AND CONTRACTS, 1899, 1906-08, 1911-17, 1919--. 8 v.ds.

Agreements and contracts between city and business firms and individuals for purchase of materials or services: Names of principals; articles, amount of consideration, specifications, conditions, number, date of agreement; signatures of principals. Also contains unexpired surety bonds, 1939--, showing same information as in entry 11. Arr. chron. by date of instrument. For index, see entry 69. Hdw. or typed on ptd. form. 10 x 4½ x 13¼. 6 v.ds., 1899-1933, cab., main va., first fl.; 2 v.ds., 1934--, cab., cl. off.

For copies of contracts kept by commissioner of public works, see entries 663-i, 815-ii; for copies kept by superintendent of public buildings 1934--, see entry 934-ii.

69. INDEX TO BONDS, CONTRACTS AND AGREEMENTS, 1899--. 2 f.ds.

Index to Bonds, Agreements and Contracts, entry 68: Name of principal; type, number, date of instrument. Arr. alph. by name of principal. Hdw. 4 x 11 x 17 3/4. Cab.

70. DEEDS, GRANTS, ETC., 1903--. 4 f.ds. (lab. by cont. instrument nos.) Estab. 1903.

Contains the following instruments relating to property acquired or entered and used by city for public works:

i. Deeds to property conveyed to city: Name, address of grantor, grantee; location, description, lot number of property; purpose for which property used, amount of consideration; terms, date of deed; volume and page reference to, and date of, recording of County Registry of Deeds; number of instrument. For copies of deeds kept by commissioner of public works 1797-1908, 1913--, see entry 744.

ii. Easements to enter and use private property for purposes of construction: Name, address of grantor; name, location, type of construction project; location, dimensions of property to be entered; amount of consideration; terms, date of easement; signature of grantor, witness, city solicitor; number of instrument. For copies of easements kept by commissioner of public works 1911--, see entry 743-x.

iii. Rights-of-way for passage over private property: Name, address of property owner; location, bounds, directions, dimensions, purpose of right-of-way; amount of consideration, conditions of agreement; signature of property owner, witness, solicitor; number, date of instrument. For copies of instruments 1913--, see entry 743-xvi.

Also contains: Releases from damage claims, entry 72. Arr. num. by instrument no. For index, see entry 71. Hdw. or typed on ptd. form. 5 x 11½ x 15. Cab., main va., first fl.

71. INDEX, 1903--. 1 f.d. Estab. 1903.
Index to Deeds, Grants, Etc., entry 70: Name of grantor; type, number of instrument. Arr. alph. by name of grantor. Hdw. 3⅓ x 5⅓ x 15. Cab., main va., first fl.

72. (RELEASES FROM DAMAGE CLAIMS), 1903--. 1903-- in Deeds, Grants, Etc., entry 70; 1938-- in (Miscellaneous Engineering and Construction Data), entry 743.
Name, address of grantor; name, location, type of project; purpose, terms, date of release; release clause, amount of consideration; signature of grantor, witness, city solicitor; number of instrument.

73. FILED MATTER, 1931--. 1 v.d. (dated). Prior records missing.
Contains the following original instruments filed with clerk by out-of-state firms and individuals:

i. Conditional bills of sale: Name of vendor, vendee; description of property sold; place, date of delivery; amount of consideration, specifications, conditions, terms, date of sale; date of instrument; signature of vendor, vendee; attestation of clerk, date of filing.

ii. Leases on personal property: Name of lessee, lessor; description of property; amount of consideration, conditions, term, date of lease; signature of lessee, lessor; attestation of clerk, date of filing.

iii. Mortgages on personal property: Name, address of mortgagor, mortgagee; location, description, valuation of property; amount of consideration, conditions, term, date of mortgage; signature of mortgagor, mortgagee; signature, seal of notary public; attestation of clerk, date of filing.

iv. Promissory notes: Names, addresses of contracting parties; amount, term, rate of interest, date of issue of note; date of maturity, signatures of parties and witnesses; attestation of clerk, date of filing.

Arr. chron. by date of filing. For index, see entry 61. Hdw. or typed on ptd. form. 10 x 4½ x 13½. Cab., cl. off.

74. RECORDS FROM REGISTER OF PROBATE, 1938--. 1 v.d. Estab. 1938.
Contains abstracts of petitions to County Probate Court for:

i. Adoption of children: Name of petitioner, child; names, address of parents of child, statement by parents of consent to adoption of child; date petition filed, returnable, allowed; name of judge.

ii. Changes of name: Name, address of petitioner; name desired; date petition filed, returnable; decree of court, name of judge.

Arr. chron. by date of instrument. No index. Hdw. or typed on ptd. form. 10 x 4½ x 13¼.

75. CORPORATION RETURNS AND CERTIFICATES, PITTSFIELD, 1851-69. 1 vol. (1). Estab. 1851; subsequent records kept by State Department of Corporations and Taxation.
Transcriptions of corporation returns: Name, address of corporation; purpose, date of incorporation; amount of capital stock; number, par value

of shares; names, addresses of stockholders; number of shares owned by each stockholder; certification, signature of treasurer of corporation; attestation, seal of notary public; date of recording, attestation of clerk. Arr. chron. by date of recording. Indexed alph. by name of corporation. Hdw. 416 pp. 16 x 10½ x 25. Main va., first fl.

76. MECHANICS' LIENS, PITTSFIELD, 1865-76. 1 vol. Discont. 1876. 1857-58 in Mortgages - Personal Property, entry 60.
Transcriptions of mechanics' liens: Name, address of claimant; name of defendant, statement of account due; location, description of property on which lien is placed; attestation of clerk, date of recording. Includes oath: Attestation, date of act; signature, seal of notary public. Arr. chron. by date of recording. Indexed alph. by name of claimant. Hdw. 420 pp. 16 x 10 x 2½. Main va., first fl.

Licenses, Permits, Registrations

77. LICENSE PETITIONS - COMMON VICTUALLER, SUNDAY ICE CREAM, GARAGE, HAWKER, ETC., 1932--. 2 ds. (dated).
Applications for licenses to maintain public garages, to hawk and peddle wares, to deal in junk and secondhand articles, to be an auctioneer, to do trucking, to store gasoline; to operate unmetered taxicabs, livery stables, bowling alleys, poolrooms, shooting galleries, popcorn stands, and motor boats for hire; applications for permits to hold a circus, to sell fireworks: Name, address of applicant; name, location of business; type of license or permit requested, date of application, signature of applicant. Also contains applications for: Sunday, lodginghouse, and firearms licenses, 1932, entry 137; common victuallers' licenses, 1932, entry 139; licenses to deal in used motor vehicles, 1932, entry 140. Arr. chron. by date of application. No index. Hdw. or typed on ptd. form. 10 x 4½ x 13½. Cab., cl. off.

78. SIGNS, 1920--. 5 ds. (dated).
Applications for permits to erect signs which encroach on or over public property: Name, address of applicant; proposed location, description, type, dimensions of sign; date of application, signature of applicant. Includes clerk's notation of action taken on application. Arr. chron. by date of application. No index. Hdw. or typed on ptd. form. 10 x 4½ x 13½. 4 ds., 1920-28, 1933--, cl. va.; 1 d., 1929-32, main va., first fl.

79. APPLICATION FOR LICENSE TO PURCHASE, SELL, EXCHANGE, OR ASSEMBLE SECONDHAND MOTOR VEHICLES OR PARTS THEREOF, 1929-32. 1 bdl.
Prior records destroyed. Discont. as clerk's record 1932.
Name, address of applicant; location, type of business; kind of license requested, number, date of application; signature of applicant. Arr. num. by application no. No index. Hdw. on ptd. form. 8½ x 3½ x 3. Main va., first fl.
For applications kept by license board 1933--, see entry 140.

80. LICENSES, CITY OF PITTSFIELD, 1891--. 29 vols. (3 vols unlab.; 2 vols. 2, 3; 1 vol. lab. by cont. license nos.; 23 vols. dated). Title varies: License Certificates, City of Pittsfield, 1891-98, 3 vols.

Copies of amusement and miscellaneous business licenses and permits issued: Name, address of licensee; location of business; kind, conditions, number, dates of issue and expiration of license or permit; amount of fee, signature of clerk. Also contains copies of licenses for: Junk dealers, 1895-1910, entry 81; garages, 1917-18, entry 82; taxicabs, 1915-32, entry 85; storage of inflammables, 1894-1934, entry 86; trucking, 1912-36, entry 87; common victuallers, 1919-33, entry 142; lodginghouses and innholders, 1918-32, entry 147. Arr. num. by license no. Indexed alph. by name of licensee. Hdw. on ptd. form. 150 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x 1. 24 vols., 1891-1914, 1921-31, 1933-34, west va.; 3 vols., 1915-20, 1932, main va., first fl.; 1 vol., 1935, east va.; 1 vol., 1936--, cl. off.

81. JUNK AND OLD METAL LICENSES, CITY OF PITTSFIELD, 1911-20, 1928--. 4 vols. (3 vols. unlab.; 1 vol. lab. 1928). 1895-1910 in Licenses, City of Pittsfield, entry 80.

Copies of licenses issued: Name, address of licensee; number of wagons used; number, dates of issue and expiration of license; amount of fee, date license granted by city council, signature of clerk. Arr. num. by license no. No index. Hdw. on ptd. form. 160 to 900 pp. 12 x $9\frac{1}{2}$ x $\frac{1}{2}$ to $11\frac{1}{2}$ x $10\frac{1}{2}$ x $3\frac{1}{2}$. 3 vols., 1911-20, main va., first fl.; 1 vol., 1928--, cl. va.

82. GARAGE LICENSES, CITY OF PITTSFIELD, 1919--. 21 vols. (dated). 1917-18 in Licenses, City of Pittsfield, entry 80.

Copies of licenses issued: Name, address of licensee; location, class of garage; capacity of tanks; number, conditions, dates of issue and expiration of license; date license granted by city council, amount of fee, signature of clerk. Arr. num. by license no. No index. Hdw. on ptd. form. 200 pp. 12 x 11 x $1\frac{1}{2}$. 16 vols., 1919-34, east va.; 3 vols., 1934-37, main va., first fl.; 2 vols., 1938--, cl. va.

83. DOG LICENSES, 1922-23, 1935--. 13 vols. (dated; 5 vols. also lab. by cont. license nos.). Prior records and records 1924-33 destroyed.

Copies of licenses issued: Name, address of licensee; name, age, sex, breed, color of dog; number, kind, date of license; amount of fee, signature of clerk. Arr. num. by license no. No index 1922-29; for index, 1930-31, 1934--, see entry 84. Hdw. on ptd. form. 100 to 800 pp. 5 x 4 x $\frac{1}{2}$ to 9 x 5 x $4\frac{1}{2}$. 7 vols., 1922-23, main va., first fl.; 1 vol., 1935-36, east va.; 5 vols., 1937--, cl. off.

84. (INDEX TO DOG LICENSES), 1930-31, 1934--. 8 vols.

Index to Dog Licenses, entry 83: Name, address of licensee; license number. Arr. alph. by name of licensee. Hdw. 150 pp. 10 x 8 x 1. 2 vols., 1930-31, main va., first fl.; 6 vols., 1934--, cl. va.

85. TAXICABS (Licenses), 1932--. 2 vols. 1915-32 in Licenses, City of Pittsfield, entry 80.
Copies of licenses for unmetered taxicabs: Name, address of licensee; make, type, capacity, engine number, registration number of vehicle; number, dates of issue and expiration of license; amount of fee, date license granted by city council, signature of clerk. Arr. num. by license no. Indexed alph. by name of licensee. Hdw. or typed on ptd. form. 38 pp. $11\frac{1}{2}$ x 11 x $\frac{1}{2}$.

86. (LICENSES FOR STORAGE OF INFLAMMABLES), 1935--. 4 f.ds. (dated). 1894-1934 in Licenses, City of Pittsfield, entry 80.
Copies of licenses issued: Name, address of licensee; street location, lot and map numbers of garage or building; distance to nearest intersecting street; location, dimensions of lot; number, descriptions of buildings on lot; number, location, capacity of storage tanks; kind of oil to be stored; number, restrictions, date of license; amount of fee, signature of clerk. Arr. num. by license no. No index. Hdw. or typed on ptd. form. $7\frac{1}{2}$ x $11\frac{1}{2}$ x $13\frac{1}{2}$. 2 f.ds., 1935-36, cab., main va., first fl.; 2 f.ds., 1937--, cab., cl. va.

87. LICENSE FOR TRUCKING, 1937--. 3 vols. 1912-36 in Licenses, City of Pittsfield, entry 80.
Copies of licenses issued: Name, address of licensee; number, type, capacity of trucks; number, dates of issue and expiration of license; amount of fee, date license granted by city council, signature of clerk. Arr. num. by license no. No index. Typed on ptd. form. 250 pp. $11\frac{1}{4}$ x $9\frac{1}{2}$ x 2.

88. RECEIPTS - FISH AND GAME LICENSES, 1936--. 1 vol. Prior records destroyed.
Copies of monthly returns sent to State Department of Conservation, Division of Fisheries and Game: Name of city; type, serial numbers of licenses issued; fee charged for each kind of license, total number of licenses issued; total amount of fees collected, remitted to State, retained as clerk's fee; attestation of clerk, date of return. Arr. chron. by date of return. No index. Typed on ptd. form. 50 pp. $11\frac{1}{4}$ x 10 x $\frac{1}{4}$.

89. RESIDENT CITIZEN'S FISHING LICENSE, 1940--. 5 vols. (lab. by cont. license nos.). Records 1920-39 sent to State Department of Conservation, Division of Fisheries and Game.
Stub record: Name, address, birthplace, age, color, physical description of licensee; number, date of license; amount of fee, signature of clerk. Arr. num. by license no. No index. Hdw. on ptd. form. 50 pp. 3 x $4\frac{1}{2}$ x $\frac{1}{4}$. Cl. off.

90. RESIDENT CITIZEN'S FEMALE AND MINOR FISHING LICENSE, 1940--. 5 vols. (lab. by cont. license nos.). Records 1920-39 sent to State Department of Conservation, Division of Fisheries and Game.
Stub Record: For description, see entry 89. Arr. num. by license no. No index. Hdw. on ptd. form. 50 pp. 3 x 4 x $\frac{1}{4}$. Cl. off.

91. RESIDENT CITIZEN'S HUNTING LICENSE, 1940--. 5 vols. (lab. by cont. license nos.). Records 1920-39 sent to State Department of Conservation, Division of Fisheries and Game.
Stub record: For description, see entry 89. Arr. num. by license no. No index. Hdw. on ptd. form. 50 pp. 3 x 4½ x ¼. Cl. off.

92. RESIDENT CITIZEN'S SPORTING LICENSE, 1940--. 10 vols. (lab. by cont. license nos.). Records 1920-39 sent to State Department of Conservation, Division of Fisheries and Game.
Stub record: For description, see entry 89. Arr. num. by license no. No index. Hdw. on ptd. form. 50 pp. 3 x 4½ x ¼. Cl. off.

93. RESIDENT MINOR TRAPPER'S LICENSE, 1940--. 5 vols. (lab. by cont. license nos.). Records 1920-39 sent to State Department of Conservation, Division of Fisheries and Game.
Stub record: For description, see entry 89. Arr. num. by license no. No index. Hdw. on ptd. form. 50 pp. 3 x 4½ x ¼. Cl. off.

94. RESIDENT CITIZEN'S SPORTING AND TRAPPING LICENSES - FREE, 1940--. 5 vols. (lab. by cont. license nos.). Records 1920-39 sent to State Department of Conservation, Division of Fisheries and Game.
Stub record: For description, see entry 89. Arr. num. by license no. No index. Hdw. on ptd. form. 50 pp. 3 x 4½ x ¼. Cl. off.

95. FIREARMS LICENSES, 1912-22. 1 vol. Estab. 1912.
Copies of licenses to sell, rent, or lease firearms: Name, address of licensee, location, kind of business; number, dates of issue and expiration of license; date granted by city council, amount of fee, signature of license commissioner. Arr. num. by license no. No index. Hdw. on ptd. form. 332 pp. 8 x 11 x 1½. Main va., first fl.
For licenses kept by license board 1933--, see entry 148.

96. FRUIT AND VEGETABLE LICENSES, CITY OF PITTSFIELD, 1916-18. 2 vols. Prior records destroyed.
Copies of hawkers' and peddlers' licenses issued: Name, address of licensee; conditions, number, dates of issue and expiration of license; date granted by city council, amount of fee, signature of license commissioner. Arr. num. by license no. Indexed alph. by name of licensee. Hdw. on ptd. form. 240 pp. 12 x 9½ x 1½. Main va., first fl.
For licenses kept by commissioner of public health 1934--, see entry 613.

97. CITY OF PITTSFIELD (Sunday Licenses), 1922-23, 1932-33. 3 vols. Discont. as clerk's record 1933.
Copies of licenses issued to sell confectionery, ice cream, soft drinks, and fruit on Sunday: Name, address of licensee; name, nature, location of business; type, number, dates of issue and expiration of license; amount of fee, signature of license commissioner. Arr. num. by license no. Indexed alph. by name of licensee. Hdw. on ptd. form. 330 pp. 11½ x 9½ x 2½. 1 vol., 1922-23, main va., first fl.; 2 vols., 1932-33, east va.
For licenses kept by license board 1933--, see entry 146.

98. REGISTRATIONS OF PHYSICIANS - MEDICINE, CHIROPODY, OPTOMETRY, CITY OF PITTSFIELD, 1917--. 8 vols. Registration required by state law 1917.

Record, made out on blanks approved by State Board of Registration, certifying that physician, chiropodist, or optometrist engaged in practice in the city has presented his certificate of registration to the clerk's office; duplicate forwarded to State Board of Registration in the Department of Civil Service and Registration: Name, address of registrant; location of business, kind of profession; number, date of registrant's state certificate; date of registration in clerk's office, amount of fee, signature of registrant, attestation of clerk. Arr. chron. by date of registration. No index. Hdw. on ptd. form. 150 pp. $5\frac{1}{2}$ x 8 x $\frac{1}{2}$.

99. CERTIFICATE OF REGISTRATION, 1923--. 5 bdls. (unlab.); 2 f.ds., and 3 vols. (dated). Estab. 1923.

Certificates, filed by applicants for garage and gasoline-storage licenses, explaining use and occupancy of building: Name, address of registrant; location, type of business; statement of ownership of property and agreement to conditions of license; number, date of certificate; signature of registrant, clerk; date of filing of certificate. Garage licenses include number of cars; number, capacity of storage tanks. Storage licenses include kind of inflammable liquid to be stored; number, capacity of tanks. Arr. chron. by date of filing. For index, see entry 100. Hdw. on ptd. form. Bdls. 8 x $4\frac{1}{2}$ x 3; f.ds. $4\frac{1}{2}$ x 10 x $13\frac{1}{4}$; vols. 250 pp. $6\frac{1}{2}$ x 9 x $1\frac{1}{2}$. 5 bdls., 1923-27, main va., first fl.; 2 f.ds., 3 vols., 1928--, cl. va.

100. (INDEX TO CERTIFICATES OF REGISTRATION), 1923--. 3 f.ds. Estab. 1923.

Index to Certificate of Registration, entry 99: Name of registrant, location of business; type, number, date of issue of license; date certificate filed, amount of fee. Arr. alph. by name of registrant. Hdw. on ptd. form. 3 3/4 x $5\frac{1}{2}$ x 18. Cab., cl. off.

101. (Record of) REGISTERED HAWKERS AND PEDDLERS, 1892-1930. 1 vol. Discont. 1930.

Name, address of hawker or peddler; number, kinds of articles sold; number, kinds, capacity of weighing and measuring devices used; date of registration. Arr. chron. by date of registration. No index. Hdw. 100 pp. $8\frac{1}{4}$ x $14\frac{1}{4}$ x $\frac{1}{2}$.

102. (Register of) STALLION CERTIFICATES, CITY OF PITTSFIELD, 1891-93. 1 vol.

Name, address of owner; name, age, color, size, pedigree of stallion; name of breeder, date of registration; signature of owner, clerk. Arr. chron. by date of registration. No index. Hdw. on ptd. form. 150 pp. 10 x $8\frac{1}{2}$ x 1. Main va., first fl.

Elections, Appointments, Resignations

103. ELECTIONS, 1891--. 60 vols., 9 v.ds. (dated; 60 vols. also lab. by cont. ward nos. and precinct ls.).
Returns of election officers: Ward number, precinct letter, date of election, time of opening and closing of polls; names of elective offices, candidates; number of ballots cast for each, total number of ballots cast; names, titles of election officers; whether present or absent at polls, signatures of election officers. Arr. chron. by date of election 1891-1926; arr. chron. by date of election and thereunder num. by ward no. 1927--. No index. Hdw. 1891-1926; hdw. on ptd. form 1927--. Vols. 150 pp. 9½ x 8 x ½; v.ds. 10 x 4½ x 13½. 60 vols., 1891-1926, 6 v.ds., 1931--, main va., first fl.; 3 v.ds., 1927-30, cl. off.

104. CITY ELECTION RETURNS, CITY OF PITTSFIELD, 1931--. 10 vols. (dated). Estab. 1931.
Record of election returns as compiled from Elections, entry 103: Ward number, precinct letter, date of election, time of opening and closing of polls; names of elective offices, candidates; number of ballots cast for each, total number of ballots cast; names, titles of election officers; whether present or absent at polls; date, time received by clerk; signature of clerk. Arr. chron. by date of election, thereunder num. by ward no., and thereunder alph. by precinct letter. No index. Typed on ptd. form. 200 pp. 8½ x 14 x 1. Main va., first fl.

105. ELECTION EXPENSE RETURNS, 1931--. 3 ds. (dated). Prior records destroyed.
Reports of expenditures by candidates for city offices: Name of candidate, office; date of election; amounts, dates of receipts and expenditures for campaign; names of contributors, payees; total amount of receipts, expenditures; signature of candidate, date of return. Arr. chron. by date of return. No index. Hdw. or typed on ptd. form. 10 x 4½ x 13½. 2 ds., 1931-36, cab., main va., first fl.; 1 d., 1937--, cl. va.

106. APPOINTMENTS, 1906--. 3 ds. (dated). Prior records missing.
Mayor's notices to clerk of appointments of officers: Name, address of appointee; title, term of office; date of appointment, notice; signature of mayor, date of approval by city council (if any), signature of clerk. Arr. chron. by date of appointment. No index. Hdw. or typed. 10 x 4¼ x 13½.

107. CITY ELECTION OFFICERS, 1906--. 3 f.ds. Prior records missing.
Lists of election officers appointed by mayor: Name of officer, ward number, precinct letter, date of list, signature of mayor. Includes notation of action taken by city council on appointments, date of action, signature of clerk. Arr. chron. by date of list. No index. Hdw. or typed.
9 x 3½ x 14. Cab., cl. off.

City Clerk - Elections, Appointments, Resignations [108-111]

108. RECORDS OF OATHS (of Town Officers) CITY OF PITTSFIELD, 1889--. 6 vols. (5 vols. 1-5; 1 vol dated). 1787-1889 in Town Records - Pittsfield, entry 34; 1815 in Intentions, Births, and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46.

Name, title, signature of officer taking oath; text, date of oath; attestation, seal of notary public or justice of the peace. Arr. chron. by date of oath. Indexed alph. by name of officer. Hdw. on ptd. form. 320 to 600 pp. 14 x 9½ x 3 to 17 x 12½ x 2 1 vol., 1889-95, west va.; 4 vols., 1896-1935, main va., first fl., 1 vol., 1936--, cl. va.

109. RESIGNATIONS, 1906-- 3 ds (dated)

Letters of resignation from officers and employees, addressed to mayor and filed with clerk after action by city council: Title of office or position; cause, effective date of resignation; date of letter, signature of officer or employee. Includes notation of city council's action on resignation, date of action, signature of clerk. Arr. chron. by date of letter. No index. Hdw. or typed. 10 x 4½ x 13½.

Pole Locations, Highways, and Streets

110. PETITIONS (for) POLES & CONDUIT LOCATIONS, 1891-1928, 1933--. 11 v.ds. (dated)

Contains:

i. Notices (copies) of hearings on petitions, sent to abutters: Name, address of abutter; purpose, date, time of hearing; signature of clerk.

ii. Petitions: Name of city, public-utility company; number, proposed location of poles and electric-wire conduits requested; signature of representative of company, date of petition. Includes notation of place, date, time of hearing on petition; date granted by city council, signature of clerk. For transcriptions of petitions 1885, 1890, see entry 60-xxxvi.

iii. Plans of proposed pole and conduit locations: Name, location of street; location of poles, conduits; approval, signature of inspector of wires; date of approval.

Arr. chron. by date of petition. No index. Notices and petitions hdw. or typed; plans blueprint. 10 x 4½ x 13¼ 6 v.ds., 1891-1919, main va., first fl.; 5 v.ds., 1920--, cl. va.

111. POLE LOCATION ORDERS, CITY OF PITTSFIELD, 1901--. 3 vols. (2-4, dated).

Copies of orders by city council granting permission to public-utility companies to erect telephone, telegraph, and electric light poles; to lay underground conduits, construct manholes, and to construct and operate street railways: Name, address of company; number, locations of proposed poles, conduits, manholes, or rails; specifications of materials, construction; terms of agreement, date of order, date of approval of mayor, signature of clerk. Arr. chron. by date of order. No index. Hdw. 1901-27; typed 1928--. 225 to 380 pp. 15 x 12 x 1½ to 16½ x 12¼ x 2½. 1 vol., 1901-27, main va., first fl.; 2 vols., 1928--, cl. va.

112. STREET LAYOUTS, CITY OF PITTSFIELD, 1862--. 10 vols. (1-10). Estab. 1862. Title varies: Town and County Ways, Town of Pittsfield, 1862-92, 1 vol.; City and County Ways, City of Pittsfield, 1893-97, 1 vol.; City Ways, City of Pittsfield, 1897-1927, 6 vols.
Record of petitions from residents for lay-outs of highways and streets, and action thereon: Name, location, dimensions, direction of street; text, date of petition; names of petitioners; place, date of hearing; action taken on hearing, signature of clerk, date of recording. 1862-1890 includes approval of selectmen and County Commissioners, and date thereof; 1891 includes statement of release of claims against the city, statement of approval and signature of chairman of committee on public works, date approved by city council and number of order passed. Arr. chron. by date of petition. No index 1862-92, 1931--; indexed alph. by name of st. 1893-1930. Hdw. 1862-97; typed 1898--. 280 pp. 15 x 12½ x 1½. 1 vol., 1862-92, eng. va.; 8 vols., 1893-1930, main va., first fl.; 1 vol., 1931--, cl. va.

113. STREET LAYOUTS, 1915--. 3 v.ds. (dated). Prior records destroyed. Approved petitions for acceptance of streets: Name, location, dimensions, direction of street; request for acceptance of street, statement of release of damage claims against the city, signatures of petitioners, date of petition, statement of approval and signature of chairman of committee on public works; date approved by committee, city, county; number of city council order passed, signature of clerk, date of filing. Arr. num. by order no. No index. Hdw. or typed on ptd. form. 10 x 4½ x 13½.

Military Records

114. REBELLION RECORD, 1861-64. 1 vol. (dated)
Record of residents who served as soldiers or sailors in the Civil War: Name, address, place and date of birth, marital status, occupation, rank of serviceman; names of parents; date of enlistment, muster; period of service, name of company and regiment or vessel; date of promotion, discharge; cause, date of death. Arr. alph. by name of serviceman. No index. Hdw. on ptd. form. 660 pp. 15¼ x 10½ x 2½. West va.
For enrollment lists 1861-65, see entry 34-iii.

115. MILITIA LIST, 1889-94. 12 pamphlets. 1840-82 in Town Records - Pittsfield, entry 34.
Lists of male residents subject to military duty, submitted annually by assessors: Name of resident, date of list. Includes: 1840-82, signatures of assessors and attestation of town clerk; 1870-82, color of resident; 1889-94, address, occupation of resident, and ward number. Arr. num. by ward no. and thereunder alph. by name of resident. No index. Hdw. 45 pp. 12½ x 7 x ¼. Main va., first fl.

116. (RECORD OF RESIDENTS SERVING IN SPANISH AMERICAN WAR), 1898. 1 vol.
Name, address, birthdate of serviceman; names of company, and regiment or vessel; place, date of enlistment; date of discharge, date of record. Arr. chron. by date of record. Indexed alph. by name of serviceman. Hdw. 143 pp. 10½ x 8½ x ½.

117. RECORD OF DISCHARGES, SOLDIERS AND SAILORS, CITY OF PITTSFIELD, 1922--. 1 vol. Estab. 1922.
Copies of servicemen's discharge papers: Name, birthplace, occupation, physical description, rank, regimental number of serviceman; name of company and regiment or vessel; place, date of enlistment; age at time of enlistment; place, cause, date of discharge; signature of serviceman, commanding officer; date of recording, signature of clerk. Arr. chron. by date of recording. No index. Hdw. 530 pp. 10½ x 9½ x 2½.

118. OFFICIAL LIST OF CONTRIBUTORS TO THE SOLDIERS AND SAILORS MEMORIAL FUND, PITTSFIELD, MASSACHUSETTS, Sept. 1934. 1 vol.
Name of contributor, amount contributed, total contributions. Arr. alph. by name of contributor. No index. Typed. 300 pp. 14 x 8½ x 1.

Soldiers' Relief

119. (RECORD OF DISBURSEMENTS TO STATE AND MILITARY AID RECIPIENTS), 1891-1903. 1 vol.
Name of recipient, military unit in which veteran served, names of dependents, amount of pension heretofore drawn; amounts, dates of payments of aid; total yearly payments. Arr. alph. by name of recipient and thereunder chron. by date of payment. No index. Hdw. on ptd. form. 145 pp. 10 x 8 x 1. Main va., first fl.
For disbursement cards kept by director of state aid and soldiers' relief 1939--, see entry 578-i.

120. (RECORD OF DISBURSEMENTS TO SOLDIERS' RELIEF RECIPIENTS), 1898-1902. 1 vol. (lab. 1901). Prior records missing.
Name of recipient, amount of monthly grant, date grant effective; amounts, dates of payments of aid; total yearly payments. Arr. alph. by name of recipient and thereunder chron. by date of payment. No index. Hdw. 172 pp. 10½ x 8½ x 1. Main va., first fl.
For disbursement cards kept by director of state aid and soldiers' relief 1939--, see entry 578-i.

121. (CASE HISTORIES OF RECIPIENTS OF STATE AND MILITARY AID), 1911. 1 bdl. (dated).
Name, address, date of birth, age, marital status, occupation, physical condition of recipient; military unit in which veteran served; amount of pension heretofore drawn, date drawn; amount of weekly earnings, rent or board paid; description of housing conditions; value of property, cash, insurance owned; amount of weekly aid allowed. Arr. alph. by name of recipient. No index. Typed. 45 pp. 6½ x 8 x ½. Main va., first fl.
For case records kept by director of state aid and soldiers' relief 1921--, see entries 574, 576.

122. STATE AID (and Soldiers' Relief) CORRESPONDENCE, 1879-1913. 1 bdl. (dated). 1921-- in Correspondence, entry 585.
Correspondence with state and federal authorities and municipal departments relative to regulations for administration of aid, eligibility of applicants for aid, amounts of aid to render individual cases, removal of recipients from rolls. Arr. chron. by date of correspondence. No index. Hdw. or typed. 11 x 9½ x 1. West va.

Financial Records

123. CASH BOOK - FEES, 1835-38, 1891-97, 1900-1904, 1923-25, 1930--. 15 vols.

Receipts from fees for licenses, recording and filing of legal instruments, registration of vital statistics: Name of payer; amount, source, classification, date of receipt; total monthly, annual receipts for each classification; grand total of monthly, annual receipts. Includes payments made to city treasurer, County Treasurer, and State Department of Conservation, Division of Fisheries and Game: Name of payee; amount, date of payment; total monthly, annual payments. Arr. chron. by date of transaction. No index. Hdw. 1835-38; hdw. on ptd form 1891--. 80 to 330 pp. 13½ x 15½ x ½ to 10½ x 8 x 1½. 5 vols., 1835-38, 1930-33, main va., first fl.; 3 vols., 1891-1904, west va.; 7 vols., 1923-25, 1934--, cl. va.

124. (CLASSIFICATION OF EXPENDITURES), 1926--. 2 vols. Prior records destroyed.

Record of departmental expenses classified by account: Amount, classification, purpose, date of expenditure: name, address of payee; monthly expenditures for each classification; grand total of monthly, annual expenditures. Arr. chron. by date of expenditure. No index. Hdw. 152 pp. 14 x 11 x 1½ and 76 pp. 13 x 15½ x ½. 1 vol., 1926-35, main va., first fl., 1 vol., 1936--, cl. va.

Special Committees

125. (Minutes of Meetings and) CONSTITUTION OF THE PITTSFIELD SOCIETY FOR THE PREVENTION OF CRIME AND THE DETECTION OF THIEVES, ROBBERS AND PETTY PILFERERS, 1829-33. 1 vol.

Minutes relative to adoption of constitution of the society, rules and bylaws, membership fees, election of officers, discussion of crime conditions and remedies suggested; place, date of meeting; names of members present, signature of clerk. Includes constitution and list of members of the society. Arr. chron. by date of meeting. No index. Hdw. Paper and binding poor. 25 pp. 12½ x 8 x ½. Main va., first fl.

126. (MINUTES OF MEETINGS OF TOWN HISTORY COMMITTEE), 1875-77. 1 vol.

Minutes of meetings of special committee appointed to compile and publish a history of Pittsfield: Discussion and decisions on historical material compiled and matters relating to publication of book; names of members present; place, date of meeting; signature of clerk. Includes list of expenditures: Name of payee; amount, purpose, date of expenditure. Arr. chron. by date of meeting. No index. Hdw. 25 pp. 10 x 7½ x ¼. Main va., first fl.

127. PITTSFIELD, BERKSHIRE COUNTY, 1880-86. 1 vol.

Minutes of meetings of committee on funding the town debt: Discussion, decisions, and recommendations on funding debt; names of members present; place, date of meeting; signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 80 pp. 11 x 9 x ½. Main va., first fl.

For annual reports of committee 1879, 1881-88, see entry 979-v.

City Clerk - [128-131]
Special Committees

128. COMMITTEE ON STATISTICS, 1891. 1 pamphlet (dated).
Report of committee appointed to compile statistical data to be used in determining desirability of incorporating Pittsfield into a city, showing comparative tables of receipts and expenditures of Pittsfield Fire District for previous 10 years; net, gross annual expenditures for improvements, administration, and general government; recapitulation of net, gross expenditures for 10-year period. No obvious arr. No index. Ptd. 27 pp. $8\frac{1}{2}$ x $5\frac{1}{2}$ x $\frac{1}{4}$. South va.

Miscellaneous

129. (PETITIONS TO BOARD OF ZONING APPEALS), 1928--. 408 envs.
Estab. 1928.
Petitions of appeal from decisions of inspector of buildings: Name, address of petitioner, property owner; nature of appeal; location, zone letter of premises; number, date of petition; names, addresses, signatures of abutters; signature of petitioner. Includes report of inspector of buildings, showing name of petitioner, location of premises, reference to zoning laws or ordinance on which decision is based; text, date of report; signature of inspector of buildings. Also includes correspondence relating to petition. Arr. num. by petition no. No index. Hdw. or typed on ptd. form. 13 x 10 x $\frac{1}{4}$. Main va., first fl.
For copies of petitions kept by board of zoning appeals 1928--, see entry 847.

130. LETTERS, 1888-94, 1896, 1900--. 37 vols., 9 l.fs., 2 f.ds.
(5 vols. unlab.; 32 vols., 9 l.fs., and 2 f.ds. dated). No title, 1888--, 37 vols., 1934--, 2 f.ds.
Correspondence with state departments concerning elections, legislative acts, legal requirements, and rulings; with other municipalties regarding orders of the city council, vital statistics, city records; with business firms regarding purchases, printing jobs, contracts; with individuals concerning licenses, ordinances, claims, vital statistics, recorded instruments. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Hdw. or typed. Vols. 300 pp. 10 x 8 x 2 and 300 pp. $11\frac{1}{2}$ x 11 x 2; l.fs. 12 x 3 x $11\frac{1}{2}$; f.ds. $11\frac{1}{2}$ x $13\frac{1}{2}$ x 26. 5 l.fs., 25 vols., 1888-94, 1904-13, 1912-29, 1934, west va.; 1 vol., 4 l.fs., 1896, 1914-19, main va., first fl.; 1 vol., 1900-1903, south va.; 5 vols., 1929-33, east va.; 5 vols., 2 f.ds., 1934--, cl. off.

131. COMMUNICATIONS FROM CITY OFFICERS, 1891-1911, 1913-26, 1928--.
13 v.ds. (dated).
Correspondence with city departments relative to city council orders, ordinances, annual reports, appointments, oaths of office, civil-service regulations, and general administrative matters. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Hdw. or typed. 10 x $4\frac{1}{2}$ x $13\frac{1}{2}$. 6 v.ds., 1891-1911, main va., first fl.; 6 v.ds., 1913-38, cl. off.; 1 v.d., 1939--, cl. va.

132. (RECORD OF STRAY BEASTS FOUND), 1802-41, 1864-1914. 1802-41 (intermittently) Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46; 1841 in Town Records - Pittsfield, entry 34; 1864-1914 in Lost Goods, Stray Beasts - Pittsfield, entry 133.

Name, sex, kind, color, description of beast; name, signature of finder; date found; attestation of clerk, date of recording.

133. LOST GOODS, STRAY BEASTS - PITTSFIELD, 1864-1914. 1 vol.

Contains record of:

i. Animals and property lost: Name, address of owner; description of property, place and date lost; date reported, notice published; if found, name of finder; place property found, date reported, amount of charges paid by owner on recovery of property.

ii. Property found: Name, address of finder; description of property, place and date found; date reported, date notice published; if reclaimed, name, address of owner; date reclaimed, amount of charges paid by owner on recovery of property.

Also contains: Record of stray beasts found, entry 132. Arr. chron. by date reported. Indexed alph. by name of owner or finder. Hdw. 500 pp. 16 x 11 x 2½. Main va., first fl.

134. (Record of) NOTICES OF APPLICATIONS FOR NATURALIZATION, 1885-1900. 1 vol.

Name, address, age, occupation of applicant; name of court petitioned, date of receipt of notice. Arr. chron. by date of receipt of notice. No index. Hdw. on ptd. form. 60 pp. 9¼ x 12 x ½. Main va., first fl.

135. PROCEEDINGS OF INAUGURATION OF CITY GOVERNMENT, CITY OF PITTSFIELD, Jan. 5, 1891. 1 vol

Proceedings at inauguration ceremony; text of speeches; roster of city government showing names of officers and members of common council and board of aldermen, names of members of committee in charge of inauguration. Includes text, date of order of city council authorizing publication of pamphlet relative to proceedings. No obvious arr. No index. Typed. 280 pp. 12 x 6 x 1½. South va.

V. LICENSE BOARD

All records are in the City Hall; except where otherwise noted, they are in the inspectors' office.

Minutes

136. LICENSE BOARD, CITY OF PITTSFIELD, 1895-1919. 2 vols. (1 vol. unlab.; 1 vol. d-ted). Discont. 1919 Title varies: Records of License Board, 1895-1912.

Minutes of meetings of license board: Discussion and action taken on applications for licenses, complaints of and reports on violations of laws and regulations, establishment of fees, payment of bills; names of members present; place, date of meeting; signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 500 pp. 14 x 10 x 2. 1 vol., 1895-1912, main va., first fl.; 1 vol., 1912-1919, west va.

For minutes of meetings of city council committee on licenses, see entry 25.

Applications for Licenses
(See also entry 153-i)

137. (APPLICATIONS FOR SUNDAY, LODGING HOUSE, AND FIREARMS LICENSES), 1932--. 1932 in License Petitions - Common Victualler, Sunday Ice Cream, Garage, Hawker, Etc., entry 77; 1933-- in (Applications and Surety Bonds for Licenses), entry 138.

Applications for licenses to sell confectionery, soft drinks, and ice cream on Sunday; to maintain and operate lodging houses and inns; and to sell, rent, or lease firearms: Name, address, signature of applicant; nature, location of business; type of license; number, date of application.

For Sunday licenses 1933--, see entry 146; for lodginghouse and innholders' licenses 1933--, see entry 147; for firearms licenses 1933--, see entry 148.

138. (APPLICATIONS AND SURETY BONDS FOR LICENSES), 1933--. 1 f.d.

Contains:

i. Alcoholic beverage license applications for restaurants, inns, taverns, and clubs: Name, address, signature of applicant; location, nature of business; type of license requested; number, date of application. For licenses 1891-1901, 1910-19, 1933--, see entry 143.

ii. Beer permit applications, special one-day: Name, address of applicant; nature, date of enterprise; location of premises on which enterprise is to be held; name, signature of sponsor; number, date of application.

iii. Drug and package store license applications to sell bottled liquors: For description, see i; package store applications include length of time applicant registered in State and amount of surety bond. For licenses, see entry 144.

iv. Surety bonds for liquor licenses, 1935--: Name of city, bonding company, licensee; amount, terms, conditions, date of bond; signature of licensee.

Also contains: Sunday, lodginghouse, and firearms license applications, entry 137; denatured alcohol license applications, 1933, entry 614. Arr. by type of record. No index. Hdw. or typed on ptd. form. $12\frac{1}{2}$ x 13 x 26.

139. (APPLICATIONS FOR COMMON VICTUALLERS' LICENSES), 1896-99, 1933--. 4 bdls. 1932 in License Petitions - Common Victualler, Sunday Ice Cream, Garage, Hawker, Etc., entry 77.
Name, address, signature of applicant; location of business, description of premises; number, date of application. Arr. chron. by date of application. No index. Hdw. on ptd. form. $3\frac{1}{4}$ x 8 x 1 and $11\frac{1}{2}$ x 9 x $\frac{1}{2}$. 1 bdl., 1896-99, cab., board of health off.; 3 bdls., 1933--, insps. va.
For licenses 1875-81, 1891-1916, 1933--, see entry 142.

140. (APPLICATIONS FOR SECONDHAND MOTOR VEHICLE DEALERS' LICENSES), 1933--. 7 bdls. 1932 in License Petitions - Common Victualler, Sunday Ice Cream, Garage, Hawker, Etc., entry 77.
Applications from which permits are detached and sent to applicants after approval of license board: Name, address, signature of applicant; location, type of business; kind of license requested; number, date of application. Includes record of action taken by city council, date of action, signature of authorizing official. Arr. num. by application no. No index. Hdw. on ptd. form. $11\frac{1}{2}$ x 9 x $\frac{1}{2}$. 2 bdls., 1933-34, main va., second fl.; 5 bdls., 1935--, cab.
For applications kept by city clerk 1929-32, see entry 79.

141. (APPLICATIONS FOR LICENSE TO SELL 3.2 PER CENT. BEER AND LIGHT WINES), 1933. 4 bdls.
Name, address, signature of applicant; location, nature of business; length of time in business; number, date of application, date license granted or refused. Arr. num. by application no. No index. Hdw. on ptd. form. $11\frac{1}{2}$ x 9 x $\frac{1}{2}$. 2 bdls., 1933, main va., first fl.; 2 bdls., 1933, main va., second fl.

Licenses and Permits

142. COMMON VICTUALLERS LICENSE, CITY OF PITTSFIELD, 1875-81, 1891-1916, 1933--. 15 vols. (dated). 1919-33 in Licenses, City of Pittsfield, entry 80.
Copies of licenses issued. Name, address of licensee; name, nature, location of business; type, number, dates of issue and expiration of license; amount of fee, signature of license commissioner. Arr. num. by license no. No index. Hdw. on ptd. form. 120 to 300 pp. $12\frac{1}{2}$ x 8 x $\frac{1}{2}$ to $10\frac{1}{2}$ x $16\frac{1}{2}$ x $1\frac{1}{2}$. 2 vols., 1875-81, main va., first fl.; 5 vols., 1891-1916, main va., second fl.; 2 vols., 1933, east va.; 6 vols., 1934--, insps. off.
For applications for licenses 1896-99, 1933--, see entry 139.

143. (ALCOHOLIC BEVERAGE LICENSES), 1891-1901, 1910-19, 1933--. 9 vols., 8 bdls.
Copies of licenses to sell alcoholic beverages to be drunk on premises: For description, see entry 142. Arr. num. by license no. No index. Hdw. on ptd. form. Vols. 40 pp. 14 x 17 x $\frac{1}{2}$; bdls. 20 x 14 x 4 and $11\frac{1}{2}$ x 9 x $1\frac{1}{4}$. 9 vols., 1 bdl., 1891-1919, west va.; 7 bdls. 1933--, insps. va.
For applications for licenses 1933--, see entry 138-i.

License Board - [144-149]
Licenses and Permits

144. (DRUG AND PACKAGE STORE LICENSES TO SELL BOTTLED LIQUOR), 1933--. 7 bdls.
Copies of licenses issued: For description, see entry 142; drug store licenses include length of time applicant registered in State, amount of surety bond, and location of storage place. Arr. num. by license no. No index. Hdw. or typed on ptd form. 11¼ x 9 x 2 and 11½ x 13½ x ½. 1 bdl., 1933, main va., second fl.; 6 bdls., 1934--, insps. va.
For applications for licenses 1933--, see entry 138-iii.

145. SPECIAL BEER PERMITS, 1933--. 1 vol. (dated).
Copies of 1-day permits to sell beer to be drunk on premises: Name, address of applicant, nature, date of enterprise; location of premises, name of sponsor; number, date of permit; amount of fee, signature of license commissioner. Arr. chron. by date of permit. No index. Hdw. on ptd. form. 150 pp. 4 x 7½ x ½. Cab.
For applications for licenses 1933--, see entry 138-i.

146. CITY OF PITTSFIELD, 1933--. 7 vols.
Copies of licenses to sell confectionery, ice cream, soft drinks, and fruit on Sunday: For description, see entry 97; includes date granted by city council. Arr. num. by license no. No index. Hdw. on ptd. form. 300 pp. 11½ x 9½ x 2½. 1 vol., 1933, main va., second fl.; 6 vols., 1934--, desk.
For applications for licenses 1932--, see entry 137.

147. INNHOLDER'S AND LODGING HOUSE LICENSE, 1933--. 7 bdls. 1918-32 in Licenses, City of Pittsfield, entry 80.
Copies of licenses issued: Name, address of licensee; name, location of inn or lodginghouse; description of premises; dates of issue and expiration, number of license; amount of fee, signature of license commissioner. Arr. num. by license no. No index. Hdw. on ptd. form. 12 x 9 x 2 and 12 x 17 x 1½. 1 bdl., 1933, main va., second fl.; 6 bdls., 1934--, insps. va.
For applications for licenses 1932--, see entry 137.

148. (FIREARMS LICENSES), 1933-- 7 bdls.
Copies of licenses to sell, rent, or lease firearms: For description, see entry 95. Arr. num. by license no. No index. Hdw. on ptd. form. 11½ x 14 x 1.
For applications for licenses 1932--, see entry 137.

149. LICENSE - DENATURED ALCOHOL, 1934-35. 1 vol.
Stub record of licenses to sell denatured alcohol: For description, see entry 142. Arr. num. by license no. No index. Hdw. on ptd. form. 32 pp. 8½ x 14 x ½.
For applications for licenses 1923-26, 1929-33, see entry 614.

Financial Records

150. FEES COLLECTED BY THE PITTSFIELD BOARD, 1933--. 1 vol.
Record of cash receipts classified by type of license: Name of licensee; amount, classification, date of receipt; total monthly, annual receipts for each type of license; grand total monthly, annual receipts. Arr. by type of license and thereunder chron. by date of receipt. No index. Hdw. 152 pp. 12½ x 10½ x ½. Desk.

151. TREASURER'S RECEIPTS, 1933--. 1 bdl. (unlab.) and 1 vol. (dated).
Treasurer's acknowledgments of receipts of money remitted by license board: Name of department; number, kinds of licenses; amount of license fee, total amount remitted for each kind of license; total amount and date of receipt; acknowledgment, signature of treasurer. Arr. chron. by date of receipt. No index. Typed 1933-35; hdw. 1936--. Bdl. 11½ x 9 x 2; vol. 200 pp. 11½ x 10 x 1. 1 bdl., 1933-35, main va., second fl.; 1 vol., 1936--, desk.

Miscellaneous

152. LETTERS, 1933--. 1 f.d.
Correspondence with State Alcoholic Beverage Control Commission relative to regulations controlling the use, sale, and handling of liquor, license issued, violations of regulations found by state inspector and prosecution of such cases; with courts relative to prosecutions of cases of violations; with city clerk relative to city council orders; with city auditor regarding accounting procedure; with licensees relative to renewals, violations, bonds, and payment of fees; with individuals relative to applications. Arr. alph. by name of correspondent. No index. Hdw. or typed. 11½ x 13½ x 26. Cab.

153. RECORD - LICENSE COMMISSIONER, 1933--. 1 vol.
Contains memoranda of commissioner relative to:

i. Applications for licenses: Name of applicant, kind of license requested, date of application; reason for questioning, holding, or refusing license.
ii. License renewals refused: Name, address of licensee; kind, date of expiration of license; reasons for refusing to renew license.
iii. Reports of violations of regulations and laws: Name of offender, location of business; nature, date of violation; date of report.
iv. Requests for change of business location: Name of licensee, kind of license; present, proposed business address; date of request.

Arr. chron. by date of record. No index. Hdw. 160 pp. 11½ x 10 x 1.

VI. REGISTRARS OF VOTERS

All records are in the City Hall; except where otherwise noted, they are in the registrar's office. In addition to the following records, see entry 1-iii for lists of jurors compiled by registrars 1891--; entry 219 for lists of female voters 1921--.

Minutes

154. RECORD OF MINUTES OF REGISTRARS MEETINGS, 1884-- 6 vols. Discussion and action taken regarding registration of voters, petitions for recounts of ballots, approval of nomination lists of candidates for public office, payment of departmental bills, awarding of printing contracts, appointment of temporary employees, recommendations of appropriations, election of board officers; names of members present; date, time of meeting. Arr. chron. by date of meeting. No index. Hdw. 150 to 300 pp. 10 x 8½ x 1 to 10½ x 8½ x 1 5 vols., 1884-1934, west va.; 1 vol., 1935--, registrars' off.

Registration of Voters

155. GENERAL (Voting) REGISTER, CITY OF PITTSFIELD, 1864-- 11 vols. (10 vols dated; 1 vol unlab). Estab. 1884. Title varies: General Register of Voters, 1884-1938, 10 vols. Name, address, place and date of birth, occupation of voter; place of employment; date, name and place of court of naturalization (if foreign-born); notations relative to citizenship status of parents, spouse, children; date of registration, signature of voter 1884-1939 includes address on April 1, ward number and precinct letter; 1940-- substitutes address on January 1 for that on April 1. Arr alph. by name of voter No index. Hdw. on ptd. form. 240 to 900 pp. 15 x 11 x 1½ to 10 x 12½ x 5. 10 vols., 1884-1938, main va., first fl.; 1 vol., 1939--, registrars' off.

156. MEN, WOMEN, 1891-- 193 f.ds. (lab. by cont. ls. of alph.). No title, 1936--, 169 f.ds. Card listing of male and female voters: Name, address, sex, age of voter; ward number, precinct letter, date of registration; volume, page, and line reference to general register, entry 155. 1891-1936 includes place of employment and occupation of voter, cause of removal of name from voting list; 1936-- includes party designation, coded notation as to whether voter cast ballot at state, municipal, or primary elections. Arr. by sex of voter and thereunder alph. by name of voter. No index. Hdw. or typed on ptd. form. 4 x 6 x 16 and 12 x 14½ x 23½.

157. (PERMANENT CARD RECORD OF VOTERS), 1939-- 5 f.ds. Estab. 1939. Name, address, sex, age, occupation of voter; address of previous year, ward number, precinct letter, year of listing Arr by sex and thereunder alph. by name of voter. No index Typed on ptd. form 6½ x 22½ x 27.

158. (STREET CANVASS FORMS), 1939-- 3 f.ds Estab. 1939. Forms used by registrars' canvassers in checking and enumerating voters: Name, address, sex, age, occupation, naturalization status of voter; place of employment, type of residence, address of previous year, maiden name of woman (if married during previous year), ward number, precinct letter, date of canvass, name of canvasser Arr. alph. by name of voter No index. Hdw. on ptd. form. 6½ x 22½ x 27. Cab.

159 STREET LIST, CITY OF PITTSFIELD, 1939--. 14 vols. (lab. by cont. ward nos. and precinct ls.). Estab. 1939
Street list of voters as compiled from (Street Canvass Forms), entry 158: Ward number, precinct letter, name of street; name, address, age, occupation or place of employment of voter; address at time of previous year's listing. Arr. by name of st and thereunder alph. by name of voter. Indexed alph. by name of st. Typed 40 pp 11 x 8½ x ¼ Cab.

160 POLL AND STREET LIST, 1938 14 vols. (lab. by cont. ward nos. and precinct ls ; dated) Prior records destroyed.
List of voters as compiled from assessors' Field Books, entry 173: Ward number, precinct letter, name of street; name, address, age, occupation, nationality of voter; residence at time of previous listing. Arr. num. by ward no. and thereunder by precinct letter. Indexed alph. by name of st. Typed 40 pp 11½ x 9½ x ¼

161 MEN, WOMEN (Removed from Voting List), 1936-- 2 f.ds. (dated). Estab. 1936
Card records transferred from Men, Women, entry 156; includes cause, date of removal of name from voting list. Arr. by sex of voter and thereunder alph. by name of voter. No index. Hdw. or typed on ptd. form. 5 x 6¼ x 17. Cab.

162. (CARD LISTING OF VOTERS REMOVED FROM VOTING LIST BECAUSE OF DEATH), 1936-- 1 f.d. (dated) Estab. 1936
Card records transferred from Men, Women, entry 156; includes date of death. Arr. alph. by name of decedent. No index. Hdw. or typed on ptd. form. 5 x 6¼ x 17. Cab.

163. LISTED MEN, CITY OF PITTSFIELD, 1939-- 1 vol. (dated). Estab. 1939
Lists of male residents 20 years of age and over: Name, address of resident; ward number, precinct letter. Arr. alph. by name of resident. No index. Typed on ptd. form. 200 pp. 14 x 17 x 1.

164. LISTED WOMEN, CITY OF PITTSFIELD - REGISTRARS OF VOTERS, 1939--. 1 vol. (dated) Estab. 1939
Lists of female residents 20 years of age and over: For description, see entry 163. Arr. alph. by name of resident. No index. Typed on ptd. form. 290 pp. 14 x 14½ x 1.
For assessors' lists 1921--, see entry 219.

165. REGISTER OF VOTERS, 1890 7 vols (1-7)
Register of voters as established at original division of city into wards: Name, address, birthplace, age, occupation of voter; residence as of May 1, place of occupation, date of registration; cause, date of removal from voting list (if any). Arr. alph. by name of voter. No index. Hdw. under ptd. head. 200 pp. 15½ x 11 x 1½. West va.

Registrars of Voters - Registration of Voters [166-169]

166. (LIST OF VOTERS CLASSIFIED BY PRECINCT), 1889. 4 vols. (lab. by cont. precinct 1s. and A-D)
List of voters as established at original division of town into four precincts: Name, address of voter; precinct letter. Arr. alph. by name of st. and thereunder num. by house no. Indexed alph. by name of voter. Hdw. 200 pp. 14 x 8½ x ½. Main va., first fl.

Miscellaneous

167. (VOTERS OMITTED IN CANVASS), 1938-- 1 bdl. (dated) and 2 f.bs. (dated, lab. by cont. 1s. of alph.) Prior records destroyed.
Notices sent to voters whose names were omitted in canvass and returned with information necessary for inclusion of name on revised voting list: Name, present address, age, present occupation of voter; occupation previous year; address as of January 1 of current year and previous year; signature of voter, date of notice. Arr. chron. by year and thereunder alph. by name of voter. No index. Hdw. on ptd. form. Bdl. 3½ x 5½ x 8; f.bs. 4 x 6½ x 11½.

168. PARTY CHANGES, 1936-- 1 f d. Prior records destroyed.
Petitions of voters for change in party designation: Name, address of voter; ward number, precinct letter, nature of change requested, date of petition; signature of voter, registrar. Arr. chron. by date of petition. No index. Hdw. on ptd. form. 4 x 5¼ x 17. Cab.

169. CORRESPONDENCE, 1931-- 1 f d. Prior records destroyed.
Correspondence with Secretary of State regarding legal requirements for registration of voters; with State Civil Service Commission regarding departmental employees; with city clerk regarding dates of registration sessions; with board of assessors regarding poll lists; with business concerns regarding bids on printing and supplies; with individuals regarding registration, naturalization, and changes of address. Also contains:

i. City clerk's monthly notices of deaths of adult residents, 1936--: Name, address, age, date of death of decedent; date of notice. Arr. chron. by month.

ii. City clerk's notices of jury lists drawn, 1937: Name, address of juror drawn; type of jury for which drawn, date of council meeting at which drawn, date of notice, signature of clerk. Arr. chron. by date of notice.

iii. Pay rolls (copies) sent with warrants to treasurer and then to auditor for filing, 1938--: Name of department; name, title, nature of work of each employee; number of hours, days employed; rate, amount of salary or wage; amount of deduction for retirement contribution, net amount of salary or wage; total amount, period, number of pay roll; signature of department head. Arr. chron. by date of voucher. For auditor's pay rolls 1914--, see entry 295.

iv. Petitions for recount of votes, 1936--: Kind, date of election; name of candidate; reason for, date of petition; signatures, addresses, ward numbers, precinct letters of petitioners; attestation, seal of notary public; signatures of registrars. Includes notation of results of recount; date, time of receipt of results of recount by city clerk's office; signature of clerk. Arr. chron. by date of petition.

CORRESPONDENCE (Cont'd)

v. Statistical reports (copies) sent to Secretary of State prior to state and primary elections and to city clerk prior to municipal elections, 1936--: Number of registered voters classified by sex, ward number, and precinct letter. Arr. chron. by date of report.

vi. Voting-list corrections (copies) sent to printer for publication of new annual voting lists, 1936--: Name, address, party affiliation of voter; ward number, precinct number; kind, number, date of correction list; name of printer. Arr. chron. by year. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Correspondence hdw. or typed; i, ii, iv, v, typed; iii, vi, typed on ptd. form. 12 x 13½ x 26. Cab.

170. WARD LIST (of Streets), BOARD OF REGISTRARS, 1935-36. 2 vols. (dated). Prior records destroyed.
Name of street, inclusive house numbers on each side of street; notation as to whether houses are on north, east, south, or west side of street; ward number and precinct letter of house. Arr. alph. by name of st. No index. Typed. 11½ x 9 x ½.

VII. ASSESSORS

All records are in the City Hall; except where otherwise noted, they are in the assessors' vault. In addition to the following records, see entry 115 for militia lists compiled by assessors 1889-94; entry 282 for reports of tax abatements 1914--.

Reports

171. RETURNS, 1937--. 1 f.d. (dated). Prior records destroyed.
True lists of polls and taxable property filed with assessors under the provisions of the state law by private residents and business concerns on forms prescribed by the State Commissioner of Corporations and Taxation: Name of State, city; directions for making return, citations of state laws relative to taxation, name of taxpayer, address as of January 1 of current and previous year; if private resident, occupation or profession and name of employer; if business concern, name, kind, and location of business; if partnership, name and address of business, names and addresses of partners; if association or trust, business address, names and addresses of principal officers or trustees; if corporation, name of state in which incorporated, address of corporation, location of property, names and addresses of treasurer and local representative; number of assessable polls; number, detailed description, valuation of taxable property; statement certifying to truth of statements, signature of taxpayer, date of return. Includes assessors' notation of page and line reference to record of valuations, entry 172-ii, and date return filed. Arr. chron. by date of filing. No index. Hdw. on ptd. form. 12 x 13½ x 25. Cab.

Valuations and Commitments

172. TAX BOOK, 1837, 1840-41, 1844-51, 1854-57, 1860-69, 1871-84, 1886-1901, 1903-06, 1908--. 169 vols. (dated; 76 vols. also lab. by cont. ls. of alph.). Title varies: Valuation List, 1837-90, 44 vols.; Taxes, 1891-99, 13 vols.

Contains:

i. Commitment warrants (triplicates) made out by assessors and authorizing collection of real property taxes, originals sent to collector, copies to auditor, 1928--: Name of collector, County, city; amount, year, type of tax; names, addresses of taxpayers; directions for making collections and returns, due date of return; total amount, conditions, date of warrant; signatures of assessors. For warrants kept by collector 1915--, see entry 222; for auditor's warrants 1927--, see entry 301-i.

ii. Real property valuations: Name, address of taxpayer; location, description, valuation of property; amount, year, type of tax; total amount of taxes. Includes: 1891-95, ward number; 1895--, amount of sewer assessments; 1901-37, amount of street-sprinkling assessments; 1901--, amount of sidewalk assessments; 1914--, lot and map number of property.

Also contains: Personal property valuations, 1837-1934, entry 178; poll lists, 1837-1913, entry 182. Arr. alph. by name of taxpayer 1837-90, 1896--; arr. num. by ward no. and thereunder alph. by name of taxpayer 1891-95. No index. Warrants typed on ptd. form; valuations hdw. 1837-60, hdw. on ptd. form 1861-1936, typed on ptd. form 1937--. 150 to 400 pp. $13\frac{1}{2}$ x 11 x $1\frac{1}{2}$ to $18\frac{1}{2}$ x 16 x $2\frac{1}{2}$. 93 vols., 1837-1923, west va ; 76 vols., 1924--, assrs. va.

173. FIELD BOOKS, 1860-98, 1900-1909, 1916--. 120 vols. (dated; 56 vols., also lab. by cont. ward nos.; 10 vols. also lab. by cont. ls. of alph.). Estab. 1860.

Field books used by assessors for evaluating real property and enumerating polls: Name, address of taxpayer; location, description, valuation of property; number of polls, ward number. 1918-- includes map and lot number. Also contains: Personal property field books, 1860-98, 1900-1909, 1916-17, entry 179. Arr. alph. by name of taxpayer 1860-1917; arr. num. by map no. and thereunder num. by lot no. 1918--. No index. Hdw. under ptd. head 1860-1934; typed under ptd. head 1935--. 55 to 200 pp. 9 x $11\frac{1}{2}$ x 1 to $10\frac{1}{2}$ x $17\frac{1}{2}$ x $3\frac{1}{2}$. 102 vols., 1860-67, 1869-84, 1891-1917, west va.; 7 vols., 1868, 1885-90, main va., first fl.; 11 vols., 1918--, assrs. va.

174. (CARD RECORD OF REAL ESTATE VALUATIONS), 1881--. 30 f.ds. (lab. by cont. ls. of alph.). Estab. 1881.

Name, address of property owner; location, description, lot and map numbers of property; valuation of land, buildings; volume and page reference to real estate valuations in tax book, entry 172-ii; in case of transfer, date of transfer and volume and page reference to record of transfers of real estate, entry 203. Arr. alph. by name of st. and thereunder num. by lot no. No index, see entry 175. Hdw. on ptd. form. $6\frac{1}{2}$ x 12 x $16\frac{1}{2}$. Cab.

175. (INDEX TO RECORD OF REAL ESTATE VALUATIONS), 1881--. 22 f.ds. (lab. by cont. map nos.).
Index to (Card Record of Real Estate Valuations), entry 174; Lands of Low Value Exempt, entry 176; (Card Record of Valuations of Tax-Exempt Real Estate), entry 177; Tax Titles and Tax Titles Redeemed but not Recorded, entry 206: Name, address of property owner; location, area, valuation, lot and map numbers of property; volume and page reference to record of transfers of real estate, entry 203; date of transfer. Arr. num. by map no. and thereunder num. by lot no. Hdw. on ptd. form. 5 x 6½ x 17. Cab.

176. LANDS OF LOW VALUE EXEMPT, 1883--. 1 f.d. Estab. 1883.
Card record of valuations of low-value tax-exempt lands: For description, see entry 174. Includes notation of exemption. Arr. num. by map no. and thereunder num. by lot no. For index, see entry 175. Hdw. on ptd. form. 6½ x 12 x 16½. Cab., assrs. off.

177. (CARD RECORD OF VALUATIONS OF TAX-EXEMPT REAL ESTATE), 1895--. 1 f.d. Estab. 1895.
For description, see entry 174; also includes notation of exemption. Arr. num. by map no. and thereunder num. by lot no. For index, see entry 175. Hdw. on ptd. form. 6½ x 12 x 16½. Cab., assrs. off.

178. (VALUATION LISTS OF PERSONAL PROPERTY), 1837--. 1837-1934 in Tax Book, entry 172; 1935-- in Tangible Personal Property, entry 180.
Name, address of taxpayer; description, itemization, valuation of property; amount, year of tax.

179. BUSINESS SECTION, NORTH ST., 1918--. 2 vols. 1860-98, 1900-1909, 1916-17 in Field Books, entry 173.
Field books used for evaluating personal property: Name, address of taxpayer; enumeration, type, description, valuation of property; whether return on property filed by owner. Arr. alph. by name of st. and thereunder num. by house no. No index. Hdw. or typed on ptd. form. 350 pp. 10½ x 6½ x 2½.

180. TANGIBLE PERSONAL PROPERTY, 1935--. 5 vols. (dated).
Copies of commitment warrants for collection of taxes on personal property: For description, see entry 222. Also contains: Valuation lists of personal property, entry 178. Arr. chron. by date of warrant. No index. Typed on ptd. form. 100 pp. 16½ x 13½ x ½.
For warrants kept by auditor 1927--, see entry 301-i.

181. (RECORD OF ASSESSED VALUATION OF PERSONAL PROPERTY), 1929--. 2 f.ds. Prior records destroyed.
Name, address, occupation of property owner; itemization, description, valuation of property; year of assessment. Arr. alph. by name of property owner. No index. Hdw. on ptd. form. 6½ x 12 x 6½. Cab., assrs. off.

Assessors - [182-187]
Valuations and Commitments

182. (POLL LISTS), 1837--. 1837-1913 in Tax Book, entry 172; 1914-- in Poll List (Commitments), entry 183.
Name, address, age, occupation of poll; number of taxable polls in family, amount of tax on each poll, total amount of poll taxes, ward number, year of tax.

183. POLL LIST (Commitments), 1914--. 26 vols. (dated). Title varies: Assessed Polls, 1914-35, 22 vols.
Copies of commitment warrants for collection of poll taxes: For description, see entry 222. Also contains: Poll lists, entry 182. Arr. num. by ward no. and thereunder alph. by name of poll. No index. Typed on ptd. form. 258 to 440 pp. 15½ x 13½ x 1 to 14 x 17½ x 1½. 15 vols., 1914-28, west va.; 11 vols., 1929--, assrs. va.
For warrants kept by auditor 1927--, see entry 301-i.

184. VALUATIONS - PITTSFIELD FIRE DISTRICT, PITTSFIELD, MASS., 1857-58, 1860, 1863, 1867-68, 1870-78, 1883-90. 26 vols. (dated).
Valuation lists of real estate and personal property, used for compilation of special fire-district tax: Name of taxpayer; description, valuation of real estate, personal property; amount, year of tax. Arr. alph. by name of taxpayer. No index. Hdw. on ptd. form. 200 to 300 pp. 9 x 12 x 1 to 17 x 11½ x 1½. 23 vols., 1857-58, 1860, 1867-68, 1870-73, 1875-77, 1883-90, main va., first fl.; 3 vols., 1863, 1874, 1878, west va.

185. SCHOOL DISTRICT VALUATIONS, 1847. 1 vol.
Lists of polls and valuations of real estate and personal property, used for compilation of taxes: Number of taxable polls in family; description, valuation of personal property and real estate; amount of tax. Arr. alph. by name of taxpayer. No index. Hdw. 80 pp. 8½ x 11½ x ½. Main va., first fl.

186. NATIONAL BANK TAX; CITY OF PITTSFIELD, 1873-95, 1910-25. 7 vols. Discont. 1925. Title varies: Bank Tax Book, 1873-95, 6 vols.
Valuation lists of stocks and bonds owned by banks: Name, address of bank; name, number, value of shares; rate of assessment, amount of tax; total amount, year of tax. Arr. chron. by year of assessment and thereunder alph. by name of bank. No index. Hdw. on ptd. form. 114 to 400 pp. 9 x 10 x ½ to 17½ x 14 x 1½. 3 vols., 1873-74, 1879-91, main va., first fl.; 3 vols., 1875-78, 1892-95, west va.; 1 vol., 1910-25, assrs. va.

Betterment Assessments
(See also entry 215-ii to v)

187. (COMMITMENT WARRANTS FOR BETTERMENT ASSESSMENTS), 1928--. 12 folders. Prior records destroyed.
Copies of assessors' warrants authorizing collection of taxes assessed for betterments to real estate, originals sent to collector, copies sent to auditor: For description, see entry 222. Arr. chron. by date of warrant. No index. Typed on ptd. form. 9½ x 12 x ½.
For warrants kept by auditor 1927--, see entry 301-i.

188. (SEWER, SIDEWALK, AND PAVING ASSESSMENTS), 1929--. 1 f.d.
Records of unpaid sewer, sidewalk, and paving assessments: Name, address of taxpayer; location, map and lot numbers of property; date of transfer of property; date of application for, and date of, apportionment; date of assessment bill; number, amount of yearly apportionments; total amount of bill; amount, date of payment; total amount of payments. Arr. by type of assessment and thereunder alph. by name of taxpayer. No index. Hdw. on ptd. form. 6 x 12½ x 17. Cab., assrs. off.

189. BETTERMENT ASSESSMENTS PAID IN FULL AND EXPIRED, 1920--. 2 f.ds.
Estab. 1920.
Card record of apportionments of sewer, sidewalk, and paving assessments transferred, after payments of assessments are made in full, from (Sewer, Sidewalk, and Paving Assessments), entry 188. Arr. by type of assessment and thereunder alph. by name of taxpayer. No index. Hdw. on ptd. form. 6 x 12½ x 17. Cab., assrs. off.

190. APPORTIONMENT OF SEWER ASSESSMENTS - CITY OF PITTSFIELD, 1895-1919. 1 vol.
Record of apportionment of sewer assessments: Name, address of taxpayer; map and lot numbers of property; number, amount of yearly apportionments; date of apportionment, total amount of assessment, amount of interest. Arr. num. by map no. and thereunder num. by lot no. No index. Hdw. on ptd. form. 300 pp. 16½ x 14½ x 1.

191. STREET SPRINKLING AND BETTERMENTS, CITY OF PITTSFIELD, 1901-37. 29 vols. (dated). Estab. 1901; discont. 1937. Title varies: Street Sprinkling, 1901-34, 26 vols.
Record of street-sprinkling assessments: Name of taxpayer, map and lot numbers of property, linear-foot frontage, rate of assessments; amount of tax, interest. 1935-37 includes sewer, sidewalk, paving, and street-betterment assessments. Also contains copies of commitment warrants for collection of street-sprinkling assessments, 1928-35: For description, see entry 222. Arr. alph. by name of taxpayer. No index. Hdw. on ptd. form 1901-10; typed on ptd. form 1911-37. 160 to 520 pp. 10 x 12 x 1 to 16½ x 11¼ x 2½. 20 vols., 1901-28, west va.; 9 vols., 1929-37, assrs. va.
For commitment warrants kept by auditor 1927--, see entry 301-i.

192. PAVING ASSESSMENTS, CITY OF PITTSFIELD, 1905-23. 1 vol.
Record of apportionment of paving assessments: Name, residence of taxpayer; map and lot numbers, linear-foot frontage of lot; width of street, width used by street railroad company, area of street paved, total cost of paving, amount of assessment apportioned. 1920-23 includes amount of curb assessment, total assessments. Arr. num. by map no. and thereunder num. by lot no. No index. Hdw. on ptd. form. 200 pp. 14 x 9¼ x 1½.

193. SIDEWALK ASSESSMENTS, 1914-15. 1 vol. Prior records lost.
Record of apportionment of sidewalk assessments: Name, residence of taxpayer; map and lot numbers, linear-foot frontage of lot; total amount of assessment, yearly apportionment. Arr. num. by map no. and thereunder num. by lot no. No index. Hdw. on ptd. form. 150 pp. 14 x 9¼ x 1.

194. HIGHWAY ASSESSMENTS, 1840-50. 2 bdls. (dated).
Lists of taxpayers assessed for special highway taxes: Name of taxpayer; year, amount of tax. Arr. alph. by name of taxpayer. No index. Hdw. 7 x 4 x 1. West va.

Abatements and Exemptions
(See also entries 176, 177, 201, 202)

195. ABATEMENT BOOK, 1855-74, 1879-1904, 1909--. 7 vols. Title varies: No title, 1855-93, 4 vols.; Abatements, 1894-1904, 1909-22, 2 vols. 1870-82 in Town Records-Pittsfield, entry 34.
Record of abatements: Name, address of taxpayer; amount, kind, date of tax; amount, cause, date of abatement. 1891 includes ward number; 1909-- includes certificate number. Arr. chron. by date of abatement. No index. Hdw. under ptd. head. 200 to 600 pp. 12 x 8 x 1 to 17 x 12 x 2. 1 vol., 1855-74, main va., first fl.; 5 vols., 1879-1922, west va.; 1 vol., 1923--, counter, assrs. off.

196. (TAX ABATEMENT CERTIFICATES), 1937--. 6 vols. (8-13). Prior records destroyed.
Copies of poll, personal property, and real estate tax-abatement certificates, originals sent to taxpayer and copies to collector: Name, address of taxpayer; amount, year, kind of tax; amount, cause of abatement; number, date of certificate; signatures of assessors. Arr. chron. by date of certificate. No index. Hdw. on ptd. form. Approx. 75 pp. 11 x 8½ x 1.

197. (APPLICATIONS FOR TAX EXEMPTIONS), 1935--. 3 bdls. (unlab.) and 5 f.ds. (dated and lab. by cont. ls. of alph.)
Applications for statutory exemption from payment of real and personal property taxes: Name, address, age, marital status, physical condition, occupation of applicant; amount, source of income; number of dependents; names, addresses, ages, occupations, wages of children; kind, year of tax; location, description, and valuation of property upon which exemption is claimed; other real estate, personal property; reasons for claiming exemption, date of application, signature of applicant. Arr. chron. by date of application. No index. Hdw. on ptd. form. Bdls. 11 x 8½ x 4; f.ds. 10 x 5 x 12.

198. (APPLICATIONS FOR STATUTORY EXEMPTION FROM POLL TAX), 1936--. 1 f.d. (dated) and 2 bdls. (unlab.)
Name of applicant, address as of January 1 of current and previous year, year of poll tax upon which exemption is claimed, date of tax bill, reasons for claiming exemption; if receiving aid, kind of aid and date aid first received; if veteran, military service record; if 70 years of age or over, place and date of birth; date of application, signature of applicant. Includes assessors' notations of ward number, date application received, date notice of hearing sent to applicant; volume and page reference to record of applicant described in poll lists, entry 182; amount of exemption allowed previous year, if any; results, date of hearing; reason for decision, signature of assessors. Arr. chron. by date of application. No index. Hdw. on ptd. form. F.d. 12 x 13½ x 25; bdls. 6½ x 9 x 4½. 1 f.d., 1936-37, cab., assrs. off.; 2 bdls., 1938--, assrs. va.

Motor Vehicle Excise

199. MOTOR VEHICLE EXCISE TAXES, CITY OF PITTSFIELD, 1929--. 11 vols. (dated). Tax required by law 1929.
Valuation lists: Name, address of car owner; make, model, type, year, valuation of car; amount, period, date of tax. 1931-- includes date of registration; 1935-- includes amount and date of abatement. Also contains commitment lists showing same information as in entry 225. Arr. alph. by name of car owner. No index. Valuations hdw. on ptd. form; commitments typed on ptd. form. 200 to 400 pp. 18½ x 16 x 1 to 15½ x 16½ x 1½. 9 vols., 1929-37, assrs. va.; 2 vols., 1938--, counter, assrs. off.

200. CARD RECORD OF VALUATIONS, 1936--. 24 f.ds. (dated). Prior records destroyed.
Name, address of car owner; make, model, type, year of vehicle; engine, registration, maker's number; number of cylinders, rated capacity, valuation; amount, year of tax. Arr. alph. by name of car owner. No index. Typed on ptd. form. 6 x 12½ x 18½. Cab., assrs. off.

201. (APPLICATIONS FOR ABATEMENT OF EXCISE), 1936--. 9 bdls. (unlab.) and 3 f.ds. (dated). Prior records destroyed.
Name, address of applicant; make, type, model, year, engine and maker's number of car; number, date of registration; date of excise bill, dates of previous sales or transfers of car; name, address of purchaser; reasons for and date of application, signature of applicant. Includes assessors' notations: Name of applicant's legal counsel, date notice for hearing sent, date hearing held, action taken on applications and reasons therefor. Arr. chron. by date of application. No index. Hdw. on ptd. form. Bdls. 8½ x 3½ x 4½; f.ds., 9½ x 4½ x 12.

202. MOTOR VEHICLE EXCISE ABATEMENT CERTIFICATES, 1936--. 15 vols. (lab. by cont. certificate nos.). Prior records destroyed.
Triplicates of certificates issued, originals sent to taxpayers and duplicates to collector: Name, address of taxpayer; amount, year of tax; amount, cause of abatement; number, date of certificate; signatures of assessors. Arr. num. by certificate no. No index. Hdw. on ptd. form. 75 pp. 11½ x 8½ x ½. 3 vols., 1936, assrs. va.; 12 vols., 1937--, desk, assrs. off.
For collector's certificates 1929--, see entry 244.

Property Transfers

203. RECORD OF TRANSFERS OF REAL ESTATE - CITY OF PITTSFIELD, 1890--. 12 vols. (1-12, dated). Estab. 1890.
Record of real estate transfers as recorded in County Registry of Deeds: Name of grantor, grantee; street location, map and lot numbers, description of property; amount of sale, volume and page reference to property records and date of recording in County Registry of Deeds. Arr. chron. by date of recording. For index, see entry 204. Hdw. 300 to 500 pp. 14 x 9 x 1¼ to 16 x 12 x 2½.

Assessors - [204-208]
Property Transfers

204. INDEX TO RECORD OF TRANSFERS OF REAL ESTATE - CITY OF PITTSFIELD, 1890--. 7 vols. (1 vol. unlab.; 1 vol. dated; 5 vols. 3-7, dated)
Index to Record of Transfers of Real Estate - City of Pittsfield, entry 203: Name of grantor, grantee; date of recording of transfer, volume and page reference. Arr. alph. by name of grantor, grantee. Hdw. 1890-92; hdw. under ptd. head 1893--. 100 to 300 pp. 14 x 8 x ½ to 16½ x 11½ x 2.

205. LAND COURT TRANSFERS, 1911-14, 1917-20. 4 vols. (3 vols. lab. R-200; 1 vol. unlab.). Title varies: Record, 1917-19, 1 vol.
Record of real estate transferred by action of County Land Court and recorded in County Registry of Deeds: Name, address of grantor, grantee; street location, map and lot numbers, description of property; docket number, date of transfer, volume and page reference to property records and date of recording in County Registry of Deeds. Arr. chron. by date of transfer. No index. Hdw. 210 pp. 18 x 8 x 1. West va.

Tax Delinquency

206. TAX TITLES AND TAX TITLES REDEEMED BUT NOT RECORDED, 1936--. 1 f.d.
Cards removed from, and showing same information as in, (Card Record of Real Estate Valuations), entry 174, whenever property is taken by city for nonpayment of taxes, and kept in separate file until property is redeemed and transfer of title is recorded in County Registry of Deeds; includes date of taking. Arr. chron. by date of taking. For index, see entry 175. Hdw. on ptd. form. 6½ x 12 x 16½. Cab., assrs. off.

207. (COLLECTOR'S NOTICES), 1915--. 1 vol., 1 f.d. Prior records destroyed.
Collector's notices to assessors certifying that the taxes listed are uncollectible: Name of taxpayer; amount, kind of tax; reasons why tax cannot be collected; date of demand, warrant, certification; attestation of collector. Arr. chron. by date of certification. No index. Typed on ptd. form. Vol. 200 pp. 13 x 10 x 1½; f.d. 12 x 13½ x 25.

Maps and Plans

208. PITTSFIELD, MASS., 1912--. 5 vols. (1 vol. dated; 4 vols. unlab.).
Cadastral maps of city showing zones and indicating types of properties with attendant hazards, used by assessors in determining valuations and insurance rates: Names, locations of streets, highways, rivers, lakes, playgrounds, parks; locations of fire-alarm boxes, watermains, hydrants; locations and dimensions of lots, buildings; colors indicating types of zones and insurance rates; code indicating types of construction, number of stories, and presence of sprinkler systems and elevators in buildings; map number. Arr. num. by map no. No index. Ptd., colored. 1":100'. 50 to 80 pp. 14 x 18 x 1 to 25½ x 24 x 3. Counter, assrs. off.

209. (MAPS OF CITY BLOCKS), undated. 5 vols. (lab. by cont. map nos.).
Cadastral maps used for evaluating real estate: Names, locations of streets and highways; numbers, dimensions, locations of lots of real estate; map number. Arr. num. by map no. For indexes, see entry 212. Black and white. Scales vary. 50 maps. 14 x 18 x 2. Cab., assrs. off.

210. SECTION MAPS, 1907-18. 1 vol.
Cadastral maps and plans used for evaluating property of industrial, public utility, and institutional properties, real estate developments, estates: Name of present, former owner; names, locations of streets; numbers, dimensions, areas, locations of lots; date, number of map; name, address of surveyor or engineer. Arr. num. by map no. Indexed alph. by name of property owner; for separate indexes, see entry 212. Black and white, blueprint. Scales vary. 30 maps $18\frac{1}{4}$ x $14\frac{1}{4}$ x $1\frac{1}{2}$

211. OUT SIDE MAPS, undated. 1 vol
Maps of nonresidential and outlying territory: Names, locations of streets; numbers, dimensions, locations of lots; map number. Arr. num. by map no. For indexes, see entry 212. Hand-drawn, black and white, blueprint. Scales vary. 104 pp. $18\frac{1}{2}$ x $18\frac{1}{2}$ x 2. Counter, assrs. off.

212. MAP INDEX, undated. 1 vol
Contains:

i. General index to (Maps of City Blocks), entry 209; Section Maps, entry 210; Out Side Maps, entry 211: Name of street, volume reference, map number

ii. Special index to maps of miscellaneous large pieces of property in entries 209-211. Name of property owner, volume reference, map number

General index arr. alph. by name of st ; special index arr. alph. by name of property owner. Typed. 42 pp. $11\frac{1}{2}$ x $9\frac{1}{2}$ x $\frac{1}{2}$. Counter, assrs. off.

213. ATLAS OF THE CITY OF PITTSFIELD AND VILLAGE OF DALTON, 1893. 1 vol.
Political maps showing names, locations of rivers, lakes, railroads, highways, streets, parks, and cemeteries in Pittsfield and Dalton; locations of ward boundaries in Pittsfield, ward number. Arr. num. by map no. No index. D. L. Miller, draftsman. E. C. Bridgman, New York City. Ptd., colored. Scales vary. 12 plates $18\frac{1}{2}$ x 15 x $\frac{1}{2}$. Counter, assrs. off.

214. CITY OF PITTSFIELD, ASSESSORS' OFFICE, undated. 1 vol.
Obsolete political maps showing location and bounds of wards; names and locations of streets, highways, lakes, rivers, railroads, parks, cemeteries; map number. Arr. num. by map no. Ptd., colored. '1":200'. 11 plates 22 x 17 x 1. Counter, assrs. off.

Miscellaneous

215. (MISCELLANEOUS NOTICES), 1927--, 1 f.d. Prior records destroyed.

Contains:

i. Notices (copies) to collector of reassessment of property: Name, address of person assessed, reassessed; location, description of property; amount of tax, date of notice, signatures of assessors.

ii. Tax collector's notices of full payment of apportioned sewer assessments, 1935--: Name of taxpayer; location, map and lot numbers of property; amount, kind of assessment received; signature of tax collector, date of notice.

iii. Tax collector's notices of full payment of apportioned sidewalk assessments, 1937--: For description, see ii.

iv. Taxpayers' notices to assessors requesting apportionment of sewer assessment, 1932--: Location, map and lot numbers of property; amount of assessment, date of bill; number, amount of apportionment requested; date of notice, signature of taxpayer.

v. Taxpayers' notices to assessors requesting apportionment of sidewalk assessment, 1932--: For description, see iv.

Arr. by type of notice and thereunder chron. by date of notice. No index. i, iv, v, hdw. on ptd. form; ii, iii, typed on ptd. form. 12 x 13½ x25. Cab.

216. (MISCELLANEOUS RECORDS), 1936--. 1 f.d.

Contains:

i. Authorizations (copies) by city council of appropriations and transfers of funds, 1937--: Name of department; amount, purpose of appropriation or transfer; date of authorization by council, mayor; date of order, signature of clerk.

ii. Notices (copies) to taxpayers of apportionment of real estate taxes: Name, address of taxpayer; description, valuation of property; amount of tax originally assessed, apportioned; date of notice, signatures of assessors.

Also contains: Correspondence, 1938--, entry 217. Arr. by subject. No index. Authorizations typed; notices typed on ptd. form; correspondence hdw. or typed. 12 x 13½ x 25. Cab., assrs. off.

217. (CORRESPONDENCE), 1921-37. 2 f.ds. (1 f.d. dated; 1 f.d. lab. by cont. ls. of alph.). 1938-- in (Miscellaneous Records), entry 216.

Correspondence with assessors of other municipalities relative to valuations and changes of residence of taxpayers; with other city departments relative to financial procedure; with State Department of Corporations and Taxation relating to legal requirements, tax rate; with taxpayers relative to assessments, abatements, changes of address. Arr. chron. by date of correspondence 1921-29; arr. alph. by name of correspondent 1930-37. No index. Hdw. or typed. 12 x 13½ x 25. Cab., assrs. off.

218 ADDITIONAL POLLS, CITY OF PITTSFIELD, 1920-- 2 vols. Prior records lost.
Applications by eligible voters for poll-tax assessments to secure listing on voting lists: Name, address, ward number, age, occupation of applicant; residence as of April 1, date of application, signature of applicant, attestation of assessor, date of attestation. Arr. chron. by date of application. No index. Hdw. on ptd. form. 300 pp. 14½ x 11 x 1½.

219 LISTED WOMEN - CITY OF PITTSFIELD, 1921--. 19 vols. (dated). Estab. 1921.
Lists of women eligible to vote: Name, address, ward number, age, occupation of voter; date listed. Arr. num. by ward no. and thereunder alph. by name of voter. No index. Hdw. on ptd. form 1921-34; typed on ptd. form 1935--. 300 pp. 14 x 14½ x 1 to 300 pp. 19 x 12½ x 1. 8 vols., 1921-28, west va.; 11 vols., 1929--, assrs. va.
For registrars of voters' lists 1939--, see entry 164.

220 PROBATE RETURNS, 1922-- 10 vols. (1-10, dated). Estab. 1922.
Record of wills probated in County Probate Court: Name of decedent, administrator; name, address of beneficiary; description, valuation of real estate, personal property; date will filed, allowed, probated; amount, date of bond; docket number. Arr. alph. by name of decedent. No index. Hdw. 75 pp. 13½ x 8½ x ½.

VIII TAX COLLECTOR

All records are in the City Hall; except where otherwise noted, they are in the collector's vault.

Commitments

221 COLLECTOR'S BOOK, 1817-23, 1825-26, 1828-33, 1853-64, 1866-- 101 vols. (dated). No title, 1817-74, 35 vols.
Lists of town, city, and county taxes committed for collection: Name of taxpayer; amount, kind of tax; year of commitment; amount, date of receipt of tax. Includes: 1817-87, amount and date of transfer of accrued collections to treasurer, acknowledgment and signature of treasurer; 1853--, amounts, dates of abatements; 1891--, amount of interest charges; 1929--, amount and date of receipt of partial payment; amount of collection fees, costs, and demand notice. Also contains commitments of: Personal property taxes, 1817-1935, entry 223; poll taxes, 1817-1912, entry 224; paving assessments, 1905-19, 1933--, entry 226; sewer assessments, 1896-1913, entry 227; sidewalk assessments, 1901-10, entry 228. Arr. alph. by name of taxpayer. No index. Hdw. 1817-79; hdw. under ptd. head 1880. 156 to 450 pp. 8½ x 14 x 1½ to 14 x 21 x 3. 35 vols., 1817-57, 1859-74, main va., first fl.; 55 vols., 1858, 1875-1928, west va.; 6 vols., 1929-34, coll. va.; 5 vols., 1935--, coll. off.

222. (COMMITMENT WARRANTS), 1915--. 4 folders, 12 bdls., and 2 f.ds. (dated). Prior records destroyed.
Original warrants authorizing collection of taxes, special assessments, and water rates: Name of collector, county, city; amount, year, kind of tax or assessment committed; names and addresses of taxpayers, directions to collector for making collections and returns, due date of return; total amount, conditions, date of warrant; signatures of assessors or authorizing officials of department of public works. Arr. by kind of tax or assessment and thereunder chron. by date of warrant. No index. Typed on ptd. form. Folders 15 x 10 x 2; bdls. 9½ x 4 x 1; f.ds. 3 x 9 x 12. 4 folders, 3 bdls., 1915-1928, main va., first fl.; 9 bdls., 1929-37, coll. va.; 2 f.ds., 1938--, coll. off.
For assessors' warrants, see entries 172-i, 180, 183, 187, 191; for auditor's warrants 1927--, see entry 301-i; for warrants kept by public works department 1916-17, 1923--, see entry 659-ii.

223. COMMITMENT OF TANGIBLE PERSONAL PROPERTY TAX, 1935--. 5 vols. (dated). 1817-35 in Collector's Book, entry 221.
Lists of personal property taxes committed for collection: Name, address of taxpayer; amount, year of tax; date of commitment; amounts, dates of interest charges, abatements, payments. Arr. alph. by name of taxpayer. No index. Typed on ptd. form. 120 pp. 16½ x 14 x ½.

224. POLL TAXES - CITY OF PITTSFIELD, 1912--. 28 vols. (dated). 1817-1912 in Collector's Book, entry 221.
Lists of poll taxes committed for collection: For description, see entry 223; includes age of taxpayer. Arr. alph. by name of taxpayer. No index. Hdw. on ptd. form. 350 pp. 13½ x 16½ x 1½. 7 vols., 1912-18, west va.; 21 vols., 1919--, coll. va.

225. MOTOR VEHICLE EXCISE, 1929--. 11 vols. (dated). Tax required by law 1929.
Lists of motor vehicle excise taxes committed for collection: Name, address of taxpayer; amount of tax, abatement; date of commitment. Includes collector's notation of amount and date of partial or full payment; amount of interest, collection costs; remarks. Arr. alph. by name of taxpayer. No index. Typed under ptd. head. 100 to 350 pp. 11 x 9 x 1 to 20 x 14 x 3. 1 vol., 1929, west va.; 9 vols., 1930-33, 1935--, coll. va.; 1 vol., 1934, east va.

226. CITY OF PITTSFIELD, 1920-32. 1 vol. 1905-19, 1933-- in Collector's Book, entry 221.
Lists of paving assessments committee for collection: Name, address of taxpayer; name of street, lot number, assessors' map number of property assessed; amount of assessment, interest; date of commitment; amount, date of abatement; amounts, dates of payments. Arr. num. by map no. and thereunder num. by lot no. Indexed alph. by name of st. Hdw. on ptd. form. 600 pp. 16¼ x 15 x 2.

227. SEWER ASSESSMENTS - CITY OF PITTSFIELD, 1895, 1914--. 3 vols. (2 vols. unlab.; 1 vol. dated). No title, 1895, 1 vol. 1896-1913 in Collector's Book, entry 221.
Lists of sewer assessments committed for collection: For description, see entry 226. Arr. num. by map no. and thereunder num. by lot no. No index 1895, 1914-16; indexed alph. by name of st. 1917--. Hdw. 1895; typed 1914-16; hdw. under ptd. head 1917--. 150 to 600 pp. 12 x 18 x 1 to 16½ x 15 x 2½. 2 vols., 1895, 1914-16, west va.; 1 vol., 1917--, coll. va.

228. SIDEWALK ASSESSMENTS - CITY OF PITTSFIELD, 1911--. 1 vol. 1901-10 in Collector's Book, entry 221.
Lists of sidewalk assessments committed for collection: For description, see entry 226. Arr. num. by map no. and thereunder num. by lot no. Indexed alph. by name of st. Hdw. on ptd. form. 604 pp. 16 x 15 x 2½.

229. SCHEDULE WATER RATES, 1904-07, 1916--. 56 vols. (dated).
Semiannual lists of scheduled water rates committed for collection: Name, address of taxpayer; amount of water rates, period covered, date of commitment; amount, date of abatement, payment. Arr. alph. by name of taxpayer. No index. Typed under ptd. head. 190 to 500 pp. 16 x 14 x 1 to 15 x 15 x 3. 8 vols., 1904-07, west va.; 48 vols., 1916--, coll. va.

230. METERED WATER, 1914--. 26 vols. (dated). Prior records destroyed.
Quarterly lists of metered water rates committed and record of collections: Name, address of taxpayer; name of tenant, amount of water rate, period covered; amount, date of abatement, payment. Arr. alph. by name of taxpayer. No index. Typed under ptd. head. 65 pp. 15 x 14 x 1½. 20 vols., 1914-33, west va.; 6 vols., 1934--, coll. va.

231. STREET SPRINKLING, 1901-37. 39 vols. (dated). Estab. 1901; discont. 1937.
Lists of street-sprinkling assessments committed for collection. For description, see entry 226. Arr. num. by map no. and thereunder num. by lot no. Indexed alph. by name of st. Hdw. 1901-10; typed 1911-32; typed under ptd. head 1933-37. 175 to 576 pp. 15 x 12 x 1 to 16½ x 11¼ x 2¼. 34 vols., 1901-32, west va.; 5 vols., 1933-37, coll. va.

232. PITTSFIELD FIRE DISTRICT, 1879-90. 12 vols. (dated). Prior records destroyed.
Lists of fire-district taxes committed for collection: Name of taxpayer; amount, kind of tax; year of commitment; amount, date of abatement, payment. 1879-87 includes amount, date of transfer of accrued collection to treasurer; signature of treasurer. Arr. alph. by name of taxpayer. No index. Hdw. on ptd. form. 150 pp. 8½ x 14 x 1. West va.

Financial Records

233. CASH (Book for) TAXES, 1884-88, 1891--. 55 vols. (2 vols. unlab.; 53 vols. dated).
Receipts: Name of taxpayer; amount, kind, year of tax or assessment; amount, date of abatement; amount of interest; total amount, date of receipt; total

daily, monthly, annual receipts. Expenditures: Amount, date of transfer to treasurer; amount, date of expenditure for collection, advertising costs; total daily, monthly, annual expenditures; cash balance on hand. Includes: 1884-88, receipts from fire-district taxes; 1895--, sewer assessments; 1901--, street-sprinkling assessments; 1905--, paving assessments; 1911--, sidewalk assessments; 1914--, metered water rates; 1929--, motor vehicle excise taxes. Also contains: Record of water extension collections, 1924--, entry 237. Arr. chron. by date of transaction. No index. Hdw. under ptd. head 1884-1933; typed under ptd. head 1934--. 160 to 375 pp. 16 x 1½ x ½ to 16 x 17 x 2. 4 vols., 1884-88, main va., first fl.; 45 vols., 1891-1933, west va.; 6 vols., 1934--, coll va.

234. SCHEDULE OF PAYMENTS TO CITY TREASURER, 1888-91, 1904-09, 1924--. 4 vols. and 6 bdls. (dated). Estab. 1888.
Copies of monthly schedules of collections transferred to treasurer: Amounts, kinds, year of taxes, assessments, and water rates remitted; total amount, number, date of schedule. Arr. chron. by date of schedule. No index. Typed under ptd. head. Vols. 300 pp. 11½ x 10½ x 2; bdls. 9½ x 4 x 1. 3 vols., 888-91, 1904-08, 1924-33, west va.; 1 vol., 1908-09, main va., first fl.; 6 bdls., 1934--, coll. off.

235. MISCELLANEOUS CASH AND LEDGER - CITY OF PITTSFIELD. 1912--. 1 vol. (dated). Prior records missing.
Summaries of special assessment accounts as posted from (Commitment Warrants), entry 222, and schedule of Payments to City Treasurer, entry 234: Name of account; name, address of taxpayer; amount, date of commitment, abatement, payment; amount of discount, interest; balance due. Arr. by name of account and thereunder alph. by name of taxpayer. Indexed alph. by name of account. Hdw. on ptd. form. 600 pp. 16½ x 15 x 2½.

236. WATER RATE COLLECTIONS, 1894--. 63 vols. (dated). Prior records destroyed
Record of scheduled water rate collections: Name of taxpayer; amount of scheduled water rate, discount, abatement; net account due; period, date of commitment; amount, date of receipt; amount, date of transfer of accrued collections to treasurer; volume, page, and line reference to schedules of water rates, entry 229. Arr. chron. by date of transaction. No index. Hdw. 1894-95; hdw. under ptd. head 1896-1912; typed under ptd. head 1913--. 300 to 600 pp. 13½ x 8¼ x 1¼ to 16 x 20 x 2½. 8 vols., 1894, 1933, coll. va.; 55 vols., 1895-1933, west va.

237. WATER EXTENSION GUARANTEE - CITY OF PITTSFIELD, 1912-23. 1 vol. Estab. 1912. 1924-- in Cash (Book for) Taxes, entry 233.
Record of water extension collections: Name of street of property assessed; name, address of property owner; amount, date of apportionment of cost of extension of water main; amount, date of collection. Arr. by name of st. and thereunder by name of property owner. Indexed alph. by name of st. and property owner. Hdw. 499 pp. 14½ x 9½ x 1½.

238 (STUBS OF TAXPAYERS' RECEIPTS FOR PAYMENTS OF PROPERTY TAXES), 1934-- 52 bdls. Prior records destroyed.
Name, address of taxpayer; amount, kind, year of tax; amount of interest and collection charges, total amount due; amount, date of receipt; acknowledgment of receipt, signature of tax collector; volume and page references to tax commitment lists, entries 221 and 223. Arr. chron. by date of receipt. No index. Typed on ptd. form. 4 x 3 x 4.

239 (STUBS OF TAXPAYERS' RECEIPTS FOR PAYMENTS OF POLL TAXES), 1934-- 67 bdls. Prior records destroyed.
Name, address of taxpayer; amount, year of tax; amount of interest and collection charges, total amount due; amount, date of receipt; acknowledgment of receipt, signature of tax collector, volume and page reference to poll tax commitment lists, entry 224. Arr. chron. by date of receipt. No index. Typed on ptd. form. 4 x 3 x 4.

240 (STUBS OF TAXPAYERS' RECEIPTS FOR PAYMENTS OF MOTOR VEHICLE EXCISE TAXES), 1934-- 25 bdls. Prior records destroyed.
Name, address of taxpayer; amount, year of tax; amount of interest and collection charges; amount, date of receipt; acknowledgment of receipt, signature of tax collector, volume and page reference to motor vehicle excise commitment lists, entry 225. Arr. chron. by date of receipt. No index. Typed on ptd. form. 4 x 3 x 3.

241 (TAXPAYERS' RECEIPTS FOR ADVANCE PAYMENTS OF TAXES), 1933-34. 2 bdls. (dated) and 1 vol. (unlab.). Estab. 1933; discont. 1934.
Copies of receipts issued: Name of taxpayer; amount, kind, year of tax; assessors' assessment certificate number; amount, number, date of receipt; acknowledgment of receipt, signature of collector. Also contains record of transfers of accrued receipts to treasurer: Names of taxpayers, assessors' assessment certificate numbers, kinds of taxes; amounts, dates of receipts; total amount of transfer to treasurer, acknowledgment of treasurer, amount and date received, signature of treasurer. Arr. num. by receipt no. No index. Typed on ptd. form. Bdls. 11½ x 9½ x 1; vol. 250 pp. 11 x 8 x 1.

242 PART PAYMENTS, 1891-93. 3 vols. (dated). Estab. 1891; subsequent records destroyed.
Stub record of collector's acknowledgment of receipt of partial payments of property taxes: Name of taxpayer; amount, kind, year of tax; amount, date of partial payment; acknowledgment, date of receipt; signature of tax collector. Arr. chron. by date of receipt. No index. Hdw. on ptd. form. 240 pp. 4 x 15½ x 1. Main va., first fl.

Abatements

243 ABATEMENTS, 1915-- 8 folders (unlab.) and 15 envs. (dated). Prior records destroyed.
Certificates of abatements on water rates and special assessments, issued by commissioner of public works: Name, address of taxpayer; amount,

Tax Collector - [243-248]
Abatements

emization, date of bill; cause, amount of abatement; number, date of rtificate; signature of clerk of board of public works. Arr. num. by ertificate no. No index. Hdw. or typed on ptd. form Folders $\frac{1}{2}$ x $3\frac{1}{2}$ x $\frac{1}{2}$; envs. 9 x 12 x 1 8 folders, 1915-17, main va., first fl.; 10 envs. 1927-36, coll. va.; 5 envs., 1937--, cab., coll. off.

For stubs of certificates kept by commissioner of public works 1897--, see entry 679.

244. (MOTOR VEHICLE EXCISE ABATEMENT CERTIFICATES), 1929-- 30 envs. (dated). Prior records destroyed.
opies of certificates issued. For description, see entry 202. Arr. num. y certificate no. No index. Hdw. on ptd. form 9 x 12 x 3 20 envs., 1928-34, coll. va.; 10 envs., 1934--, coll. off.

Tax Titles

245. TAX TITLE ACCOUNT - CITY OF PITTSFIELD, COLLECTING DEPT., 1936--. 2 vols.
ecord of property taken for nonpayment of taxes and subject to redemption: me, address of property owner; description, location of property; amount, ear of unpaid tax, betterment assessments; amount of committed interest, costs, fees, subsequent taxes; total tax due; date of demand, taking; volume and page reference to property record and date of recording in County Registry of Deeds. Includes notations of partial redemption: Name, address, nature of interest of person making redemption; amounts, dates of payments. Arr. chron. by date of taking. No index. Hdw. or typed on ptd form. 125 pp. $12\frac{1}{2}$ x 10 x $1\frac{1}{2}$.

246. REDEEMED TAX TITLES - CITY OF PITTSFIELD, 1930-- 2 vols. (dated). Estab. 1930.
Record of property taken for nonpayment of taxes and subsequently redeemed: or description, see entry 245; includes amount, date of full payment; date of redemption. Arr. alph. by name of property owner. No index. Hdw. on td. form. 800 pp. $12\frac{1}{2}$ x 10 x $4\frac{1}{2}$.

247. TAX SALE RECORD, 1915-21, 1925-- 6 f.bs. (dated) and 2 vols. (1 vol. dated; 1 vol. unlab.)
Record of property taken and subsequently sold at public auction for discharge and payment of unpaid taxes. For description, see entry 245; includes name and address of purchaser, date of advertisement of tax sale, amount and date of sale, and newspaper clippings of advertisement of sale. Arr. chron. by date of sale. Indexed alph. by name of former property owner. Hdw. on ptd. form. F.bs. 12 x 11 x $3\frac{1}{4}$; vols. 300 pp. $12\frac{1}{2}$ x 10 x 3. 6 f.bs., 1 vol., 1915-21, 1925-33, coll. va.; 1 vol., 1934--, cab., coll. off.

248. (NOTICES OF DEMAND FOR PAYMENT OF TAXES), 1909-19. 1 vol. 1 f.b. Prior records destroyed. Discont. 1919.
Copies of notices for payment of poll, personal property, and real estate taxes: Name, address of taxpayer; amount, year, kind of tax; amount of

interest, costs, charges and fees; number, date of notice; signature of collector; volume, page, and line references to tax commitment lists, entries 221, 223, 224. Arr. chron. by date of notice. No index. Hdw. on ptd. form. Vol. 200 pp. 10½ x 8½ x 1; f. b. 12 x 11 3/4 x 3. 1 vol., 1909-18, main va., first fl.; 1 f. b., 1919, coll. va.

For transcriptions of notices 1888, see entry 60-xx.

Correspondence

249 LETTERS, 1918-21, 1925--. 18 f. b. (dated and lab. by cont. ls. of alph.), 1 bdl. and 1 f. d. (dated)

Correspondence with State Department of Corporations and Taxation relative to legal requirements and regulations; with assessors relative to commitments, abatements, exemptions; with treasurer and auditor relative to financial matters; with city clerk relative to reports and city council orders; with individuals and business concerns relative to collections, demands, tax titles, and sale of foreclosed property; with newspapers relative to advertising of tax title sales. Arr. chron. by year and thereunder alph. by name of correspondent. No index. Hdw. or typed. F. bs. 12 x 11 x 3½; bdl. 11 x 9 x 4; f. d. 13 x 12 x 26. 18 f. bs., 1 bdl., 1918-21, 1925-37, coll. va.; 1 f. d., 1938--, coll. off.

IX TREASURER

All records are in the City Hall; except where otherwise noted, they are in the treasurer's office. In addition to the following records, see entry 34-i for budget estimate submitted by treasurer 1814.

Reports

250 ORIGINAL ANNUAL REPORT OF THE CITY TREASURER OF THE CITY OF PITTSFIELD, 1898-99, 1909-13, 1915-16, 1918-22, 1925--. 28 vols. (dated)

Annual reports submitted at close of fiscal year to mayor and committee on finance and incorporated in Municipal Register, City of Pittsfield, entry 1, containing:

i. Cash balances, recapitulation of. Cash on hand at beginning of year; total amount of receipts, expenditures for year; cash on hand at close of year.

ii. Debt amortization schedule. Amount, purpose, interest rate, date of issue of bond; amounts and due dates of principal, interest payments; authority for original loan; total amount of outstanding debts, principal payments due, interest payments due

ORIGINAL ANNUAL REPORT OF THE CITY TREASURER OF THE CITY OF PITTSFIELD (Cont'd)

iii. Debt, statement of: Name, amount of bonded debt outstanding; total bonded debt; name, amount of debt outside limit; total debt outside limit, net debt at close of current year; amount of bonded debt at beginning of previous, current year; amount of current year's increase over previous year, total valuations for current and previous 2 years, total valuation for 3 years, average net valuation for 3 years, 2½% of average valuation for 3 years, deduction of net debt, amount of present borrowing capacity.

iv. Temporary loans, statement of: Amount, due date of loan; total temporary loans.

No obvious arr. No index. Ptd. 21 pp. 9 x 6 x ¼. 2 vols., 1898-99, south va.; 26 vols., 1909--, treas. off.

Receipts and Expenditures

251. CASH (Book), CITY OF PITTSFIELD, 1839-70, 1888-98, 1901-11, 1914-18, 1922-- 26 vols. (7 vols. unlab.; 19 vols. dated). Title varies: No title, 1839-70, 1 vol.; Cash, Town of Pittsfield, 1888-90, 1 vol.

Receipts: Name of payer, account credited; amount, source, date of receipt; total monthly, annual receipts. 1891-- includes type (revenue, nonrevenue) of receipt. Expenditures: Name of account charged; amount, date of expenditure; total monthly, annual expenditures; monthly, annual cash balance. 1839-90 includes name of payee, purpose of expenditure; 1891-- includes warrant number, inclusive voucher numbers. Arr. chron. by date of transaction. No index. Hdw. 1839-70; hdw. under ptd. head 1888-- 200 to 430 pp. 13 x 8½ x 1 to 17 x 14 x 2½. 11 vols., 1839-70, 1888-90, 1901-07, 1926-36, main va., first fl.; 4 vols., 1891-98, 1937--, treas. off.; 8 vols., 1908-10, 1914-18, west va.; 3 vols., 1911, 1922-25, east va.

252. DAY BOOK (of Expenditures), 1820-27, 1831-43, 1860-87, 1891-1932. 17 vols. (9 vols. unlab.; 8 vols. A-H). Discont. 1932. Title varies: No title, 1820-43, 2 vols.; Day Book, Town of Pittsfield, 1860-87, 4 vols.; Treasurer's Record - Payments, 1891-1906, 8 vols.

Name of payee, account charged; amount, date of expenditure. 1820-87 includes purpose of expenditure and selectmen's order number; 1891-1932 includes warrant number. Arr. chron. by date of expenditure. No index. Hdw. 1820-87; hdw. under ptd. head 1891-1932. 170 to 500 pp. 10 x 8 x 1 to 16 x 11½ x 2½. 6 vols., 1820-87, main va., first fl.; 4 vols., 1891-97, safe, aud. off.; 4 vols., 1898-1906, west va.; 3 vols., 1907-32, safe.

253. JOURNAL, 1870-87. 2 vols. Prior and subsequent records destroyed. Analysis of expenditures as posted from Day Book (of Expenditures), entry 252: Name of account, payee; amount, date of expenditure; total monthly, annual expenditures for each account; grand total annual expenditures. Arr. chron. by date of expenditure. No index. Hdw. 424 pp. 13½ x 9½ x 1½ and 638 pp. 16 x 11½ x 2½. Main va., first fl.

254. (Record of) DISBURSEMENTS FOR SCHOOL REPAIRS, CITY OF PITTSFIELD, 1910-21. 2 vols.
Name of school charged; name, address of payee; amount, purpose, date of expenditure; total annual expenditures. Arr. chron. by date of expenditure. No index. Hdw. 160 pp. 17 x 14 x 1. East va.

255. (Record of) DISBURSEMENTS FOR FARNHAM DAM RESERVOIRS, 1911-13. 1 vol.
Name of payee; amount, classification, date of expenditure; total amount of expenditures. Arr. chron. by date of expenditure. No index. Hdw. 202 pp. 17½ x 21 x 1. East va.

Warrants, Schedules, Bills

256. (TREASURER'S WARRANTS), 1891-1904, 1906-- In Treasurer's Warrants (and Bills Payable), City of Pittsfield, entry 289.
Duplicate warrants submitted by auditor to treasurer for payment: Name of department or account charged, amount to be charged to each account; total amount, number, date of warrant; inclusive voucher and check numbers, posting reference to cashbook, entry 251.

257. (SCHEDULES OF RECEIPTS AND BILLS RECEIVABLE), 1915, 1917-22, 1924-27, 1929, 1932--. 18 bdls. (1 bdl. dated; 17 bdls. unlab.). Prior records destroyed.
Contains original schedules of:

i. Bills receivable submitted to treasurer by department heads, copies sent to auditor, 1936--: Name of department, account; name, address of debtor; amount, itemization, date of bill; total amount, number, date of schedule; signature of department head. For auditor's schedules 1930--, see entry 292; for schedules of director of state aid and soldiers' relief 1937--, see entry 582.

ii. Receipts, duplicates submitted to auditor: Amount, source, type, date of receipt; total amount of receipts; period, date of schedule; signature of treasurer, posting reference to cashbook, entry 251. For suditor's schedules 1914--, see entry 291.

Arr. by type of record and thereunder chron. by date of schedule. No index. Hdw. on ptd. form 1915-18; typed on ptd. form 1919--. 16½ x 12½ x 1. 4 bdls., 1915, 1927, 1929, 1932, main va., first fl.; 3 bdls., 1917-21, safe, aud. off.; 6 bdls., 1922, 1924-26, 1934-35, east va.; 5 bdls., 1933, 1936--, treas. off.

Notes and Bonds

258. DEBT RECORD, CITY OF PITTSFIELD - TREASURER'S DEPT., 1890-- 2 vols. Title varies: Register of Bonds, Etc., Town of Pittsfield, 1890-1908.
Contains record of:

i. Bonds issued: Name of department for which issued; amount, purpose,

DEBT RECORD, CITY OF PITTSFIELD - TREASURER'S DEPT (Cont'd)
interest rate, terms, number, dates of issue and maturity of bond; authority for issue, due dates of principal and interest payments, place payable, names of purchasers, selling price of bond; amounts, dates of principal and interest payments; total amount paid, outstanding.

ii. Notes issued: Name of department for which issued; amount, purpose, terms, number, date of note; dates of issue and maturity, name of bank, place payable; rate, amount of interest; amount, rate, period of discount; amounts, number, dates of refunding notes issued; amount of payment, date of cancelation.

Arr. chron. by date of issue 1890-1908; arr. by subject, thereunder by name of department, and thereunder by date of issue 1908--. No index. Hdw. on ptd. form. 260 pp. 18½ x 17½ x 2. Safe.

259. (CANCELED BONDS), 1911-- 11 bdls., 1 f.d.
Amount, purpose, interest rate, number, dates of issue and maturity of bond; place of issue; amounts, dates of principal and interest payments; date of cancelation; signature of mayor, auditor, treasurer; seal of city. Includes notation of assignment of bond: Name of bank, assignee; amount, date of assignment; attestation and seal of notary public, date of act. Arr. chron. by date of issue. No index. Hdw. on ptd. form. Bdls. 10 x 4 x 4½; f.d. 3 x 8½ x 19. 11 bdls., 1911-37, main va., first fl.; 1 f.d., 1938--, safe.

260. (CANCELED BOND COUPONS), 1923, 1927-- 3 bags (dated) and 10 ds. (unlab.)
Number of coupon; purpose, number, date of bond; amount, period, date of interest payment; name, address of bank; signature of treasurer. Arr. chron. by date of payment. No index. Ptd. Bags 14 x 8 x 5; ds. 3 x 10½ x 10½. 1 bag, 1923, west va.; 2 bags, 1927-29, east va.; 10 ds., 1930-, safe.

261. REGISTERED SEWER BONDS, CITY OF PITTSFIELD, MASS., 1893-1912. 1 vol. (lab. by cont. bond nos.)
Canceled bonds pasted to stubs of bonds. For description, see entry 259. Arr. num. by bond no. No index. Hdw. on ptd. form. 200 pp. 14½ x 18 x 1. Main va., first fl.

262. (Stubs of) REGISTERED WATER BONDS, CITY OF PITTSFIELD, MASS., 1897-1909. 2 vols. (lab. by cont. bond nos.)
Amount, purpose, interest rate, number, dates of issue and maturity of bond; place of issue, name of purchaser, acknowledgment of receipt, signature of purchaser. Arr. num. by bond no. No index. Hdw. on ptd. form. 150 pp. 13½ x 17 x ½. Main va., first fl.

263. (Stubs of) PITTSFIELD WATER LOAN, ISSUE OF 1905, 1905. 1 vol.
For description, see entry 262. Arr. num. by bond no. No index. Hdw. on ptd. form. 102 pp. 15½ x 19 x ½. Main va., first fl.

264. REGISTERED SCHOOL BONDS, CITY OF PITTSFIELD, MASS., 1900-1919. 1 vol. (lab. by cont. bond nos.).
Canceled bonds pasted to stubs of bonds: For description, see entry 259. Arr. num. by bond no. No index. Hdw. on ptd. form. 150 pp. 14 x 17½ x 1. Main va., first fl.

265. (Stubs of) REGISTERED SCHOOL BONDS, CITY OF PITTSFIELD, MASS., 1897, 1909. 1 vol. (lab. by cont. bond nos.).
For description, see entry 262. Arr. num. by bond no. No index. Hdw. on ptd. form. 150 pp. 14 x 18½ x 1. Main va., first fl.

Tax Titles

266. TAX TITLES (Takings) - CITY OF PITTSFIELD, TREASURER'S DEPT., 1930--. 1 vol. Estab. 1930
Record of property taken for nonpayment of taxes: Name, address of former property owner; year of unpaid tax levy; amount of unpaid tax, costs, interest, tax title costs, subsequent taxes; date of demand, taking, foreclosure; volume and page reference to property records and date of recording in County Registry of Deeds, statement that taking of property has been reported to auditor and assessors. Includes newspaper clipping of advertisement of sale. Arr. chron. by date of taking. No index. Hdw. or typed on ptd. form. 350 pp. 12½ x 10½ x 2. Safe.

267. TAX TITLES (Redeemed) - CITY OF PITTSFIELD, TREASURER'S DEPT., 1930--. 1 vol. Estab. 1930.
Record of property taken for nonpayment of taxes and later partially or fully redeemed: For description, see entry 266; also includes name and nature of interest of person making redemption, amounts and dates of payments, and date of redemption. Arr. chron. by date of taking. No index. Hdw. or typed on ptd. form. 450 pp. 12½ x 10½ x 2½. Safe.

268. TAX TITLES (Foreclosures), CITY OF PITTSFIELD, TREASURER'S DEPT., 1930--. 1 vol. Estab. 1930.
Record of property foreclosed for nonpayment of taxes: For description, see entry 266; also includes method and date of foreclosure, date of registration of tax title deed in County Registry of Deeds, volume and page reference to registration book, and date report of foreclosure sent to auditor and assessors. Arr. chron. by date of foreclosure. No index. Hdw. or typed on ptd. form. 240 pp. 12½ x 10¼ x 1½. Safe.

269. COLLECTOR'S DEEDS, 1919--. 1 d. Prior records destroyed.
Deeds to property taken by collector for nonpayment of taxes: Name of city, county, collector, former property owner; amount, year of unpaid tax; statement that property has been taken by city for amount of taxes owed; description, location of property; date of demand for payment, advertisement of tax sale, sale; date of deed; signature, seal of collector; signatures of witnesses, acknowledgment of treasurer; volume and page reference to property records and date and time of recording in County Registry of Deeds, attestation of County Register. 1919-29 includes treasurer's notation of date of redemption, foreclosure, sale. Arr. chron. by date of deed. No index. Hdw. or typed on ptd. form. 11½ x 5 x 17½. Cab.

270. TAX TITLE DEEDS, 1935--. 1 d.
Treasurer's deeds to property taken by collector for nonpayment of taxes and subject to redemption. Name of city, treasurer, former property owner; location, description of property; date of taking, certificate of title and document number, date of deed, signature of treasurer; attestation, seal of notary public; certificate of title and document number; date, time of registration of deed in County Registry of Deeds; volume and page reference to registration book, attestation of County Register. Arr. chron. by date of deed. No index. Hdw. or typed on ptd. form. 11½ x 5 x 17½. Cab.

271. REDEEMED TAX TITLE DEEDS, 1930--. 2 ds. Estab. 1930.
Contains the following deeds to property taken for nonpayment of taxes and later redeemed:

i. Collector's deeds: For description, see entry 269; also includes treasurer's notation of date of redemption.

ii. Treasurer's tax title deeds: For description, see entry 270; also includes treasurer's notation of date of redemption.

Arr. chron. by date of redemption. No index. Hdw. or typed on ptd. form. 11½ x 5 x 17½. Cab.

272. TAX POSSESSION DEEDS, 1930-- 1 d. Estab. 1930.
Contains the following deeds to property on which tax titles have been foreclosed:

i. Collector's deeds: For description, see entry 269; also includes treasurer's notation of date of possession.

ii. Treasurer's deeds, 1934--: For description, see entry 270; also includes treasurer's notation of date of possession.

Arr. chron. by date of possession. No index. Hdw. or typed on ptd. form. 11½ x 5 x 17½. Cab.

273. TAX POSSESSIONS SOLD, 1930-- 1 d. Estab. 1930.
Contains the following deeds to property taken for nonpayment of taxes and subsequently sold at public auction for discharge and payment of taxes:

i. Collector's deeds: For description, see entry 269; also includes treasurer's notation of possession and date of sale.

ii. Treasurer's deeds, 1935--: For description, see entry 270; includes treasurer's notation of possession and date of sale.

Arr. chron. by date of sale. No index. Hdw. or typed on ptd. form. 11½ x 5 x 17½. Cab.

274. SUBSEQUENT TAXES - CITY OF PITTSFIELD, TREASURER'S DEPT., 1934--. 1 vol. Estab. 1934.
Collector's certified list of taxes to be added to tax-title accounts: Name of taxpayer, former property owner; year of tax for which property was sold, volume and page reference to property records in County Registry of Deeds; itemization of subsequent taxes, special assessments, interest charges, other costs to be added to tax title account; date of certificate, signature of collector. Includes treasurer's and auditor's certified statement that required additions have been made to tax title accounts. Arr. chron. by date of certificate. No index. Hdw. on ptd. form. 200 pp. 11½ x 16½ x 1½. Safe, aud. off.

275. (PLANS OF PROPERTY TAKEN FOR NONPAYMENT OF TAXES), undated. 75 blueprints.
Blueprints of assessors' maps of city blocks: Names, locations of streets and highways; numbers, dimensions, locations of real estate lots; map number. Blueprint. Scales vary. 13½ x 17½. Cab.

Checks and Bank Statements

276. TREASURER'S RECORD OF (Bank) DEPOSITS, CHECKS AND BALANCES, CITY OF PITTSFIELD, 1908-26, 1932--. 8 vols.
Name of bank; amounts, dates of deposits and withdrawals; check numbers, names of accounts charged; total deposits, withdrawals; bank balance, date of record. Arr. chron. by date of record. No index. Hdw. on ptd. form. Approx. 200 pp. 18 x 14 x 1. 2 vols., 1908-11, 1932-33, east va.; 2 vols., 1911-20, west va.; 3 vols., 1921-26, 1934-35, main va., first fl.; 1 vol., 1936--, safe.

277. (BANK STATEMENTS AND CANCELED CHECKS), 1928--. 266 bdls. Prior records destroyed.
Contains:
i. Bank statements: Name of bank, account; balance at beginning of month; amounts, date of deposits, withdrawals; bank balance, date of statement.
ii. Canceled checks: Name of city, bank, payee; amount, number, date of check; signature of city treasurer, endorsement of payee, date of cancelation.
Statements arr. chron. by date of statement; checks arr. num. by check no. No index. Statements typed on ptd. form; checks hdw. on ptd. form. 9½ x 3½ x 3. 154 bdls., 1928-34, main va., first fl.; 84 bdls., 1935-38, east va.; 28 bdls., 1939--, safe.

278. (CHECK REGISTER), 1935--. 33 vols. (lab. by cont. check nos., dated). Estab. 1935.
Name of bank, payee; amount, number, date of check. Arr. num. by check no. No index. Typed. Approx. 800 pp. 17½ x 9½ x 2. 10 vols., 1935-36, east va.; 17 vols., 1937-38, south va.; 6 vols., 1938--, safe.

Miscellaneous

279. LETTERS, 1924--. 17 l. fs., 2 bdls. (dated). Prior records destroyed.
Correspondence with State Director of Accounts relative to audits of city accounts; with auditor regarding accounting procedure; with collector regarding commitments and abatements; with city departments regarding bills payable and receivable; with banks regarding bond issues and interest rates; with creditors regarding bills. Arr. alph. by name of correspondent. No index. Hdw. or typed. L. fs. 12 x 11½ x 3; bdls. 12 x 9 x 4. Cab.

280. (RECORD OF MUNICIPAL SALARIES IN EXCESS OF $2000 PER YEAR), 1926--. 14 vols. Estab. 1926.
Record kept for reference in making out income-tax returns: Name, address of employee; amounts, dates of salary payments; total amount of annual salary. Arr. alph. by name of employee. No index. Hdw. 100 to 140 pp. 10½ x 8¼ x ½ to 9 x 6 x ½.

X. AUDITOR

All records are in the City Hall; except where otherwise noted, they are in the auditor's office. In addition to the following records, see entry 487-xiv for reports of school bills paid 1927--; entry 684 for certificates of commitments for water rates 1895-1904.

Reports

281. ANNUAL REPORT OF CITY AUDITOR, 1894-1903, 1907, 1913, 1915-16, 1922, 1927-30, 1934-36, 1938--. 23 vols. (dated).
Annual reports presented at close of fiscal year to mayor and council and incorporated in Municipal Register, City of Pittsfield, entry 1, containing:

i. Analysis of expenditures: Names of departments, classification of departmental expenditures by type of expense, total expenditures for each department, grand total expenditures.
ii. Analysis of receipts: Classification of receipts by source, total amount of receipts from each source, grand total receipts.
iii. Appropriation statement: Names of accounts; amount of appropriation, transfers, expenditures, unexpended balance for each account; grand total appropriations, transfers, expenditures, unexpended balances.
iv. Balance sheet of assets and liabilities: Amounts, nature of assets and liabilities classified as revenue, nonrevenue, trust, and debt accounts; total assets, liabilities for each account; grand total assets, liabilities.

No obvious arr. No index. Ptd. 100 pp. 8 x 5 x ½. 9 vols., 1894-1902, south va.; 8 vols., 1903, 1907, 1913, 1915, 1934-36, 1938--, aud. off.; 6 vols., 1916, 1922, 1927-30, treas. off.

282. RECORDS OF ABATEMENTS, CITY OF PITTSFIELD, AUDITING DEPARTMENT, 1914--. 5 bdls., 1 vol. No title, 1914-35, 5 bdls. Prior records destroyed.
Monthly reports from assessors on abatements of taxes, used by the auditor for reconciling tax commitments with collections: Kind of tax or assessment; total daily, monthly amount of abatements; abatement certificate number, grand total abatements, date of report, signatures of assessors. Arr. chron. by date of report. No index. Typed on ptd. form. Bdls. 12 x 12½ x 1; vol. 50 pp. 12 x 12½ x ½. 5 bdls., 1914-35, east va.; 1 vol., 1936--, safe.

283. ESTIMATE SHEETS - ANNUAL BUDGET, 1934-- 6 vols. (2 vols. unlab.; 4 vols. dated). Estab. 1934.
Annual budget estimates submitted by officers to the mayor and filed permanently with auditor after allocation of appropriations by city council: Name of department; classification of expenditures for current, previous year; estimated budget requirements for ensuing year, date of statement, signature of department head; amount of appropriation allowed by mayor and approved by council. Arr. by name of dept. No index. Typed on ptd. form. 180 pp. $17\frac{1}{2}$ x 12 x 1. 2 vols., 1934-35, west va.; 4 vols., 1936--, safe.
For budget estimates kept by commissioner of public welfare, see entry 545-i.

284. RETURN OF FINANCIAL TRANSACTIONS, CITY OF PITTSFIELD, TO DIVISION OF MUNICIPAL STATISTICS, COMMONWEALTH OF MASSACHUSETTS, 1907-20. 14 vols. (dated). Discont. 1920.
Copies of annual financial statements of classified receipts and payments, submitted to State Bureau of Statistics, Municipal Division, 1907-18, and to State Department of Corporations and Taxation, Division of Accounts, 1919-20: Receipts from taxes, licenses and permits, fines, grants and gifts, special assessments, departmental revenue, public service enterprises, loans, interest accruals: Name of account; amounts, sources of receipts; total receipts for each account, grand total receipts. Payments for general government, protection of life and property, health and sanitation, highways and bridges, charities, education, libraries, recreation, public service enterprises, interest on loans: Name of account; amounts, purposes of payments; total amount of payments for each account, grand total payments; fiscal year, date of report. Arr. by subject. Indexed alph. by subject. Hdw. on ptd. form. 40 pp. $12\frac{1}{2}$ x $10\frac{1}{2}$ x $\frac{1}{4}$. Safe.

General Accounts

285. JOURNAL - CITY OF PITTSFIELD, AUDITING DEPT., 1891-1911, 1914--. 5 vols. (2 vols. 1, 2; 3 vols. unlab.). Title varies slightly. Combination journal and cashbook. Receipts: Name of payer, account credited; amount, source, date of receipt; posting reference to ledger, entry 286; total monthly, annual receipts. Expenditures: Name of payee, account charged; amount, purpose, date of expenditure; ledger posting reference; total monthly, annual expenditures; monthly, annual cash balance. Includes original recording of departmental appropriations, transfers of funds, tax commitments, abatements of taxes, allocations of funded debt, tax titles, loans, suspense accounts, adjustments, opening and closing entries: Name of account credited, debited; amount, explanation, date of entry; ledger posting reference. Arr. chron. by date of transaction. No index. Hdw. 1891-1911; hdw. under ptd. head 1914--. 300 to 500 pp. $14\frac{1}{2}$ x 11 x $1\frac{1}{2}$ to $16\frac{1}{2}$ x $11\frac{1}{2}$ x $2\frac{1}{2}$. 3 vols., 1891-99, 1914-32, east va; 1 vol., 1900-1911, main va., first fl.; 1 vol., 1933--, safe.

286. LEDGER - CITY OF PITTSFIELD, AUDITOR, 1891-1913, 1921--. 33 vols. (1-14, 22-40; dated).

Summary of accounts as posted from Journal - City of Pittsfield, Auditing Dept., entry 285: Name of account; amount, date of debit or credit entry; posting reference; total monthly, annual debits, credits; monthly, annual account balance. Arr. alph. by name of account. Indexed alph. by name of account. Hdw. 1891-1913; hdw under ptd. head 1921--. 250 to 500 pp. $13\frac{1}{2}$ x 14 x $1\frac{1}{2}$ to 18 x 14 x 2. 18 vols., 1891-93, 1898, 1921-34, east va.; 6 vols., 1899-1900, 1903-13, west va.; 4 vols., 1894-97, 1901-02, main va., first fl.; 5 vols., 1935--, safe.

287. CLASSIFIED RECEIPTS AND PAYMENTS, CITY OF PITTSFIELD, 1914--. 26 vols. (dated). Estab. 1914.

Analysis of sources of receipts and purposes of expenditures: Name of department or account; amounts, dates of receipts and expenditures; monthly, annual receipts and expenditures for each classification, department, or account; monthly, annual grand totals of receipts and expenditures. Arr. by name of dept. or account. No index. Hdw. under ptd. head. 400 pp. 16 x $19\frac{1}{2}$ x 3. 23 vols., 1914-36, east va.; 3 vols., 1937--, safe.

288. RAYMOND'S TRIAL BALANCE, 1893-98, 1934--. 2 vols. Discont. 1898; reestab. 1934. Title varies: Trial Balance, 1893-98.

Recapitulation of ledger account balances: Name of account, amount of debit or credit balance, ledger posting reference; total monthly, annual credits and debits; date of trial balance. Arr. chron. by date of trial balance. No index. Hdw. 153 pp. $15\frac{1}{2}$ x $10\frac{1}{2}$ x $\frac{1}{2}$ and 50 pp. 16 x $10\frac{1}{2}$ x $\frac{1}{2}$. 1 vol., 1893-98, main va., first fl.; 1 vol., 1934--, safe.

Warrants and Schedules

(<u>See also</u> entry 301-i)

289. TREASURER'S WARRANTS (and Bills Payable), CITY OF PITTSFIELD, 1891-1904, 1906-- 41 vols (15 vols. unlab.; 26 vols. dated). Title varies slightly.

Contains:

i. Schedules (originals and duplicates) of bills payable, duplicates submitted with original invoices or bills to treasurer for payment and returned for filing: Name of department; name, address of creditor; amount, itemization, date of bill; total amount, number, date of schedule; signature of department head, auditor. Also includes auditor's voucher numbers and treasurer's inclusive check numbers. For schedules of retirement board 1937--, see entry 308; for schedules of school department 1933--, see entry 341; for schedules of director of state aid and soldiers' relief 1936--, see entry 581; for schedules of public works department 1936--, see entries 660, 817-iv; for schedules of superintendent of public buildings 1934--, see engry 947.

TREASURER'S WARRANTS (Cont'd)

ii. Treasurer's warrants (originals), duplicates submitted with duplicate schedules of bills payable to treasurer for payment (duplicate warrants returned): Name of department or account charged, order to pay to the persons listed on schedules of bills payable the sums set against their respective names; total amount, number, date of warrant; signature of chairman of committee on accounts, auditor, mayor. Includes auditor's voucher numbers and posting references to journal and cashbook, entry 285.

Also contains: Duplicates of treasurer's warrants, entry 256. Arr. chron. by date of warrant. No index. Hdw. on ptd. form 1891-1904, 1906-13; typed on ptd. form 1914--. 250 pp. 17½ x 13½ x 2. 15 vols., 1891-1913, west va.; 24 vols., 1914-37, east va.; 2 vols., 1938--, safe.

290. CITY OF PITTSFIELD, 1936--. 1 vol.

Treasurer's warrants for PWA projects: For description, see entry 289-ii. Arr. chron. by date of warrant. No index. Typed on ptd. form. 150 pp. 17½ x 13½ x ½. Safe.

291. (Copies of Schedules of) TREASURER'S RECEIPTS, CITY OF PITTSFIELD, 1914--. 6 vols. (dated). Prior records destroyed. Title varies: Treasurer's Cash Receipts, 1914-34, 4 vols.

For description, see entry 257-ii; includes posting reference to journal and cashbook, entry 285. Arr. chron. by date of schedule. No index. Hdw. on ptd. form 1914-18; typed on ptd. form 1919--. 200 pp. 16½ x 12½ x 1½. 1 vol., 1914-18, west va.; 1 vol., 1919-24, east va.; 4 vols., 1925--, safe.

292. BILLS RECEIVABLE, CITY OF PITTSFIELD, AUDITING DEPARTMENT, 1930--. 2 vols. Prior records destroyed.

Copies of schedules of bills receivable: For description, see entry 257-i; includes posting reference to journal and cashbook, entry 285. Arr. by name of dept. and thereunder chron. by date of schedule. No index. Hdw. or typed on ptd. form. 400 pp. 14½ x 12½ x 3. Safe.

293. BILLS RECEIVABLE ABATEMENTS, CITY OF PITTSFIELD, 1930--. 1 vol. Prior records destroyed.

Schedules of abatements of bills receivable, submitted by departments which make their own collections and abatements: Name of department or account; name, address of debtor; amount, cause, date of abatement; total amount, number, date of schedule; signature of department head, posting reference to journal and cashbook, entry 285. Arr. by name of dept. and thereunder chron. by date of schedule. No index. Hdw. or typed on ptd. form. 250 pp. 11½ x 9¼ x 2. Safe.

For schedules of public works department 1935--, see entry 680.

294. PAY ROLL (of Public Works Department) CITY OF PITTSFIELD, 1912, 1914--. 1 bdl. and 14 vols. (dated).

Name of department, account charged; name, title, nature of work of employee; number of days or hours employed; rate, amount of pay; treasurer's notation of check number, signature of employee; total amount, number, period, date of pay roll; auditor's voucher number and posting reference to journal and cashbook, entry 285, signature of department head. 1937--includes amount of deduction for retirement contribution and net amount of pay. Arr. chron. by date of pay roll and thereunder by name of employee. No index. Hdw. or typed on ptd. form. Bdl. $9\frac{1}{2}$ x 7 x 2; vols. $17\frac{1}{2}$ x $13\frac{1}{2}$ x $1\frac{1}{2}$. 1 bdl., 2 vols., 1912, 1914-22, east va.; 12 vols., 1923--, safe.

For copies of pay rolls, see entries 674, 688, 690, 693.

295. PAYROLL, POLICE, FIRE, AUDITING, 1914--. 52 vols. (dated). Prior records destroyed. Title varies: Payrolls, City of Pittsfield, 1914-22, 35 vols.

Original departmental pay rolls (except department of public works): For description, see entry 294. Also contains: School department pay rolls, 1914-22, entry 296. Arr. by name of department and thereunder chron. by date of pay roll. No index. Hdw. or typed on ptd. form. 175 to 300 pp. $17\frac{1}{2}$ x $14\frac{1}{2}$ x $1\frac{1}{2}$ to 17 x 13 x 2. 41 vols., 1914-27, 1929, west va.; 11 vols., 1928, 1930--, safe.

For copies of pay rolls kept by other departments, see entries 9, 169-iii, 522-524, 585-x, 903, 948.

296. PAY ROLL (of School Department) CITY OF PITTSFIELD, 1923--. 17 vols. (dated). 1914-22 in Payroll, Police, Fire, Auditing, entry 295.

For description, see entry 294. Arr. chron. by date of pay roll and thereunder by name of employee. No index. Typed on ptd. form. 300 pp. $17\frac{1}{4}$ x $14\frac{1}{2}$ x 3. 6 vols., 1923-27, 1929, west va.; 11 vols., 1928, 1930--, safe.

297. (VOUCHERS AND PAID BILLS), 1932--. 6 shelves (unlab.), 45 f.ds. (6 f.ds. dated; 39 f.ds. lab. by cont. voucher nos. dated). Prior records destroyed.

Contains the following records sent to auditor with schedules of bills payable:

i. Bills and invoices: Name, address of creditor; name of account charged; itemization, prices of materials furnished or services rendered; terms of sale; amount, date of bill or invoice; amount of discount, net amount of payment.

ii. Vouchers attached to bills or invoices: Name of payee, account charged; amount, date of payment; voucher number.

Arr. num. by voucher no. No index. Bills and invoices hdw. or typed on ptd. form; vouchers typed on ptd. form. Shelves 15 x 28 x 14; f.ds. 7 x 11 x 16 to 2 x $14\frac{1}{2}$ x $17\frac{1}{2}$. 6 shelves, 1932-34, main va., first fl.; 6 f.ds. 1935-36, east va.; 39 f.ds. 1937--, safe.

Notes and Bonds

298 DEBT RECORD, CITY OF PITTSFIELD, AUDITING DEPARTMENT, 1886--. 1 vol Estab 1886.
Record of long-term loans: Amount, purpose, interest rate, terms, serial number, date of issue, maturity date of bond; authority for issue, due dates of principal and interest payments, place bond payable, names of purchasers, selling price of bond; amounts, dates of principal and interest payments; total amount paid, outstanding. Arr. chron. by date of issue. No index. Hdw. on ptd. form. 200 pp. 12½ x 15½ x 1½. Safe.

299 AUDITOR'S REGISTER OF (Short-Term) NOTES, CITY OF PITTSFIELD, 1921-- 1 vol Estab 1921.
Name of bank; amount, purpose, terms, number, date of note; dates of issue and maturity, place payable; rate, amount of interest; amount, rate, period of discount; amounts, number, dates of refunding notes issued; amount of payment, date of cancelation, name of department for which note issued. Arr. chron. by date of issue. Indexed alph. by name of dept. Hdw. on ptd. form. 80 pp. 15½ x 13½ x ½. Safe.

Miscellaneous

300 REQUISITION, 1934--. 27 bdls., 7 bs. Prior records destroyed.
Purchase requisitions made out in triplicate by department heads, original sent to concern with whom the order is to be placed after approval of mayor, duplicate sent to auditor for checking bills: Name of department, account charged; name, address of creditor; quantity, description, unit cost of materials or services required; number, date of requisition; signature of department head, auditor, mayor. Arr. num. by requisition no. No index. Typed on ptd. form. Bdls. 10 x 8 x 1½; bs. 10½ x 8½ x 6½. 27 bdls., 1934-37, east va.; 7 bs., 1938--, safe.
For copies kept by department heads, see entries 585-xii, 675, 801-ix, 812, 908-ii, 954-iii, 971.

301 DEPARTMENTAL COMMUNICATIONS, 1927--. 2 f.ds. Prior records destroyed. No title, 1927-36.
Contains:
i. Commitment warrants (copies) for collection of taxes: For description, see entry 222. For copies kept by assessors, 1914--, see entries 172-i, 180, 183, 187, 191; for copies kept by collector 1915--, see entry 222.
ii. Correspondence with State Department of Corporations and Taxation, Division of Accounts, relative to accounting procedure; with business concerns relative to bids on contracts and bills payable; with debtors relative to overdue accounts; with city employees relative to wage and salary claims; with individuals relative to claims against the city.

DEPARTMENTAL COMMUNICATIONS (Cont'd)

iii. Interdepartmental correspondence relative to appropriations and available balances, accounting procedure, bills payable, requests for statistics and information.

Arr. alph. by name of department or correspondent and thereunder chron. by date of communication or warrant. No index. Warrants typed on ptd. form; correspondence typed. 9½ x 4½ x 17. Safe.

XI. RETIREMENT BOARD

All records are in the auditor's office, City Hall. In addition to the following records, see entry 343 for record of contributions by members of school department 1914--.

Minutes

302. (MINUTES OF BOARD MEETINGS), 1937--. 1 vol.

Discussions and decisions relative to investment of funds, applications for membership, retirement of members, payment of bills; election of officers; place, date, time of meeting; time of adjournment, signature of clerk of board. Arr. chron. by date of meeting. No index. Hdw. 1937; typed 1938--. 40 pp. 11½ x 9½ x ½.

Financial Records

303. CASH BOOK, RETIREMENT SYSTEM, CITY OF PITTSFIELD, 1937--. 1 vol.

Receipts: Name of payer, account credited; amount, source, date of receipt; posting reference to ledger, entry 304-ii; total amount of receipts. Expenditures: Name of payee, account charged; amount, purpose, date of expenditure; ledger posting reference, total amount of expenditures, balance. Arr. chron. by date of transaction. No index. Typed on ptd. form. 100 pp. 14½ x 21½ x 1½.

304. (JOURNAL AND LEDGER), 1937--. 1 loose-leaf vol.

Contains:

i. Journal of original recording of opening, adjusting, and closing entries, transfers of funds, and other noncash transactions: Name of account debited, credited; amount, explanation, date of entry.

ii. Ledger of accounts as posted from Cash Book, Retirement System, City of Pittsfield, entry 303, and from journal, described in i: Name of account or fund; amount, date of debit or credit posting; posting reference; total debits, credits; account balance.

Journal arr. chron. by date of transaction; ledger arr. by name of account and thereunder chron. by date of transaction. No index. Hdw. 50 pp. 10 x 12½ x 1.

305. RETIREMENT, 1937--. 5 f.ds. (lab. by cont. name of dept., 8-11, 13).

Contains:

i. Employment record cards: Name of department in which employed; classification, civil service, and group numbers of member; date of employment; amount of salary, monthly or weekly retirement deduction.

ii. Monthly or weekly deduction record cards: Name of member; amount of annual, monthly, or weekly salary; amount to be deducted monthly or weekly; amounts, dates of deductions; total amount of deductions to date.

iii. Permanent card record of contributions: Name, address, sex, place and date of birth, civil-service classification of member; numbers of prior service and retirement certificates, names of parents, date retirement deposits started; reason, date deposits stopped; period, date of temporary service; amount of salary, percentage of salary deducted; amounts, periods, dates of deposits; amount of interest, surplus; total annual credits; grand total credits to date; amounts, dates of allowances; total allowance to date.

Arr. by name of dept. and thereunder alph. by name of member. No index. Hdw. or typed on ptd. form. 13 x 21 x 1. In Postindex file.

306. RETIREMENT INTEREST, 1937--. 4 f.ds. (lab. by cont. name of dept., 1-4).

Record of members' retirement interest: Name of member; amount of deposits, interest, surplus, total credits brought forward from previous year; amounts, dates of deposits for current year; amount of interest for each month of current year; total amount of deposits, interest, and surplus for corrent year; grand total credits to date. Arr. by name of dept. and thereunder alph. by name of member. No index. Hdw. on ptd. form. 13 x 21 x 1. In Postindex file.

307. PENSION, 1937--. 1 f.d. (12).

Record of pension payments: Name, address, date of birth of member; numbers of prior service, membership and retirement certificates; period of service, age at time of retirement; cause, date of retirement; kind of annuity, average yearly rate of salary for past 5 years of employment, amount of monthly deposit; total amount of prior service allowance, annuity deductions, interest surplus; total amount of credits; amount of annual, monthly payment available; amount, date of prior service allowance, annuity deductions, subsequent service allowance; total payments. Arr. alph. by name of member. No index. Typed on ptd. form. 13 x 21 x 1. In Postindex file.

308. SCHEDULE OF BILLS PAYABLE, CITY OF PITTSFIELD, 1937--. 1 vol. Triplicates of schedules, originals and duplicates submitted to auditor with original invoices or bills: For description, see entry 289-i. Arr. chron. by date of schedule. No index. Typed on ptd. form. 60 pp. $17\frac{1}{2}$ x $12\frac{1}{2}$ x $\frac{1}{2}$.

309. MEMBERSHIP RECORD CARD, 1937--. 1 f.d.
Name, address, sex, place and date of birth, civil-service classification, group number of member; name of department in which employed, names of parents, date first employed, period of service up to July 1, 1937, numbers and dates of issue of membership and prior service certificates, period of prior service, compulsory retirement date; cause, date of termination of service; nature of credits, date of record. Includes, if retired: Title of position held, age at time of retirement; average yearly rate of salary for last 5 years of service, total length of service; number, date of issue of pension and annuity certificate; amount of annual retirement allowance, monthly payment; amount of allowance for prior service, annuity, subsequent service; kind of annuity; name, relationship of beneficiary; date of application for retirement approved by city and state boards, date of death of member or date case closed (if any). Arr. alph. by name of member. No index. Typed on ptd. form. $6\frac{1}{2}$ x 5 x 14.

310. (Stubs of) MEMBERSHIP CERTIFICATES - RETIREMENT SYSTEM, 1937--. 2 vols. (lab. by cont. certificate nos.).
Name, group number of member; number, date of issue of certificate. Arr. num. by certificate no. No index. Hdw. on ptd. form. 300 pp. $8\frac{1}{2}$ x 15 x $1\frac{1}{2}$.

311. (Stubs of) PRIOR SERVICE CERTIFICATES - RETIREMENT SYSTEM, 1937--. 1 vol. (lab. by cont. certificate nos.).
For description, see entry 310. Arr. num. by certificate no. No index. Hdw. on ptd. form. 300 pp. $8\frac{1}{2}$ x $15\frac{1}{2}$ x $1\frac{1}{2}$.

312. (Stubs of) PENSION AND ANNUITY CERTIFICATES, 1937--. 1 vol. (lab. by cont. certificate nos.).
For description, see entry 310. Arr. num. by certificate no. No index. Hdw. on ptd. form. 300 pp. $8\frac{1}{2}$ x 15 x $1\frac{1}{2}$.

313. PRIOR SERVICE RECORD, 1937--. 1 f.d.
Card record of members' salaries: Name, address, place and date of birth of member; name of department in which employed, date first employed, dates of absences from service, amount of prior service allowance, period of prior service, record of actual yearly salaries earned, average yearly salary for 5 years prior to July 1, 1937; date of retirement. Arr. by name of dept. and thereunder alph. by name of member. No index. Hdw. on ptd. form. 7 x $9\frac{1}{2}$ x 12.

314. CONTRIBUTORY RETIREMENT SYSTEM, 1937--. 2 f.ds.
Contains the following miscellaneous records:

i. Applications for membership: Name, address, sex, place and date of birth, occupation of applicant; name of department in which employed, date first employed by city, names of parents, date of application; signature of applicant, witness.

ii. Applications for pensions: Name, address, place and date of birth of applicant; name of department in which employed, length of service; date of commencement, termination of service; if veteran, military service record; names of parents, reason

ii. Applications for pensions (Cont'd) for request for retirement, kind of annuity desired, date of application, signature of applicant; signature, address of witness. Includes notation of age at time of retirement, date of retirement, address after retirement.

iii. Applications for return of accumulated deductions: Name, address, membership certificate number of applicant; name of department in which employed, title of position held, date of resignation or dismissal, request for return of accumulated deductions with interest thereon, date of application, signature of applicant.

iv. Birth certificates, copies of: Name, sex, color, place and date of birth of member; names, birthplaces of parents; date of certificate, signature of certifying official.

v. Correspondence: With banks and financial institutions relative to investments; with State Retirement Appeal Board relative to decisions; with solicitor relative to legal rulings; with business concerns relative to purchase of equipment and supplies; with members relative to applications, personal histories, and other matters pertaining to retirement system.

vi. Nominations of beneficiaries: Name, address of member; name, address, relationship of beneficiary; proportion of total benefits to be paid to beneficiary, authorization to pay, signatures of member and witnesses, date of instrument.

vii. Rejection of membership in contributory retirement system: Statement of refusal to become a member of the contributory retirement system, waiver of claim upon all present or prospective benefits therein; place, date of statement; signature of city employee, witness.

Arr. by type of record. No index. i-iv, vi, typed on ptd. form; v, hdw. and typed; vii, hdw. on ptd. form. 13½ x 11½ x 26. Cab.

XII. SCHOOL COMMITTEE

Except where otherwise noted, all records are in the City Hall. In addition to the following records, see entry 34-xxxi for school bylaws relative to truants and absentees 1887; entries 992-994 for records of the school districts 1811-69.

315. RECORDS OF SCHOOL COMMITTEE, PITTSFIELD, 1855-88, 1917-20, 1926-30, 1932--. 9 vols. (8 vols unlab.; 1 vol. dated). Title varies: School Records, Town of Pittsfield, 1855-68, 1 vol.; no title, 1917--, 7 vols.

Minutes of meetings. Discussions, motions, and votes relative to policies, school calendar, curricula; appointments of superintendent, teachers, instructors, and janitors; school budget; purchase of text books, materials, and supplies; student activities, construction of new buildings, maintenance and repair of school property, approval of bills, election of officers

and committees, acceptance of reports of officers and committees, recommendations for appropriations, and other administrative matters; place, date, time of meeting; names of members present, time of adjournment, signature of secretary. Also contains:

i. Athletic association's monthly financial statements, 1921--: Amount, source of receipt; amount, purpose of expenditure; total receipts, expenditures; balance on hand, date of report, name of treasurer.

ii. Attendance officer's reports, 1921--: Number of visits made to buildings, cases reported, truants, cases excused; number of cases prosecuted in court, dispositions made thereof; number of children not attending school, number of visits made to unemployed minors; number of employment certificates, educational certificates issued; date of report, signature of attendance officer.

iii. Committee on appraisal and assessment of school-district property, report of, 1871: Number of district, name of school; description, dimensions, valuation of lot and building; date of report, signatures of committee members.

iv. Financial statement of school-district indebtedness, 1871: Number of school district, name of trustee; amount, descriptions of debts; names of creditors, date of statement.

v. High-school lunchroom, monthly financial reports of, 1921--: Amount of cash receipts, expenditures; balance on hand, date of report.

vi. Resolution committee reports, 1921-30: Text of resolution, names of recipients of copies of resolution, date of report, signatures of committee members.

vii. Rules and regulations for government of public schools, 1877: Number, text of rule; date of adoption.

viii. School bank, monthly statements of, 1934--: Number of banking days, new accounts, transactions; amount of deposits, withdrawals, net deposits, accrued interest, net balance; date of statement.

ix. School committee organization, 1917--: Year of organization; names, addresses, titles of officers and members of school committee; names of members of special committees.

x. School department organization, record of, 1925--: Year of organization; names of schools, departments, principals, teachers, instructors; grades, subjects taught.

xi. School-district appropriations, list of, 1857-58: Numbers of districts, amount of appropriation allocated to each, year of appropriation.

xii. School districts, statistical reports of, 1855-56: Number of district; number of pupils, schools, average daily attendance, number of children under 5 years of age attending school; amount of appropriation, expenditures.

xiii. Textbooks supplied to pupils, list of, 1857-59: Names of pupils, names of textbooks, dates distributed.

Arr. chron. by date of meeting. No index. Hdw. 1855-88; typed 1917--, 100 to 500 pp. 11 x 9 x 1 to 14 x 9½ x 2½. 2 vols., 1855-88, west va.; 6 vols., 1917-37, school dept. va.; 1 vol., 1938--, school dept. off.

316. REPORTS OF COMMISSION ON NEW HIGH SCHOOL, 1925-30. 3 vols. (1-3).

Copies of minutes of meetings of committee on construction of new high school, submitted to mayor: Discussion and action on selection of officers, award of contracts, approval of bills; purchase of land, materials, equipment; selection of site for school, approval of plans; date, time, place of meeting; time of adjournment; names of committee members, date of report, signature of clerk of committee. Also contains:

i. Correspondence of commission with superintendent of schools, mayor, architects, contractors, 1925-26.

ii. Contracts (copies) with architects and contractors, 1925-28: Date, terms, amount of consideration, text of contract; signatures of principals, witnesses. For contracts for high school equipment 1928-29, see entry 355.

iii. Council order (copy) authorizing appointment of commission, January 12, 1925: Number, text of order; date of passage, approval; signature of city clerk.

iv. Equipment purchases for new school, record of, 1928-30: Quantity, description, cost of equipment purchased for each room; total cost.

v. Financial statements: Amount, date of appropriation; amount, purpose, date of expenditure; name of creditor, total expenditure, balance. 1925 includes valuation of land purchased for high school site: Dimensions, area, valuation, number of lot; names of former owners.

Arr. chron. by date of report. No index. Typed. 80 pp. 11 x 8½ x 1. Main va., High School.

317. ANNUAL REPORT OF THE SCHOOL COMMITTEE, CITY OF PITTSFIELD, 1934--. 6 pamphlets (dated). Prior records destroyed.

Contains:

i. Age analysis of pupils: Number of boys, girls in each grade classified by age; totals by grade, age, sex.

ii. Attendance officer's statistics, 1935--: Number of cases of absence, truancy; number excused, brought to court; number of children committed to training school, referred to school nurse, referred to children's societies; number of newsboys licensed, number of work certificates issued to pupils 14 to 16 years, over 16 years; total number of boys, girls of school age in city.

Arr. by subject. No index. Typed. 14 pp. 11½ x 9½ x 1/8. 1 pamphlet, 1934, school dept. va., 5 pamphlets, 1935--, desk, school dept. off.

318. TOWN AND SCHOOL REPORTS, 1845, 1854, 1858, 1860-61, 1863-66, 1870-85, 1887-90. 19 vols. (dated).

Annual reports of town school committee, superintendent of schools, and special school officers, showing account of activities, finances, statistics on pupils, list of school bylaws; recommendations. Arr. by subject. No index. Ptd. 20 pp. 9 x 6 x ¼ and 400 pp. 9 x 6 x 1½. School dept. va.

XIII. SUPERINTENDENT OF SCHOOLS

Except where otherwise noted, all records are in the City Hall. In addition to the following records, see entries 601-604 and 623 for pupils' health records kept by board of health 1919--; entry 824 for superintendent's orders for school repairs 1924-33.

Reports

319. SCHOOL RETURNS FOR THE DEPARTMENT OF EDUCATION, 1910--. 30 pamphlets (dated). Prior records destroyed.
Copies of annual reports required by law to be transmitted by the school superintendent to the State Commissioner of Education: Names, addresses of school committee members; names, addresses, salaries of superintendent, school physicians, school nurses, supervisors of attendance and special cultural subjects; number, educational background of principals, supervisors, teachers in elementary, junior high, and senior high schools; total number of male, female teachers; summary of enrollment, attendance; description, valuation of school property; summary of receipts, expenditures; statistics on registration of minors, enrollment in public and private day schools, public evening and vocation schools; names, addresses, enrollment of private schools; names of their respective principals; statements certifying compliance with requirements of state laws; signature of superintendent, chairman of school committee; date of report. Arr. by subject. No index. Hdw. on ptd. form. 8 pp. 11½ x 9½ x 1/16. School dept. va.

320. (ANNUAL STATISTICAL REPORTS OF SCHOOL PRINCIPALS TO SUPERINTENDENT), 1933--. 1 f.d. Prior records destroyed.
Name of school, teacher; grade number; number of pupils by age, sex; total enrollment by room; average daily enrollment, attendance; number of absences, cases of tardiness; average age of pupils; aggregate attendance, enrollment for school; average daily attendance, enrollment for school; percent of average attendance to enrollment for school, date of report, signature of principal. Arr. chron. by year and thereunder alph. by name of school. No index. Hdw. on ptd. form. 11½ x 13 x 24. School dept. va.

321. ACCIDENT REPORTS, 1934-- 1 f.d. Estab. 1934.
Reports on accidents to pupils, sent by principals to superintendent: Name, address, sex, age of pupil; name of school, grade attended; description, date, time, place of accident; nature of injury, date of report, signature of principal. Includes notation of date of receipt of report, action taken. Arr. chron. by date of report. No index. Hdw. on ptd. form. 5½ x 7 x 16. Counter, school dept. off.

For copies of reports submitted by vocational and continuation schools 1938--, see entry 487-i.

322. (WEEKLY TRANSPORTATION REPORTS OF SCHOOL PRINCIPALS TO SUPERINTENDENT), 1934--. 4 bdls. Prior records destroyed.
Name of school, period covered by report, daily number of car tickets given and sold to children; weekly total of car tickets given, sold; number of car tickets received from superintendent, returned; amount of money remitted to superintendent, net cost of car tickets issued, number of children transported in school teams, net cost of school teams, total weekly cost of transportation; date of report, signature of school principal, date of receipt of report by superintendent. Arr. chron. by date of report. No index. Hdw. on ptd. form. $7\frac{1}{2}$ x $5\frac{1}{2}$ x 1. 1 bdl., 1934-35, school dept. va.; 3 bdls., 1936--, school dept. off.

323. (REPORTS ON TEACHERS' RATINGS, SENT BY SCHOOL PRINCIPALS TO SUPERINTENDENT), 1926-34. 1 f.d. Prior records destroyed; discont. 1934.
Name of school, teacher; quality, quantity of teacher's work; rating for cooperation, personality, dependability, attendance; date of report, signature of principal. Arr. chron. by year and thereunder alph. by name of teacher. No index. Hdw. on ptd. form. $11\frac{1}{2}$ x 13 x 24. School dept. va.

324. REPORT OF BUILDING SURVEY COMMITTEE, 1928. 1 vol. (dated).
Original draft of report of building-survey committee appointed by city council to investigate need for new high school: Names, number of schools; number of grades in schools; number, capacity of classrooms; present average enrollment, attendance in schools; total child population of city, comparison of present population with former years, estimated future growth, estimated future shortage of school accommodations, recommendations relative to size and capacity of new high school needed, date of report. Includes floor plans of existing schools showing dimensions, location, capacity of classrooms; charts showing present average enrollment, attendance of schools; signatures of committee members. Arr. by subject. No index. Typed. 50 pp. 11 x $8\frac{1}{2}$ x $\frac{1}{4}$. School dept. va.

Pupils' Records

325. MASSACHUSETTS SCHOOL REGISTER, 1913-38. 4200 vols. (lab. by name of school and cont. grade nos.; dated). Prior records destroyed.
Record of pupils' enrollment and attendance: Name of school, grade number; name, address, age, date of birth, date of enrollment, attendance record of each pupil; name of parent or guardian, beginning and ending date of school term, number of days in session; number of male and female pupils classified by age, grade; total enrollment, average attendance; name, educational background, teaching experience, length of service of teacher; names of visitors, date of each visit. Arr. alph. by name of school and thereunder num. by grade no. No index. Hdw. on ptd. form. $9\frac{1}{2}$ x 12 x $5\frac{1}{2}$. Main va., Plunkett School.

For subsequent records in custody of teachers, see entries 371, 378, 382, 386, 390, 393, 397, 400, 405, 410, 414, 419, 423, 428, 433, 436, 440, 443, 448, 451, 454, 459, 463, 467, 472, 476, 480.

326. (PUPILS' OFFICE RECORD AND PHYSICAL RECORD CARDS), 1920-41. 18 f.bs. Prior records destroyed; current records in custody of teachers.

Contains individual cards made out for each pupil at time of enrollment, advanced from grade to grade with pupil, and filed with attendance officer when pupil enters high school:

i. Office record cards: Name, address of pupil; place, date of birth; name, nationality, birthplace of father; name of school, grade number, date of entrance, name of prior school, school to which advanced; date of leaving public school (if any), reason for leaving, signatures of teacher and principal. Includes quarterly record of attendance, conduct, and scholarship.

ii. Physical record cards: Name, address, sex of pupil; place, date of birth; names, birthplaces, occupations of parents; name of family physician; comments by school physician or nurse on condition, health, nature of defects, treatment of pupil; date of comment, signature of physician or nurse; date of immunization to diphtheria, negative Schick test, vaccination; date of contraction of chicken pox, measles, mumps, whooping cough, scarlet fever, convulsions, poliomyelitis, tuberculosis, diphtheria, rheumatism, other disease; names of other school or preschool children in family contracting disease, date of physical examinations, name of school, grade number, results of examination; code signifying slight, moderate, marked, or irremediable defect, adequate or inadequate correction, pupil under treatment, and whether parent present at examination; record of height, weight, sight, and hearing tests; initials of examiner.

Arr. chron. by year and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 6¼ x 9½ x 21½. 17 f.bs., 1920-37, main va., Plunkett School; 1 f.b., 1938-41, rm. 17, High School.

327. SCHOOL RECORD, 1921--. 1 f.d.

Card record of pupils applying for work certificates, sent from school principal to attendance officer: Name, address of pupil; date of birth; name, location of school last attended; number of years of attendance, last grade completed, names of subjects studied in last grade, number of weeks of attendance in prior year, number of days of attendance since attaining age of 13 years, date of application for certificate, name of parent or guardian, signature of principal or teacher. Includes notation of date of issue, number of work certificate, signature of attendance officer. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 4½ x 6½ x 15. Cab., rm. 17, High School.

328. CERTIFICATES - ACTIVE, 1916--. 3 f.ds. (lab. by cont. letters of alph.; 1 f.d. also lab. by ls. of cont. state forms). Prior records destroyed.

Contains copies of:

i. Educational certificates (state regular form I) issued to minors 16 to 21 years of age who are not required to attend evening school: Name, address, age, sex of minor; place, date of birth;

i. Educational certificates (Cont'd)
name of school, grade last attended, nature of evidence submitted in proof of date of birth; name, address of employer; nature of employment; date, place of issue of certificate; signature of attendance officer, minor.

ii. Educational certificates (state special form J) for employment of minors 14 to 16 years of age who are required to attend evening school: Name, age, residence, sex of minor; place, date of birth; name of school last attended, grade last attained, nature of evidence of age submitted; name, address of employer; nature of work; place, date of issue of certificate; signatures of attendance officer, minor, and parent or guardian.

iii. Employment certificates (state regular form C) for employment of minors 14 to 16 years of age: For description, see i; omits place of birth, and includes color of hair and eyes of minor, signature of parent.

iv. Employment certificates (state special form C2) for employment of minors 14 to 16 years of age in domestic service and on farms: For description, see i; omits place of birth, and includes color of hair and eyes of minor, signature of parent.

v. Employment certificates (state temporary form E) for employment of minors 14 to 16 years of age during summer vacation period: For description, see i; omits place of birth, and includes color of hair and eyes of minor, signature of parent.

vi. Home employment permits (state form G) issued to minors 14 to 16 years of age, permitting them to engage in profitable employment at home: Name, address, age, sex of minor; name of school, grade last attended; nature of evidence submitted in proof of date of birth, nature of employment, reason for issue of permit, date of investigation; signature of investigating officer, attendance officer, minor.

Arr. by type of record and thereunder alph. by name of minor. No index. Typed on ptd. form. $4\frac{1}{2}$ x $6\frac{1}{2}$ x 15. Cab., rm. 17, High School.

329. ACTIVE FORMS, CERTIFICATES RETURNED, 1916--. 3 f.ds. (lab. by cont. letters of alph.; 1 f.d. also lab. by 1s. of cont. state forms). Prior records destroyed.

Contains the following certificates issued to minors and returned by employers after termination of minors' employment:

i. Educational certificates (state regular form I) issued to minors 16 to 21 years of age who are not required to attend evening school: For description, see entry 328-i.

ii. Educational certificates (state special form J) for employment of minors 14 to 16 years of age who are required to attend evening school: For description, see entry 328-ii.

iii. Employment certificates (state regular form C) for employment of minors 14 to 16 years of age: For description, see entry 328-iii.

iv. Employment certificates (state special form C2) for employment of minors 14 to 16 years of age in domestic service and on farms: For description, see entry 328-iv.

v. Employment certificates (state temporary form E) for employment of minors 14 to 16 years of age during summer vacation period: For description, see entry 328-v.

vi. Home employment permits (state form G) issued to minors 14 to 16 years of age, permitting them to engage in profitable employment at home: For description, see entry 328-vi.

vii. Promise of employment certificates (state form A) required for minors 14 to 16 years of age: Name of minor; name, address of employer; nature of employment, number of hours to be worked daily, agreement to employ minor in accordance with the facts given and in compliance with the law as soon as minor presents employment certificate, date of certificate, signature of employer. Includes, on reverse side, statement by physician as to fitness of minor to do the work designated, date of statement, signature of physician.

Arr. by type of record and thereunder alph. by name of minor. No index. Typed on ptd. form. 4½ x 6½ x 15. Cab., rm. 17, High School.

330. RECORD OF EMPLOYMENT - BOYS, GIRLS - CONTINUATION SCHOOL, 1929--
1 f.d. (1932-33). Estab. 1929.

Record of work certificates issued to employed minors: Name, sex of minor; date of birth, date of sixteenth birthday, last grade of school completed; date form letter of certificate issued; place of issue, name of other town sending certificate, date of receipt. Arr. by sex and thereunder alph. by name of minor. No index. Hdw. on ptd. form 4½ x 6½ x 15. Cab., rm. 17, High School.

331. (CARD RECORD OF PHYSICIANS' EXAMINATION OF EMPLOYED MINORS), 1921--. 1 f.b. Prior records destroyed.

Name, address, sex, date of birth of minor; name of parent or guardian, date of examination; record of height, weight; condition of eyes, ears, throat, nose, mucous membrane, nutrition, glands, teeth, posture, heart, lungs; nature of employment, familiarity of minor with work, whether work certificate approved or denied; statement, signature of examining physician. Arr. alph. by name of minor. No index. Hdw. or typed on ptd. form. 5 x 12¼ x 15½. Rm. 17, High School.

332. (HIGH SCHOOL CENSUS CARDS - PUPILS UNDER 21 YEARS OF AGE), 1913--
5 f.ds. (lab. by cont. ls. of alph.).

Permanent registration cards for present and former high school pupils under 21 years of age while attending high school: Name, address, sex, physical defects of pupil; place, date of birth; name, birthplace of parent or guardian; change of address, name of school last attended, total number of days of attendance at prior school, age October 1, date of record. Arr. alph. by name of pupil. No index. Typed on ptd. form. 4½ x 6½ x 15. Cab., rm. 17, High School.

333. HIGH SCHOOL CENSUS CARDS - PUPILS OVER 21 YEARS OF AGE), 1913--. 12 f.ds. (lab. by cont. ls. of alph.).
Permanent registration cards for present and former high school pupils over 21 years of age while attending high school: For description, see entry 332. Arr. alph. by name of pupil. No index. Typed on ptd. form. 4½ x 6½ x 15. Cab., rm. 17, High School.

334. ELEMENTARY AND JUNIOR HIGH SCHOOL CENSUS CARDS), 1913--. 1 f.d. (lab. by cont. names of schools).
For description, see entry 332. Arr. by name of school and thereunder alph. by name of pupil. No index. Typed on ptd. form. 4½ x 6½ x 15. Cab., rm. 17, High School.

335. VOCATIONAL AND PRIVATE SCHOOLS CENSUS CARD), 1913--. 1 f.d.
For description, see entry 332. Arr. by name of school and thereunder alph. by name of pupil. No index. Typed on ptd. form. 4½ x 6½ x 15. Cab., rm. 17, High School.

336. (CENSUS CARDS OF PUPILS WHO HAVE LEFT CITY), 1913--. 5 f.ds.
For description, see entry 332. Arr. alph. by name of pupil. No index. Typed on ptd. form. 4½ x 6½ x 15. Cab., rm. 17, High School.

337. CENSUS OF SCHOOL CHILDREN, 1879-85, 1887-97, 1899-1911. 26 vols. (10 vols. unlab.; 16 vols. dated).
Record of annual census of children between ages of 5 and 15: Name, address, race, age, sex of child; place, date of birth; name of parent or guardian, school attended, year of census. 1891-1911 includes ward number, total number of children in ward. Arr. chron. by year and thereunder alph. by name of child 1879-90; arr. num. by ward no. and thereunder alph. by name of child 1891-1911. No index. Hdw. 1879-85; hdw. on ptd. form 1887-1911. 200 to 264 pp. 10½ x 8 x 1 to 16 x 10½ x 1. School dept. va.

338. CENSUS - LEFT CITY, 1913-16. 1 f.d. (lab. by cont. ls. of alph.). Prior records destroyed.
Lists of pupils transferred to schools in other municipalities: Name, address of pupil; date of birth, name of parent. Arr. alph. by name of pupil. No index. Hdw. 4½ x 6½ x 15. Cab., rm. 17, High School.

Financial Records

339. (RECORD OF RECEIPTS AND EXPENDITURES), 1932--. 2 vols. Prior records destroyed.
Receipts: Name of payer; amount, source, date of receipt; monthly, annual total. Expenditures: Amount, purpose, date of expenditure; monthly, annual total. Arr. chron. by date of transaction. No index. Hdw. 100 pp. 11 x 9 x ½. School dept. va.

340. SCHOOL DEPARTMENT EXPENDITURES, 1906-- 7 vols. (1 vol. unlab.; 6 vols. dated). Prior records missing. No title, 1906-10, 1 vol. Ledger of departmental accounts: Name of account, creditor; amount of departmental appropriation; amount, purpose, date of expenditure; monthly, annual total expenditures, appropriation balance. Arr. by name of account and thereunder by date of expenditure. No index. Hdw. on ptd. form. 80 to 340 pp. 13 x 14½ x ½ to 13½ x 10½ x 2½. School dept. va.

341. SCHEDULE OF BILLS PAYABLE, 1933--. 1 bdl., 1 vol. Prior records destroyed.
Triplicates of schedules, originals and duplicates submitted to auditor with original invoices or bills: For description, see entry 289-i. Arr. chron. by date of schedule. No index. Typed on ptd form. Bdl. 17½ x 15 x 1; vol. 200 pp. 17½ x 15 x 2¼. School dept. va.

342. JOURNAL, 1922-27. 7 vols (1 vol. dated; 6 vols. unlab.). Prior records destroyed; discont. 1927.
Purchase ledger. Name of school, vendor; type of supplies or materials purchased; amount, date, number of bill; total purchases for each school. Arr. by name of school and thereunder chron. by date of purchase. Indexed alph. by name of school. Hdw. 400 pp. 14 x 9 x 1½. School dept. va.

343. RECORD - RETIREMENT PENSION, 1914-- 3 vols. Estab. 1914.
Record of monthly contributions by department employees: Name, title or occupation of employee; name of school in which employed; amount, date of contribution; monthly, annual total. Occasionally includes date of assignment, resignation. Arr. chron. by date of contribution. No index. Hdw. 300 pp. 10½ x 8½ x 1. 1 vol., 1914-29, school dept. va.; 2 vols., 1930--, school dept. off.

344. (TREASURER'S RECEIPTS), 1933--. 2 bdls., 5 folders. Prior records destroyed.
Acknowledgment by treasurer of transfer of transfer of cash received for tuition, rental of high school auditorium, etc.: Amount, date, number of receipt; inclusive dates of collection, signature of treasurer. Arr. chron. by date of receipt. No index. Typed on ptd. form. Bdls: 3½ x 8½ x ½; folders 9½ x 11½ x ½. Counter, school dept. off.

345. (TUITION BILLS), 1933-- 7 folders (dated). Prior records destroyed.
Copies of bills sent to other towns for tuition of nonresident students: Name of student, town charged; amount, date of bill; inclusive dates of attendance. Arr. chron. by date of bill. No index. Typed on ptd. form. 9 x 11½ x ½. School dept. va.

Personnel Records

346. TEACHER'S HISTORY IN (School) SYSTEM, 1888--. 1 f.d.
Name, address of teacher; place, date of birth; names, locations of secondary school attended; number of years of attendance at each, degree

earned, date of diploma; name, location of school at which employed; number of grade; number of years of experience, amount of present salary, date of assignment; cause, date of leaving. Arr. alph. by name of teacher. No index. Hdw. or typed on ptd. form. 6 x 8¼ x 17½. School dept. va

347. (ACTIVE CARD RECORD OF TEACHERS), 1932--. 10 Kardex f.ds. (lab. by cont. name of school).
Name of teacher, subjects or grade taught, date of appointment, amount of salary, name of college or normal school from which graduated, date of graduation, names of special courses studied; dates of absences, illnesses. Arr. by name of school and thereunder alph. by name of teacher. No index. Hdw. or typed. 9 x 23 x 1. School dept. off.

348. (Active Card Record of) JANITORS, 1934--. 1 Kardex f.d.
Name of janitor, school at which employed, date of appointment, amount of salary; dates of absences, illnesses. Arr. alph. by name of janitor. No index. Hdw. or typed. 9 x 23 x 1. School dept. off.

349. TEACHERS OR JANITORS, RESIGNED OR RETIRED, 1932--. 1 Kardex f.d. Prior records destroyed.
Record of resigned or retired employees, transferred from, and showing same information as in, entries 347 and 348; includes date of resignation or retirement. Arr. alph. by name of employee. No index. Hdw. or typed. 9 x 23 x 1. School dept. off.

Miscellaneous

350. MISCELLANEOUS, 1851-1938. 2 Kardex f.ds.
Contains record of:

i. Applications for teachers' certificates, 1925-35. Name of applicant, date of application.
ii. Census, 1923-25. Year of census; number of boys, girls by age groups.
iii. Janitors, 1908-35. Name of janitor, school; date of appointment.
iv. Population, 1915-30. Year of census, total population of city.
v. Principals of high school. Name of principal; date of appointment, resignation.
vi. Principals of all schools, 1924-36. Name of principal, school; date of list.
vii. Requisitions for school registers, 1935-36. Name of school, principal; number of registers requisitioned.
viii. School buildings, 1938. Name, location of building; date of construction.
ix. School funds, 1921-35. Name of fund, year of statement; amount of debit, credit entries; balance.
x. State wards, 1922-35. Name, address of ward; date of list.
xi. Superintendents of schools in Berkshire County, 1938. Name of superintendent, town or city, school district.
xii. Teachers, 1932-38. Name of teacher, school; date of list.
xiii. Tuition rates for nonresidents, 1929-36.

Arr. by type of record. No index. Hdw. or typed on ptd. form. 9 x 23 x ½. School dept. off.

Superintendent of Schools - Miscellaneous [351-353]

351. CORRESPONDENCE, 1924--. 19 f.ds. (dated). Prior records destroyed.
General administrative correspondence of school department with city officials, State Department of Education, State Department of Public Health, parents, business firms and individuals, and school departments of other cities and towns. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Hdw. or typed. 11½ x 13 x 28½. 6 f.ds., 1924-33, school dept. va.; 3 f.ds., 1934-35, school dept. off.; 4 f.ds., 1936--, secretary's off.; 6 f.ds., 1937--, supt. off.

352. CENSUS, 1913--. 31 folders in 1 f.d. Prior records destroyed.
General correspondence with State Department of Education relative to legal requirements; with principals and teachers relative to census reports, office and physical records, truancy of pupils; with parents relative to employment certificates, truancy and delinquency of pupils; with employers relative to employment of pupils. Also contains:

i. Birth certificates of employed minors, 1916--: Name of child, place and date of birth, place and date of record; names, address of parents; attestation of clerk. Arr. alph. by name of child.

ii. Principal's monthly reports of census changes, submitted to attendance officer, 1939--: Date of report; name of school, principal; name, dates of birth, prior and new addresses of pupils entering, leaving school. Arr by name of school and thereunder chron. by date of report.

iii. Teachers' annual reports of enrollment as of October 1, submitted to attendance officer, 1938: Name of school; grade, room number; names, sex, dates of birth of pupils; number of boys, girls by age groups (5-7, 7-14, 14-16); total number of pupils, date of report, signatures of teacher and principal. Arr. alph. by name of school and thereunder num. by rm. no.

iv. Work certificates, issued to employed minors, annual summaries of, 1921--: Year of summary; form letter, monthly number of certificates issued, monthly distribution by age group (14-16, 16-18, 18-21), annual totals by form number, by age group. Arr. chron. by year.

Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Correspondence hdw or typed; other records hdw on ptd. form. 11½ x 12 x 17½. Cab., rm. 17, High School.

353. (CORRESPONDENCE OF COMMISSION ON NEW HIGH SCHOOL), 1925-31. 3 l.fs., 1 f.b., 45 folders.
General correspondence of commission with mayor, superintendent of schools, architects, contractors, and business firms relative to plans and specifications, award of contracts, purchase of materials and equipment, technical and construction details. Includes copies of bills and invoices. Also contains:

i. Blueprints of lay-out plans, floor plans, elevations, cross sections, and detail construction plans of building.

ii. Tabulations of bids: Name of bidder; amount, itemization, terms, date of bid; date of opening, name of successful bidder.

rr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Hdw. or typed. L.fs. 11½ x 4 x 12; f.b. 10 x 5 x 15; folders 9 x 11½ x ¼. Main va., High School.

354. BULLETINS, 1929--. 7 vols. Prior records destroyed.
Copies of bulletins issued by superintendent to principals and teachers, containing instructions relative to curricular requirements, discipline, school hours, opening and closing of sessions, assemblies, vacations and holidays; statistical tables and charts; reports of school-committee meetings; notices of conferences and teachers' meetings; regulations of State Department of Education. Arr. chron. by date of bulletin. No index. Typed. 300 pp. 11½ x 10¼ x 3 School dept. va.

355. (CONTRACTS FOR NEW HIGH SCHOOL EQUIPMENT), 1928-29. 4 vols. (lab. by name of contractor; dated).
Original contracts for installation of plumbing, electric wiring, heating, and sprinkling system: Names of principals; articles, specifications, terms, conditions, date of contract; amount of consideration; signatures of contractor, chairman of commission on new high school, mayor, and witnesses. Arr. chron. by date of contract. No index. Typed. 50 pp. 11½ x 8½ x ½. Main va., first fl.
For other contracts 1925-28, see entries 316-ii, 943.

356. RECORD OF DEED(s) OF SCHOOL LOTS FOR THE TOWN OF PITTSFIELD, 1827-80. 1 vol.
Date of record; name of grantor, grantee, school; location, dimensions, area, description of lot; terms, date of deed; volume and page reference to recording in County Registry of Deeds, date of recording. Arr. chron. by date of record. Indexed alph. by name of school. Hdw. 144 pp. 13½ x 8½ x ½. City cl. va.

PITTSFIELD HIGH SCHOOL

All records are in the Pittsfield High School; except where otherwise noted, they are in the main office. In addition to the following records, see entries 316, 324, 353, 355 for records pertaining to new high school 1925-31.

357. (PUPILS' PERMANENT RECORDS CARDS - ACTIVE), 1937--. 45 Kardex f.ds. (lab. by cont. ls. of alph.).
Name, address of pupil; place, date of birth; name, business address of parent or guardian; name of school last attended, type of course studied in high school; cause, date of withdrawal; year of graduation, general average scholastic rating, name of college entered (if any), date of entrance, number of credits acquired, names of subjects, record of extra-curricular activities, rating on personal qualities, scholastic record. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 8½ x 21 x ½.

358. (Pupils') PERMANENT RECORDS (Inactive), 1911--. 10 f.ds. (lab. by cont. ls. of alph.) Estab. 1911.
For description, see entry 357. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 8 x 5½ x 27. Cab., main va.

359. (Pupils') REGISTRATION CARDS (Active), 1939--. 1 f.d. Prior records destroyed.
Name, address of pupil; name of parent or guardian; day of week, time of period; name, room number of subject studied; time, room number of study period. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 12½ x 5 x 27. Cab.

360. (Pupils') REGISTRATION CARD (Inactive), 1913-27. 2 f.ds. Prior records destroyed. Discont. 1927.
Registration cards for pupils transferred to vocational school: Name, address, telephone number of pupil; place, date of birth; name, occupation, business address of parent or guardian; name of prior school attended, date of admission to vocational school, year of class, home-room number, name of course taken. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 12½ x 5 x 27. Cab., main va.

361. ATTENDANCE, 1939--. 1 f.d. Prior records destroyed.
Daily attendance reports of teachers to principal: Room number; number of boys, girls present; names of pupils absent, tardy, dismissed; date of report, signature of teacher. Arr. chron. by date of report and thereunder num. by rm. no. No index. Hdw. on mimeographed form. 10½ x 12 x 26½. Cab.

362. (RECORD OF PUPILS' ABSENCES, TARDINESS, AND DISMISSALS), 1938--. 1 f.b. Estab. 1938.
Name, address, room number, date of birth of pupil; date, cause of absence, tardiness, dismissal; name of parent or guardian. Arr. alph. by name of pupil. No index. Typed on ptd. form. 6½ x 4¼ x 24½. Vice-principal's off.

363. (Pupils') SUBJECT REPORT CARDS (Active), 1939--. 3 f.ds.
Name, home-room number of pupil; name of home-room teacher; name, year, period, room number of subject studied; semester, quarter of marking; rating acquired, signature of teacher. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 12½ x 5 x 27. Cab.

364. (PUPILS' SUBJECT REPORT CARDS - INACTIVE), 1937-38. 8 f.ds., 6 shelves. Prior records destroyed.
For description, see entry 363. Arr. chron. by year and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. F.ds. 12½ x 5 x 27; shelves 12 x 24 x 11. Main va.

365. ELECTIONS, 1939--. 1 f.d. Prior records destroyed.
Record of pupils' elective studies: Name, address, date of birth of pupil; name of parent or guardian; number of home room, locker number, year of class; type of course, curriculum; subjects elected, semester number, number of periods allocated, date of week, room number, name of teacher; signature of parent, teacher. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 12½ x 5 x 27. Cab.

366. LOCKER FILE - NAME CARDS, 1939--. 1 f.d. Prior records destroyed.
Name of pupil; number, date of assignment of locker; serial number, combination setting of lock. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 12½ x 5 x 27. Cab.

367. CORRESPONDENCE, 1932-- 12 f.ds. (dated). Prior records destroyed.
General correspondence of high school principal with State Department of Education, State Department of Health, school superintendent, school officials of other municipalities, parents of pupils, and business firms and individuals concerning athletic programs, rental of school auditorium, transportation of pupils, tuition fees, school library, lunch permits, class activities, graduation exercises, college-entrance examinations, vocational guidance, registrations, student bank deposits, physical training, and purchase of equipment and supplies. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Hdw. or typed. 12 x 10½ x 26½. 8 f.ds., 1932-36, main va.; 4 f.ds., 1937--, main off.

CENTRAL JUNIOR HIGH SCHOOL

All records are in the Central Junior High School; except where otherwise noted, they are in the clerk's office.

368. PUPIL'S OFFICE RECORD, NEW (Active), 1928-- 1 f.d.
For description, see entry 326-i. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 10½ x 12 x 24½.

369. PUPIL'S OFFICE RECORD - OLD (Inactive), 1923--. 1 f.d.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 10½ x 12 x 24½.

370. (Pupil's) PHYSICAL RECORD, 1928--. 1 f.d.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 5½ x 8 x 17. Cab., principal's off.

371. MASSACHUSETTS SCHOOL REGISTER, 1939--. 17 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9½ x 12 x 1/16. In custody of teachers.

372. ATTENDANCE, 1939--. 1 f.d. (dated). Prior records destroyed. Enrollment card made out for each pupil at time of enrollment: Name, address, birthplace of pupil; name of parent or guardian; grade, room number. Arr. alph. by name of pupil. No index. Typed. 4 x 5¼ x 16.

373. (PUPILS' SCHEDULE CARDS), 1938--. 2 f.ds. Prior records destroyed. Record of time and place of study: Name, address of pupil; place, date of birth; name of parent or guardian, name of subject studied, time of class period, room number allotted for recitation, study. Arr. chron. by year and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 5½ x 8¼ x 14.

374. SUBJECT REPORT CARDS, 1939--. 8 f.ds. (lab. by cont. rm. nos.). Prior records destroyed.
Name of pupil; grade, home-room number; name of subject studied, mark or rating attained, inclusive dates of report, signature of teacher. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 4 x 5 x 17. Cab., principal's off.

CRANE JUNIOR HIGH SCHOOL

All records are in the Crane School; except where otherwise noted, they are in the principal's office.

375. PUPIL'S OFFICE RECORD, 1929--. 6 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 6 x 9 x 1. In custody of teachers.

376. (PUPILS' PHYSICAL RECORD CARDS), 1929--. 1 f.d.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 6½ x 8¼ x 14.

377. DISCARDED OFFICE CARDS - DISCARDED PHYSICAL CARDS, 1932--. 1 f.d.
Inactive pupils' office and physical records cards: For description, see entry 326. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 10½ x 12 x 24.

378. MASSACHUSETTS SCHOOL REGISTER, 1939--. 6 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9½ x 12 x 1/16. In custody of teachers.

PLUNKETT JUNIOR HIGH SCHOOL

All records are in the Plunkett Junior High School; except where otherwise otherwise noted, they are in the principal's office.

379. PUPIL'S OFFICE RECORD (Active), 1929--. 1 f.d. Prior records destroyed.
For description, see entry 326-i. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 10½ x 12½ x 24. Cab.

380. PUPIL'S OFFICE RECORD (Inactive), 1920--. 1 f.d.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 11 x 12 x 23.

381. (Pupil's) PHYSICAL RECORD, 1929--. 1 f.d.
For description, see entry 326-ii. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 5½ x 8¼ x 14. Cupboard.

382. MASSACHUSETTS SCHOOL REGISTER, 1939--. 16 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9½ x 12 x 1/16. In custody of teachers.

383. INDEX CARDS, 1937--. 2 f.ds.
Pupils' schedule cards: For description, see entry 373. Arr. chron. by year and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 4½ x 6¼ x 14.

POMEROY JUNIOR HIGH SCHOOL

All records are in the Pomeroy School; except where otherwise noted, they are in the cabinet, principal's office.

384. PUPIL'S OFFICE RECORD, 1928--. 8 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6 x 9 x 1. In custody of teachers.

385. (Pupils') PHYSICAL RECORDS, 1928--. 1 f.d.
For description, see entry 326-ii. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6 x 8¼ x 17.

386. MASSACHUSETTS SCHOOL REGISTER, 1939--. 8 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

387. CENSUS CARDS (Active), 1939--. 1 f.d. Prior records destroyed. Pupils' enrollment record: For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. 5 x 6¼ x 17.

388. JUNIOR HIGH SCHEDULE (Cards), 1939--. 1 f.d. Prior records destroyed. For description, see entry 373. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 5 x 6 x 17.

PONTOOSUC JUNIOR HIGH SCHOOL

All records are in the Pontoosuc School; except where otherwise noted, they are in the cabinet, principal's office.

389. OFFICE, PHYSICAL AND REPORT CARDS, 1929--. 1 f.d. Pupils' office and physical record cards: For description, see entry 326. Arr. num. by grade no., and thereunder by sex, and thereunder by name of pupil. No index. Hdw. or typed on ptd. form. 11 x 14¼ x 24.

390. MASSACHUSETTS SCHOOL REGISTER, 1939--. 6 vols. (dated). For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

391. ENROLLMENT, 1939--. 1 f.d. Prior records destroyed. Pupils' schedule cards: For description, see entry 373. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 4¼ x 6 x 14.

TUCKER JUNIOR HIGH SCHOOL

All records are in the Tucker School; except where otherwise noted, they are in the cabinet, principal's office.

392. (Pupils') OFFICE RECORD CARDS (and) PHYSICAL RECORD CARDS, 1929--. 1 f.d. For description, see entry 326. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 11 x 12 x 23.

393. MASSACHUSETTS SCHOOL REGISTER, 1939--. 10 vols. (dated). For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

394. JUNIOR HIGH (Active and Inactive) SCHEDULE (Cards), 1939--. 1 f.d. Prior records destroyed. For description, see entry 373. Arr. alph. by name of pupil. No index. Typed on ptd. form. 4½ x 6¼ x 14.

[395-402]

ABBY LODGE SCHOOL

All records are in the Abby Lodge School.

395. (PUPILS' OFFICE RECORD CARDS), 1932--. 2 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 6 x 9 x ½. 1 bdl., 1932--, desk, rm. 2; 1 bdl., 1935--, desk, rm. 1.

396. (PUPILS' PHYSICAL RECORD CARDS), 1932--. 2 bdls.
For description, see entry 326-ii. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 6 x 9 x ½. 1 bdl., 1932--, desk, rm. 2; 1 bdl., 1935--, desk, rm. 1.

397. MASSACHUSETTS SCHOOL REGISTER, 1939--. 2 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 10 x 12 x 1/16. In custody of teachers.

BARTLETT SCHOOL

All records are in the Bartlett School; except where otherwise noted, they are in the principal's office.

398. PUPIL'S OFFICE RECORD, 1931--. 9 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6 x 9 x 1. Cupboard.

399. PHYSICAL RECORD OF PUPILS, 1931--. 9 bdls.
For description, see entry 326-ii. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 5 x 8 x ½. Cupboard.

400. MASSACHUSETTS SCHOOL REGISTER, 1939--. 9 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

401. SCHOOL DIRECTORY, 1938--. 1 f.d.
Pupils' active enrollment record cards: For description, see entry 372. Arr. alph. by name of pupil. No index. Typed. 4½ x 7 x 14¼.

402. SCHOOL DIRECTORY, 1938--. 1 f.d. Prior records destroyed.
Pupils' inactive enrollment records cards: For description, see entry 372; includes reason for leaving school. Arr. alph. by name of pupil. No index. Typed. 4½ x 6¼ x 14¼.

BRIGGS SCHOOL

All records are in the Briggs School; except where otherwise noted, they are in the principal's office.

403. (PUPILS' OFFICE RECORD CARDS), 1934--. 6 bdls.
For description, see entry 326-i. Arr. num. by grade no. and thereunder by name of pupil. No index. Hdw. or typed on ptd. form. 9 x 6 x $\frac{1}{4}$. Desk.

404. (Pupil's) PHYSICAL RECORD, 1934--. 1 f.b.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. $5\frac{1}{2}$ x $8\frac{1}{2}$ x 8.

405. MASSACHUSETTS SCHOOL REGISTER, 1939--. 6 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{4}$ x 12 x 1/16. In custody of teachers.

406. (PUPILS' ACTIVE ENROLLMENT RECORD CARDS), 1938--. 1 f.b.
For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. $4\frac{1}{2}$ x $6\frac{1}{4}$ x 4.

407. TRANSFERRED, 1938--. 1 bdl. Prior records destroyed.
Pupil's inactive enrollment record cards: For description, see entry 372; includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. 4 x 6 x $2\frac{1}{4}$. Desk.

COLTSVILLE SCHOOL

All records are in the classroom, Coltsville School.

408. (PUPILS' OFFICE RECORD CARDS), 1937--. 1 bdl.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. 6 x 9 x $\frac{1}{2}$. Cupboard.

409. (PUPILS' PHYSICAL RECORD CARDS), 1937--. 1 bdl.
For description, see entry 326-ii. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 5 x 8 x $\frac{1}{2}$. Cupboard.

410. MASSACHUSETTS SCHOOL REGISTER, 1939--. 1 vol. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{4}$ x 12 x 1/16. Desk.

[411-418]

CRANE SCHOOL

All records are in the Crane School; except where otherwise noted, they are in the cabinet, principal's office.

411. (PUPILS' OFFICE RECORD CARDS), 1932--. 10 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 6 x 9 x 1. In custody of teachers.

412. (PUPILS' PHYSICAL RECORD CARDS), 1932--. 1 f.d.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. $5\frac{1}{2}$ x $8\frac{1}{4}$ x 14.

413. DISCARDED (Pupils') PHYSICAL CARDS, 1934--. 1 f.d.
For description, see entry 326-ii. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. $10\frac{1}{2}$ x 12 x 24.

414. MASSACHUSETTS SCHOOL REGISTER, 1939--. 10 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{2}$ x 12 x 1/16. In custody of teachers.

415. NAMES, ADDRESSES - PUPILS (Active), 1939--. 1 f.d.
Active enrollment record cards: For description, see entry 372. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. $4\frac{1}{2}$ x $6\frac{1}{2}$ x 14.

416. NAMES, ADDRESSES - PUPILS (Inactive), 1912--. 4 f.bs., 2 f.ds.
Inactive enrollment record cards: For description, see entry 372; includes reason for leaving school. Arr. chron. by year and thereunder alph. by name of pupil. No index. Hdw. F.bs. $4\frac{1}{4}$ x $6\frac{1}{2}$ x 12; f.ds. $4\frac{1}{2}$ x $6\frac{1}{2}$ x 14.

DAWES SCHOOL

All records are in the Dawes School; except where otherwise noted, they are in the principal's office.

417. (Pupils') OFFICE RECORDS CARDS PRESENT, 1932--. 1 f.d.
For description, see entry 326-i. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. $10\frac{1}{2}$ x 12 x 24. Cab.

418. (Pupils') PHYSICAL RECORD CARDS, 1934--. 1 f.d.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. $10\frac{1}{2}$ x 12 x 24. Cab.

419. MASSACHUSETTS SCHOOL REGISTER, 1939--. 16 vols. (dated). For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

420. INDEX CARDS OF PUPILS IN DAWES SCHOOL, 1934--. 1 f.b. Active enrollment record cards: For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. or typed. 5 x 6½ x 8.

421. OFFICE RECORD CARDS, PAST, 1933--. 1 f.d. Contains pupils' inactive:

i. Enrollment record cards: For description, see entry 372; includes reason for leaving school

ii. Office and physical record cards, 1939--: For description, see entry 326.

Enrollment cards arr. chron. by year and thereunder alph. by name of pupil; other cards arr. alph. by name of pupil. No index. i, hdw. or typed; ii, hdw. or typed on ptd. form. 12 x 10½ x 24. Cab.

HIBBARD SCHOOL

All records are in the Hibbard School; except where otherwise noted, they are in the cabinet, principal's office.

422. OFFICE REPORT CARDS OF HIBBARD SCHOOL, 1934--. 1 f.d. Pupils' office and physical record cards: For description, see entry 326. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 12 x 16 x 16.

423. MASSACHUSETTS SCHOOL REGISTER, 1939--. 7 vols. (dated). For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

424. REGISTRATION, 1939--. 1 f.d. Pupils' active enrollment record cards: For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. or typed. 5 x 6 x 16.

425. FORMER PUPILS, 1927--. 2 f.ds. Title varies: Pupils Who Have Left Hibbard School, 1927-33. Pupils' inactive enrollment record cards: For description, see entry 372; includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. or typed. 5 x 6 x 16 and 10 x 12½ x 24.

MERCER SCHOOL

All records are in the Mercer School; except where otherwise noted, they are in the principal's office.

426. PUPILS' OFFICE RECORD, 1932--. 1 f.b.
For description, see entry 326-i. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Typed on ptd. form. 10 x 6½ x 23.

427. (PUPILS' PHYSICAL RECORD CARDS), 1932--. 1 f.d.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 5½ x 8¼ x 14. Cab. on desk in hallway, second fl.

428. MASSACHUSETTS SCHOOL REGISTER, 1939--. 9 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

429. OFFICE FILE, 1939--. 1 f.d.
Pupils' active enrollment record cards: For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. 4½ x 6½ x 15. Cab.

430. PUPILS WHO HAVE LEFT MERCER SCHOOL, 1934--. 1 f.d. (lab. 1932-34). Prior records destroyed.
Pupils' inactive enrollment cards: For description, see entry 372; includes reason for leaving school. Arr. chron. by year and thereunder alph. by name of pupil. No index. Hdw. 4½ x 6½ x 10. Storage closet.

MOREWOOD SCHOOL

All records are in the classroom, Morewood School.

431. RECORDS AND REPORTS, 1937--. 1 f.b.
Pupils' office record cards: For description, see entry 326-i. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 8¼ x 5¼ x 14.

432. RECORDS AND REPORTS, 1937--. 1 f.b.
Pupils' physical record cards: For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 8¼ x 5¼ x 14.

433. MASSACHUSETTS SCHOOL REGISTER, 1939--. 1 vol. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. Desk.

NUGENT SCHOOL

All records are in the Nugent School; except where otherwise noted, they are in the principal's desk, second floor hall.

434. PUPILS'OFFICE RECORD (Active and Inactive), 1932-- 1 f.b. Active record, 1932--; inactive record, 1932-38. For description, see entry 326-i. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. $6\frac{1}{4}$ x 16 x 23.

435. (PUPILS' PHYSICAL RECORD CARDS), 1932-- 1 f.b. For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 5 x $8\frac{1}{4}$ x 4.

436. MASSACHUSETTS SCHOOL REGISTER, 1939-- 3 vols (dated). For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{4}$ x 12 x 1/16. In custody of teachers.

437. INDEX CARDS OF PUPILS, 1934-- 1 f.b. Prior records destroyed. Active and inactive enrollment record cards: For description, see entry 372; inactive record includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. $4\frac{1}{4}$ x $6\frac{1}{4}$ x $3\frac{1}{2}$.

OSCEOLA SCHOOL

All records are in the classroom, Osceola School.

438. (PUPILS' OFFICE RECORD CARDS), 1935-- 3 bdls. For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 6 x 9 x $\frac{1}{4}$. Cupboard.

439. (PUPILS' PHYSICAL RECORD CARDS), 1935-- 3 bdls. For description, see entry 326-ii. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 5 x 8 x $\frac{1}{2}$. Cupboard.

440. MASSACHUSETTS SCHOOL REGISTER, 1939-- 1 vol. (dated). For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{4}$ x 12 x 1/16. Desk.

PECK'S SCHOOL

All records are in Peck's School; except where otherwise noted, they are in the principal's room

441. PUPIL'S OFFICE RECORD, 1934--. 1 f.b.
For description, see entry 326-i. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 5½ x 8¼ x 4.

442. (Pupil's) PHYSICAL RECORD, 1934--. 1 f.b.
For description, see entry 326-ii. Arr. num. by rm. no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6¼ x 10 x 23. Cupboard.

443. MASSACHUSETTS SCHOOL REGISTER, 1939--. 3 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

444. INDEX CARDS (Active), 1936--. 1 f.b.
Pupils' active enrollment record: For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. 4½ x 6¼ x 4.

445. INDEX CARDS (Inactive), 1936--. 1 f.b. Prior records destroyed.
Pupils' inactive enrollment record: For description, see entry 372; includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. 4½ x 6¼ x 4.

POMEROY SCHOOL

All records are in the Pomeroy School; except where otherwise noted, they are in the cabinet, principal's office.

446. (PUPILS' OFFICE RECORD CARDS), 1931--. 8 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6 x 9 x ½. In custody of teachers.

447. (Pupils') PHYSICAL RECORDS, 1931--. 1 f.d.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6 x 8¼ x 17.

448. MASSACHUSETTS SCHOOL REGISTER, 1939--. 8 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

449. CENSUS CARDS, 1933--. 1 f.d. Prior records destroyed.
Pupils' active (1934--) and inactive (1933--) enrollment record cards: For description, see entry 372; inactive record includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. 5 x 6¼ x 17.

PONTOOSUC SCHOOL

All records are in the Pontoosuc School; except where otherwise noted, they are in the cabinet, principal's office.

450. OFFICE, PHYSICAL, AND REPORT CARDS, 1931--. 1 f.d.
Pupils' office and physical record cards: For description, see entry 326. Arr. num. by grade no. and thereunder by sex, and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 10½ x 12¼ x 24.

451. MASSACHUSETTS SCHOOL REGISTER, 1939--. 6 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

452. ELEMENTARY, 1934--. 1 f.d. Prior records destroyed.
Pupils' active and inactive enrollment record cards: For description, see entry 372; inactive record includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. or typed. 4½ x 6¼ x 14.

READ SCHOOL

All records are in the Read School; except where otherwise noted, they are in the principal's office.

453. CARDS, OFFICE RECORD, PHYSICAL RECORD, 1929--. 1 f.d.
Pupils' office and physical record cards: For description, see entry 326. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 11¼ x 12 x 23¼. Cab.

454. MASSACHUSETTS SCHOOL REGISTER, 1939--. 8 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9¼ x 12 x 1/16. In custody of teachers.

455. READ SCHOOL FILE, 1934--. 1 f.d.
Pupils' active enrollment record cards: For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. or typed. 4½ x 6¼ x 11½.

456. DEAD FILE, 1934--. 1 f.d. Prior records destroyed.
Pupils' inactive enrollment record cards: For description, see entry 372; includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. or typed. 4½ x 6¼ x 11½. Cab.

REDFIELD SCHOOL

All records are in the Redfield School; except where otherwise noted, they are in the cupboard, principal's office.

457. (PUPILS' OFFICE RECORD CARDS), 1932--. 9 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6 x 9 x $\frac{1}{2}$.

458. (PUPILS' PHYSICAL RECORD CARDS), 1932--. 9 bdls.
For description, see entry 326-ii. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 5 x 8 x $\frac{1}{2}$.

459. MASSACHUSETTS SCHOOL REGISTER, 1939--. 9 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{4}$ x 12 x 1/16. In custody of teachers.

460. (PUPILS' ACTIVE ENROLLMENT RECORD CARDS), 1934--. 1 f.b.
For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. or typed. $4\frac{1}{2}$ x $6\frac{1}{4}$ x 8.

RICE SCHOOL

All records are in the Rice School.

461. (PUPILS' OFFICE RECORD CARDS), 1931--. 9 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. or typed on ptd. form. 6 x 9 x 1. Cupboard, second fl. hallway.

462. (Pupils') HEALTH CARDS, 1931--. 1 f.d.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. $5\frac{1}{2}$ x $8\frac{1}{4}$ x 14. Storage closet.

463. MASSACHUSETTS SCHOOL REGISTER, 1939--. 10 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{4}$ x 12 x 1/16. In custody of teachers.

464. (PUPILS' ACTIVE ENROLLMENT RECORD CARDS), 1939--. 1 f.b. Prior records destroyed.
For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. 4 x $6\frac{1}{4}$ x $8\frac{1}{4}$. Principal's off.

RUSSELL SCHOOL

All records are in the Russell School; except where otherwise noted, they are in the principal's office.

465. PUPIL'S OFFICE RECORD, 1930--. 1 f.d.
For description, see entry 326-i. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. $4\frac{1}{4}$ x $12\frac{1}{4}$ x 24.

466. PHYSICAL RECORD OF PUPILS, 1930--. 1 f.b.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 5 x $8\frac{1}{2}$ x 8.

467. MASSACHUSETTS SCHOOL REGISTER, 1939--. 6 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{2}$ x 12 x 1/16. In custody of teachers.

468. REGISTRATION (Cards) OF PUPILS FOR FISCAL YEAR, 1939--. 1 f.b.
For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. 4 x $6\frac{1}{4}$ x 8.

469. (PUPILS' INACTIVE ENROLLMENT RECORD CARDS), 1934--. 1 f.b.
Prior records destroyed.
For description, see entry 372; includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. 4 x $6\frac{1}{2}$ x 8.

STEARNS SCHOOL

All records are in the Stearns School; except where otherwise noted, they are in the cupboard, principal's office.

470. (PUPILS' OFFICE RECORD CARDS), 1931--. 5 bdls.
For description, see entry 326-i. Arr. alph. by name of pupil. No index. Hdw. on ptd. form. 6 x 9 x 1.

471. (PUPILS' PHYSICAL RECORD CARDS), 1931--. 2 f.bs.
For description, see entry 326-ii. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. $5\frac{1}{2}$ x 8 x 4.

472. MASSACHUSETTS SCHOOL REGISTER, 1939--. 5 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. $9\frac{1}{2}$ x 12 x 1/16. In custody of teachers.

473. INDEX CARDS, 1931--. 1 f.b.
Pupils' active enrollment record cards: For description, see entry 372. Arr. alph. by name of pupil. No index. Hdw. $4\frac{1}{2}$ x $6\frac{1}{4}$ x 8.

474. (PUPILS' INACTIVE ENROLLMENT RECORD CARDS), 1914--. 2 bdls. Prior records destroyed.
For description, see entry 372; includes reason for leaving school. Arr. alph. by name of pupil. No index. Hdw. 4½ x 6½ x 6.

TUCKER SCHOOL

All records are in the Tucker School; except where otherwise noted, they are in the cabinet, principal's office.

475. (PUPILS' OFFICE AND PHYSICAL RECORD CARDS), 1931--. 1 f.d.
For description, see entry 326. Arr. num. by grade no. and thereunder alph. by name of pupil. No index. Hdw. or typed on ptd. form. 11 x 12 x 23.

476. MASSACHUSETTS SCHOOL REGISTER, 1939--. 11 vols. (dated).
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 9½ x 12 x 1/16. In custody of teachers.

477. ELEMENTARY MEMBERSHIP GRADE 1-6, 1936--. 1 f.d. Prior records destroyed.
Pupils' active and inactive enrollment record cards: For description, see entry 372; inactive record includes reason for leaving school. Active record arr. num. by grade no. and thereunder alph. by name of pupil; inactive record arr. alph. by name of pupil. No index. Hdw. or typed. 4½ x 6 x 14.

VOCATIONAL, CONTINUATION, AND EVENING SCHOOLS

All records are in the High School; except where otherwise noted, they are in room 17.

Pupils' Records
(See also entry 487-xviii,-xxiii)

478. (LIFE HISTORY CARDS), 1934--. 1934-37 in (Physical Record Cards), entry 479; 1938-- in Vocational School - Continuation School - Correspondence - State Farms, entry 487.
Name of school, department; name, address, date of birth of pupil; name of prior school, number of years attended, last grade, age at leaving; cause, date of leaving; date of admission to vocational school, age at admission, kind of training desired; attendance, effort, progress rating; subsequent employment record.

479. (PHYSICAL RECORD CARDS), 1934--. 2 f.ds.
For description, see entry 326-ii. Also contains: Life history cards, 1934-37, entry 478. Arr. by type of record and thereunder alph. by name of pupil. No index. Hdw. on ptd. form. 12 x 10½ x 26½. 1 f.d., 1934-37, cab., rm. 17; 1 f.d., 1938--, cab., off. of vice-principal.

480. MASSACHUSETTS SCHOOL REGISTER, 1919--. 80 vols. (lab. by cont. name of dept. and class; dated). 1936-- in Vocational School - Continuation School - Correspondence - State Farms, entry 487.
For description, see entry 325. Arr. by subject. No index. Hdw. on ptd. form. 16 pp. 12 x 9½ x 1/16.

481. NATURALIZATION RECORDS, 1927-30. 1 f.d. Prior records destroyed; discont. 1930.
Enrollment cards for Americanization classes in evening schools: Name, address, nationality, age at time of enrollment of student; name, address of employer; name of class, teacher; date of enrollment, admission, certification, naturalization. Arr. alph. by name of student. No index. Hdw. on ptd. form. 6½ x 4½ x 15. Cab.

482. DAILY EXCUSES, 1938--. 1 f.d. (dated). Prior records destroyed.
Written notices to principal, from parents of students in vocational school, explaining pupils' absences: Name of student; cause, date of absence; date of communication, signature of parent. Arr. alph. by name of student. No index. Hdw. 12 x 10½ x 26½. Cab., off. of vice-principal.

Financial Records

483. CASH, JOURNAL AND LEDGER, 1933--. 1 vol. Prior records destroyed.
Receipts and expenditures of vocational school, classified by accounts and subaccounts. Receipts: Name of debtor, account or subaccount credited; amount, source, date of receipt; total receipts. Expenditures: Name of creditor, account or subaccount charged; amount, purpose, date, bill number of expenditure; total expenditures, balance. Arr. chron. by date of transaction. No index. Hdw. on ptd. form. 320 pp. 12½ x 24½ x 2.

484. (LEDGER OF SCHOOL AND FEDERAL FUNDS ACCOUNTS), 1939--. 1 vol. 1925-37 in Vocational School - Continuation School - Correspondence - State Farms, entry 487.
Name of fund; amount, source, date of grant; amount, nature, date of expenditure; name of debtor, account charged; total expenditures, balance. Arr. by name of account and thereunder chron. by date of expenditure. No index. Hdw. on ptd. form. 60 pp. 10 x 12½ x 1.

Production Records

485. UNIFORM PRODUCTIVITY ACCOUNT SHEET, 1924--. 1 vol. Estab. 1924.
Analysis of productivity costs of vocational school work: Name of school,

department; description, date, number of job; name of customer, terms of transaction, amount of service value; value of materials furnished by school, customer; value of labor, market value of product, analysis of costs by account, total productivity cost Arr. by name of dept. and thereunder num. by job no. No index Hdw. on ptd. form. 225 pp. 12½ x 24½ x 2.

486. PRODUCTIVITY - SHOP ORDERS, 1927-- 2 f ds. Prior records destroyed.

Record of job orders in vocational schools: Name of department, customer; date of order; description, type, number of job; date of required completion of work; valuation of material furnished by school, customer, value of labor, market value of job; amount of cash received, credit; signature of director. Arr. num. by job no. No index. Typed on ptd. form. 12½ x 4½ x 26½. Cab.

Miscellaneous

487. VOCATIONAL SCHOOL - CONTINUATION SCHOOL - CORRESPONDENCE - STATE FARMS, 1921-- 6 f ds. (lab. by cont. ls. of alph.). Prior records destroyed.

Contains:

i. Accident reports (copies) from principal of vocational and continuation schools to superintendent, 1938--: For description, see entry 321.

ii. Applications for enrollment in day vocational school from non-residents, 1934--: Name, address, birthplace of applicant; name of school last attended, course desired; name, address of employer; type of work, approval of superintendent of schools in applicant's town of residence; charge of tuition as established by State Department of Education, to be paid by applicant's town of residence; date of application, signature of applicant.

iii. Applications for enrollment in vocational school, 1938--: Name, address, age, birthplace, last occupation, telephone number of applicant; name of school, grade last attended; cause, date of leaving; name, occupation, business address of parent or guardian; birthplaces of parents, name of course desired, approval of parent or guardian; date of application, entrance into school; scholastic, attendance record at prior school; statement of parent or guardian releasing city from liability in case of injury from school machines.

iv. Attendance reports (daily) from vocational-school teachers to principal, 1939--: Date of report, number of pupils enrolled, present, admitted, discharged; names of absentees, signature of teacher.

v. Attendance reports (weekly) from vocational-school teachers to principal, 1939--: Date of report, date of week; number of girls, boys enrolled, present, admitted, discharged; signature of teacher.

Vocational, Continuation, and Evening Schools - Miscellaneous [487]

vi. Bulletins from school superintendent to principal and teachers, 1934--: For description, see entry 354.

vii. Bus tickets issued, lists of: Name, address of pupil; number, date of issue of tickets; name of bus company, date of list.

viii. Correspondence of vocational-school principal with State Department of Education, State Board of Health, school superintendent, school officials of other municipalities, teachers' organizations and societies, business firms, and parents and guardians concerning enrollment, progress, placing of students, curricula requirements, tuition and transportation bills, purchase of equipment and supplies, school regulations and schedules, graduation exercises, student activities, Americanization classes, university extension classes, vocational guidance, and departmental personnel.

ix. Curricula, 1937--: Name of course, subject; total number of sessions, hours required; number, times of sessions per week; number of credits, date of course.

x. Inventories of materials, machinery, equipment, 1928--: Quantity, description, location, valuation of property; total valuation, date of inventory.

xi. Invoices for materials received, 1937--: Name, address of vendor; quantity, description of materials; date of invoice. Occasionally includes unit, total cost of materials; signature of receiver.

xii. Monthly attendance and enrollment reports (copies) from instructors and teachers to State Department of Education, 1938--: Name of school, division; number of pupils, sessions, school hours; number of sessions omitted, taught by substitute teacher; names of resident, nonresident pupils added, lost; name, date and period of visit of state agent; date of report. Includes daily attendance report. Day of week, month; number of pupils enrolled, present, absent, tardy, dismissed; number of boys, girls added or lost; monthly totals; average monthly enrollment, attendance; percent of attendance to enrollment.

xiii. Monthly placement and discharge reports (copies) of principal to State Department of Education, 1939--: Name of school, department; name, age of pupil; year of entrance into school, period of training, date of placement, name of employer, amount of salary, kind of work, probable duration of employment, number of placement; whether position is in, allied to, or outside occupation of student; whether discharge without placement; cause, date of discharge; total number of placements, discharges; date of report.

xiv. Monthly reports of auditor to principal on bills paid, 1927--: Name of payee, department charged; number, amount of bill; date of report, signature of auditor.

xv. Monthly reports (copies) to employers of apprentices' ratings, 1937--: Name of apprentice, course, subject; rating acquired, comments on progress, period of report, signature of principal.

[487] Vocational, Continuation, and Evening Schools - Miscellaneous

xvi. Notifications (copies) to State Department of Education of reentrance, new entrance, resignation, dismissal, or change of residence of nonresident pupils, 1938--: Name of city, school, department, course; name, address of pupil; date of reentrance, new entrance; cause, date of resignation, dismissal, removal; period, rate, total amount of charge to State; date of report, signature of principal.

xvii. Personnel record, 1927--: Name, position of teacher or instructor; names of departments, subjects taught; date of appointment, educational background; place, length of prior employment; amount of salary, date of record.

xviii. Pupils enrolled in vocational school, lists of, 1937--: Name, address of resident, nonresident student.

xix. Purchase requisitions (copies), 1934--: Name, address of vendor; name of department, account charged; quantity, description, unit cost, total cost of material purchased; date, number of requisition; signature of principal.

xx. Receipts for materials shipped, 1938--: Name of express or shipping company; quantity, description of materials; date of receipt, signature of shipper.

xxi. Reports of medical examiner to principal of eye tests given to students, 1938--: Number of tests, retests; names, number of students with impaired vision; date of report, signature of medical examiner.

xxii. Reports (copies) of principal to State Board of Health of eye and ear tests, 1932--: Name of city, school; number of pupils enrolled, found defective in eyesight, hearing; number of parents notified, date of report, signature of principal.

xxiii. Retarded pupils in vocational school, lists of, 1939--: Name of pupil, course; date of test.

xxiv. Schedules of classes, 1935--: Name of instructor, course, subject; day, time, place of class; date of schedule.

xxv. Tuition bills (copies) to nonresident students, 1927--: Name, address of student; name of course studied, person or town charged, amount, period of tuition; amount, date of bill.

xxvi. Weekly pay rolls (copies) of instructors and teachers, 1938--: Name of instructor or teacher, division; amount of weekly salary, weekly earning; amount, date of pay roll; date of approval, signature of principal.

Also contains: Pupils' life history cards, 1938--, entry 478; Massachusetts school registers, 1936--, entry 480; ledger of school and federal funds accounts, 1925-37, entry 484. Includes price lists and catalogues from vendors of school supplies and equipment. Arr. alph. by subject. No index. vi, vii, ix, xxvii, xviii, typed; viii, x, xxiv, hdw. or typed; xi, xix, hdw. or typed on ptd. form; xvi, xxi, xxii, xxv, xxvi, typed on ptd. form; i-v, xii-xv, xx, xxiii, hdw. on ptd. form. 13 x 11½ x 26½. 3 f.ds., 1921--, cab., rm. 17; 3 f.ds., 1930--, cab., off. of vice-principal.

488. AMERICANIZATION CORRESPONDENCE, 1927--. 3 f.ds.
Correspondence with active and prospective enrollees in Americanization classes relative to prior education, curricula, naturalization, class schedules, citizenship course. Arr. alph. by name of correspondent. No index. Hdw. or typed. 10 x 12 x 15. 2 f.ds., 1927-33, cab., rm. 17; 1 f.d., 1934--, cab., rm. 244.

XIV. BERKSHIRE ATHENAEUM

Except where otherwise noted, all records are in the Berkshire Athenaeum.

489. (MINUTES OF MEETINGS OF BOARD OF TRUSTEES), 1871--. 6 vols.
Discussion and action taken relative to election of officers, purchase of land, expansion and improvement of building, bylaws and regulations for library, employment, employees; purchase of equipment, books, and supplies; reports of officers and librarian, acceptance of legacies and gifts, approval of agreements with town for public use of library in return for appropriations; place, date, time of meeting; time of adjournment, names of members present, signature of clerk. Also contains:

i. Agreements (copies) made with the town, other institutions, and individuals, 1871-74: Names of principals; terms, conditions, date of agreement; signatures of principals, witnesses; attestation of town clerk; date of recording in office of town clerk.

ii. Annual report of trustees, 1880: Amounts, sources of receipts; names of donors, total amount of receipts; amount, purposes, dates of expenditures, names of payees, total amount of expenditures, balance on hand; number of books purchased, donated, circulated; recommendations for purchase of equipment, bylaws and regulations, and improvements in library.

iii. Deeds (copies) to property acquired, 1871-97: Name of grantee, grantor; description, location, boundaries, dimensions, lot number of property; volume and page reference to property record and date of recording in County Registry of Deeds.

iv. Donors to Athenaeum, list of, 1871-80: Names of donors; amounts, dates of gifts.

v. Letter (copy) from Thomas Allen proposing to erect at his own expense and donate to the trustees of the Berkshire Athenaeum a suitable building, June 30, 1873.

vi. Minutes of town meetings, extracts of, 1871-81: Extracts of minutes relative to appropriations for the library and agreements with the trustees.

vii. Will (copy) of Phineas Allen bequeathing property to Athenaeum, 1872: Articles, conditions, date of will; names of executors and beneficiary, signatures of maker and witnesses, date allowed by County Probate Court, attestation of clerk of Registry of Probate.

Arr. chron. by date of meeting. No index. Hdw. 1871-1932; typed 1933--. Approx. 320 pp. 14 x 9 x 1½. 3 vols., 1871-96, main va.; 3 vols., 1897--, off. of Walter C. Kellogg (cl. of bd.), rm. 401, 7 North St.

490 (CARD RECORD OF ACCESSIONS), 1889-- 90 f.ds (lab. by cont accession nos.) Estab. 1898.
Title, subject classification, price, number and date of accession of volume; name of author, publisher; place, date of publication; number of volumes; size, number of pages, type of binding, shelf number of book; name of vendor or donor. Arr. num. by accession no No index. Typed. 5½ x 2½ x 14½. Catalogue rm.

491 (ACCESSION BOOK), 1898-1935. 14 vols Estab. 1898; discont. 1935.
For description, see entry 490 Arr. num by accession no No index. Hdw. 1898-1930; typed 1931-35. 375 pp. 12 x 13½ x 1½ Main va.

492. (CASHBOOK), 1871-- 4 vols and 4 envs. (dated).
Receipts Name of payer; amount, source, date of receipt; total monthly, annual receipts Expenditures: Name of payee; amount, nature, date of expenditure; total monthly, annual expenditures; monthly, annual balance on hand Arr. chron. by date of transaction No index Hdw. 1871-1930; typed 1931-- Vols 100 to 300 pp. 11 x 8 x ½ to 14 x 9 x 1½; envs 13 x 10 x ½ 3 vols , 3 envs., 1871-1937, main va ; 1 env , 1 vol , 1938--, librarian's off.

XV COMMISSIONER OF PUBLIC WELFARE

Except where otherwise noted, all records are in the Municipal Building.

Minutes and Reports
(See also entry 545-ii to iv,-viii,-ix,-xi,-xii)

493 MINUTES OF MEETINGS, 1891-1901, 1904-33. 4 vols Estab 1891; discont. 1933.
Minutes of meetings of board of overseers of the poor 1891-1923; board of public welfare 1924-33. Discussion and action taken on general policies and rules for administration of aid, applications for aid, operation of city infirmary and farm, employment and salaries of employees, purchase of supplies and provisions, recommendations for departmental appropriations, appropriations, approval of bills, election of officers; place, date, time of meeting; names of members present, signature of clerk Arr chron. by date of meeting No index Hdw 1891-1901; typed 1904-33 350 pp 11 x 8½ x 1½ 1 vol., 1891-1901, main va., first fl , C H ; 3 vols., 1904-33, OAA va.

494 (ANNUAL RETURNS ON POOR RELIEF), 1931- . 2 f.ds Prior records destroyed.
Copies of schedules of persons aided, sent to State Department of Public Welfare Registered case number, name, color, sex, marital status, place and date of birth, mental condition of recipient; place of settlement,

birthplaces of parents, type of place where supported or aided, date aid first given during current year; cause, date of discharge of case; cause, date of death; age at death, remarks; date of return, certifications as to truth of report, signature of welfare official. Arr. chron. by date of report and thereunder alph. by name of recipient. No index. Hdw. on ptd. form. 10 x 5 x 15. Cab., main va.

495. MONTHLY REPORTS, 1936--. 1 f.d. Estab. 1936.
Copies of monthly statistical reports on aid to dependent children, required by the Federal Social Security Act to be sent to State Department of Public Welfare, Bureau of Research and Statistics, showing name of city, month covered by report, date of report; name, title, signature of reporting official, and containing statistical summaries of:

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

ii. Cases aided: Number of cases continued from preceding month, added during month, closed during month, continued to next month; number of cases (classified under number of families and number of children under 16 years of age) receiving direct money payments, not receiving direct money payments.

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

Arr. chron. by date of report. No index. Typed on ptd. form. 13½ x 11½ x 26. ADC off.

496. MONTHLY REPORTS OF CITY PHYSICIAN, 1938--. 1 bdl. Prior records destroyed.
City physician's monthly reports of treatment of recipients: Names, addresses of recipients; dates of office, house calls; total number of office, house calls; amount of fee charged, total amount of fees due, date of report, signature of city physician. Arr. chron. by date of report. No index. Hdw. on ptd. form. 10½ x 11 x 1½. Cab., bkkp. off.
For duplicates of monthly reports 1939--, see entry 625.

General Aid

Case Records

497. (ACTIVE CASE RECORDS), 1896--. 80 f.ds. (lab. by cont. case nos.).
Individual case folders of active cases and of cases inactive less than 5 years, containing one or more of the following case papers:

i. Applicant's agreement to reimburse city for aid: Statement agreeing to reimburse the city for aid rendered to any member of family; date of agreement; signatures of applicant, spouse, and witnesses.

ii. Bank report: Name, address of bank; request for report on client's bank account; name, address, place and date of birth, case number of applicant; names of parents, maiden name of wife; names, places and dates of birth of children; date of inquiry, name of holder of account, highest amount of deposit at any time; amount, date of last withdrawal; date account closed, signature of bank official.

iii. Bills (copies) sent to the State Department of Public Welfare for aid rendered to recipient without legal settlement: Name, case number of recipient; date notice sent; amounts, types, dates of aid furnished; total amount, date of bill; signature of welfare official.

iv. Birth certificate (copy): Name, place and date of birth of recipient or individual whose birth certificate is required; names of parents, date of certificate, signature of certifying official.

v. Burial bill (copy) sent to the State Department of Public Welfare: Name, address, place and date of birth, case number of decedent; record of settlement; cause, date of death; place, date of burial; name, address of nearest relative or friend; cost of burial, request for reimbursement, date of bill, signature of welfare official. Includes undertaker's affidavit of receipt of payment for burial: Name, address of undertaker; amount of bill for funeral, name of decedent; amount received from city, other sources; date of affidavit, signature of undertaker.

vi. Cashier's vouchers: Name of payee; name, number of account charged; reason for payment; amount, number, date of voucher; signature of welfare clerk, payee.

vii. Certificate authorizing investigation of postal savings: Statement agreeing to allow the welfare department permission to check with postal savings system for purpose of securing information as to whether or not any savings account exist therein for client or members of family; date of certificate; signature of client, witness.

viii. Certification (copy) of eligibility of state cases for general aid sent in duplicate to the State Department of Public Welfare, 1939--: Name, address, race, place and date of birth, citizenship and marital statuses, occupation, case number of applicant; state case number, date notice of assistance sent to the State; amount, nature, date of first relief granted; cause of dependency; name, address of spouse; place and date of marriage, divorce; names, sex, ages, weekly earnings of children in household; names, sex, ages, marital status, weekly earnings of children not in household; amount contributed weekly by each child, each member of household; place, period of last employment of applicant; details relating to real property, securities, bank accounts, and insurance held; nature of illness in family, medical attention needed; amount of rent paid, number of rooms occupied, whether housing is satisfactory; amount, nature of debts; type of prior aid received, estimated weekly expenses of family; amounts, sources of weekly family income; certification that relief has been granted in accordance with the state laws, date of certification; signatures, titles of certifying officials.

ix. Certification (copy) of eligibility of state cases for hospitalization, sent in duplicate to the State Department of Public Welfare, 1939--: Name, address, race, place and date of birth, citizenship and marital statuses, case number of patient; state case number, length of residence in State, date notice of hospitalization sent to the State; name, address of hospital; date of admission, probable date of discharge, whether free bed is available; diagnosis, prognosis of disease; names, addresses of parents and spouse; place, date of marriage; date of separation, desertion, divorce; place, date of death of spouse; amount, nature of financial resources of patient and relatives; names, ages, relationship, marital status, weekly earnings of relatives; social service index report, type of prior aid received, statement that need for hospitalization at public expense has been established in accordance with provisions of the state laws, date of certificate; signatures, titles of certifying officials.

x. Citizenship affidavit of WPA employee, 1938--: Name, address, identification number, case number of client; whether or not a citizen, signature of client. Includes oath: Attestation, date of act; signature, title, address, seal of official administering oath.

xi. Complaint to police department (copy): Name, address, case number of client; nature, date of complaint; signature of welfare official.

xii. Correspondence with other municipalities relative to legal settlement of recipients and bills for aid rendered: with institutions and individuals relative to health problems, financial resources, and case histories of recipients and their families.

xiii. Death certificate (copy): Name, address, sex, color, age, birthplace of decedent; names of parents; cause, place, date, registered number of death; date of certificate; signature, title of certifying official.

xiv. Disbursement record card kept for office use: Name, address, settlement status, case number of recipient; names, sex, ages of members of family; date case opened, day of week on which disbursement is made; amounts, kinds, dates of aid; total amount of

xv. Hospital report: Name, address of hospital; name, address, color, date of birth, age, military service record of patient; name of nearest relative or friend, date of admission; name of admitting physician, city physician approving case; diagnosis of disease, date of report, signature of hospital authority.

xvi. Instructions to visitor relative to case, 1934--: Name of visitor; name, address, case number of recipient; nature, details of change of status in case; date change effective, date of instructions, signature of welfare official.

xvii. Insurance reports: Name, local address of company; name, address, place and date of birth, case number of applicant; request for information regarding insurance policies held by applicant or members of family, date of inquiry, signature of welfare official; name of agent, beneficiary; type, face value, date of issue of policy; date of lapse, amount of yearly premium; paid-up, loan

xvii. Insurance reports (Cont'd)
cash-surrender value; amount, date of loan, cash surrender, and death claim; name of person paying premiums, payee; date of report, signature of insurance company official.

xviii. Marriage certificate (copy): Names of contracting parties; place, date of marriage; date of certificate, signature of certifying official.

xix. Master record card, 1931--: Case number; name, address, color, sex, place and date of birth, age, citizenship, and marital status of applicant, spouse; cause of dependency; names, sex, places and dates of birth of children and other dependents; name of landlord, amount or rental; names, addresses of former and present employers; weekly wages received, inclusive dates of employment, budgetary requirements of family, dates of investigator's visits.

xx. Master record changes (notices from visitor to make changes on master record card), 1934--: Case number of recipient, changes to be made on master record card, date change effective, date of notice, signature of visitor.

xxi. Naturalization certificate, if foreign-born (copy): Name, address, age, occupation of applicant; place, date of birth; minutes of naturalization proceedings, certification of citizenship, signature of court clerk.

xxii. Notices (copies) of assistance to state cases, sent in duplicate to the State Department of Public Welfare, 1939--: Name, address, settlement status, case number of recipient without legal settlement; state case number; amount, kind of aid; number of persons participating in aid, type of previous aid received, statement that reimbursement for aid is claimed under the provisions of state laws, date of notice; signature, title of welfare official.

xxiii. Notices (copies) of changes of status in state cases, sent in duplicate to the State Department of Public Welfare, 1939--: Name, address, case number of recipient; state case number, date of notice of assistance, name of hospital or new address, date of change; cause of change in status; date change effective, date of notice; signature, title of welfare official.

xxiv. Notices (copies) of hospitalization of state cases, sent in duplicate to the State Department of Public Welfare, 1939--: Name, address, age, case number of recipient; state case number; name, address of hospital; date of admission, probable date of discharge; diagnosis, prognosis of disease; names, addresses of parents and spouse; type of previous aid received, date of notice, signature of welfare official.

xxv. Notices (copies) sent to recipient to call at office, 1934--: Name, address, case number of recipient; reason for, date, time of appointment; date of notice, signature of welfare official. Includes results of call.

xxvi. Notices (copies) sent to superintendent of infirmary of admission of recipient: Name, settlement status, case number of recipient; reason for admittance, nature of care required, date of notice; signature, title of welfare official.

Commissioner of Public Welfare - General Aid - Case Records [497]

xxvii. Orders (copies) issued to recipient for provisions, professional services, medicine, and rent: Name of person on whom drawn; name, address of recipient; authorization to furnish recipient with aid and to bill the department; amount, itemization, number, date of order; signature of welfare official.

xxviii. Referral slips (copies) sent to other towns or cities: Name of agency, town, or city; name, address, case number of recipient; reasons for referring recipient, request for report on action taken, date of referral, signature of welfare official.

xxix. Questionnaires sent to applicant's children and returned: Name, address of relative; name, relationship, case number of applicant; request for declaration of financial resources and agreement to contribute to support of parent; date of request, signature of welfare official.

xxx. Relatives' reports: Name, address, marital status, occupation, weekly earnings of relative and spouse; place of employment, number of dependents; amount, description of financial resources, insurance carried on applicant's life; make, year, registration number of motor vehicle (if any); amount, nature of assistance party is able and agrees to contribute weekly to parent, or reason for inability to contribute; authorization to investigate bank accounts; date of report, signature of relative.

xxxi. Settlement history: Name, address, place and date of birth, marital status, case number of recipient; state case number, date notice of assistance sent to the State Department of Public Welfare; date of death of father, mother; date of parents' marriage, divorce (if any); detailed statement of residences of recipient or persons from whom recipient derives settlement status; military service record, institutional record of recipient or persons from whom recipient derives settlement status; record of public aid which prevented the acquisition of a legal settlement, statement of reason for claiming recipient has no legal settlement, date of report; signature, title of welfare official.

xxxii. Settlement history (copy) of state case, sent in duplicate to the State Department of Public Welfare, 1939--: For description, see xxxi.

xxxiii. Visitor's report of investigation submitted to department head: Case number; name, address, place and date of birth, citizenship, settlement, and marital statuses of applicant, spouse; names, birthplaces, dates of birth of children; amount, nature of debts; description, valuation of real and personal property; amount of insurance carried; amount, source of family income other than aid; description of living conditions, health programs; remarks, recommendations of visitor; date report filed, checked; signature of visitor.

xxxiv. Wage reports: Name, address of employer; request for report on earnings of applicant; name, address, occupation of applicant; department in which employed, date of request, signature of welfare official, amount of applicant's weekly wages for last 10 weeks of employment, period of employment, date of report, signature of employer.

Also contains: Copies of burial orders issued to undertaker, 1934--, entry 527. Arr. num. by case no. For index, see entry 498. iv, vi, xiii, xviii, xx, xxvii, xxix, xxxii, hdw. on ptd. form; xii, hdw. or typed; other records typed on ptd. form. 13½ x 11½ x 26. Main va.

498. LEDGER - STRAIGHT, 1896--. 2 vols.
Index to (Active Case Records), entry 497: Name, case number of recipient. Arr. alph. by name of recipient. Hdw. 152 pp. 12 x 7½ x 1. Main va.

499. ACME INVISIBLE INDEX, 1896-1939. 1 f.d.
Card record of active and inactive cases of general aid, aid to dependent children, and old age assistance: Name, address, case number of recipient; type of aid. Arr. alph. by name of recipient. Typed. 22 x 12½ x 12. Main off.

500. ACME VISIBLE INDEX, 1939--. 1 f.d.
Card record of active cases of general aid, aid to dependent children, and old age assistance: Name, address, case number of recipient; type of aid. Arr. alph. by name of recipient. Typed. 15 x 7½ x 10. Comm. off.

501. (RECORDS OF CASES INACTIVE 5 TO 20 YEARS), 1911-36. 4 f.ds. (lab. by cont. case nos.; C).
Case records transferred from, and showing same information as in, (Active Case Records), entry 497, after case has been inactive 5 years. Arr. num. by case no. For index, see entry 502. Hdw. or typed on ptd. form. 11½ x 13½ x 26. Main va.

502. LEDGER - C HISTORIES, 1911-36. 1 vol.
Index to (Records of Cases Inactive 5 to 20 Years), entry 501: Name, case number of recipient. Arr. alph. by name of recipient. Hdw. 152 pp. 12 x 7½ x 1. Main va.

503. (CASES INACTIVE OVER 20 YEARS), 1889-1916. 2 f.ds. (lab. by cont. case nos.; D).
Case records transferred from (Active Case Records), entry 497, in 1934, and thereafter from (Records of Cases Inactive 5 to 20 Years), entry 501, after case has been inactive 20 years: For description, see entry 497. Arr. num. by case no. For index, see entry 504. Hdw. or typed on ptd. form. 11½ x 12½ x 26. Cab., main va.

504. LEDGER - D HISTORIES, 1889-1916. 1 vol.
Index to (Cases Inactive Over 20 Years), entry 503: Name, case number of recipient. Arr. alph. by name of recipient. Hdw. 152 pp. 12 x 7½ x 1. Main va.

505. PAUPER REGISTER, 1886-89, 1912-25. 7 vols. (1 vol. dated; 6 vols. unlab.). Discont. 1925. Title varies: Pauper Record, Town of Pittsfield, 1886-89. 1 vol.
Register of persons fully or partially supported: Registered case number, name, color, sex, age, marital status, place and date of birth, physical

and mental condition, moral character of recipient; nature, place of settlement; date of registration, commencement of aid; place where supported; nature, date of disposition of case; if deceased, cause of death. Arr. chron. by date of registration. No index. Hdw. on ptd. form. 550 pp. 15½ x 11½ x 2. 1 vol., 1886-89, warden's off., City Infirmary; 6 vols., 1912-25, OAA va.

506. APPLICATION CARD, 1939-- 1 f.d. Prior records destroyed.
Reports filled out by visitor at time of first visits to homes of applicants and used as preliminary checks on information given in applications. Name, address, case number of applicant; date of application, whether new or reopened case, whether applicant employable or unemployable, disposition of case, date of visit, date card returned to the department, signature of visitor. Arr. chron. by month and thereunder alph. by name of applicant. No index. Hdw. on ptd. form. 4 x 6 x 15. Main va.

507. PERJURY, 1939-- 7 f.ds. (dated)
Declarations of outside income of recipients of general aid and aid to dependent children. Name, address of recipient; amount, source of income; place of employment, date of declaration, signature of recipient. Arr. chron. by date of declaration. No index. Hdw. on ptd. form. 13 x 5 x 15. Cab., main va.

508. APPLICANTS FOR RELIEF, OVERSEERS OF THE POOR, 1908-19 1 vol. (dated). Prior records lost. Discont. 1919.
Record of applications: Case number, name, address, color, sex, marital status of applicant; place, date of birth; place, nature of settlement; military service record, number of persons in family; place, date of marriage; names, places and dates of birth, ages, settlement statuses of spouse and relatives; date of application. Arr. num. by case no. No index. Hdw. on ptd. form. 500 pp. 16 x 11 x 2. OAA va.

Recipients' Accounts

509. (ACTIVE DISBURSEMENT CARDS FOR RECIPIENTS GIVEN ORDERS), 1931--. 24 Kardex fs. (lab. by cont. ls. of alph.).
Official record kept by bookkeeping department: Name, address, settlement status, case number of recipient; date of week on which disbursement is due; amounts, kinds, dates of disbursement of aid; total amount of aid; if outside settlement case, amount of bill sent to the State Department of Public Welfare or place of settlement; amount of reimbursement received. Arr. alph. by name of recipient and thereunder chron. by date of disbursement. No index. Typed on ptd. form. 12 x 1½ x 23. Cab., bkkp. off.

510. (ACTIVE DISBURSEMENT CARDS FOR RECIPIENTS GIVEN CASH AID), 1938--. 13 Kardex fs. (lab. by cont. ls. of alph.). Estab. 1938.
Name, address, settlement status, case number of recipient; day of week on which disbursement is due; amounts, dates of disbursement of cash aid; if outside settlement case, amount of bill sent to State Department of Public Welfare or place of settlement; amount of reimbursement received. Arr. alph. by name of recipient and thereunder chron. by date of disbursement. No index. Typed on ptd. form. 12 x 1½ x 23. Bkkp. off.

511. CLOSED CASES, 1931--. 5 f.ds. Subtitled by the following: Order Cases, State, Other Towns and Cities, Cash.
Contains disbursement cards removed from, and containing same information as in, (Active Disbursement Cards for Recipients Given Orders), entry 509, and (Active Disbursement Cards for Recipients Given Cash Aid), entry 510. Arr. by type of case and thereunder alph. by name of recipient. No index. Typed on ptd. form. 13 x 11 x 26. Cab., bkkp. off.

512. CITY CASES, DEPARTMENT OF PUBLIC WELFARE, 1875-1916, 1919-33. 13 vols. Title varies: Ledger, Outside Poor - Overseers of the Poor, 1875-1916, 1919-29, 10 vols.
Ledger of accounts for recipients having legal settlement in the city: Name of recipient; amounts, explanation, dates of disbursement of aid; total amount of aid furnished. Arr. by name of recipient and thereunder chron. by date of disbursement. For index, 1875-90, see entry 513; no index, 1891-1933. Hdw. 500 pp. 14 x 8½ x 2. OAA va.

513. INDEX, 1875-90. 1 vol.
Index to City Cases, Department of Public Welfare, entry 512: Name of recipient, volume and page reference. Arr. alph. by name of recipient. Hdw. 200 pp. 14 x 9 x 1. OAA va.

514. LEDGER - STATE CASES, OTHER CITIES AND TOWNS, DEPARTMENT OF PUBLIC WELFARE, 1899-1933. 4 vols. (2 vols. dated; 2 vols. unlab.). Title varies slightly.
Ledger of accounts for recipients having no legal settlement or having legal settlement in other municipalities: Name of recipient, place of settlement; amounts, kinds, dates of disbursement of aid; total amount of aid furnished. 1899-1923 includes purchase-order number, name of vendor. Arr. alph. by name of recipient and thereunder chron. by date of disbursement. No index. Hdw. 500 pp. 14 x 11 x 2. OAA va.

515. (LEDGER ACCOUNTS OF ALL RECIPIENTS), 1933-35. 6 vols. Discont. 1935.
Name, address, date of birth, place of settlement, case number of recipient; birthplaces of parents; amounts, kinds, dates of disbursement of aid; total amount of aid; if outside settlement case, amount billed to State Department of Public Welfare or place of settlement; amount of reimbursement received. Arr. num. by case no. and thereunder chron. by date of disbursement. No index. Hdw. on ptd. form. 300 pp. 8 x 14 x 2. Main off.

516. LEDGER, 1899, 1901-02, 1919, 1923-25. 5 vols. (dated). Discont. 1925.
Monthly summary of expenditures for each case: Names of recipient, spouse, and children; year of settlement in city, number of persons in family; number of male, female children under 16 years of age; total monthly, annual amount of aid. Arr. alph. by name of recipient and thereunder chron. by month. No index. Hdw. 400 pp. 14½ x 17 x 1.

517. PEOPLE SETTLED HERE, LIVING IN OTHER CITIES AND TOWNS; SETTLEMENT IN OTHER CITIES AND TOWNS LIVING HERE, 1900-1903. 1 vol. (dated).

Contains record of:

i. Aid to recipients having legal settlement in other municipalities: Name of recipient, name of municipality charged; amounts, dates of aid.

ii. Aid to recipients living in other municipalities and having legal settlement in Pittsfield: Name of recipient, institution or municipality in which supported; amounts, dates of aid.

Arr. by type of settlement and thereunder by name of recipient. No index. Hdw. 172 pp. 11 x 8 x 1. OAA va.

Creditors' Accounts

518. RENTS, 1939--. 1 f.d. (dated). Prior records destroyed. Record of recipients' rents paid by the department: Name of landlord; name, address of recipient; monthly rental; amount, date of payment. Arr. alph. by name of landlord. No index. Typed on ptd. form. 4 x 5 x 26. Bkkp. off.

519. RENTS CANCELLED, 1939--. 1 f.d. (dated). Prior records destroyed. Cards removed from, and showing same information as in, Rents, entry 518, after payment of rentals is discontinued. Arr. alph. by name of landlord. No index. Typed. 11 x 5 x 26. Bkkp. off.

520. DAY LEDGER, OUTSIDE POOR - ALMONERS DEPT., 1901-09, 1915-33. 8 vols. (dated). Estab. 1901; discont. 1933. Title varies slightly.

Ledger of accounts with storekeepers, dealers, and hospitals for provisions and services furnished to recipients with legal settlement in the city: Name of creditor, recipient; amounts, purposes, dates of orders issued; total amount of orders. Also contains: Ledger of accounts with creditors for state and out-of-town cases, 1908-09, 1915-33, entry 521. Arr. alph. by name of creditor and thereunder chron. by date of order. No index. Typed. 700 pp. $16\frac{1}{2}$ x $11\frac{1}{2}$ x $2\frac{1}{2}$. OAA va.

521. STATE AND OUT OF TOWN CASES ALMONER'S DEPT., 1901-07. 1 vol. (dated). Estab. 1901, 1908-09, 1915-33 in Day Ledger, Outside Poor - Almoners Dept., entry 520.

Ledger of accounts with storekeepers, dealers and hospitals for provisions or services furnished to recipients having out-of-town or state settlement: Name of creditor, recipient; amount, purpose, date of order; total amount of orders. Arr. alph. by name of creditor and thereunder chron. by date of order. No index. Typed. 498 pp. 14 x $11\frac{1}{2}$ x $1\frac{1}{2}$. OAA va.

Pay Rolls and Bills

522. CASH (Relief) PAYROLLS, 1939--. 1 f.d. (dated). Prior records destroyed.

Copies of semimonthly schedules of cash relief payments, originals submitted

with warrants to treasurer and then to auditor for filing: Name of department; names of payees, amount payable to each; total amount, period, date of schedule; signature of commissioner. Arr. chron. by date of schedule. No index. Typed on ptd. form., 10 x 5 x 15. Cab., main off.
For original schedules, see entry 295.

523. WORK RELIEF PAYROLL, 1929--. 1 f.d. (dated). Prior records destroyed.
Copies of weekly schedules of work relief payments, originals submitted with warrants to treasurer and then to auditor for filing: For description, see entry 522. Arr. chron. by date of schedule. No index. Typed on ptd. form. 10 x 5 x 15. Cab., main off.
For original schedules, see entry 295

524. RENT PAYROLLS, BOARD PAYROLLS, 1939--. 1 f.d. (dated). Prior records destroyed.
Copies of schedules of rent and board payments, originals submitted with warrants to treasurer and then to auditor for filing: For description, see entry 522 Arr. by type of aid and thereunder chron. by date of schedule. No index. Typed on ptd. form. 10 x 5 x 15. Cab., main off.
For original schedules, see entry 295.

525. BILLS PAID, 1938--. 24 f.ds. (dated). Prior records destroyed.
Copies of schedules of bills payable, originals of which have been submitted with warrants to treasurer: For description, see entry 289-1. Arr. chron. by date of schedule No index. Typed on ptd. form. 10 x 5 x 15. Main va.

526. BILLS TO OTHER CITIES AND TOWNS, AID TO DEPENDENT CHILDREN, STATE BILLS, 1938--. 1 f.d. (dated). Prior records destroyed.
Copies of bills submitted to the State Department of Public Welfare and to other municipalities, claiming financial reimbursement for aid rendered to recipients with outside settlement and for aid to dependent children: Name of city; name, case number of recipient; date of notice of granting of aid; amounts, kinds, dates of aid furnished; total amount, date of bill. Arr. by type of aid, thereunder chron. by date of bill, and thereunder alph. by name of recipient. No index. Typed on ptd. form. 13 x 11 x 26. Bkkp. off.

Orders

527. BURIAL ORDERS, 1930-33. 1 vol. Prior records destroyed. 1934-- in (Active Case Records), entry 497.
Copies of burial orders issued to undertaker: Name, address of undertaker; name, settlement status of decedent; place, date of death; name of cemetery; amount allowed for burial, grave; date of order, signature of welfare official. Arr. chron. by date of order. No index. Hdw. on ptd. form. 150 pp. 11 x 8 x 1. OAA va.

Commissioner of Public Welfare - Orders [528-530]

528 MILK ORDERS, 1939-- 1 f.d (dated). Prior records destroyed. Copies of orders issued to milk dealers: Name of dealer; name, address of recipient; quantity, price of milk ordered; number, date of order; signature of welfare clerk. Arr. alph. by name of recipient, thereunder alph by name of dealer, and thereunder chron. by date of order. No index. Typed on ptd. form. 10 x 5 x 15. Main va.

529. PAUPERS JOURNAL, 1877-96, 1898 9 vols. Prior records destroyed. Discont. 1898. Title varies slightly.
Record of purchase orders issued: Name of recipient, creditor; amount, purpose, number, date of order; monthly total Arr. chron. by date of order. Indexed alph. by name of recipient. Hdw 275 pp. 14 x 9 x 1½. 6 vols., 1877-91, 1898, OAA va.; 3 vols., 1891-96, main va., first fl., C.H.

Aid to Dependent Children
(See also entries 495, 499)

Case Records

530 (CASE RECORDS), 1928-- 5 f.ds (lab. by cont. case nos.). Individual case folders containing one or more of the following case papers:

i. Application and first interview for aid to dependent children: Name, address, marital and settlement statuses, physical condition, case number of applicant; names, addresses, places and dates of birth, marital statuses, physical and mental conditions of parents of dependent children; places, dates of parents' marriage, divorce, and death; names, places and dates of birth of dependent children; names of schools and grades attended, relationship of applicant to children; names, addresses, places and dates of birth, weekly earnings of children over 16 years of age; names of their employers; names, addresses of relatives of children; nature of family's health problems, medical needs; name of attending physician; description, valuation of real estate, personal property, and insurance held by parents and children; amount, nature of debts; family's estimated monthly expenses, income; date of application; signature of applicant, witness.

ii. Bank reports: For description, see entry 497-ii.

iii. Birth certificates (copies) of client and dependent children: For description, see entry 497-iv.

iv. Certificate authorizing investigation of postal savings: For description, see entry 497-vii.

v. Certification of eligibility (copy) of applicant for aid, sent to the State Department of Public Welfare: Name, address, race, marital status, case number of applicant; state case number, relationship of applicant to children, date of notice of approval of application sent to the state department, cause of dependency; amount, nature, date of first aid; names, addresses, marital statuses of parents of children; places, dates

v. Certification of eligibility (copy) (Cont'd)
of parents' death; names, sexes, places and dates of birth of dependent children and of children over 16 years of age; names, addresses, marital statuses, weekly earnings, weekly contributions of employed children; nature of family's health problems, medical needs; amount of rental paid, number of rooms occupied, whether housing conditions satisfactory; amount, nature of debts; details relating to real property, securities, bank accounts, and insurance held; family's estimated monthly expenses, income; date of certification; signatures, titles of certifying officials. 1937-- includes social security numbers of members of family.

vi. Correspondence: For description, see entry 497-xii.

vii. Death certificates (copies) of children's parents: For description, see entry 497-xiii.

viii. Hospital reports: For description, see entry 497-xv.

ix. Insurance reports: For description, see entry 497-xvii.

x. Marriage certificates (copies): For description, see entry 497-xviii.

xi. Master record card: For description, see entry 497-xix.

xii. Naturalization certificates (copies): For description, see entry 497-xxi.

xiii. Notice of assistance (copy) sent to the State Department of Public Welfare: For description, see entry 497-xxii.

xiv. Notice of approval of application (copy) sent to the State Department of Public Welfare: Name, address, case number of applicant; relationship of applicant to dependent children, statement that application has been approved and reimbursement is claimed in accordance with state laws, amount of monthly grant, date of initial payment, date of notice, signature of welfare official.

xv. Quarterly reports (copies) on case sent to the State Department of Public Welfare: Name, address, case number of recipient; date of notice of assistance; date of investigator's quarterly visit, last previous visit to home of recipient; amount of cash aid allowed; names, ages, physical conditions of dependent children; names of schools, grades attended; names, ages, weekly earnings of other children; names of schools attended, places of employment or reasons for unemployment, nature of changes in family conditions, itemization of sources of family income exclusive of public aid, names of agencies or individuals assisting family and amount or nature of aid rendered, recommendation as to continuance or discontinuance of case, date of report, signature of welfare official.

xvi. Relatives' reports: For description, see entry 497-xxix.

xvii. Settlement history: For description, see entry 497-xxxi.

xviii. Visitor's report on first visit to home of applicant: For description, see entry 506.

xix. Visitor's report of investigation submitted to department head: For description, see entry 497-xxxiii.

xx. Wage reports: For description, see entry 497-xxxiv.

Also contains: Card records of recipients' hospitalization, 1928-37, entry 535; disbursement record cards, 1928-38, entry 538. Arr. num. by case no. For index, see entry 531. i, iii, iv, vii, xvi, xviii, xix, hdw. on ptd. form; vi, hdw. or typed; all other records typed on ptd. form. 14½ x 11½ x 25½. Counter, ADC off.

531. ACME VISIBLE INDEX, 1928--. 1 f.d.

Card index by recipient to (Case Records), entry 530: Name, case number of recipient; colored cellophane holders on cards indicate inactive cases. Arr. alph. by name of recipient. Typed. 12½ x 4 x 6. Counter, ADC off.

532. LEDGER, 1928--. 1 vol.

Case-number index used for ready reference: Case number, name of recipient. Arr. num. by case no. Hdw. 152 pp. 12 x 7½ x 1. Main va.

533. (OUTSIDE SETTLEMENT CASES), 1934--. 1 f.b. Estab. 1934.

Card records of recipients having legal settlement in other municipalities: Name, address, case number of recipient; place of settlement, date of settlement change (if any), date case opened; colored tabs indicate active cases. Arr. alph. by name of recipient. No index. Typed on ptd. form. 8½ x 4½ x 8½. ADC off.

534. (STATE CASES), 1934--. 1 f.d. Estab. 1934.

Card records of recipients having no legal settlement: Name, address, case number of recipient; state case number, date notice of reimbursement sent to State Department of Public Welfare. Arr. alph. by name of recipient. No index. Typed. 8½ x 4½ x 8½. ADC off.

535. HOSPITAL CARDS, 1938--. 1 f.d. (dated). 1928-37 in (Case Records), entry 530.

Card records of recipients' hospitalization: Name, address, age, settlement status, case number of patient; name of hospital; date of admission, discharge; diagnosis of illness, name of doctor in attendance, amount of hospital bill, date bill sent to State Department of Public Welfare. Arr. alph. by name of patient. No index. Typed on ptd. form. 13½ x 5½ x 25½. Cab., ADC off.

For records 1928-37, see entry 530-x.

536. ADC - STATISTICAL DATA FOR MONTHLY REPORT, 1939--. 1 f.d. Prior records destroyed.

Card record of disbursements used for compilation of monthly statistical reports submitted to State Department of Public Welfare: Name, address, case number of recipient; amounts, dates of payments; monthly totals. Arr. alph. by name of recipient and thereunder chron. by date of payment. No index. Typed. 8½ x 4½ x 8½. Cab., ADC off.

537. DAY CARDS, 1934-- 1 f.d.
Contains:
i. Annual renewal notices (copies) sent to the State Department of Public Welfare, 1934--: Name of city, department; names, addresses, case numbers of recipients active as of July 1; date of notice, signature of commissioner.
ii. Banks in vicinity of Pittsfield, list of, 1939: Name, address of bank.
iii. Boarded children, list of, 1939: Names of children; names, addresses of persons boarding children.
iv. Correspondence, 1934--: With the State regarding rules relating to the administration of aid to dependent children, bills claiming reimbursement, office procedure, settlement of recipients; with hospitals and institutions regarding care of patients, rates, bills
v. Disbursement record cards classified under general support, boarded children, and hospital cases, 1939--: Classification of case; name, address, settlement status, case number of recipient; date case opened, date of week on which aid is due; amounts, kinds, dates of aid given; total amount of aid. For similar disbursement records, see entry 538
vi. Dental clinics, list of, 1939: Name, location of clinic; schedule of hours clinic open for treatment of patients.
Arr. by subject. No index. i and v typed on ptd. form; all other records typed. 14½ x 11½ x 25. Cab., ADC off

Financial Records

538. (CURRENT DISBURSEMENT RECORD CARDS), 1939-- 2 Kardex fs.
1928-38 in (Case Records), entry 530
Bookkeeping department's official disbursement record cards transferred yearly to (Case Records), entry 530: Name, address, settlement status, case number of recipient; date of month on which aid is due; amounts, kinds, dates of aid; total amount of aid; if outside settlement case, amount of bill sent to place of settlement; amount of bill sent to State Department of Public Welfare, amount of reimbursement received.
Arr. alph. by name of recipient. No index. Typed on ptd. form.
12 x 1½ x 23. Cab., bkkp. off
For classified disbursement cards, see entry 537-v.

539. ADC BILLS PAID, 1938-- 2 f.ds. (dated) Prior records destroyed.
Copies of recipients' bills sent with schedules of bills payable to auditor for payment: Name, address of creditor; amount, itemization, date of bill; number of schedule of bills payable on which bill was listed for payment. Arr. num. by schedule no. No index. Typed on ptd. form. 10½ x 5 x 16 Cab., OAA va.

540. LEDGER, ACCOUNTS PAYABLE, 1932-35. 2 vols. and 1 bdl. (dated). Discont. 1935. Prior records destroyed.
Ledger of recipients' accounts: Name of recipient; amount, explanation, number, date of order; name of creditor, dates of payments, total monthly payments. Arr. alph. by name of recipient and thereunder chron. by date of order. No index. Typed. Vols 150 pp. 14 x 9 x 1; bdl. 14 x 9 x 1. OAA va.

WPA Records
(See also entry 497-x)

541. WPA, 1935--. 1 f.d. Estab. 1935.
Contains:

i. Bids on contracts to furnish materials for projects: Name, address of dealer; description, specifications, quantity, cost of materials to be furnished; total cost, terms, date of bid; signature of dealer.

ii. Correspondence of commissioner with WPA relative to approval and operation of projects, project costs, sponsors' contributions, workers' certifications of eligibility for employment, distribution of surplus commodities; with business firms and persons relative to bids, contracts, and purchase of materials for projects.

iii. Project proposals (WPA form 301), submitted in set of six copies by sponsor to the WPA, requesting establishment of projects or continuation of established ones and allotment of federal funds therefor: Name, address of sponsoring agency; amount of funds requested; location, description, purpose of project; itemization and analysis of estimated labor and nonlabor costs, total estimated cost of project; amount and percentage to be apportioned out of federal funds, sponsor's funds; names of public agencies other than sponsor approving project; analysis of labor, equipment, materials required; name, title, signature of fiscal officer and statement certifying that funds specified in proposal will be available for project; sponsor's certification and agreement; number, date of sponsor's proposal; signature, title, address of sponsor's agent. For copies of project proposals submitted by commissioner of public works, see entry 815-iv.

Arr. by subject. No index. Bids and correspondence hdw. or typed; proposals typed on ptd. form. 13½ x 11½ x 26. Cab., main va.

542. WPA (Certifications), 1938--. 4 f.ds. (lab. by cont ls. of alph.).
Applicants' certifications of eligibility for WPA employment: Name, address, color, case number of applicant; number of persons in family unit; names, sexes, ages, marital statuses, occupations, weekly earnings of family members; names of their employers; amount, source of applicant's present income; amount, nature of assets and liabilities; if receiving relief, amount of relief given past 4 weeks; whether eligible for relief; if no relief given, statement of basis of certification; date of certification or recertification, signature of certifying official. Arr. alph. by name of applicant. No index. Typed on ptd. form. 11½ x 13½ x 26. Cab., main va.

CCC and NYA Records

543. CCC, 1935--. 2 f.ds. Estab. 1935.
Applications for enrollment in CCC: Name, address, place and date of birth, age, citizenship and marital statuses of applicant; previous address; length of time in present address, out of school, unemployed; highest grade of school completed, whether a member of the National Guard, whether registered with State Employment Service; if previously enrolled in CCC, number of company; place, date of application; date of enrollment, discharge; type of discharge, record of parole or probation, names of parents, number of persons in family; number of persons in family 16 years of age or over, under 16 years of age; number of persons in family employed, names of their employers, amount of present family income; whether family receiving relief, name of welfare agency; whether member of family employed by WPA, name of project; names of other members of family previously enrolled in CCC, date of application, signatures of applicant and parent. Arr. alph. by name of applicant. No index. Typed on ptd. form. 13½ x 11½ x 26. Cab., main va.

544. NYA, 1938--. 1 f.d.
Individual case folders containing the following NYA case papers:

i. Application for employment: Name, address, sex, race, place and date of birth, marital status of applicant; length of residence in State; if employed, amount of weekly wage; if not employed, name and address of last employer; date employment ended; if eligible for unemployment compensation, whether claim filed and whether receiving benefits; if registered with State Employment Service, identification number; if enrolled in CCC, dates of enrollment and discharge; if previously employed by NYA, inclusive dates of employment; name, address, occupation of parent or guardian; number of persons in family, number of persons in family attending school; names, weekly wages of persons in family employed and names of their employers; if family receiving relief, name of welfare agency; amount of present family income, total family income for previous year, amount of savings; names, addresses of references; date of application; certification, signature of parent; signature of applicant. Includes date citizenship affidavit executed, date of certification or rejection, reason for rejection, identification number assigned; signature, title of NYA official.

ii. Certification of eligibility for employment: Name, address, sex, race, place and date of birth, marital status, identification number of applicant; date citizenship affidavit executed; name, address, case number of case head; type of public relief now received, number of persons in family; number of persons in family employed, in school; relationship of applicant to case head, names of other persons in family eligible for NYA employment, amount of present family income, total family income for previous year, comments of certifying agent on case, date of certification; name, title, address, signature of certifying agent.

Arr. alph. by name of applicant. No index. Typed on ptd. form. 13½ x 11½ x 26. Cab., main va.

Miscellaneous

545. CORRESPONDENCE, 1932--. 2 l.fs. and 6 f.ds. (dated).
Correspondence with the State Department of Public Welfare relative to legal matters, unsettled cases, claims for reimbursement; with State Department of Correction relative to purchase of articles made in state institutions; with State Civil Service Commission relative to status of employees, appointments, eligibility lists; with mayor relative to investigations of relief cases reported to him, civil service status of employees; with city solicitor relative to legal rulings; with chief of police relative to investigations of special problem cases; with welfare departments of other municipalities relative to bills for aid given to outside settlement cases; with city physician relative to medical care of recipients and reports on cases; with superintendent of buildings relative to improvement and repair of city infirmary; with business firms relative to bids on contracts, purchase of equipment and supplies, bills; with individuals relative to rent bills contracted by recipients. 1933-34 includes correspondence with CWA relative to operation of projects. Also contains:

i. Annual budget estimates submitted by commissioner to mayor and then filed with auditor (original drafts and mimeograph copies), 1934--: For description, see entry 283.

ii. Annual reports (original drafts and mimeograph copies) of commissioner, submitted to mayor and incorporated in Municipal Registry, entry 1, 1934--: For description, see entry 36.

iii. Automobile survey, 1938: Report on check of motor vehicle excise tax lists with relief rolls, listing name, address of client having motor vehicle registered under his name or name of dependent; make, valuation of motor vehicle; names of other persons in household, year of survey.

iv. City gardens (project conducted under ERA program) reports submitted by project foreman to commissioner, 1934-35: Names, quantities of products raised; cost of seeds, equipment, supplies, tools; date of report.

v. Grocers with whom recipients deal, lists of, 1934--: Names, addresses of grocers.

vi. Insurance policies for employees working in city infirmary, 1934--: Name, address of insurance company; face value, type, conditions, terms, premium rate, dates of issue and expiration of policy; signature of insurance-company representative.

vii. Inventories of tools and equipment in city infirmary, 1934--: Date of inventory; number, names, descriptions, locations, valuations of tools and equipment; total valuation.

viii. Minutes of weekly meetings of visitors, 1935: Discussion on duties of visitors, outline of instructions given, reports on cases visited; names of visitors present; place, date of meeting.

ix. Production reports of ERA mattress factory, submitted weekly to commissioner, 1934-35: Name, address of factory; number of mattresses completed, in process; quantity, description of materials on hand; date of report, signature of supervisor.

x. Recipients requesting mattresses from ERA mattress factory, list of, 1934-35. Name, address of recipient.

xi Visitors' daily reports to commissioner, 1936-- Names, addresses, case numbers of recipients visited; date of report, signature of visitor.

xii. Work relief employees, weekly reports submitted to commissioner by bookkeeping department on, 1934--: Names of work relief employees, names of city departments to which assigned, number of weekly hours of work, amount of weekly earnings of each, date of report.

Correspondence arr. alph. by name of correspondent; iv arr. chron. by date of report; other records no obvious arr. No index. Correspondence hdw. or typed; i, ii, iii, v, vii, ix, xii, typed; iv, viii, hdw.; vi, x, typed on ptd. form; xi, hdw on ptd. form. L.fs. $12\frac{1}{2}$ x 12 x 4; f.ds. $13\frac{1}{2}$ x $11\frac{1}{2}$ x 26. 2 l.fs., 1932-34, OAA va.; 5 f.ds., 1934-38, main va.; 1 f.d., 1939--, bkkp off

546 (CORRESPONDENCE OF OVERSEERS OF THE POOR), 1790, 1799-1816, 1828-39, 1873-89. 8 bdls.

Correspondence with other municipalities relative to applicants' legal settlement and eligibility for aid, bills for reimbursement for aid rendered. Arr. chron. by date of correspondence. No index. Hdw. 9 x 4 x 3. West va., C.H.

547. LETTER, OVERSEERS OF THE POOR, 1891-97. 3 vols.

Copies of letters sent to other municipalities relative to settlement of applicants for aid and payment of bills. Arr. chron. by date of correspondence. Indexed alph. by name of correspondent. Hdw. 600 pp. 12 x 9 x $2\frac{1}{2}$. 1 vol., 1891-96, main va., first fl., C.H.; 2 vols., 1892-97, OAA va.

548 (TREASURER'S RECEIPTS), 1938--. 2 bdls. (dated). Prior records destroyed.

Treasurer's acknowledgments of receipt of money remitted by the department. Name of department; amount, number, date of receipt; period for which collections remitted; acknowledgment, signature of treasurer. Arr. chron. by date of receipt. No index. Typed on ptd. form. $3\frac{1}{2}$ x 9 x 4. Bkkp. off.

549 (EMPLOYEES' CIVIL SERVICE RECORDS), 1927--. 1 f.d.

Name, address, place and date of birth, civil service rating of employee; title of position held, amount of salary; record of education, previous employment and temporary civil service appointments; dates of appointment and approval of State Civil Service Commission. Arr. chron. by date of appointment. No index. Typed on ptd. form. 13 x 6 x 26. Desk, comm. off.

550. (CARD RECORD OF GROCERS AND MILK DEALERS SELECTED BY RECIPIENTS), 1938--. 1 f.d. Prior records destroyed.

Name and address of milk dealer, grocer; name, address, signature of recipient; date of record. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. $8\frac{1}{2}$ x 6 x 16. Cab., main va.

XVI. BUREAU OF OLD AGE ASSISTANCE

All records are in the Municipal Building; except where otherwise noted, they are in the old age assistance vault.

Reports
(See also entry 566-i)

551. RETURN CONCERNING AGED PERSONS SUPPORTED UNDER OLD AGE LAW, 1932--. 1 vol.
Copies of annual schedules of persons aided during fiscal year, submitted to the State Department of Public Welfare, Bureau of OAA. Registered case number, name, sex, color, marital status, mental condition of recipient, place, date of birth; place of settlement, birthplaces of parents, date of first aid under old age assistance law, place where supported or aided; cause, date of discharge of case; cause of death and age at death (if deceased); remarks, date of return, certification and signature of welfare official. Arr. chron. by date of return and thereunder num. by registered case no. No index. Typed on ptd. form. 250 pp. 17⅛ x 24 x 1.

552. FEDERAL REPORTS, 1936--. 1 f.d.
Copies of monthly statistical reports required by the Federal Social Security Act to be sent to the State Department of Public Welfare, Bureau of Research and Statistics, showing name of city, department; name, title, signature of reporting official; month covered in report, date of report; and containing statistical summaries of:

i. Applications: Number of applications pending from last month, received during month; total number handled; number of applications approved, denied, and disposed of during month; number of applications pending at end of month.

ii. Cancelations during month for previous months. Amounts of payments canceled and months for which payments canceled.

iii. Direct payments: Number of cases receiving payments of $40 or less, over $40; total number of cases receiving direct payments; total amount paid for persons receiving $40 or less, over $40; total amount of direct payments.

iv. Indirect payments: Number of individuals receiving indirect payments; number of previously closed cases given indirect payments for medical care, hospitalization, burial, and amount paid therefor; number of active cases receiving payments for medical care, hospitalization, burial, and amount paid therefor; total amount of indirect payments.

v. Individuals assisted: Number of individuals to whom assistance was continued from last month; number of new, reopened cases added during month; number of cases receiving direct payments, indirect payments, no payments during month; number of cases closed during month, continued to next month.

vi. Retroactive payments: Number of appeal cases receiving retroactive payments and total amount of retroactive payments made thereto; number of nonappeal cases receiving retroactive payments and total amount of retroactive payments made thereto; total amount of retroactive payments.

Includes list of names of cases opened closed, and rejected during month. Arr. chron. by date of report. No index. Typed on ptd. form. 13½ x 11½ x 27. Cab.

553. DAILY REPORTS OF VISITORS, 1939--. 2 f.ds. Prior records destroyed.

Reports to bureau agent relative to recipients visited: Name, address, case number of recipient visited; whether first, reopening, or recheck visit; date of report, signature of visitor. Arr. chron. by date of report and thereunder by name of visitor. No index. Hdw. on ptd. form. 8½ x 5½ x 16. Cab.

Case Records

554. (CASE RECORDS), 1931--. 24 f.ds. (lab by cont. case nos.). Estab. 1931.

Individual case folders containing one or more of the following records

i. Acknowledgment of settlement (copy) sent to another municipality: Name of municipality, date of notice received therefrom; name, address of applicant; acknowledgment of applicant's lawful settlement, date of notice, signature of agent.

ii. Additional allowance orders (copies) Name, address of dealer on whom drawn; name, address of recipient; description, quantity, amount of additional allowance; number, date of order; signature of agent.

iii. Appeal (copy) sent to State Supervisor of Appeals against adverse decision of local bureau. Name, address, case number of recipient; nature of appeal, reason for denial of local bureau; request for investigation, hearing, and decision on case; date of appeal, signature of recipient.

iv. Application and first interview for old age assistance, copy of which is sent to State Bureau of OAA. Name, address, sex, age, citizenship and marital statuses, physical condition, registered case number of applicant; length of residence in State, address for last 9 years; place and date of birth, marriage, divorce; name, address, place and date of birth of spouse; names and birthplaces of parents of applicant, parents of spouse; names, addresses, ages, weekly incomes of applicant's children and amount of assistance each is able to contribute to applicant; description of applicant's living arrangements; description, valuation of real estate, personal property, and insurance held; prior aid record; estimated weekly income, budgetary requirements of applicant; date of application, name of investigator; signature of applicant, witness.

v. Bank reports: For description, see entry 497-ii.

vi. Birth certificates (copies): For description, see entry 497-iv.

vii. Burial order for deceased recipient: For description, see entry 527.

viii. Certificate authorizing investigation of postal savings: For description, see entry 497-vii.

ix. Certification of eligibility of applicant for old age assistance, copy of which is sent to State Bureau of OAA: For description, see entry 497-viii.

x. Correspondence: For description, see entry 497-xii.

xi. Death certificates (copies): For description, see entry 497-xiii.

xii. Insurance reports: For description, see entry 497-xvii.

xiii. Master record card: For description, see entry 497-xix.

xiv. Naturalization certificates (copies); For description, see entry 497-xxi.

xv. Notice of approval of application (copy) sent to the State Bureau of OAA with copy of application: Name, address, settlement status, case number of applicant; statement that application was approved and that reimbursement from the Commonwealth is claimed in accordance with law; amount, nature of assistance granted; date granted, special conditions affecting case, date of notice, signature of commissioner.

xvi. Notice of assistance (copy) sent to another municipality: Name of recipient residing in city but having legal settlement in other municipality, reason for claim of settlement, statement that aid has been granted and charged to municipality, date of notice, signature of agent.

xvii. Notice of assistance (copy) sent in duplicate to the State Bureau of OAA: For description, see entry 497-xxii.

xviii. Notice of change of status in case (copy) sent in duplicate to State Bureau of OAA: For description, see entry 497-xx.

xix. Notice of change of status (copy) sent to recipient: Name, address, case number of recipient; date old age assistance notice sent to the State, amount of monthly grant; period, date of first check; amounts of subsequent checks; nature, cause of change in status; date change effective, date of notice, signature of welfare official.

xx. Notice of deductions (copy) submitted to the Board of Appeals, State Bureau of OAA: Name, address, case number of recipient; amount of monthly grant; amount of and reasons for deduction from amount of grant; date of notice, signature of welfare official. Includes excerpts from state laws relative to deductions.

xxi. Notice of denial of settlement (copy) sent to another municipality: Name of municipality, department; name of applicant alleging that legal settlement is in Pittsfield, date of notice received, reasons for refusal to acknowledge settlement, date of notice, signature of agent.

xxii. Notice of suspension of old age assistance payments (copy) sent to State Bureau of OAA: Name, address, case number of recipient; reason for suspension, date of notice, name of investigator, signature of commissioner.

xxiii Notice (copy) to recipient to pay bills: Name, address of recipient to pay bills: Name, address of recipient; amount of monthly grant, additional amount allowed for payment of bills, itemization of bills to be paid, date of notice, signature of agent.

xxiv Relatives' reports: For description, see entry 497-xxx.

xxv Settlement history: For description, see entry 497-xxxi.

xxvi Settlement history (copy) sent in duplicate to State Bureau of OAA: For description, see entry 497-xxxi

xxvii Tax collector's report on applicant's property: Name, address, case number of applicant; request for information regarding property records of applicant or members of family, date of request, signature of agent; amount of poll, real estate, or personal property tax paid; year of assessment, date of report; signature of tax collector

xxviii Verification of birth, citizenship, marriage, and other records required to be submitted by applicant: Name of applicant, details of birth, citizenship, marriage, and other required records; statement certifying that records have been verified, signature of person verifying records.

xxix Visitor's reports on revisits: Name, address, settlement status, case number of recipient; amount, date of first aid; amounts, dates of changes in allowance; names, occupations, physical conditions of persons in household; name of person in household contacted, description of changes in status of case; recommendations, signature of visitor; date of report

Also contains: Certificate of establishment of date of application for old age assistance, 1931-38, entry 558; Visitor's report on preliminary check of application, 1931-38, entry 559; Recommendations of supervisors relative to changes in status of case, 1931-38, entry 560; Hospital record card, 1931-38, entry 561. Arr num by case no For index, see entry 555, i, viii, xi, xxiv, xxxviii, xxxix, hdw on ptd. form; x, hdw. or typed; all other records typed on ptd. form $13\frac{1}{2}$ x $11\frac{1}{2}$ x 27

555 ACME VISIBLE INDEX, 1931- 1 f b.

Card index to (Case Records), entry 554 Name, case number of recipient; colored cellophane holders on cards indicate active cases. Arr. alph. by name of recipient. Typed. $12\frac{1}{2}$ x 8 x 16 OAA off

556. OLD AGE ASSISTANCE, REGISTER OF PERSONS AIDED, 1931-- 1 bdl., 3 vols (dated)

Registered case number, name, sex, color, age, marital status, physical and mental condition, moral character of recipient; place, date of birth; place of settlement, birthplaces of parents; date of registration, commencement of aid; place where supported; cause, date of discharge; if deceased, cause of death. Arr. num by registered case no. No index. Typed on ptd. form. Bdl. 17 x $23\frac{1}{2}$ x 6; vols. 600 pp. 17 x $23\frac{1}{2}$ x 6.

557. INTAKE LEDGER, 1936--. 1 vol. Prior records destroyed. Register of applications for aid: Name, case number of applicant; number, date of application; date of home visit, date of return of report; action taken and reasons therefor, whether new or reopened case. Arr. chron. by date of application. No index. Hdw. 152 pp. 12 x 7½ x 1.

558. PERSONAL, 1939--. 1 f.d. 1931-38 in (Case Records), entry 554. Certificate of establishment of date of application, duplicate sent to State Bureau of OAA, triplicate to applicant: Name, address, case number of applicant; date of certificate, signature of agent. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 8½ x 5½ x 16. Cab.

559. APPLICATIONS, 1939--. 1 f.d. 1931-38 in (Case Records), entry 554. Visitor's reports on preliminary check of applications: For description, see entry 506. Arr. chron. by date of application. No index. Hdw. on ptd. form. 6 x 4 x 16. Cab., OAA off.

560. (RECOMMENDATIONS RELATIVE TO CHANGES IN STATUS OF CASE), 1939--. 1 f.d. 1931-38 in (Case Records), entry 554. Name, address, settlement status, case number of recipient; amount of monthly grant, changes recommended and reasons therefor, date changes effective, date of recommendation, signature of supervisor, date approved by commissioner, signature of commissioner. Arr. chron. by month and thereunder alph. by name of recipient. No index. Hdw. on ptd. form. 8½ x 5½ x 16. Cab.

561. HOSPITAL CARD, 1939--. 1 f.d. 1931-38 in (Case Records), entry 554. Card record of recipient's hospitalization: Name, address, age, place of settlement, case number of recipient hospitalized; name of hospital; date of admission, discharge; diagnosis of illness, name of doctor in attendance, amount of hospital bill, date bill sent to State Bureau of OAA. Arr. chron by date of admission. No index. Typed on ptd. form. 6 x 4 x 16. Cab.

Financial Records

562. (ACTIVE DISBURSEMENT RECORD CARDS), 1931--. 27 Kardex fs. (lab. by cont. ls. of alph.). Estab. 1931. Name, address, settlement status, case number of recipient; amount of monthly grant allowed; amounts, kinds, dates of aid granted; amount of bill sent to State Bureau of OAA, amount of reimbursement received. Arr alph. by name of recipient. No index. Typed on ptd. form. 12 x 1½ x 23 Cab., bkkp. off.

563. OLD AGE ASSISTANCE, CLOSED AND ACTIVE CASES, 1932-36. 2 vols. (dated). Discont. 1936. Ledger of accounts: Name, address, settlement status, case number of recipient; amounts, kinds, dates of aid; date of bill sent to State Bureau of OAA. Arr. alph. by name of recipient and thereunder chron. by date of aid. No index. Typed on ptd. form. 250 pp. 12½ x 22 x 3.

564. OLD AGE ASSISTANCE, 1931--. 1 f.d. Estab. 1931.
Inactive disbursement record cards. For description, see entry 562. Arr. alph. by name of recipient. No index. Typed on ptd. form. 13½ x 11½ x 26 Cab., bkkp. off.

565. OLD AGE ASSISTANCE, CLOSED CASES, 1932-36. 1 bdl. (dated). Discont. 1936.
Ledger account sheets removed from, and showing some information as in, Old Age Assistance, Closed and Active Cases, entry 563, after closing of case. Arr. alph. by name of recipient and thereunder chron. by date of aid. No index. Typed on ptd. form. 12½ x 22 x 2½

Miscellaneous

566. MISCELLANEOUS, 1931--. 1 f.d.
Contains:

i. Annual reports (copies) sent to the Board of Appeals, State Bureau of OAA, 1938--: Summary of cases of appeals from adverse decisions of the local bureau, showing names, addresses, case numbers of complainants; reason for each appeal, reason for adverse decision of the local bureau, disposition made in each case, total number of appeals for year, date of report, signature of agent.

ii. Boarding places and rooms for aged persons, lists of, 1939--. Name, address, telephone number of home; type of accommodations offered, number of rooms, rate per week, date of list.

iii. Correspondence with State Director of OAA relative to appeals, federal grants, bills for reimbursement, reports, approvals of applications; with State Commissioner of Public Welfare relative to administrative matters; with other municipalities relative to legal settlements and case histories of applicants, bills claiming financial reimbursement for aid rendered; with Federal Social Security Board relative to reports and regulations.

iv. Employment lists submitted by local industrial concerns for use in checking employment record of members of recipients' families, 1937--: Name of concern; names, addresses, occupations, departments of employees; date of list, signature of employment manager.

Arr. by subject. No index. Reports typed on ptd. form; lists typed; correspondence hdw. or typed. 13½ x 11½ x 27. Cab.

567. SIGNATURE CARDS, 1939--. 1 f.d. Prior records destroyed.
Name, case number of recipient; signature of recipient, witness; date signature checked with application, signature of visitor. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 6 x 4 x 16. Cab.

XVII. WARDEN OF CITY INFIRMARY

In addition to the following records, see entry 5 for inventory of infirmary property 1935-36; entry 29 for minutes of meetings of committee on city farm and poor 1905-12; entry 545-vi for infirmary employees' insurance policies 1934--; entry 545-vii for inventories of tools and equipment 1934--.

Case Records

568 PAUPER REGISTER, PITTSFIELD, MASS., 1886--. 5 vols. Title varies: Pauper Record, Pittsfield, Mass., 1886-1905, 1 vol.; Almshouse Register, Pittsfield, Mass., 1905-29, 3 vols. Register of infirmary inmates. Registered case number, name, sex, age, color, marital status, mental and physical condition of inmate; place, date of birth; place, nature of settlement; birthplaces of parents; date of registration, first aid; cause, date of discharge; cause, date of death; age at death. Arr. chron. by date of registration. Indexed alph. by name of inmate. Hdw. on ptd. form. 50 pp. 17 x 14 x ½ to 365 pp. 11 x 9 x 2. Safe, warden's off., City Infirmary.

569 CITY FARM HISTORIES, 1918-28. 1 vol. Estab. 1918; discont. 1928. Case histories of inmates. Registered case number; name, sex, age, color, marital status, former address of inmate; place, date of birth; place, nature of settlement; military service record; description, valuation of real estate, personal property, and insurance held; name, age, place and date of birth, settlement status of spouse; place, date of marriage; names, places and dates of birth, ages, settlement statuses of relatives; date of admittance. Arr. num. by case no. Indexed alph. by name of inmate. Hdw. on ptd. form. 404 pp. 16½ x 11 x 2. Warden's off., City Infirmary.

Financial Records

570 CITY INFIRMARY, 1936--. 1 Kardex f.
Active disbursement record cards. Name, address, settlement status, case number of inmate; amounts, kinds, dates of aid granted; total amount of aid; if outside settlement case, amount of bill sent to place of settlement, amount of reimbursement received. Arr. alph. by name of inmate. No index. Typed on ptd. form. 12 x 1½ x 23. Cab., bkkp. off., Municipal Bldg.

571. CITY FARM CLOSED CASES, 1931--. 1 f. d.
Inactive disbursement record cards. For description, see entry 570. Arr. alph. by name of inmate. No index. Typed on ptd. form. 11 x 5 x 26. Under counter, bkkp. off., Municipal Bldg.

572 CITY FARM - LEDGER, 1891-1902, 1907-- 6 vols. (1 vol. unlab.; 5 vols. dated). Title varies: Almshouse-Journal, 1891-1902, 1 vol.

Record of expenditures of infirmary and farm. Amount, purpose, date of expenditure; name of payee, total monthly expenditures. 1891-1902 includes order number; 1907-- includes classification of expenditures by subaccounts. Arr. chron. by date of expenditure. No index. Hdw. 400 pp. $14\frac{1}{2}$ x 10 x $1\frac{1}{2}$. 1 vol., 1891-1902, main va., first fl., C.H.; 2 vols., 1907-30, OAA va., Municipal Bldg.; 3 vols., 1931--, bkkp. off., Municipal Bldg.

573 LEDGER, 1831-36. 2 vols.

Record of receipts and expenditures of town poorhouse. Receipts: Amount, source, date of receipt; total receipts. Expenditures: Amount, purpose, date of expenditure; name of payee, (occasionally), total expenditures, balance on hand. Arr. chron. by date of transaction. No index. Hdw. Paper and binding poor. 80 pp. $12\frac{1}{2}$ x 8 x $\frac{1}{2}$. Main va., first fl., C.H.

XVIII DIRECTOR OF STATE AID AND SOLDIERS' RELIEF

All records are in the Municipal Building, except where otherwise noted, they are in the soldiers' relief vault. In addition to the following records, see entry 24 for minutes of meetings of state aid and soldiers' relief committee 1891-1915; entry 982 for orders for state aid 1877-78.

Case Records

574 (CASE RECORDS), 1921--. 14 f ds. (lab. by cont. case nos.).

Individual case folders containing one or more of the following records:

i. Application for aid. Type of aid requested; name, address, age, occupation, physical condition, case number of applicant; relationship of applicant to veteran, name of veteran, length of applicant's residence in city; if veteran, other residences since discharge from service; name of war and organization in which veteran served; service number, residence at time of enlistment; place, date of enlistment; nature, date of discharge; nature, extent of service disability; court record, if any; maiden name of wife; place, date of marriage; place, inclusive dates of applicant's last employment; amount of wages received; amount, type of aid, pension, or compensation heretofore drawn; pension or compensation certificate number, date of last pension or compensation payment; names, ages, relationships of persons in household and amount contributed weekly by each; description, valuation of real estate and personal property held by applicant; amount, nature of debts; amount, source of income; reason for need of aid, date of application, signature of applicant.

ii. Bank reports: For description, see entry 497-ii.
iii. Birth certificates (copies): For description, see entry 497-iv.
iv. Correspondence with other municipalities relative to applicant's settlement and bills for aid rendered; with institutions and individuals relative to case histories and information necessary for granting aid.
v Death certificate (copy): For description, see entry 497-xiii.
vi. Insurance reports: For description, see entry 497-xvii.
vii Marriage certificate (copy): For description, see entry 497-xviii.
viii. Naturalization certificate (copy), if foreign-born: For description, see entry 497-xxi.
ix. Visitor's report of investigation submitted to director: Name, address, case number of applicant; relationship of applicant to veteran; service record, settlement history of veteran; name, place and date of birth, marital status of veteran, wife; place and date of marriage, divorce; place and date of death of veteran, wife; names, places and dates of birth of children; dates of death of children, if deceased; names of birthplaces of veteran's parents, wife's parents; places, dates of parents' deaths; description, valuation of real estate and personal property of applicant; name of last employer; cause, date of termination of employment; court record, if any; amount of rental paid, name of landlord; comments, recommendations of visitor; date of report; signature of applicant, visitor
x Wage reports: For description, see entry 497-xxxiv.

Also contains: Disbursement and history cards, 1928-38, entry 578. Arr. num. by case no. For index, see entry 575. Correspondence hdw. or typed; birth, death, and marriage certificates hdw. on ptd. form; all other records typed on ptd. form. 13½ x 11½ x 25.

For case histories kept by city clerk 1911, see entry 121.

575. JOURNAL, 1921--. 1 vol.

Index to (Case Records), entry 574: Name, case number of applicant; name of war in which veteran served. Arr. alph. by name of applicant. Hdw. 150 pp. 13 x 7½ x ½.

576. (Card) CASE RECORDS, 1935--. 1 f.d. (dated) Estab. 1935.

Name, address, case number of recipient; name of veteran, relationship of recipient to veteran; name of war, unit in which veteran served; date of enlistment, discharge; amount of pension or compensation heretofore drawn; names, dates of birth of children; date of application, reapplication; dates aid increased, decreased, suspended, discontinued, and reasons therefor. Arr. alph. by name of recipient. No index. Hdw. on ptd. form. 9 x 9 x 16.

For case records kept by clerk 1911, see entry 121.

577. (CARD INDEX OF CASE NUMBERS), 1921--. 1 Rand index f.

Case number, name of recipient. Arr. num. by case no. Typed. 19½ x 11½ x 1½.

Financial Records
(See also entry 585-i, x, xiv to xvii)

578. (ACTIVE CASE HISTORY AND DISBURSEMENT RECORD CARDS), 1939--. 4 Kardex f.ds. (1-4; lab. by cont. ls of alph.). 1928-38 in (Case Records), entry 574.

Contains:

i Disbursement record cards: Name, address, case number of recipient; name of war in which veteran served; amount of pension, budget; amounts, dates of state and military aid; amounts, kinds, dates of soldiers' relief. For record of disbursements to state and military aid recipients, kept by city clerk, 1891-1903, see entry 119; for record of disbursements to soldiers' relief recipients, kept by city clerk, 1898-1902, see entry 120.

ii History record cards: Name, address, place and date of birth, case number of recipient; place of settlement; names, places and dates of birth of spouse and children; place, date of marriage; name of war, unit in which veteran served; date of enlistment, discharge; amount of pension or compensation, number of pension certificate, dates of home visits

Arr. alph. by name of recipient. No index. Typed on ptd. form. 12 x 1½ x 15. Soldiers' relief off.

579. (INACTIVE CASE HISTORY AND DISBURSEMENT RECORD CARDS), 1939--. 5 Kardex f.ds.

For description, see entry 578. Arr. alph. by name of recipient. No index. Typed on ptd. form. 12 x 1½ x 15. Soldiers' relief off.

580. (LEDGER OF APPROPRIATIONS AND EXPENDITURES), 1936--. 1 vol. Prior records destroyed.

Name of account; amount, date of appropriation allocated to each account; amount, date of disbursement; total monthly disbursements, balance of unexpended appropriation for each account. Arr. chron. by date of transaction. No index. Hdw. 200 pp. 12 x 18 x 1½.

581. (SCHEDULES OF BILLS PAYABLE), 1936--. 2 vols. 1934-35 in Correspondence, entry 585.

Triplicates of schedules, originals and duplicates sent to auditor with original invoices or bills. For description, see entry 289-i. Arr. chron. by date of schedule. No index. Typed on ptd. form. 60 pp. 17½ x 13 x 1.

582. (SCHEDULES OF BILLS RECEIVABLE), 1937--. 1 vol. Prior records destroyed.

Copies of schedules of bills receivable, originals committed to treasurer for collection, duplicates sent to auditor. For description, see entry 257-i. Arr. chron. by date of schedule. No index. Typed on ptd. form. 45 pp. 14 x 13 x ½.

583 (RECORD OF EXPENDITURES FOR MEDICAL AID), 1933-- 2 vols.
Prior records destroyed
Name, address of hospital or physician; name of patient, description of medical services rendered; amount, date of expenditure. Arr. by name of hospital or physician and thereunder chron. by date of expenditure. No index. Hdw. 300 pp. 12 x 8 x 1.

584. ORDERS, 1934-- 15 f ds. (dated).
Copies of purchase orders given to recipients: Name of merchant, recipient; quantity, description of goods ordered; total amount, number, date of order; signature of director. Arr. chron. by date of order. No index. Hdw. on ptd. form. $10\frac{1}{2}$ x 5 x 15.

Miscellaneous

585. CORRESPONDENCE, 1921-- 7 f ds (dated).
Correspondence with auditor relative to accounting procedure; with commissioner of public welfare relative to case histories; with solicitor relative to legal matters; with State Civil Service Commission relative to personnel; with charitable organizations relative to administration of aid to veterans. Also contains

i. Annual budget estimates (copies) submitted to mayor, 1936--: For description, see entry 283.

ii. Annual reports (original drafts) on military and state aid and soldiers' relief, submitted to mayor and incorporated in Municipal Register, entry 1, 1927-34, 1936--

iii. Certifications of eligibility for applicants for NYA work, 1937-- For description, see entry 544 ii

iv. Certifications of eligibility for applicants for WPA work, 1936-- For description, see entry 542.

v. Community clothes cupboard, copies of orders on, 1938-- Name, address of recipient; quantity, description, size, quality of article ordered; name of person by whom article is to be used, date of order, signature of director or visitor.

vi. Dental clinic reports, 1936-- Name of clinic; name, address of patient; results of examination, treatment given, name of dentist, date of report, signature of clinic nurse.

vii. Inventory of office equipment, 1937. List of equipment giving quantity, description, replacement value, sound value, date of purchase of each item; date of inventory

viii. Monthly reports (copies) on applications, submitted to auditor, 1937-- Names of applicants, whether new or reopened cases, whether applications accepted or rejected, date of report, signature of director.

ix. Monthly statistical reports (copies of ERA form 10) sent in duplicate to ERA, 1933-35, and to WPA, 1936-37. Name of city, county, department; month covered in report. Contains the following statistical tables on (a) applications handled during month; number of applications pending from preceding month,

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Director of State Aid and
Soldiers' Relief - Miscellaneous

ix. Monthly statistical reports (Cont'd)
received during month; total number handled; number of applications rejected, approved; number of applications not investigated at end of month; (b) number of unemployment relief cases, classified by number of family cases and number of persons represented, carried over from preceding month; number of new, reopened cases added during month; number of cases receiving relief, no relief during month; number of cases closed, open at end of month; (c) analysis of cases opened and reopened by reasons; number of cases opened because of loss of employment on private, ERA, PWA, WPA, CCC, resettlement program, rural electrification program jobs; number of cases opened because of decreased earnings, strike conditions, loss or depletion of resources, increased needs, other reasons; number of cases furnished medical care only, grand total number of cases opened; (d) effects of new works program on relief load; number of cases which received only relief during one part of month and received only payments for work performed under new works program another part of same month, number of cases which received relief during month to supplement earnings received during same month as payments for work performed under new works program, total amount of supplementary relief received; (e) obligations incurred for unemployment relief; amount of relief paid to family cases, single cases; total amount of relief extended, analysis of relief extended, statement by director certifying to truth of report, date of report; signature, title of director.

x. Pay rolls (copies) for department personnel, originals sent with warrants to treasurer and then to auditor for filing, 1935--: Name of department; name, title, nature of work of employee; number of days of work; rate, amount of pay; amount of deduction for retirement fund, net amount of pay; total amount, number, period, date of pay roll; signature of director. For original pay rolls 1914--, see entry 295

xi. Petition to mayor and city council to retain in office the agent and the employees of soldiers' relief department, 1933. Text, date of petition; signatures of petitioners

xii. Purchase requisitions (triplicates), originals sent to vendor and duplicates submitted to auditor, 1939--: For description, see entry 300.

xiii. Quotations from merchants on prices for fuel and food, 1933, 1935-39: Name, address of merchant; quantity, description, price of article; date of quotation.

xiv. Schedules of semimonthly cash relief payments made out in triplicates, originals and duplicates sent to auditor, who submits duplicates with warrants to treasurer, 1933-- Name of department; names of recipients and amount of payment to be made to each; total amount, period, date of schedule; signature of director.

Director of State Aid and Soldiers' Relief - Miscellaneous [585-587]

xv. Veterans' bonus disbursement reports (copies) sent to State Director of State Aid and Soldiers' Relief, 1936-37. Names of veterans; amount of bonus, date received; amount, date of disbursement; amount of balance, signature of director.

xvi. Wage reports furnished by employers on various individuals (not recipients). For description, see entry 497-xxxiv.

xvii. War chest, reports on distribution of funds from, 1934. Names of organizations receiving funds, amount of funds distributed to each, date distributed, date of report, signature of war chest committee.

Soldiers' relief and state aid correspondence, 1921--, entry 122; schedules of bills payable, 1934-35, entry 581; applications for burial allowance, 1937--, entry 638; correspondence of burial agent, 1934--, entry 639. Arr. alph. by name of correspondent or subject matter, and thereunder by date of record. No index. Correspondence and viii, xi, xiii, hdw. or typed; i, ix, x, xii, xiv, xv, typed on ptd. form; ii, xvi, xvii, typed; iii, iv, v, vi, hdw. on ptd. form; vii, hdw. 13½ x 11½ x 26½.

586. (MEMORANDA OF DATES ON WHICH APPLICATIONS MUST BE RENEWED), 1939-- 1 f b. Prior records destroyed.

Card record kept to bring to the timely attention of director the dates on which renewals of applications are required. Name, address, case number of recipient; number of dependents, name of war in which veteran served; amount of pension, compensation, or soldiers' relief granted; date renewal of application required. Arr. chron. by month in which renewal of application is due and thereunder alph. by name of recipient. No index. Hdw. 5½ x 4 x 3½.

XIX. COMMISSIONER OF PUBLIC HEALTH

All records are in the City Hall; except where otherwise noted, they are in the health department office.

Minutes and Reports

(See also entries 593, 594, 595-ii, iii, 600, 601, 608, 609)

587. RECORD, 1866-80, 1891-1902, 1915-33. 4 vols. Discont. 1933. Minutes of meetings of board of health. Discussion and action taken on reports of officers and committees, rules and regulations for health and sanitation, grants of licenses and permits, award of contracts, appointment of employees, payment of bills, departmental appropriations; election of officers and committees; place, date of meeting; names of members present. Arr. chron. by date of meeting. No index. Hdw. 1866-1902; typed 1915-33. 100 to 400 pp. 8 x 7 x ½ to 14 x 9½ x 2.

588 ANNUAL REPORT OF THE BOARD OF HEALTH AND THE INSPECTOR OF ANIMALS, CITY OF PITTSFIELD, 1929, 1931--. 11 vols. (dated) Reports submitted to mayor and city council and incorporated in Municipal Register, City of Pittsfield, entry 1. Arr. by subject. No index. Ptd. 30 pp. 9 x 6 x ¼. Steel cab.

Communicable Diseases
(See also entries 595-603)

589. HISTORIES OF AID RENDERED, COMMUNICABLE DISEASES, 1909--. 2 f.ds. (lab. by cont. case nos.). Estab. 1909. Case histories of patients aided: Case number, date of history; name, address, color, place and date of birth, age, occupation of patient; military and settlement record, number of persons in family; place, date of marriage; names, places and dates of birth, ages, settlement records of wife and relatives; histories of illnesses suffered by patient and members of family, valuation of real estate owned, amount of insurance carried. Arr. num. by case no. For index, see entry 590. Hdw. or typed on ptd. form. 12½ x 13½ x 25. Steel cab.

590 (INDEX TO CASE HISTORIES OF PATIENTS AIDED), 1909--. 1 f.d. Estab. 1909. Index to Histories of Aid Rendered, Communicable Diseases, entry 589. Name, address, settlement status, case number of patient; nature of disease. Arr. alph. by name of patient. Typed. 4 x 6 x 17. Wood cab.

591 PATIENTS ADMITTED TO HOSPITAL FOR CONTAGIOUS DISEASES, 1891-1915, 1925--. 7 vols. Title varies. No title, 1891-1905, 1 vol.; Record of Contagious Diseases, 1905-15, 2 vols.; Record, 1925-34, 2 vols. Record of notices from hospitals of admittance of cases of communicable diseases. Date of notice; name, address of patient; nature of disease; name of hospital; date of admittance, discharge. Arr. chron. by date of notice. No index. Hdw. 150 to 250 pp. 15½ x 10½ x ½ to 12 x 7½ x 1. 1 vol., 1891-1905, main va., first fl.; 6 vols., 1905-15, 1925--, health dept. off.

592. RECORD OF DISEASES DANGEROUS TO THE PUBLIC HEALTH, CITY OF PITTSFIELD, 1916--. 5 vols. (dated). Prior records missing. Number of notice of illness, date of receipt thereof; nature of disease; name, address, sex, age, occupation, place of settlement of patient; date illness began; date isolation began, ended; source of milk supply, laboratory findings; comments on cleansing, disinfection, renovation of premises; dates notices sent to State Department of Public Health, State Board of Labor and Industries, and library and school departments. Arr. chron. by date of receipt of notice. No index. Hdw. on ptd. form. 200 pp. 14½ x 14 x 1.

Commissioner of Public Health - Communicable Diseases [593-596]

593 (NOTICES FROM HOSPITALS OF COMMUNICABLE DISEASE CASES), 1926-- 10 bdls (dated) Prior records destroyed.
Nature of disease, name of hospital; name, address of patient; weekly rate; date of admittance, notice; signature of matron or superintendent of hospital. Arr. chron. by date of notice. No index. Hdw. on ptd. form 3½ x 5½ x 2½. Steel cab.

594 (PHYSICIANS' NOTICES OF COMMUNICABLE DISEASES), 1932-- 8 bdls. (dated) Prior records missing
Nature of disease; name, address, age of patient; name of school or place of employment, date first symptoms appeared, date of notice, signature of physician. Includes date of receipt of notice by the department and date notice sent to State Department of Public Health. Arr. chron. by date of notice. No index. Hdw. on ptd. form. 3½ x 5½ x 4. Steel cab.

Tuberculosis Case Records

595 TUBERCULOSIS PATIENTS UNDER SUPERVISION, 1913- 2 f.ds.
Estab. 1913
Individual folders containing the following records of active and arrested cases:

i. History card. Name, address, case number of patient; date of receipt of illness notice, name of informant, date notice sent to State Department of Public Health; description of present medical care, nature of additional care needed; name, address of institution to which admitted; date of admittance, signature of health officer.

ii. Medical reports from physicians and institutions. Name of patient; name, address of physician or institution; description of condition of patient, date of report, signature of attending physician.

iii. Tuberculin tests, State Department of Public Health reports on. Name of patient; results, date of test.

iv. Tuberculosis record card. Name, address, sex, color, birthplace, nationality of patient; last previous address; length of residence in United States, city; present occupation, whether working full or part time, effect of work on disease, occupation at time illness began; results, date of sputum test; form of disease, date notice of case sent to State Department of Public Health; name, address of institution to which admitted; date of admittance.

v. Visiting nurses record card. Name, address, case number of patient; description of patient's living conditions, manner of sputum disposal, dates of first and subsequent visits.

Arr. num. by case no. For index, see entry 596. Hdw. on ptd. form. 13 x 15½ x 24½. Wood cab.

596 INDEX TUBERCULOSIS PATIENTS UNDER SUPERVISION, 1913- 1 f.d.
Estab. 1913
Index to Tuberculosis Patients Under Supervision, entry 595. Name, address, case number of patient; date of receipt of notice of case; results, date of sputum test; date of admittance to and discharge from institution. Arr. alph. by name of patient. Hdw. or typed. 4 x 6 x 17. Wood cab.

597. TUBERCULOSIS PATIENTS DEAD OR REMOVED, 1913--. 2 f.ds. (lab. by cont. case nos.). Estab. 1913.
Case records transferred from Tuberculosis Patients Under Supervision, entry 595, after patients have died or moved out of city; history card (entry 595-i) and tuberculosis record card (entry 595-iv) include date of discharge or death. Arr. num. by case no. For index, see entry 598. Hdw. on ptd. form. 13 x 15½ x 24½. Wood cab.

598. INDEX TO TUBERCULOSIS PATIENTS DEAD OR REMOVED, 1913--. 1 f.d. Estab. 1913.
Index to Tuberculosis Patients Dead or Removed, entry 597. For description, see entry 596; includes date of death or removal. Arr. alph. by name of patient. Hdw. or typed. 4 x 6 x 17. Wood cab.

599. RECORD OF TUBERCULOSIS CASES, 1912--. 2 vols.
Record of physicians' reports of tuberculosis cases: Name, address of patient; name of reporting physician; nature, date of treatment; results, dates of sputum examinations; name of institution, hospital, or camp to which admitted; date of admittance, discharge; disposition, date of closing of case; date of physician's report. Arr. alph. by name of patient. No index. Hdw. on ptd. form. 150 pp. 13½ x 14½ x 1½.

600. (NURSES' REPORTS OF VISITS TO TUBERCULAR PATIENTS), 1914-28, 1934, 1936-37. 2 bdls. Discont. 1937.
Name, address, case number of patient; comments on sanitary conditions of home, patient's personal hygiene and spare time activity; attitude of landlord and employer toward patient; date of visit, report; signature of nurse. Arr. alph. by name of patient. No index. Hdw. on ptd. form or typed on ptd. form. 9½ x 11½ x 2½. 1 bdl., 1914-37, cab., health dept. off.; 1 bdl., 1921-25, west va.

601. (REPORTS ON SCARLET FEVER CASES IN QUARANTINE), 1934--. 6 bdls. (2 bdls. unlab.; 4 bdls. dated). Prior records destroyed.
Reports submitted by school physicians or communicable disease nurse: Name, address, age, occupation of patient; place of settlement, names of adults and children in household, names of schools attended by children; places of employment, occupations of adults; names of possible contacts, source of milk supply, record of library books in house, date of physician's notice to board of health; dates of initial symptoms, quarantine, and release from quarantine; comments on possibility of isolating case in home; if hospitalized, date of admittance to hospital, date of discharge; date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. 4 x 6 x 2½. Steel cab.

602. EXCLUSION FROM SCHOOL, SCARLET FEVER, 1933--. 18 vols. Prior records destroyed.
Stubs of orders issued to pupils for exclusion from school because of scarlet fever: Name, address of child; name of school attended; reason for, number, date of order; date order effective, signature of health department clerk. Arr. chron. by date of order. No index. Hdw. on ptd. form. 50 pp. 3¼ x 3½ x ¼. Steel cab.

603. CERTIFICATE OF RE-ADMISSION TO SCHOOL, 1931--. 9 vols. Prior records destroyed.

Stubs of physicians' certificates given to pupils returning to school after absence on account of illness from infectious or contagious diseases: Name, address, case number of child; name of school attended; date illness began, ended; date of certificate; signature of physician, health department clerk. Arr. chron. by date of certificate. No index. Hdw. on ptd. form. 50 pp. 3 x 3½ x ½. Steel cab.

Immunization Records

604. (PUPILS' VACCINATION NOTICES RETURNED BY PHYSICIANS), 1919--. 9 bdls., 2 f.ds. (9 bdls. dated; 2 f.ds. unlab.). Estab. 1919.

Name, address of child; statement of consent, signature of parent; date, result of vaccination; signature of physician. Arr. chron. by date of vaccination. No index. Hdw. on ptd. form. Bdls. 3½ x 5½ x 1 to 3½ x 5½ x 2; f.ds. 5½ x 11 x 13. 5 bdls., 1919-32, steel cab.; 2 f.ds., 4 bdls., 1933--, desk.

605. (RECORD OF SCHICK TESTS), 1923--. 3 f.ds. (lab. by cont. ls. of alph.) Estab. 1923.

Record of children given diphtheria inoculations in the immunization clinic: Name, address of child; date of inoculation, inspection; result of inoculation. Arr. alph. by name of child. No index. Hdw. or typed on ptd. form. 4½ x 13 x 24½. Steel cab.

606. (RECORD OF INFANTS NOT YET INOCULATED FOR DIPHTHERIA), 1931--. 1 f.d. Prior records destroyed.

Record of infants to be inoculated by family physician or immunization clinic for prevention of diphtheria when they are six months old: Name, address, place and date of birth of child; names of parents, family physician, and welfare nurse. Arr. chron. by date of birth of child. No index. Typed on ptd. form. 4½ x 13 x 23. Steel cab.

Laboratory Tests

607. RECORD, 1924-- 5 vols. (dated).

Record of diagnostic examinations of cultures and other miscellaneous tests: Name, address of patient; name of physician or laboratory making test, nature of disease; kind, results, date of test. Arr. chron. by date of test. No index. Hdw. 150 pp. 9½ x 14½ x ½. Health dept. lab.

608. (REPORTS OF EXAMINATIONS OF SPUTUM, SUBMITTED BY STATE DEPARTMENT OF PUBLIC HEALTH), 1931, 1935-- 6 bdls. (5 bdls. dated; 1 bdl. unlab.).

Name of patient, physician, or hospital submitting sputum sample; results of examination, nature of disease, date of report, signature of bacteriologist. Arr. chron. by date of report. No index. Typed on ptd form. 8½ x 5½ x ½. Steel cab.

609. (REPORTS ON HINTON AND WASSERMAN TESTS, SUBMITTED BY STATE DEPARTMENT OF PUBLIC HEALTH), 1931-- 9 bdls. (dated). Prior records destroyed.

Name, address of patient; name of physician or hospital submitting specimen; kind, result of test; date of report, signature of bacteriologist. Arr. chron. by date of report. No index. Typed on ptd. form. 6½ x 9 x 3. Steel cab.

Licenses and Permits

610. APPLICATION FOR LICENSE, 1923-26, 1929--. 5 v.ds.

Applications for licenses to sell freezone, zerone, fruits and vegetables; to operate slaughterhouse, to practice massage, to conduct undertaking business, to manufacture or bottle nonalcoholic beverages. Name, address of applicant; kind of license requested, date of application, signature of applicant; clerk's notation of date application filed, granted, or refused; signature of clerk. Also contains: Applications for licenses to sell denatured alcohol, 1923-26, 1929-33, entry 614. Arr. chron. by date of application. No index. Hdw. on ptd. form. 10½ x 4½ x 13½. Steel cab.

611. (BURIAL PERMITS), 1920-23, 1929-- 1 v.d., 1 f.b., and 11 bdls. (dated).

Permits returned to the department with certification of burial by superintendent of cemetery or undertaker. Name of city, office issuing permit, decedent; if war veteran, military service record and name of military or fraternal organization with which affiliated; place, date of interment; certification of burial, signature of superintendent of cemetery or undertaker; number, date of permit. Arr. chron. by date of permit. No index. Hdw. on ptd. form. V.d. 10½ x 5 x 11; f.b. 7 x 12½ x 4½; bdls. 4½ x 5½ x 2½.

612. BURIAL OR REMOVAL PERMIT, 1927-- 43 vols. Prior records destroyed.

Stubs of permits issued. Name of undertaker or person granted permit; name, age of decedent; place, cause, date of death; place of interment, name of physician signing death certificate; number, date of permit. Arr. chron. by date of permit. No index. Hdw. on ptd. form. 200 pp. 5½ x 4½ x 1. Steel cab.

613. HAWKER AND PEDDLER LICENSES, CITY OF PITTSFIELD, 1934-- 3 vols.

Copies of licenses to sell perishable foodstuffs. Name, address of licensee; conditions, number, dates of issue and expiration of license; date of granting of license by city council, amount of fee, signature of commissioner. Arr. chron. by date of issue of license. Indexed alph. by name of licensee. Hdw. on ptd. form. 200 pp. 11½ x 9½ x 1.

For licenses kept by city clerk 1916-18, see entry 96.

614 (APPLICATIONS FOR LICENSES TO SELL DENATURED ALCOHOL), 1923-26, 1929-33. 1923-26, 1929-33 in Application for License, entry 610; 1933 in (Applications and Surety Bonds for Licenses), entry 138.
Name, address, signature of applicant; nature, location of business; number, date of application.
For stubs of licenses 1934-35, see entry 149.

Financial Records

615 CASH RECEIPTS, 1915-- 4 vols. Title varies: No title, 1915-21, 1 vol ; Record, 1922-28, 1 vol
Name of payer; amount, source, date of receipt; total monthly, annual receipts. Arr. chron. by date of receipt. No index. Hdw. 76 to 200 pp. $12\frac{1}{2}$ x $15\frac{1}{2}$ x $\frac{1}{2}$ to $14\frac{1}{2}$ x 9 x 1.

616 JOURNAL, 1910-- 4 vols. Prior records destroyed. Title varies: City of Pittsfield, 1910-17, 1 vol ; City of Pittsfield, Monthly Bills, 1917-20, 1 vol
Classification of expenditures. Name of payee; amount, classification, date of expenditure; total monthly, annual expenditures. Arr. chron. by date of expenditure. No index. Typed 1910-20; hdw. 1921-. 250 pp. 14 x $8\frac{1}{2}$ x 1. 2 vols., 1910-20, wood cab.; 2 vols., 1920--, safe.

617 LEDGER (of Accounts with Patients Aided), 1909-- 5 vols. Prior records missing.
Name, address, nature of disease, account number of patient; amount, purpose, date of expenditure; name of payee, account charged; total monthly, annual expenditures. Arr. num. by account no. and thereunder chron. by date of expenditure. Indexed alph. by name of patient. Hdw. 1909-28; hdw. on ptd. form 1929--. 225 to 350 pp. $12\frac{1}{2}$ x $8\frac{1}{2}$ x 1 to $6\frac{1}{2}$ x 10 x $2\frac{1}{2}$. Safe.

618 SCHEDULES OF BILLS RECEIVABLE, CITY OF PITTSFIELD, 1930--. 1 vol. Estab. 1930.
Copies of schedules of bills receivable committed to treasurer for collection. For description, see entry 257-i. Arr. num. by schedule no. For index. Hdw. or typed on ptd. form. 94 pp. $13\frac{1}{2}$ x $12\frac{1}{2}$ x $1\frac{1}{2}$. Safe.

Miscellaneous

619 (CORRESPONDENCE), 1915-- 4 f.ds. Prior records destroyed.
Correspondence with State Department of Public Health relative to regulations and laws; with other municipalities relative to settlement of patients, health statistics; with physicians, hospitals, and institutions relative to condition and medical treatment of patients, reports on tests, claims for financial reimbursement; with individuals relative to licenses, complaints, case histories of patients; with school department relative to health regulations and conditions in schools; with public welfare department relative to medical treatment of welfare recipients; folio number of

folder. Arr. num. by folio no. of folder. For index, see entry 620. Hdw. or typed. 12 x 13½ x 26. Steel cab.

620. (INDEX TO CORRESPONDENCE), 1915--. 1 f.d. (lab. by cont. ls. of alph.). Estab. 1915.
Index to (Correspondence), entry 619. Name of correspondent, folio number of folder. Arr. alph. by name of correspondent. Typed. 4 x 6 x 17. Cab.

621. DEATHS REGISTERED IN THE CITY OF PITTSFIELD, 1920--. 3 vols. (1 vol. dated; 2 vols. unlab.). Estab. 1920.
Name, address, age, sex, color, birthplace, marital status of decedent; name of husband or wife; place, cause, date of death; name of physician signing death certificate, undertaker; number of burial permit, date of recording. Arr. chron. by date of recording. No index. Hdw. on ptd. form. 200 pp. 17½ x 12 x 1.

622. RECORD OF NUISANCES, 1934--. 1 bdl. (dated). Prior records destroyed.
Record of complaints received: Date of complaint; name, address of complainant; nature of nuisance; location of premises; name of owner, occupant; results, date of investigation; date case closed. Arr. chron. by date of complaint. No index. Hdw. on ptd. form. 4 x 6 x 4. Steel cab.

623. (DENTAL CLINIC REPORTS ON EXAMINATIONS OF SCHOOL CHILDREN), 1931-32. 1 bdl. Discont. 1932.
Name, address, color, sex, date of birth of child; name of school, grade; name of parent or guardian; condition of gums, tongue; number of cavities, fillings, crowns, defects; amount of calculus, stains; number of visits made to dentist; number, date of examination; signature of clinic nurse. Arr. chron. by date of examination. No index. Hdw. on ptd. form. 5 x 10 x 5. Steel cab.

624. RULES AND REGULATIONS, BOARD OF HEALTH, PITTSFIELD, 1870. 1890, 1891, 1902, 1925. 5 vols. (dated).
Regulations for health and sanitation, promulgated and published by board of health as required by Acts of 1816, chapter 111: Numbers, text of regulations; penalties for violation of regulations, date of publication. Arr. num. by no. of regulation. No index. Ptd. 11 pp. 9 x 6 x 1/8 and 27 pp. 5 x 3 x 1/8. 4 vols., 1870, 1890, 1891, 1902, south va.; 1 vol., 1925, desk, health dept. off.

XX. CITY PHYSICIAN

All records are in the office of Dr. Clayton W. Nesbit (city physician), 73 North Street.

625. (DUPLICATES OF MONTHLY REPORTS SUBMITTED TO PUBLIC WELFARE DEPARTMENT), 1939--. 1 bdl. Prior records destroyed.
Name, address of welfare recipient treated; dates of office, home calls; total number of home, office calls; amount of professional fees due for month, signature of physician, date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. 10½ x 11 x 1½
For original reports 1938--, see entry 496.

626. CITY CASES, 1939--. 1 f.d.
History cards of public welfare recipients attended. Name, address of patient; dates of home, office calls; diagnosis, treatment prescribed. Arr. alph. by name of patient. No index. Hdw. 6 x 4 x 16.

XXI. INSPECTOR OF ANIMALS

627. (INSPECTION CERTIFICATES), 1939--. 3 vols. Prior records destroyed.
Copies of certificates issued. Name, address of owner of animals; number, breed of cows, young cattle, bulls, and oxen inspected; whether herd has been tuberculin tested, whether owner has registration certificate issued by State Department of Agriculture; number of swine, sheep, goats inspected; comments on cleanliness and condition of herd, barns, premises; date of inspection, signature of inspector. Arr. chron. by date of inspection. No index. Hdw. on ptd. form. 200 pp. 7½ x 4½ x 1. Res. of Michael J. Cone (insp.), 88 East Housatonic St.

XXII. MILK AND SANITARY INSPECTOR

All records are in the City Hall; except where otherwise noted, they are in the health department laboratory.

Inspections and Analyses

628. (Record of) DAIRY INSPECTION, 1932-33, 1935--. 3 bdls. (2 bdls. unlab.; 1 bdl. dated). Prior records lost.
Name, license number of dairy owner; location of dairy; number of cows kept, inspected, tuberculin tested; type of barn, floor; sanitary condition of cows, barn; method of manure disposal, number of cubic feet of air content in barn, comments on ventilation; description, location of milkroom; methods of straining, cooling, and handling milk; temperature of water, source of water supply; record of typhoid at any time, communicable diseases during year in families of owner and workmen; name of purchaser of milk, method of delivery, quantity of milk produced daily;

name of inspector, date of inspection Arr. alph. by name of dairy owner No index Hdw. on ptd form 4 x 6 x 2 and 5 x 8 x 1½ Health dept. off

629 RECORD (of Analyses), 1928-- 3 vols Estab. 1928
Record of examinations of milk, cream, and ice cream samples: Name, address, license number of dealer; name, grade of product examined; date of collection of sample, examination; number of bacteria per cubic centimeter; amount of butterfat, total solids, sediment; total monthly number of samples examined Arr. num by license no of dealer and thereunder chron. by dates of examination No index. Hdw. 150 pp 14 x 8½ x ½

630 MILK ANALYSIS CARDS, 1928-- 2 f ds Estab 1928
Chemist's card record of examinations of milk, cream, and ice cream samples Name, address of dealer; name, grade of product examined; number of bacteria per cubic centimeter; amount of butter fat, total solids, sediment; date of examination. Arr. alph. by name of dealer and thereunder chron by date of examination No index Hdw on ptd. form. 9 x 6 x 17½

Licenses and Permits

631 PERMIT FOR MILK SALE, 1932- 2 f ds Prior records destroyed. Title varies Back Applications and Permits to Sell Milk, 1932-38
Contains applications for
i Dealers' licenses to sell milk and cream Name, address, present license number of applicant; names, addresses of dairies from which milk is purchased; number, date of application; signature of applicant. Includes notation of granting of license; number, dates of issue and expiration of license
ii Storekeepers' licenses to sell milk and cream Name, address of applicant; estimated quantity of milk and cream to be sold daily; name, address of dealer from whom milk is to be purchased; number, date of application; signature of applicant. Includes notation of granting of license; number, dates of issue and expiration of license
Arr. num by license no 1932-38; arr alph by name of applicant 1938-- No index Hdw. on ptd form 5 x 7 x 17½

632 MILK PRODUCER'S PERMIT, 1928-- 1 vol Estab 1928
Stubs of permits issued Name, address of licensee; conditions, number, date of permit; signatures of members of board of health 1928-33, of health commissioner 1934-- Arr num by permit no No index Hdw. on ptd. form. 242 pp 5½ x 13 x 2

633 DEALER'S LICENSE TO SELL MILK AND CREAM, 1934-- 5 vols Prior records destroyed.
Stubs of licenses issued Name, business address of licensee; number of vehicles, drivers; number, dates of issue and expiration of license Arr num by license no No index Hdw. on ptd. form. 100 pp 8½ x 13 x ½. Health dept. off

634 STORE LICENSE TO SELL MILK & CREAM, 1934-- 12 vols Prior records destroyed.
Stubs of licenses issued. Name, business address of licensee; number, dates of issue and expiration of license. Arr. num. by license no. No index. Hdw. on ptd. form. 100 pp. $6\frac{1}{2}$ x $13\frac{1}{2}$ x 1. Health dept. off.

XXIII INSPECTOR OF SLAUGHTERING, MEATS, AND PROVISIONS

635 DAY BOOK, 1921-- 1 vol. (2) Prior records destroyed
Record of inspections. Name, address of business, restaurant, or store; number, kinds of animals or provisions inspected; number, kinds of animals condemned; quantity, kinds of provisions condemned; comments on sanitary conditions, nature of violations, date of inspection; in case of prosecution for violation of regulations, results and dates of prosecution. Arr. chron. by date of inspection. No index. Hdw. 620 pp. $15\frac{1}{2}$ x $11\frac{1}{2}$ x $2\frac{1}{2}$.
Res. of William H. Mahon (insp.), 17 Hollister St.

XXIV BURIAL AGENT

636 VETERAN'S GRAVE REGISTER, 1932-- 2 f.ds. (lab. by name of cemetery) Estab. 1932.
Name of cemetery; name, place and date of birth, military service record of decedent; address at time of death; cause, place, date of death; name, address of nearest of kin; name of military organization reporting statement of veteran's membership at time of death; number of section, lot, grave; kind of tombstone, marker. Arr. by name of cemetery and thereunder alph. by name of veteran. No index. Typed on ptd. form. $8\frac{1}{2}$ x 6 x $15\frac{1}{2}$.
Soldiers' relief va., Municipal Bldg.

637. (BILLS FROM CEMETERIES FOR CARE OF VETERANS' GRAVES), 1932-- 1 f.d. Prior records destroyed.
Name of cemetery; name of veteran, war; name, address of person having present title to lot; number of section, lot, grave; amount of annual charge for care of grave; amount, date of bill; signature of officer of cemetery organization. Arr. chron. by date of bill. No index. Typed on ptd. form. $8\frac{1}{2}$ x 6 x $15\frac{1}{2}$. Soldiers' relief va., Municipal Bldg.

638 (APPLICATIONS FOR BURIAL ALLOWANCES), 1937-- In Correspondence, entry 585.
Copies of applications submitted to Commissioner of State Aid and Pensions: Name of decedent, rate of pension or compensation, certificate number; name of veteran, branch of service, unit in which veteran served; date of enlistment, discharge; relationship of applicant to veteran; name of later

husband of widow (if any) and date of marriage; name of veteran's mother; place, date of death, burial; total amount of burial expense; amount, description of veteran's financial resources; signature, address of applicant; relationship of applicant to decedent, date application made to burial agent; certification, signature of burial agent; date of certification.

639. (CORRESPONDENCE OF BURIAL AGENT), 1934-- In Correspondence, entry 585.
Correspondence with Commissioner of State Aid and Pensions relative to laws and instructions governing duties of burial agent; with mayor relative to burial of deceased indigent veterans.

XXV. COMMISSIONER OF PUBLIC WORKS

Except where otherwise noted, all records are in the public works department vault, City Hall.

Minutes and Reports
(See also entries 742, 776, 802)

640. CITY OF PITTSFIELD, 1891-1938. 8 vols (1 vol unlab.; 6 vols. 2-7 B. P. W.; 1 vol. 8, P. W.). Discont. 1938.
Contains minutes of meetings of:
i. Board of public works, 1891-1933; Discussion and decisions relative to matters of policy, projects to be undertaken, establishment of rates and assessments, appointment of employees, award of contracts, purchase of equipment and materials, petitions, grants of abatements, payment of bills, election of officers, and recommendations to be submitted to mayor and city council; place, date of meeting; names of members present.
ii. Commissioner and departmental executives, 1934-38: Decisions relative to projects, costs, purchases, operation details, and administration of department.
Arr. chron. by date of meeting. For index, 1891, 1920, see entry 641; no index 1921-38. Hdw. 1891-1902; typed 1903-38 400 to 576 pp. $16\frac{1}{2}$ x 12 x $1\frac{1}{2}$ to 14 x $9\frac{1}{2}$ x 2.

641. INDEX TO RECORDS, 1891-1920. 7 vols. (3 vols. dated; 4 vols. unlab.); 2 f.ds. (unlab.). Discont. 1920.
Index to City of Pittsfield, entry 640: Subject of discussion or action, volume and page reference. Arr. alph. by subject. Hdw. or typed. Vols. 200 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x 1; f.ds. 4 x 6 x $13\frac{1}{2}$.

642. ANNUAL REPORT OF THE COMMISSIONER OF PUBLIC WORKS, 1897, 1899, 1901, 1906-10, 1912-14, 1918, 1920-29, 1931--. 32 vols. (dated). Title varies: Annual Report of the Board of Public Works, 1897-1933, 25 vols.

Individually published departmental reports presented to mayor and city council at close of fiscal year and incorporated in Municipal Register, City of Pittsfield, entry 1. Arr. by subject. No index. Ptd. 20 pp. 9 x 6 x $\frac{1}{4}$.

643. (ANNUAL REPORTS OF CITY ENGINEER), 1797-1933. 1 v.d. (dated 1907).

Annual reports of engineer submitted to board of public works, 1901-33: Narrative report of operations; number, types of construction projects surveyed, estimated, and supervised; recommendations regarding personnel, equipment requirements; comments on proposed projects, surveys, developments. Also contains: Copies of deeds to land acquired for public works, 1797-1908, entry 744. Arr. by type of record and thereunder chron. by date of report or deed. No index. Reports typed; deeds hdw. or typed. 10$\frac{1}{2}$ x 4$\frac{1}{2}$ x 13$\frac{1}{2}$. Cab., eng. rm., C.H.

644. DEPARTMENT REPORTS AND INVENTORIES, 1900--. 2 v.ds. Estab. 1900.

Reports from departmental divisions of inventories of supplies and equipment: Quantity, description, location of equipment, office furniture, stock, supplies; date of inventory, signature of division head. Arr. chron. by date of inventory. No index. Hdw. or typed. 11 x 4$\frac{1}{2}$ x 13$\frac{1}{2}$.

645. REPORT OF WEIRS AND RESERVOIRS, MILL BROOK SYSTEM, 1911-12, 1915-33, 1935--. 26 bdls. (dated). Prior records missing.

Weekly reports of engineer: Name of weir; number, depth of openings; volume of discharge, name of dam, elevation of water below spillway; amount of discharge, rainfall; date of report, signature of engineer. Arr chron. by date of report. No index. Hdw. on ptd. form. 11 x 8$\frac{1}{2}$ x $\frac{1}{4}$. 23 bdls., 1911-36, eng. rm.; 3 bdls., 1937--, eng. va., C.H.

646. ACCIDENT REPORTS, 1935--. 1 v.d. Prior records destroyed.

Copies of reports of accidents to employees, sent to State Industrial Accident Board: Name, address, age, labor classification of employee; date, time, place, circumstances of accident; duties of employee at time of accident, names of witnesses, date of report, signature of employee. Arr. chron. by date of report. No index. Typed on ptd. form. 11 x 4$\frac{1}{2}$ x 12$\frac{1}{4}$.

For accident reports of division heads 1934--, see entry 831.

647. REPORT OF CARETAKERS, 1926-33. 1 folder. Prior and subsequent records missing.

Narrative monthly reports of caretakers of city reservoirs on condition of reservoirs, repairs needed, territory covered by caretakers, trespassers; date of report, signature of caretaker. Arr. chron. by date of report. No index. Hdw. 11$\frac{1}{2}$ x 9 x 3/4. Eng. rm., C.H.

648. REPORT OF THE COMMITTEE ON WATER SUPPLY, CITY OF PITTSFIELD, 1909, 1913, 1925, 1930, 1931. 5 pamphlets (dated). Title varies slightly.
Narrative report to mayor and city council on conditions of reservoirs, dams, weirs, pumping equipment, water mains; recommendations on installation of new and replacement of old mains, repairs to dams and weirs, raising or lowering height of dams and weirs, replacement of equipment, cleaning and extension of reservoirs; includes statistical tables showing water consumption, water flow from reservoirs, and population increase; date of report. Arr. by subject. Indexed alph. by subject. Typed. 22 pp. 11½ x 9 x 1/8. Eng. va., C.H.
For minutes of committee meetings 1910-13, see entry 31.

649. REPORT OF THE PITOMETER SURVEY, 1906. 1 pamphlet.
Report to board of public works by Pitometer Company on water supply: Date of report; condition of main conduits, statistics on total water consumption, amount of water furnished by sources of supply, amount supplied to various districts, velocity of water in distribution mains; signature of company engineer. Includes blueprints of water system. Arr. by subject. No index. Typed. 17 pp. 11½ x 9 x ¼. Eng. va., C.H.

650. REPORT OF LOWER ASHLEY DAM, PITTSFIELD, MASS., 1909. 1 pamphlet (dated).
Three reports to board from consulting engineers and construction company on accident to dam: Date of report; construction details, dimensions, cost of original structure; opinion on cause of accident, with detail of possible defects; proposed method of reconstruction, estimated cost of repairs; signature of engineer. Arr. by subject. No index. Typed. 24 pp. 11½ x 8½ x 1/8. Eng. rm., C.H.

651. (REPORT ON BRIDGES BY CONSULTING ENGINEER), July 26, 1910. 1 folder (dated).
Name, location, purpose, construction, dimensions, load capacity of bridge; condition of flooring, trusses, superstructure, abutments, piers of bridges; date of report, signature of engineer. Arr. by subject. No index. Typed. 27 pp. 9½ x 4½ x 3/8. Eng. va., C.H.

652. REPORT OF ELECTROLYSIS SURVEY, WATER PIPING SYSTEM OF PITTSFIELD, MASS., 1913-14. 2 pamphlets (dated).
Report to board of public works consulting electrical engineer: Date of report; results of survey of system, cause of destruction of pipe system by electrolysis; recommendations, signature of engineer. Arr. by subject. Indexed alph. by subject. Typed. 40 pp. 11½ x 9 x ¼. Eng. va., C.H.

653. REPORT TO THE MAYOR AND BOARD OF PUBLIC WORKS UPON THE SEWAGE DISPOSAL PROBLEM, June 14, 1930. 1 pamphlet (dated).
Report from consulting engineers: Recommendations on sewage treatment, diagrammatic profile of trickling filter plant, preliminary lay-out for activated sludge plant, diagrammatic proflie of sludge plant, statistics on population increases in other cities, estimated population increases in Pittsfield; comparison of sewage flow, water consumption, and run-off into river; hourly variations in flow of sewage; date of report. Arr. by subject. No index. Typed. 130 pp. 11½ x 9 x 5/8. Eng. va., C.H.

654 MEMORANDUM ON THE GEOLOGIC FEATURES OF ROARING BROOK DAM SITE, PITTSFIELD, MASS., Oct 15, 1935 1 pamphlet (dated).
Report to commissioner by Charles P Berkeley, geologist: Statement of exploration findings, field observations; geological statistics; date of report, signature of geologist. Includes photographs of dam site. Arr. by subject Indexed alph by subject Typed 20 pp 11½ x 8 x 1/8. Eng va., C.H.

Financial Records
(See also entries 815-iii, 817-ii, iv)

General Accounts

655 JOURNAL, CITY OF PITTSFIELD, 1891-- 7 vols (6 vols. unlab.; 1 vol 2, B P W.)
Daily record of all departmental expenditures: Name of creditor, account charged; amount, itemization, date of expenditure Arr. chron. by date of expenditure For index, 1891-98, see entry 656; no index 1899--. Hdw. 300 to 500 pp 16½ x 11½ x 2½ to 18 x 10 x 3 1 vol., 1891-94, west va.; 6 vols., 1894--, p w. d. va., C H.

656 INDEX, 1891-98. 3 vols Discont 1898
Index to Journal, City of Pittsfield, entry 655 Name of creditor, volume and page reference Arr. alph. by name of creditor Hdw. 50 pp. 15½ x 9½ x ¼ 2 vols., 1891-94, west va.; 1 vol., 1894-98, p. w. d. va.; C H.

657 LEDGER, 1891-1913 6 vols (5 vols. unlab.; 1 vol. 2). Discont 1913
Expense ledger of accounts posted from Journal, City of Pittsfield, entry 655. Name of account, creditor; amount, itemization, date of expenditure; total monthly, annual expenditures by account Arr. by name of account and thereunder chron by date of expenditure. Indexed alph. by name of account. Hdw. 200 to 500 pp 10½ x 8½ x 1 to 16½ x 11½ x 2½.

658 DISBURSEMENTS, CITY OF PITTSFIELD, 1897, 1899-- 36 vols. (2 vols dated, B P W; 34 vols dated); 6 bdls. (unlab.). Prior records missing.
Classification of expenditures by account Name of account; amount, date of appropriation, amount, itemization, date of expenditure; total monthly expenditures, balance Arr. chron by month Indexed alph. by name of account Hdw. on typed form 250 to 480 pp 11 x 16½ x 1½ to 18 x 24½ x 2½. 34 vols., 1897, 1899-1928, 1931-33, west va., 2 vols., 1929-30, east va.; 6 bdls., 1934--, p. w. d. va., C.H.

659 (SCHEDULES OF TREASURER'S RECEIPTS, COLLECTION WARRANTS), 1916-17, 1923-- 3 v.ds Prior records missing.
Contains
i. Schedules of treasurer's receipts (copies): For description, see entry 257-ii

ii. Warrants (copies) to collector for collection of water rates and betterment assessments: For description, see entry 222. Arr. chron. by date of schedule or warrant. No index. Typed on ptd. form. 11 x 4½ x 13½.

660. (SCHEDULES OF BILLS PAYABLE), 1937--. 1 bdl. Prior records destroyed.
Copies of schedules sent with invoices or bills to auditor: For description, see entry 289-i. Arr. chron. by date of schedule. No index. Typed on ptd. form. 16½ x 12½ x 2. Desk, p. w. d. off., C.H.

661. (SCHEDULES OF BILLS RECEIVABLE), 1935--. 1 vol. Prior records destroyed.
Copies of schedules sent to treasurer for collection: For description, see entry 257-i. Arr. chron. by date of schedule. No index. Typed on ptd. form. 120 pp. 14½ x 12½ x 1. Safe, p. w. d. off., C.H.

662. JOURNAL - CASH PAID OUT, 1922--. 2 vols. 1907-22 in Purchases Made for Private Parties, entry 672.
Petty cash account: Amount, date of petty cash advance from treasurer; amount, purpose, date of expenditure for postage, supplies, travel, miscellaneous; total monthly expenditures, balance. Arr. chron. by date of transaction. No index. Hdw. 300 pp. 9½ x 8½ x 1½. P. w. d. off., C.H.

Bids and Contracts
(See also entries 689-ii, 815-ii)

663. BIDS, 1891-1914, 1921-26, 1934--. 6 v.ds., 4 bdls., and 2 f.ds. (dated). Title varies slightly.
Contains the following records on material and services:
i. Bids: Name, address of contractor; description, specifications, cost of materials or services to be supplied; total cost, terms, date of bid; signature of contractor. For bids on construction contracts 1915--, see entry 743-i.
ii. Contracts (copies): For description, see entry 68.
iii. Specifications: Kind, description, dimensions, quality of materials.
Arr. chron. by date of record. No index. Hdw. or typed on ptd. form. V.ds. 11 x 4 3/4 x 4¼; bdls. 8¼ x 5¼ x 2 and 10 x 8 x 4; f.ds. 11½ x 13 x 26. 6 v.ds., 1891-1913, 1934--, p. w. d. va.; 1 bdl., 1905-14, eng. rm.; 2 bdls., 1910-12, west va.; 1 bdl., 1921-26, south va.; 2 f.ds., 1935--, cab., comm. off., C.H.

664. CONTRACT PRICES, 1916--. 2 vols. (1 vol. unlab.; 1 vol. dated). Estab. 1916. Title varies: Summary of Bids, 1916-25.
Record of bids submitted for contracts: Name of contractor; amount, date of bid; quantity, description, unit price, total cost of materials; date of award or reason for rejection. Arr. chron. by date of bid. No index. Typed. 50 pp. 11½ x 10 x ½. Eng. va., C.H.

665 SEWER AGREEMENTS, CITY OF PITTSFIELD, 1895. 1 vol.
Copies of agreements with property owners who had made deposits for sewer connections: Name, address of property owner; text, terms, date of agreement; signatures of property owner and members of board of public welfare. Arr. chron by date of agreement. No index. Hdw. on ptd. form. 240 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x $1\frac{1}{2}$.

Water and Sewer Accounts
(See also entries 665, 722)

666 METER WATER RATES, CITY OF PITTSFIELD, 1892-1919, 1925, 1930--. 4 vols. (unlab.); 2 bdls. (dated).
Record of meter readings and metered water rates, as compiled from (Meter Readers' Field Books), entry 667. Name, address of consumed; date of reading; present, previous meter reading; amount of water consumer, water rate. Arr. chron by date of reading and thereunder alph. by name of consumer. No index. Hdw. on ptd. form 1892-1925; typed on ptd. form 1930--. Vols. 320 pp. $15\frac{1}{2}$ x $12\frac{1}{2}$ x 2; bdls. 8 x $12\frac{1}{2}$ x 3. 3 vols., 1892-1909, 1930--, p. w. d. va.; 1 vol., 1909-19, west va.; 2 bdls., 1917, 1925, south va., C.H.

667 (METER READERS' FIELD BOOKS), 1923, 1935--. 3 bdls. and 2 vols. (dated). Prior records missing.
Name, address of consumer; size, maker, maker's number, department number, account number of meter; date of installation, removal; date, record of reading; comments on failure to secure reading, leaks, repairs needed, complaints. Arr. by name of st., thereunder num. by house no., and thereunder chron. by date of reading. No index. Hdw. or typed on ptd. form. Bdls. $5\frac{1}{2}$ x $8\frac{1}{2}$ x 3; vols. 280 pp. 7 x $9\frac{1}{2}$ x $2\frac{1}{2}$. 3 bdls., 1923-38, south va.; 2 vols., 1939--, p. w. d. va., C.H.

668 CITY OF PITTSFIELD, PAY ROLL, AUDITING DEPT., 1907-10, 1912, 1914--. 21 vols. (20 vols. dated; 1 vol. unlab.). Prior records missing. Title varies: Ledger, 1907-28, 20 vols.
Water division expense account ledger: Name of account; amount, purpose, date of expenditure; total monthly, annual expenditures by account. Arr. by name of account and thereunder chron. by date of expenditure. Indexed alph. by name of account 1907-19, 1923-25, 1927; no index 1920-22, 1926, 1928--. Hdw. on ptd. form. 200 to 300 pp. $17\frac{1}{2}$ x 15 x $1\frac{1}{4}$ to 14 x 9 x $1\frac{1}{2}$.
Water division off., Highway Bldg.

669 LEDGER, 1930--. 2 vols. Estab. 1930.
Record of creditor accounts of water division: Name, address of creditor; name of account charged; date, number of requisition; number, description, kind, cost of materials purchased; monthly, annual account total. Arr. by name of creditor and thereunder chron. by date of requisition. Indexed alph. by name of creditor. Typed. 520 pp. $11\frac{1}{2}$ x 10 x 2. Safe, water division off., Highway Bldg

670. RECORD, 1915--. 36 vols. (dated). Prior records destroyed.
Daybook of expenditures on water connections: Name of property owner, location of premises, type of work; amount, itemization of labor, material costs; total daily cost, date of record. Arr. chron. by date of record. No index. Hdw. on ptd. form. 150 to 300 pp. 8½ x 6 x ½ to 14 x 9 x 1. Water division off., Highway Bldg.

671. EXTENSIONS OF WATER MAINS, 1891-1921. 3 vols. Discont. 1921.
Title varies: Extensions of Water Pipes, 1891-99, 1 vol.; no title, 1914-21, 1 vol.
Record of expenditures for extensions of water mains and receipts from charges to abutters: Name of abutter; amount, itemization of expenditure; amount, itemization, date of labor; amount of material and interest charges; monthly, annual total expenditures, charges, receipts. Arr. chron. by date of transaction. Indexed alph. by name of abutter. Hdw. 188 pp. 10½ x 8 x 3/4.

672. PURCHASES MADE FOR PRIVATE PARTIES, 1897-1902, 1907-22. 1 vol.
Prior and subsequent records missing.
Record of purchases of water meters and piping materials for consumers billed for reimbursement, 1897-1902: Name of consumer; amount, itemization, date of purchase; date of bill to consumer; amount, date of reimbursement. Also contains: Petty cash account, 1907-22, entry 662. Arr. chron. by date of transaction. No index. Hdw. 216 pp. 10½ x 8½ x 1.

673. TIME BOOK - WEEKLY (Water Division), 1907--. 86 vols. (dated; lab. by cont. name of foreman). Prior records destroyed.
Date of weekly payroll period; name, number of employee; number of daily and weekly hours employed, wage rate, amount of weekly earnings. Arr. chron. by date of weekly payroll period and thereunder by name of employee. No index. Hdw. under ptd. head. 80 pp. 7½ x 4½ x ½. Cab., water division off., Highway Bldg.
For time books kept by superintendent 1913--, see entry 783.

674. COST SCHEDULES, 1926--. 1 f.d., 1 f.b. Prior records destroyed.
Copies of water division pay rolls submitted with warrants to treasurer and then to auditor for filing: For description, see entry 294. 1937-- includes amount of retirement contribution deducted, net amount of pay. Arr. chron. by date of pay roll. No index. Typed on ptd. form. F.d. 11½ x 13 x 27; f.b. 6½ x 16 x 19. Water division off., Highway Bldg.

675. METER REG'S., 1928--. 1 f.d. Prior records destroyed.
Triplicates of requisitions for purchases of water meters, originals sent to vendors and duplicates to auditor: For description, see entry 300. Arr. num. by requisition no. No index. Typed on ptd. form. 11½ x 13 x 26. Cab., water division off., Highway Bldg.

676 (RECORD OF CASH DEPOSITS ON WATER AND SEWER CONNECTIONS), 1907--
4 vols Prior records missing
Name, address of consumer, amount, kind, date of deposit, refund (if any); total deposits, refunds; net cost of installations 1907-20 includes volume and page reference to paid sewer and water connections, entry 751 Arr chron by date of deposit No index Hdw 200 pp 10½ x 8¼ x 1 3 vols, 1907-31, p w d va ; 1 vol, 1932--, safe, p w d off, C H

677 (RECEIPTS FOR DEPOSITS ON SEWER AND WATER CONNECTIONS), 1894-1913, 1934- 43 vols
Stubs of receipts issued Name, address of consumer; amount, date, number of deposit, kind of connection, date of issue of receipt, signature of clerk Arr chron by date of issue No index Hdw on ptd form 200 pp 3½ x 4½ x 1 27 vols, 1894-1913, p w d va ; 16 vols, 1934--, safe, p w d off, C H

678 (RECEIPTS FROM CONSUMERS FOR REFUNDS OF WATER AND SEWER CONNECTION DEPOSITS), 1904-13, 1935-36 14 vols Discont 1936
Name, signature of consumer; amount, cause, date of refund Arr chron by date of refund No index Hdw on ptd form 100 pp 3½ x 8½ x ½ 13 vols, 1904-13, p w d va, 1 vol, 1935-36, safe, p w d off, C H

679 (CERTIFICATES OF ABATEMENTS OF WATER RATES AND SPECIAL ASSESSMENTS), 1897-- 14 vols (lab by cont certificate nos)
Prior records destroyed
Stubs of certificates issued For description, see entry 243 Arr num by certificate no No index Hdw on ptd form 200 pp 5½ x 12½ x 1

680 SEWER AND WATER BILLS RECEIVABLE ABATEMENTS, 1935- 1 vol
Prior records destroyed
Copies of schedules of abatements of bills receivable, originals sent to auditor For description, see entry 293 Arr chron by date of schedule No index Typed on ptd form 22 pp 11½ x 9½ x ¼

681 (SCHEDULES OF WATER CONNECTION REPAIR COSTS), 1923-27, 1934-
11 bdls (dated) Prior records missing
Schedules submitted by foremen Name, address of property owner, description of work; amount, itemization of costs for labor and materials; total cost; signature of foreman, date of schedule Arr chron by date of schedule No index Typed on ptd form 8½ x 5 x 2 5 bdls, 1923-27, south va ; 6 bdls, 1934--, p w d va, C H
For duplicates of schedules 1939, see entry 801-x

682 (SCHEDULES OF SEWER CONNECTION REPAIR COSTS), 1922-27 1934-
12 bdls (dated) Prior records missing
Schedules submitted by foremen For description, see entry 681 Arr chron by date of schedule No index Hdw on ptd form 1922-27, typed on ptd form 1934-- 8½ x 5 x 1 6 bdls, 1922-27, south va, 3 bdls 1934-36, eng rm ; 3 bdls, 1937--, p w d va, C H

683 (SCHEDULES OF SEWER CONNECTION INSTALLATION COSTS), 1924-27, 1935 9 bdls (dated) Prior records missing
Schedules submitted by foremen For description, see entry 681 Arr chron by date of schedule No index Hdw on ptd form 12 x 8½ x 1 4 bdls, 1924-27, south va ; 2 bdls, 1935-36, eng rm ; 3 bdls, 1937-- ; p w d va , C H

684 CERTIFICATE TO AUDITOR, B P W CITY OF PITTSFIELD, 1895 1904 2 vols Discont 1904
Copies of certificates, sent to auditor, of commitments made to collector for collection of schedules and metered water rates Amount, kind of commitment, date, number of certificate; signature of clerk Arr num by certificate no No index Hdw on ptd form 150 pp 5½ x 8½ x 2

685 (STUBS OF NOTICES TO PROPERTY OWNERS OF ASSESSMENTS ON NEW SEWER SYSTEM), 1895-1902 1 vol
Name, address of property owner, lot number of property, amount of assessment, number, date of notice Arr num by notice no No index Hdw on ptd form 100 pp 11½ x 12½ x 1

Highway Accounts
(See also entry 784)

686 (WEEKLY SCHEDULES OF HIGHWAY MAINTENANCE COSTS), 1920-21, 1926, 1929, 1936-- 7 bdls (dated) Prior records missing
Schedules submitted by foreman Description, location of work; amount, itemization of costs for labor and materials, total cost, signature of foreman; date of schedule Arr chron by date of schedule No index Hdw on ptd form 8½ x 5 x 2 2 bdls, 1920-21, p w d va , 2 bdls, 1926, 1929, south va , 2 bdls, 1936-37, eng rm , 1 bdl, 1938 , cab , p w d off , C H

687 GENERAL HIGHWAYS - CASH, 1937-- 1 vol (dated) Estab 1937
Record of highway division receipts from sewer connections and private work Name of payer; amount, source, itemization, date of receipt; schedule and line number references to schedules of bills receivable, entry 661 Includes amount, date of transfer to treasurer Arr chron by date of receipt No index Hdw 300 pp 10 x 8 x 1½ Safe, p w d off , C H

688 (PAY ROLLS), 1937-- 3 bdls Prior records destroyed.
Copies of highway division pay rolls submitted with warrants to treasurer and then to auditor for filing For description, see entry 294 Arr chron by date of pay roll No index Typed on ptd form 17¼ x 13¼ x 1

689 (CWA PROJECTS, PAVING CONTRACTS), 1919-30, 1933-34 1 vol
Contains record of
i CWA projects, 1933-34 Number of project, name of vendor, itemization, cost of materials, date of purchase, total cost by project
ii Paving contracts, 1919-30 Name of contractor, location of work, amount, itemization, date of expenditure, amount, date of contract; total amount of expenditures to date, balance

Commissioner of Public Works - Financial Records [689-694]

Arr. chron. by date of record. Indexed alph. by name of st. 1919-30; no index 1933-34. Hdw. 160 pp. 12½ x 10½ x ½.

Engineer's Accounts
(See also entry 743-i, ii, vii, xi, xiv, xviii)

690. (ENGINEERING DEPARTMENT PAY ROLLS), 1936--. 2 bdls. (dated). 1910-36 in (Miscellaneous Engineering and Construction Data), entry 743.
Copies of pay rolls submitted with warrants to treasurer and then to auditor for filing: For description, see entry 294. Arr. chron. by date of pay roll. No index. Typed on ptd. form. 17¼ x 13¼ x ½. Eng. va., C.H.

691. DAY BOOK, 1908-13. 3 vols.
Record of apportionment of engineers' salaries by projects: Date of pay roll, name of engineer, names of completed projects on which engineer worked, number of man-hours of each project, total amount of weekly salaries, amount of salary apportioned to each project, weekly and monthly totals for each project. Arr. chron. by date of pay roll. No index. Hdw. 500 pp. 17 x 8 x 2. Safe, eng. rm., C.H.

Federal Relief Project Accounts
(See also entries 689-i, 741, 742, 798-ii, 817-ii, iv)

692. (RECORD OF DISBURSEMENTS ON PUBLIC WORKS ADMINISTRATION PROJECTS), 1935--. 1 vol. Estab. 1935.
Name, address of contractor; description, location, docket number of project; description, itemization, date of expenditure for labor, material, travel, transportation, equipment rental, laboratory fees, insurance, advertising, surveying; amount, date of payment; total disbursements. Arr. chron. by date of payment. No index. Hdw. 120 pp. 11½ x 18 x 1.

693. (WPA PAY ROLLS), 1935-37. 3 envs. 1935-- in Completed Projects, entry 816; 1937-- in (MISCELLANEOUS RECORDS), entry 817; 1938-- in Project Applications, entry 815.
Copies of pay rolls of departmental employees working on WPA projects, submitted with warrants to treasurer and then to auditor for filing: For description, see entry 294. Arr. chron. by date of pay roll. No index. Typed on ptd. form. 8 x 11 x ½. Eng. va., C.H.

Petitions, Applications, and Permits

694. PETITIONS FILED, 1923--. 5 v.ds. (4 v.ds., dated; 1 v.d. unlab.). Prior records destroyed.
Copies of petitions from property owners to city council for installation of sewers, sidewalks, drains, water mains, hydrants, catchbasins, paving, street signs; for removal of trees, permission to erect signs, changes in street lighting; for taxi stands: Names of petitioners; text, date, number of petition. Also contains: Record of and reports on damage claims, 1923-37, entry 833; water bonds, entry 838. Petitions arr. num.

by petition no.; bonds and claims arr. chron. by date of bond or claim. Indexed alph. by subject of petition. Hdw. on ptd. form. 11 x 4½ x 13¼.

695. (APPLICATIONS FOR PERMITS FOR INSTALLATION OF WATER CONNECTIONS), 1892-93, 1915-16, 1920, 1922, 1924-25, 1931--. 9 vols. (1 vol. no. 1, dated; 6 vols. dated; 2 vols. unlab.).
Stubs of applications filed: Name of applicant; location of premises to be connected; date, number of application; signature of applicant. Arr. num. by application no. No index. Hdw. on ptd. form. 6½ x 8 x 1½. 4 vols., 1892-93, 1925, 1931--, p. w. d. va.; 5 vols., 1915-24, south va., C.H.

696. LETTERS, 1922-23, 1937--. 1 bdl. (unlab.); 1 l.f. (dated). Prior records missing.
Applications for sewer connection permits from property owners: Name of property owner, location of premises, type of installation, date of application, signature of applicant. Arr. chron. by date of application. No index 1922-33; indexed alph. by name of property owner 1937--. Hdw. on ptd. form. Bdl. 11½ x 8½ x ½; l.f. 12¼ x 11½ x 3¼. 1 bdl., 1922-23, south va.; 1 l.f., 1937--, p. w. d. off., C.H.

697. (SEWER CONNECTION PERMITS), 1891-94, 1896-99, 1905-10, 1931--. 5 vols. (dated).
Stubs of permits issued: Name of property owner, plumber; location of premises to be connected; distance, direction of connection from manhole; length, size, depth of pipe; number, date of connection permit, plumbing inspector's permit; signature of clerk. Arr. num. by connection permit no. No index. Hdw. on ptd. form. 200 to 500 pp. 10¼ x 5½ x 1 to 12½ x 14 x 2½.

698. (PERMITS FOR WATER CONNECTION INSTALLATIONS), 1906, 1908, 1910, 1913-27, 1937--. 11 bdls. (dated). Prior records missing.
Permits returned to department after completion of installation: Name of property owner, location of premises to be connected; number, date of permit; signature of clerk. Includes itemization of costs for labor, materials, cartage; date of installation, signature of foreman. Arr. num. by permit no. No index. Hdw. on ptd. form 1906-19; hdw. or typed on ptd. form. 1920--, 6½ x 6½ x 1½. 6 bdls., 1906-10, 1937--, p. w. d. va.; 5 bdls., 1913-27, south va., C.H.

699. PERMITS GRANTED, 1935--. 2 v.ds. Prior records destroyed. Title varies: Miscellaneous, 1935-36.
Copies of permits granted to property owners to occupy city-owned sidewalks for purpose of construction on adjacent property: Name of property owner, contractor; location of premises; location, dimensions of sidewalk to be occupied; conditions, number, reason for issuance of permit; date of issue, expiration; signature of commissioner. Arr. num. by permit no. No index. Typed on ptd. form. 11 x 4½ x 13¼.

Engineer's Records
(See also entries 643, 645)

Technical Records

700. ENGINEER'S FIELD BOOK, 1892--. 439 vols. (1-439).
Original notes and survey figures from which construction drawings and estimates are made: Name of street, survey or project; location, grades, elevations, levels, and lines of streets, highways, sidewalks, curbs, sewers, water mains, catchbasins, drains, culverts, or tracts, date of survey. Includes freehand sketches. Arr. chron. by date of survey. For index, see entry 701. Hdw. 80 pp. 4½ x 7 x ½. Eng. va., C.H.

701. (INDEX TO ENGINEER'S FIELD BOOKS), 1892--. 6 f.ds. (lab. by cont. ls. of alph.).
Index to Engineer's Field Book, entry 700: Name of street; date, type of survey or project; name of engineer, volume and page reference. Arr. alph. by name of st., survey, or project. Hdw. or typed on ptd. form. 3½ x 6 x 16½. Eng. va., C.H.

702. (MURDOCK'S FIELD BOOKS), 1856-93, 1885, 1897-1900. 45 vols. (1-35, 37-39, 41-47).
Field books owned by G. A. Murdock, consulting engineer prior to establishment of office of city engineer: For description, see entry 700. Arr. chron. by date of survey. For index, see entry 703. Hdw. 163 pp. 7¼ x 4½ x ½. Eng. va., C.H.

703. (INDEX TO MURDOCK'S FIELD BOOKS), 1856-1900. 1 vol.
Index to (Murdock's Field Books), entry 702: Name of street, type of survey, volume and page reference. Arr. alph. by name of st. Hdw. 60 pp. 15½ x 10½ x ½. Eng. va., C.H.

704. (ENGINEER'S NOTEBOOKS), 1896--. 36 vols. (23 vols. 2-7, 7-22, 22; 13 vols. unlab.). Prior records missing.
Miscellaneous notes on construction projects, including tables of grades, sketches, estimates, lists of materials required, and comments on soil conditions: Name, location of project; date of record. Arr. chron. by date of record. For index, see entry 705. Hdw. 150 pp. 10½ x 8 x 1. 3 vols., 1896-1908, eng. rm.; 20 vols., 1908-22, eng. va.; 13 vols., 1922--, eng. off., C.H.

705. (INDEX TO NOTEBOOKS), 1896--. 2 f.bs.
Index to (Engineer's Notebooks), entry 704: Name of street, project, or subject of notes; volume and page reference 1896-1922, date and page reference 1923--. Arr. alph. by name of st., project, or subject. Hdw. on typed form. 4½ x 5½ x 16½. Eng. off., C.H.

706. (INSPECTORS' NOTEBOOKS), 1908, 1910-12, 1914-16, 1919. 39 vols. (dated, lab. by cont. name of project). Prior records missing. Discont. 1919.
Miscellaneous notes on city-construction projects: Name, location, type

of project; date of inspection; number, labor classifications, wage rates of employees; total man-hours, labor costs to date; itemization, unit cost, total cost of materials, equipment; number of hours of use of equipment; miscellaneous, total cost to date; estimated percentage of work done, expenditures to date. Arr. chron. by date of inspection. No index. Hdw. 96 pp. 7 x 4½ x ½. Eng. rm., C.H.

707. CALCULATION BOOKS, 1898--. 74 vols. (dated). Prior records destroyed.
Data used by engineers in estimating costs of construction projects: Name, location, kind, dimensions of project; number, labor classifications, wage rates of workers; estimated number of man-hours required, total estimated labor costs; quantity, description, unit costs, total estimated cost of materials; number, description, estimated time, unit cost of rentals; total estimated cost of equipment; description, amount of other costs; date of estimate. Arr. chron. by date of estimate. Indexed alph. by name of project. Hdw. 200 pp. 10½ x 8½ x 1. Eng. va., C.H.

708. BENCH MARKS, 1892--. 11 vols. (1 vol. dated; 10 vols. unlab.). Record of permanent benches: Name of street; location, elevation of benches; date of establishment of mark, name of engineer. Arr. chron. by date of establishment. For index, see entry 752. Hdw. 50 to 120 pp. 6½ x 4 x ¼ to 10½ x 8 x ½. 1 vol., 1892-93, eng. rm.; 10 vols., 1893--, eng. va., C.H.

709. MONUMENT BOOKS, 1893--. 7 vols. (1-7).
Record of stone nomuments set to indicate bounds of public streets: Name of street; location, size of marker; date of installation; section or drawer and number references to plan described in entry 763. Arr. chron. by date of installation. No index. Hdw. 80 pp. 7 x 4½ x ½. Eng. va., C.H.
For record of stone markers kept by consulting engineer 1893, see entry 716.

710. (CARD RECORD OF PROPERTY OWNERS), 1906--. 10 f.ds. (lab. by cont. ls. of alph.). Estab. 1906.
Name, address of property owner; name of street, number of lot; drawer or section and number references to plan described in entry 763; date of transfer of property, page reference to property record in assessors' tax book, entry 172-ii. Arr. alph. by name of st. and thereunder num. by lot no. No index. Typed on ptd. form. 5 x 6¼ x 13½.

711. WEATHER RECORDS, CITY OF PITTSFIELD, 1894--. 3 vols. (1 vol. unlab.; 2 vols. 2, 3). Estab. 1894.
Daily record of weather conditions: Condition of atmosphere; maximum, minimum, and mean temperature readings; barometer readings, date of record, remarks. Includes monthly summary: Number of clear, cloudy days; mean temperature; total rainfall, snowfall. Arr. chron. by date of record. No index. Hdw. 225 pp. 15 x 11 x 1.

Commissioner of Public Works - [712-717]
Engineer's Records

712. PILES ON CHURCH STREET - STATION, LENGTH, ETC., 1912-13. 1 vol.
Field notebook on pile-driving operations on Church Street and Lyman Street bridge: Station number, number of piles, length of piles below surface; length of fall of hammer on first three blows, last three blows; date of operation, record. Includes sketch showing location of piles. Arr. chron. by date of record. No index. Hdw. 100 pp. 6½ x 4½ x ½. Eng. rm., C.H.

713. TREE SURVEY, CITY OF PITTSFIELD, 1934. 9 vols. (1-9).
Record of trees surveyed: Name of street; number, kind, location, diameter, condition of tree; details of repairs, date of record. Includes sketches of streets showing location of trees. Arr. chron. by date of record. For index, see entry 714. Hdw. 80 pp. 7½ x 4½ x ½. Eng. va., C.H.

714. INDEX TO TREE SURVEY, CITY OF PITTSFIELD, 1934. 1 vol. (dated).
Index to Tree Survey, City of Pittsfield, entry 713: Name of street, volume and page reference. Arr. alph. by name of st. Hdw. 80 pp. 7½ x 4½ x ½. Eng. va., C.H.

Highways
(See also entries 743-xii, xix, xx)

715. (RECORD OF ACCEPTED STREETS), 1764--. 3 f.ds. (lab. by cont. ls. of alph.).
Name, dimensions, grade of street; date of acceptance; type of surface, subsoil; dimensions, material of sidewalks; location, length, depth, diameter of sanitary sewers, storm water drains, and water mains; location, length of curbs; width between curbs; dates of establishment of grades, improvements; drawer or section and plan number references to plan described in entry 763. Arr. alph. by name of st. No index. Typed. 4¼ x 6 x 15. Eng. va., C.H.

716. NOTES OF STREETS TAKEN FROM GEO. A. MURDOCK, 1893. 1 vol. (dated).
Record of stone markers set to indicate bounds of public streets, kept by consulting engineer before establishment of office of city engineer: Name of street, location of monument, date of record. Includes sketches showing location of and distances from adjacent intersections. Arr. chron. by date of record. No index. Hdw. 80 pp. 7 x 4½ x ½. Eng. va., C.H.

For permanent record 1893--, see entry 709.

717. GRADE BOOK, 1894-1904. 7 vols. (3-9). Prior records missing.
Engineer's field record of established grades on city-construction projects: Name of street, location of project; station number, purpose, figure of grade; notes on location of grade point in relation to other points on project, pitch, direction, placement of stakes or batterboards; date of record. Arr. chron. by date of record. For index, see entry 718. Hdw. 175 pp. 7 x 4½ x ½. Eng. rm., C.H.

718. JOURNAL - INDEX TO FIELD NOTE BOOKS, 1894-1904. 1 vol. (3). Index to Grade Book, entry 717: Name of street, purpose of establishment of grade, year of record, volume and page reference. Arr. alph. by name of st. Hdw. 216 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x 1. Eng. rm., C.H.

719. GRADES - ENGINEER'S DEPARTMENT, 1892-1906. 3 vols. (1-3). Discont. 1906.
Office record compiled from, and showing same information as in, Grade Book, entry 717. Arr. chron. by date of record. Indexed alph. by name of st. Hdw. 1892-1902; typed 1903-06. 300 pp. 14 x $9\frac{1}{2}$ x $1\frac{1}{2}$. Eng. va., C.H.

720. SIDEWALK MEASUREMENTS, 1892-1904. 4 vols. (dated).
Record of sidewalks installed, length thereof computed on the basis of assessments on abutters: Name of abutter, street; date of construction; number, frontage of lot; section or drawer and plan number references to plans of sidewalk assessments described in entry 762. Arr. chron. by date of construction. Indexed alph. by name of st. Hdw. 75 pp. 7 x $4\frac{1}{2}$ x $\frac{1}{2}$. Eng. rm., C.H.

Sewers
(See also entries 682, 683, 685)

721. (COMMISSIONER'S CARD RECORD OF SEWER CONNECTIONS), 1892--. 8 f.ds. (lab. by cont. ls. of alph.).
Name of property owner; street name, house number of premises; location of junction; length, depth of house connection. Arr. alph. by name of st. and thereunder num. by house no. No index. Typed on ptd. form. 5 x $6\frac{1}{4}$ x $13\frac{1}{4}$.
For duplicate record kept by superintendent of streets 1920--, see entry 777.

722. PAID (Accounts of) SEWER AND WATER CONNECTIONS, 1894--. 30 vols. (11 vols. dated; 18 vols. 1-18; 1 vol. unlab.); 19 f.bs. (dated). Prior records destroyed. Title varies: Journal - Accounts of Sewer and Water Connections Put In for Private Parties, 1894-98, 4 vols.; Ledger, 1906-07, 2 vols.; no title, 1899-1905, 1908-20, 24 vols.
Name, address of property owner; date of installation of water or sewer connection; itemization of costs for labor, materials, cartage; total cost, amount of deposit, amount of unexpended deposit returned to owner, date of return. Arr. chron. by date of installation 1894-1920; arr. alph. by name of property owner 1921--. Indexed alph. by name of property owner 1894-1920; no index 1921--. Hdw. 1894-1919; typed 1920--. Vols. 250 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x 1; f.bs. $5\frac{1}{2}$ x $8\frac{1}{4}$ x 12.

723. SEWER Y BOOKS, 1928--. 4 vols. (85-88). Estab. 1928.
Record of locations of sewer junctions: Name of street; size, direction of sewer; distance of junction from station or manhole, condition of soil, depth of water, date of installation. Arr. chron. by date of installation.

For index, see entry 724. Hdw. 93 pp. 7½ x 4¼ x ¼. Eng. va., C.H.
For duplicate record kept by superintendent of streets 1928--, see entry 778.

724. INDEX TO SEWER Y BOOKS, 1928--, 1 f.d.
Index to Sewer Y Books, entry 723: Name of street, date of installation of junction, volume and page reference. Arr. alph. by name of st. Hdw. or typed on ptd. form. 4½ x 6 x 16½. Eng. va., C.H.

725. SEWER CONNECTIONS, CITY OF PITTSFIELD, 1891-1903. 1 vol.
Name of street, street number of building, purpose for which used; number, date of permit; location of junction, name of plumber making installation, date of installation. Arr. chron. by date of installation. Indexed alph. by name of st. Hdw. on ptd. form. 200 pp. 15 x 13½ x 1.

726. LOCATION OF MANHOLES AND SEWERS, 1893-1902. 1 vol. (1).
Field book of sewer and manhole installations: Name of street; location, length, diameter of sewer; number, location, diameter, depth of manhole; size of manhole cover; date of installation, record. Arr. chron. by date of record. No index. Hdw. 80 pp. 7 x 4½ x ½. Eng. va., C.H.

727. LOCATION OF BRANCHES ON NEW SEWER SYSTEM, 1894-1905. 86 vols. (1-86). Discont. 1905.
Name of street; location, length, diameter of sewer; location, number of junctions, manholes; location, length, diameter of branches; date of record. Arr. chron. by date of record. Indexed alph. by name of st. Hdw. 80 pp. 7 x 4 x ½. Eng. va., C.H.

Water System
(See also entries 645, 647-649, 652, 681, 738-xv, 722, 813-826)

728. (COMMISSIONER'S CARD RECORD OF WATER CONNECTIONS), 1912--. 12 f.ds. (lab. by cont. ls. of alph.). Estab. 1912.
Name of property owner, name of street, lot number; distance from house to curb, from curb to main; side of street, direction of service line; size, location of main; date of connection; section or drawer and plan number references to street plans in entry 763. Arr. alph. by name of st. and thereunder num. by lot no. No index. Typed. 4 x 5½ x 13½.
For duplicate record kept by superintendent of water works, see entry 790.

729. (RECORD OF WATER CONSUMPTION), 1908--. 2 bdls. (dated); 1 vol. (unlab.). Estab. 1908.
Daily record of water flow from reservoirs: Name of reservoir, diameter of outlet main; daily reading, consumption in gallons; total monthly consumption, average daily consumption, amount of daily chlorination, date of record. Arr. chron. by date of record. No index. Hdw. Bdls. 11½ x 16½ x ½; vol. 200 pp. 16½ x 12 x 1½. Eng. va., C.H.

730. WATER HEIGHTS AT RESERVOIRS, 1937--. 1 vol. Estab. 1937.
Daily record of water heights at reservoirs of city water system: Name of reservoir, date of record, water height at spillway, notation as to whether gates were open or closed at time of reading. Arr. chron. by date of record. No index. Hdw. on ptd. form. 36 pp. 11½ x 13½ x ¼. Eng. off., C.H.

731. WATER GATE BOOK, 1914--. 5 vols. (264, 266, 276, 375, 419). Prior records missing.
Field record of gates installed in water mains: Name of street, date of installation; location, size of gate; size of main; section or drawer and plan number references to plans described in entry 763. Includes sketch of street, showing location of gate. Arr. chron. by date of installation. No index. Hdw. 77 pp. 7 x 4½ x ½. Eng. va., C.H.

732. WATER GAUGE PRESSURE CHART, 1895-1902, 1906-11, 1915-26, 1928--. 23 bs. (dated); 15 bdls. (8 bdls. dated; 7 bdls. unlab.). Prior records missing.
Original daily water gauge pressure charts used on Bristol recording instrument: Date of chart, graph line recording hour and pressure in pounds. Arr. chron. by date of chart. No index. Ptd. Bs. 9 x 9 x 2; bdls. 8½ x 8½ x 2. 17 bs., 8 bdls., 1895-1920, 1928-32, south va.; 6 bs., 7 bdls., 1921-26, 1933, p. w. d. va., C.H.

733. WATER CANVASS, CITY OF PITTSFIELD, 1919--. 206 vols. Prior records missing.
Record of semiannual canvass of water consumers: Name, address of property owner, tenant; number of occupants; number of sinks, baths, water closets; date of canvass. Arr. by name of st. and thereunder num. by house no. Indexed alph. by name of st. Hdw. on ptd. form. 250 pp. 10 x 6 x 1. 170 vols., 1919-36, south va.; 36 vols., 1937--, p. w. d. va., C.H.

734. REPORT ON CHECK VALVE TESTS, 1927--. 2 vols. (1 vol. dated; 1 vol. unlab.). Prior records destroyed.
Record of tests compiled by engineer from original reports on checkvalve tests in (Miscellaneous Engineering and Construction Data), entry 743-iv: Name of consumer; location, condition of checkvalve; reason for leakage; time, date of test; wage rate of tester; amount of labor, transportation cost; total cost of test; signature of tester, clerk of department; date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. 60 pp. 11½ x 10 x ½ and 225 pp. 11½ x 10 x 2. 1 vol., 1927-35, eng. off.; 1 vol., 1936--, eng. va., C.H.
For copies of reports 1932--, see entry 801-ii.

735. VACANCIES REPORTED, METERED AND SCHEDULE WATER, 1936--. 1 f.d. Prior records destroyed.
Record of notifications by property owners to discontinue metered or scheduled water service in vacated premises: Name of property owner, location of premises vacated, type of service, number of vacancies; date of vacancy, report. Arr. alph. by name of property owner. No index. Typed. 3½ x 5¼ x 13½.

736. HEIGHT OF WATER IN ASHLEY LAKE, 1867-1936. 1 vol. (dated).
Record of height of water above spillway at Ashley Lake, original source of water supply for Pittsfield (readings taken at irregular intervals): Date of reading, height of water. Includes narrative reports on conditions responsible for water level, weather conditions, labor required to repair dam, raising and lowering of height of spillway. Arr. chron. by date of reading. No index. Hdw. 140 pp. $10\frac{1}{4}$ x 8 x $\frac{1}{2}$.

737. WEIR READINGS, 1896-1908, 1912-14, 1923-27. 12 vols. (lab. by name of weir; 3 vols. also dated).
Record of readings of water heights at various weirs in city water system: Name of weir, date of reading, height of water; total number of gallons per day, average number per hour; comments on weather conditions, temperature, gates opened or closed, leaks found, height of weir raised or lowered. Arr. chron. by date of reading. No index. Hdw. 120 to 180 pp. 7 x $4\frac{1}{2}$ x $\frac{1}{2}$ to $10\frac{1}{2}$ x $8\frac{1}{2}$ x 1. Eng. rm., C.H.

738. RECORD, 1912-15, 1929-30. 2 vols.
Record of readings taken twice daily of water pumped from Onota Lake: Name of pump, meter reading, amount of water pumped; date, time of reading. Arr. chron. by date of reading. No index. Hdw. 176 pp. $8\frac{1}{2}$ x $5\frac{1}{2}$ x 1. Eng. va., C.H.

739. HYDRANT PRESSURES, 1914, 1917, 1927. 12 vols. (each vol. lettered by compass direction, N., E., S., or W., 4 vols. for each year).
Name of street, location of hydrant, pressure reading in pounds, date of record. Arr. chron. by date of record. Indexed alph. by name of st. Hdw. or typed. 60 pp. $7\frac{1}{2}$ x 5 x $\frac{1}{4}$. Eng. va., C.H.

740. (Record of) MAIN PIPE LINES, (and) OUTLYING MAINS TO RESERVOIRS, PITTSFIELD, MASS., 1930-36. 1 vol.
Name of street; diameter, location, length of main; number, size, location of gates, valves, blow-off gates, air valves; date of record, number of water system section. Includes sketches of street plans, showing locations of pipes and fittings. Arr. num. by section no. and thereunder chron. by date of record. Indexed alph. by name of st. Photostat. 53 pp. $4\frac{1}{2}$ x $7\frac{1}{2}$ x $\frac{1}{2}$. Eng. va., C.H.

Federal Relief Projects
(See also entries 689-i, 692, 693, 798-ii, 815-821)

741. PWA PROJECT DATA, 1936--. 1 v.d. Estab. 1936.
Contains the following records filed in envelopes marked by project number:

i. Auditor's vouchers (copies) for payments to contractors, originals sent to contractors: Name, address of contractor; location, docket number of project; amount, period, date, number of voucher; amount of contract, previous payments, balance due, present payment; date of approval; signature of auditor, commissioner of public works.

ii. Contractors' requisitions for partial payments on project contracts: Location, docket number of project; period, date of requisition; description, quantity, percentage, unit cost of work performed; amount of payment requested, signature of contractor.

iii. Engineer's estimates of project costs: For description, see entry 743-xi; includes docket number of project.

iv. Receipts (copies) given to contractors for deposits made on project plans and specifications: Name of contractor; amount, purpose, date of receipt.

Arr. num. by project no. No index. Typed on ptd. form. 11 x 4½ x 13¼.

742. COST DATA, COMPLETED PROJECTS, 1934-35. 2 bdls

Contains the following reports of ERA projects:

i. Engineer's weekly reports of expenditures to commissioner: Name, number of project; period, date of report; current week's summary of labor, equipment, and material costs; amount of prior labor, equipment, and material costs; total costs to date; percentage of federal and city funds expended to date; comparison of percentage of work done with percentage of money spent; signature of engineer.

ii. Foreman's daily labor reports to commissioner: Name, number of foreman; name of project; number, work classification, wage rate, man-hours, total cost of labor; quantity, description, unit cost, total cost of equipment and materials; date of report, signature of foreman.

iii. Weekly time reports to commissioner: For description, see entry 819.

Arr. by name of project and thereunder chron. by date of report. No index. Hdw. on ptd. form. 9½ x 11½ x 6½. Eng. rm., C.H.

Miscellaneous

743. (MISCELLANEOUS ENGINEERING AND CONSTRUCTION DATA), 1865--. 12 v.ds. (6 v.ds. lab. by cont name of st.; 4 v.ds. lab. by cont. ls. of alph.; 2 v.ds. unlab.); 5 bdls. (1 bdl. dated; 4 bdls. unlab.); 14 f.bs. (2 f.bs. lab. by cont. name of st.; 3 f.bs. dated; 9 f.bs. unlab.); 3 folders (unlab.)

i. Bids on construction contracts, 1915--: For description, see entry 663-i.

ii. Bills (copies), 1911--: Name, address of creditor; terms of sale, amount of discount; amount, itemization, date of bill.

iii. Cement tests, report of, 1911: Name of chemist; source, date of receipt, number, brand, specific gravity, degree of fineness, time of setting, tensile strength of sample analyzed; percent of water content at 1, 7, 28 days; comments, signature of chemist.

iv. Checkvalve tests on water mains, reports of, 1935--: For description, see entry 734. For copies of reports 1932-- see entry 801-ii.

Commissioner of Public Works - [743]
Engineer's Records

v. Chlorination of reservoirs, record of, 1935--: Date, time, result of orthotolidine test; meter reading, inside and outside temperatures, weight of cylinder, amount of chlorine added.

vi. Contractors' daily and weekly reports on progress to engineer, 1911-22: Name, location of project; number, work classifications of persons employed; itemization of materials furnished, progress of work; date of report, signature of contractor.

vii. Contracts (copies), 1911-30: For description, see entry 68. For copies of public works department contracts 1891--, see entry 815-ii.

viii. Correspondence, 1910, with contractors relative to bids, progress of work; with architects and consulting engineers relative to specifications, plans, technical data; with business concerns relative to contracts and purchases; with property owners relative to rights of way, land takings, easements.

ix. Drawings, tracings, blueprints: Name, location, specifications of construction work; number, date of drawing or blueprint.

x. Easements (copies), 1911--: For description, see entry 70-ii.

xi. Estimates of costs of projects, 1911--: Name, location, description of project; description, quantity, cost of materials; number, classifications of man-hours; cost of labor, estimated total cost of project; date of estimate, signature of engineer.

xii. Grades of accepted streets, record of, 1899-1920: For description, see entry 717.

xiii. Notices (copies) to abutters of hearings on acceptance of streets, 1865-1920: Date, text of notice; date, time, place of hearing; names, lot numbers of abutters. 1865-90 includes signatures of selectmen; 1891-20 includes signature of clerk.

xiv. Pay roll analysis reports submitted weekly by division heads to commissioner, 1937--: Names of accounts, amount of pay roll charged to each; total amount of pay roll; period, date of report; signature of division head.

xv. Recommendations to city council relative to water supply (copy), 1910: Text, date of recommendations relative to addition to water supply by construction of dam to create new reservoir; signatures of commissioners.

xvi. Rights-of-way (copies), 1913--: For description, see entry 70-iii.

xvii. Specifications (copies), 1915--: Type, description, dimensions, quality of construction material; tables of building stresses, structural strength of building steel; weights of structural steel by dimensions, formulas for concrete mixtures, capacity of pipe by diameter.

xviii. Statements of project costs, 1911--: Name, location, type, description of project; date of commencement, completion of operations; number, work classifications of employees; total number of man-hours, wage rate, total cost of labor; itemization, cost of materials, equipment, services; total cost of project; date of report, signature of engineer.

xix. Street betterments and improvements, record of, 1931--: Name of street; nature, type of betterment or improvement; location, dimensions, cost of work performed; date of beginning, completion of operations; names, lot numbers of abutters; total number of assessments.

xx. Streets accepted, descriptions of, 1865-1920: Name, location, direction, dimensions, grade of street; names, lot numbers of abutters; date of acceptance.

xxi. Valuation of land taken by city, 1910-11: Name, address of owner; location, dimensions, area, valuation of land; description, valuation of buildings; total valuation; date of appraisal, signature of appraiser.

Also contains: Releases from damage claims, 1938--, entry 72; pay rolls, 1910-36, entry 690; copies of deeds to property taken for public works, 1913--, entry 744; original memoranda of materials received, 1936--, entry 745; city council orders relating to public works, 1899-1920, 1924-30, entry 822. Arr. by subject under each project or job. No index. i, hdw. or typed on ptd. form; ii, iv, v, vi, xiv, xxi, hdw. on ptd. form; iii, xiii, typed on ptd. form; viii, xviii, hdw. or typed; ix, hand-drawn, blueprint, black and white plates; x, typed or typed on ptd. form; xi, xii, hdw.; xvii, typed, ptd., blueprint; all other records typed. V.ds. 10 x 4½ x 13¼; bdls. 9½ x 12 x 3; f.bs. 11½ x 3 x 13; folders, 9½ x 11½ x ¼. 8 v.ds. 4 bdls., 14 f.bs., 1865-1933, eng. rm.; 3 folders, 1 bdl., 1922, 1935-38, eng. va.; 4 v.ds. 1915--, p. w. d. va.; C.H.

744. (COPIES OF DEEDS TO LAND ACQUIRED FOR PUBLIC WORKS), 1797-1908, 1913--. 1797-1908 in (Annual Reports of City Engineer), entry 643; 1913-- in (Miscellaneous Engineering and Construction Data), entry 743.

For description, see entry 70-i.

745. (MEMORANDA OF MATERIALS RECEIVED), 1936--. 1936-- in (Miscellaneous Engineering and Construction Data), entry 743; 1938-- in (Miscellaneous Records), entry 801.

Name, address of vendor; name of account charged; quantity, description, kind of materials received; date of receipt, signature of receiver.

Maps and Plans

(See also entries 743-ix, 796, 803, 804, 815-i)

746. (ENGINEER'S FILE OF CONSTRUCTION MAPS AND PLANS), 1891--. 161 plan f. sections (152 plan f. sections 1-152; 9 plan f. sections unlab.); 2 plan f.ds. (unlab.)

Contains miscellaneous maps and plans described in entries 753, 756-763, 765-767, 770, 772, 773; includes number of file section or drawer. Arr. num. by map or plan no. For index, see entry 747. Black and white, blueprint. Scales vary. F. sections 5 x 16 x 23 and 10½ x 11½ x 24½; f.ds. 12½ x 38 x 24½. 152 f. sections, 1891--, eng. va.; 9 f. sections, 2 f.ds., 1891--, eng. rm., C.H.

747. (INDEX TO MAPS AND PLANS), 1891--. 6 f.ds. (lab. by cont. ls. of alph.).
Card index to entries 746, 748, 753, 756-763, 765-767, 770, 772, 773: Name, limits of street; date, number, description or type of map or plan; plan file drawer number or plan file section number, name of engineer. Arr. alph. by name of st. and thereunder num. by no. of map or plan. Typed on ptd. form. $3\frac{1}{2}$ x $5\frac{1}{2}$ x 13.

748. (MURDOCK'S PLANS), 1861-1905. 4 plan f. sections.
Plans purchased from G. A. Murdock, consulting engineer to the city prior to establishment of office of city engineer: For description, see entries 753, 756-763, 765-767, 770, 772, 773. Arr. num. by plan no. For indexes, see entries 747, 749. Black and white, blueprint. Scales vary. 9 x 16 x 23.

749. INDEX TO MURDOCK'S PLANS, 1861-1905. 1 vol.
Index to (Murdock's Plans), entry 748: Name of street or person concerned, plan number. Arr. alph. by name of st. or person. Hdw. Condition poor. 80 pp. $8\frac{1}{2}$ x $5\frac{1}{2}$ x $\frac{1}{2}$.

750. SEWER PLANS, 1911--. 20 plan ds. (lab. by cont. plan nos.).
Plans, profiles, and cross sections of sewers: Name, dimensions, grade, direction of street; location, size, grade, length of sewer; location of manholes, catchbasins, house connections; scale, number, date of drawing; name of engineer. Arr. num. by no. of drawing. For indexes, see entries 751, 752. Black and white, blueprint. Scales vary. 2 x 40 x $28\frac{1}{2}$.

751. (INDEX TO SEWER PLANS), 1911--. 2 f.ds. (lab. by cont. ls. of alph.).
Index to Sewer Plans, entry 750: Names of intersecting streets; length, direction of sewer; plan number. Arr. alph. by name of st. Typed. $3\frac{1}{2}$ x $5\frac{1}{4}$ x $13\frac{1}{2}$.

752. SEWER PLANS, SEWER Y BOOKS, GAS CO. PLANS, PITTSFIELD ELECTRIC PLANS, CITY BENCHES, 1892-93, 1911--. 1 f.d.
Index to Bench Marks, entry 708; Sewer Plans, entry 750; P. E. Co. (Pittsfield Electric Company), Steam Conduits, Lights, entry 768; N.E. Tel. and Tel. Co. Conduits, entry 769; Pittsfield Coal Gas Plans, entry 774: Name of street, number of plan. Index to bench marks includes location and elevation of bench. Arr. alph. by name of st. Hdw., typed, or hdw. or typed on ptd. form. $4\frac{1}{4}$ x 6 x $16\frac{1}{4}$. Eng. va., C.H.

753. SEWER ASSESSMENTS, 1908--. 8 plan ds. (7 plan ds. 83-89; 1 plan d. lab. by cont. plan nos.).
Plans of sewer construction used in computing sewer assessments: Name of street; location, dimensions of street, sewer, manholes, catchbasins; number, frontage of lots; names of lot owners; date, number, scale of plan; name of engineer. Arr. num. by plan no. For index, see entry 747 A. B. Farnham, draftsman. Black and white, blueprint. 1":40'. 2 x 40 x $28\frac{1}{2}$.

754. LOCATION OF WATER GATES, PITTSFIELD, MASS., 1914--. 12 vols., 1 f.b. (lab. by cont. plan nos.). Estab. 1914.
Original plans and blueprints of water system: Name of street; location, number of lot; location of gate, distance from street line; number, date of plan. Arr. num. by plan no. For index, see entry 755. Blueprint. No scale given. Vols. 100 pp. 5 x 7¼ x 1; f.d. 6½ x 8¼ x 16¼. Eng. va., C.H.
For copies of plans, see entry 796.

755. INDEX TO LOCATION OF WATER GATES, PITTSFIELD, MASS., 1914--. 1 vol.
Index to Location of Water Gates, Pittsfield, Mass., entry 754: Name of street, number of plan. Arr. alph. by name of st. Hdw. 288 pp. 4½ x 7½ x 2. Eng. va., C.H.

756. WATER PIPE PLANS, 1894-95, 1916-17. 41 plans in 2 f.ds. (70, 71).
Tracings of plans and profiles of water mains: Name, location, dimensions, grade of street; location, dimensions, pitch of pipe; location, kind of fittings; location of service connections, number of plan or profile, date of drawing. Arr. num. by plan or profile no. For index, see entry 747. Black and white, colored. 1":20'. 2 x 40 x 29½. Eng. va., C.H.

757. ADDITIONAL WATER PIPE LINES, 1911-12, 1919, 1932, 1934. 46 plans in 3 f.ds. (76-78).
Tracings of plans, profiles, and cross sections of water mains: Name of street; location, pitch, dimensions of pipe, fittings, trench; location of service connections; number, date of drawing. Arr. num. by drawing no. For index, see entry 747. Black and white. ¼":1' to 1":200'. 2 x 40 x 28½. Eng. va., C.H.

758. DRAINS, 1894-1938. 211 plans in 9 f.ds. (59-67).
Plans and profiles of drains: Name of street; location, dimensions, depth, pitch of drain; number of plan or profile, date of drawing. Arr. num. by plan or profile no. For index, see entry 747. Black and white. 1":20' to 1":50'. 2 x 40 x 28½. Eng. va., C.H.

759. WATER SUPPLY, 1916-17, 1929-30. 12 plans in 1 f.d. (92).
Tracings of plans of reservoirs in water system: Name, location, dimensions, area, capacity of reservoir; plan number, date of drawing. Arr. num. by plan no. For index, see entry 747. Black and white. 1":200' and 1":300'. 2 x 40 x 28½. Eng. va., C.H.

760. FARNHAM DAM, DETAILED TRACINGS, 1910-14. 97 tracings in 2 f.ds. (74, 75).
Tracings of plans, elevations, profiles, and cross sections of Farnham Dam: Location, dimensions, construction details of dam, gatehouse, spillway; number, date of drawing. Arr. num. by drawing no. For index, see entry 747. Black and white. ½":1' to 1":200'. 2 x 40 x 28½. Eng. va., C.H.

761. PLANS FOR SAND WASH BROOK RESERVOIR CONTRACT, 1935-36. 16 plans in 1 f.d. (82).
Tracings of plans, elevations, and cross sections of gatehouse and spillway: Name, location, dimensions, contour of reservoir; location, dimensions, construction details of gatehouse, spillway, core of dam; number, date of drawing. Arr. num. by drawing no. For index, see entry 747. Samuel Ellsworth, draftsman. Black and white. Scales vary. 2 x 40 x 28½. Eng. va., C.H.

762. SIDEWALK ASSESSMENTS, 1916--. 2 f.ds. (72, 73); 1 plan d. (lab. by cont. plan nos.). No title, 1917--, 1 plan d.
Plans of new sidewalk construction used in computing assessments: Name of street; location, dimensions of street, sidewalk, numbers, frontage of lots; names of lot owners, name of engineer; number, date of plan. Arr. num. by plan no. For index, see entry 747. A. B. Farnham, draftsman. Black and white. 1":40'. 2 x 40 x 28½.

763. BOARD OF SURVEY TRACINGS, PLANNING BOARD TRACINGS, 1923--. 119 tracings in 4 f.ds. (50-53).
Tracings of plans showing names, locations of streets, parks, cemeteries, playgrounds, railroads, rivers, ponds; locations, kinds of buildings, zoning areas; grades of streets, sidewalks; plan number, date of drawing, date of approval, signatures of board members. Arr. num. by plan no. For index, see entry 747. Black and white. 1":20' to 1":50'. 2 x 40 x 28½. Eng. va., C.H.

764. (CONTRACTORS' PLANS), 1935--. 1 plan d. Estab. 1935.
Duplicate plans submitted by contractors with bids for city-construction work, described in entries 753, 756-763, 765-767, 770, 772, 773. Arr. chron. by date of plan. No index. Blueprint. Scales vary. 8½ x 42 x 30. Eng. rm., C.H.

765. PAVING ASSESSMENTS PLANS, 1919-31. 60 plans in 2 f.ds. (68, 69).
Tracings of plans used in computing paving assessments: Name, location, dimensions of street; dimensions of area paved; number, dimensions of lots; names of lot owners, plan number, date of drawing. Arr. num. by plan no. For index, see entry 747. A. B. Farnham, draftsman. Black and white. 1":20' and 1":40'. 2 x 40 x 28½. Eng. va., C.H.

766. PAVEMENT PLANS, 1920-32. 60 plans in 3 f.ds. (56-58).
Tracings of plans of pavement construction: Name, location, dimensions of street; date of survey; plan number, date of drawing. Arr. num. by plan no. For index, see entry 747. Black and white. 1":20' to 1":4'. 2 x 40 x 28½. Eng. va., C.H.

767. TOPOGRAPHICAL MAPS, 1902, 1917, 1925, 1931. 8 maps in 1 f.d. (91).
Topographical maps of Pittsfield and vicinity: Names, locations of towns, cities, lakes, rivers, reservoirs, roads; location of town lines, topographical details of terrain; number, date of map; name of surveyor. Arr. num. by map no. For index, see entry 747. Robert D. Cummin, draftsman. J. Bien & Co. Colored. 1":62,500'. 2 x 40 x 28½. Eng. va., C.H.

768. P. E. Co. (Pittsfield Electric Company), STEAM CONDUITS, LIGHTS, 1923-34. 1 plan d.
Plans for steam conduits and street lights: Location of conduit, light; scale, date, number of plan. Arr. num. by plan no. For index, see entry 752. Blueprint. No scale given. 8½ x 50 x 30. Eng. rm., C.H.

769. N. E. TEL. AND TEL. CO. CONDUITS, 1926-32. 1 plan d.
Plans of telephone and telegraph company's main conduits: Name of street, locations, numbers of manholes; date, scale, number of plan. Arr. num. by plan no. For index, see entry 752. Blueprint. No scale given. 8½ x 50 x 30. Eng. rm., C.H.

770. PLANS FOR UNDERGROUND PIPES AND SURFACE STRUCTURES, 1926, 1932. 7 plans in 1 f.d. (90).
Tracings of plans of underground pipes and surface structures in city streets: Name, location, dimensions of street; kind, location, dimensions of underground pipes, surface structures; number, date of plan. Arr. num. by plan no. For index, see entry 747. Black and white. 1":30'. 2 x 40 x 28½. Eng. va., C.H.

771. (ZONING PLANS), 1927. 1 galvanized tube.
Date, scale of plan; zone number; location of streets and buildings, with code indicating type of construction and use of building; name of engineer. No obvious arr. No index. Black and white. No scale given. 58 x 2¼. Eng. va., C.H.

772. PLANS FOR BRIDGE CONTRACTS, 1936-37. 7 plans in 1 f.d. (80).
Tracings of plans, elevations, and cross sections of city-owned bridges: Name, location, dimensions, construction details of bridge, abutments, piers, ramps; grade of approaches; number, date of drawing. Arr. num. by drawing no. For index, see entry 747. Black and white. ¼":1' to ½":1'. 2 x 40 x 28½. Eng. va., C.H.
For blueprints of bridge plans 1935, see entry 785.

773. ADDITIONS TO SEWAGE TREATMENT PLANT, PLANS AND DETAILS, ADMINISTRATION BUILDINGS, CONTRACTOR NO. 2, 1936-37. 39 plans in 1 f.d. (79).
Tracings of plans, profiles, elevations, and cross sections of additions to sewage disposal plant and administration building: Location, dimensions of construction detail; number, date of drawing. Arr. num. by drawing no. For index, see entry 747. Black and white. Scales vary. 2 x 40 x 28½. Eng. va., C.H.

774. PITTSFIELD COAL GAS PLANS, undated. 2 ds. (lab. by cont. plan nos.).
Plans of gas mains and service connections: Name of street, house number, location of gas main, dimensions of project; date, scale, number of plan. Arr. num. by plan no. For index, see entry 752. Blueprint. No scale given. 5 x 50 x 30. Eng. rm., C.H.

Highway and Sewer Maintenance Division
(See also entries 676-678, 680, 682, 683, 686-689, 696, 697, 715-727, 743-xii, xix, xx, 750-753)

775. (ACCIDENT REPORTS), 1927--. 1 vol. Prior records destroyed.
Copies of reports of accidents to employees, submitted by superintendent of streets to commissioner: Name, address, sex, age, marital status, occupation, average weekly wage of injured employee; division in which employed; date, time, place, description of accident; nature, location of injury; probable period of disability, name of attending physician or hospital, signature of superintendent. Arr. chron. by date of accident. No index. Typed on ptd. form. 100 pp. 10 x 12 x 1. Highway and sewer off., Highway Bldg.
For original reports 1934--, see entry 831.

776. CLAIM REPORT, 1939--. 1 plan f.d. Prior records destroyed.
Copies of reports on investigations of damage claims, submitted to commissioner: For description, see entry 833-ii. Arr. chron. by date of report. No index. Typed. 2 x 19 x 13. Highway and sewer off., Highway Bldg.

777. (SUPERINTENDENT'S CARD RECORD OF SEWER CONNECTIONS), 1920--. 4 f.ds. (lab. by cont. ls. of alph.). Estab. 1920.
For description, see entry 721. Arr. alph. by name of st. and thereunder num. by house no. No index. Typed. 5 x 11 x 17. Highway and sewer off., Highway Bldg.

778. (SUPERINTENDENT'S SEWER Y BOOKS), 1928--. 3 vols. Estab. 1928.
Record of locations of sewer junctions: For description, see entry 723. Arr. chron. by date of installation. Indexed alph. by name of st. Hdw. 120 pp. $7\frac{1}{2}$ x $4\frac{1}{4}$ x $\frac{1}{2}$. Highway and sewer off., Highway Bldg.

779. SEWER GRADE SHEETS, 1919, 1931-35, 1939--. 8 sheets in 1 plan f.d. Prior records missing.
Contains the following commissioner's orders, grade sheets, and plans used by superintendent for construction work:

i. Grade sheets: Name, location, type of project ordered; station number, elevation of construction details; number, date of grade sheet. Includes sketch plans of project: Name of street; location, elevation of monuments; name of engineer.

ii. Orders from commissioner: Name of department; location description of work ordered; number, date of order; signature of commissioner. For copies of orders 1938--, see entry 823.

Arr. chron. by date of sheet. No index. Grade sheets hectographed; plans hand-drawn; orders typed. 2 x 19 x 13. Highway and sewer off., Highway Bldg.

780. STREET GRADE SHEETS, 1935--. 17 sheets in 1 plan f.d. Prior records missing.
For description, see entry 779-i. Arr. chron. by date of sheet. No index. Grade sheets hectographed; plans hand-drawn; orders typed. 2 x 19 x 13. Highway and sewer off., Highway Bldg.

781. SIDEWALKS (Grade Sheets), 1936--. 1 plan f.d. Prior records destroyed.
For description, see entry 779-i. Arr. chron. by date of sheet. No index. Grade sheets hectographed; plans hand-drawn; orders typed. 2 x 19 x 13. Highway and sewer off., Highway Bldg.

782. DRAINS (Grade Sheets), 1937, 1939-. 2 sheet in 1 plan f.d. Prior records destroyed.
For description, see entry 779-i, omitting sketch plans. Arr. chron. by date of sheet. No index. Grade sheets hectographed; orders typed. 2 x 19 x 13. Highway and sewer off., Highway Bldg.

783. (Superintendent's) TIME BOOK - WEEKLY, 1913-. 85 vols. (dated). Prior records destroyed.
For description, see entry 673. Arr. chron. by date of weekly period. No index. Hdw. on ptd. form. 80 pp. $7\frac{1}{2}$ x $4\frac{1}{2}$ x $\frac{1}{2}$. Highway and sewer off., Highway Bldg.

784. (RECORD OF HIGHWAY REPAIR COSTS), 1923-. 1 f.d. Estab. 1923. Name of street; date of work, record; cost of labor, materials; total cost. Arr. alph. by name of st. and thereunder chron. by date of record. No index. Typed $6\frac{1}{2}$ x $8\frac{1}{4}$ x 17. Highway and sewer off., Highway Bldg.

785. MISCELLANEOUS (Blueprints of Bridge Plans), 1935. 3 plans in 1 plan f.d.
Working copies of plans of city-owned bridges. For description, see entry 772. No obvious arr. No index. Blueprint. $\frac{1}{4}$" 1' to $\frac{1}{2}$" 1'. 2 x 19 x 13. Highway and sewer off., Highway Bldg.

Sewage Treatment Plant
(See also entries 653, 773)

786. DAILY OPERATING RECORD (of Plant), 1938-. 1 f.d. Prior records destroyed.
Date of report; weather conditions and temperature at 6 a.m., 3 p.m.; sewage temperature, height of river; amount of sewage flow to trickling filter, sand filter, sludge beds; total flow, pumping rate, rate of controller setting; amount of raw, settled sewage by-passed to river at pumping station; period of operation of pumps, reading of dosing tank counter, number of doses, number of nozzles cleaned, amount of primary sludge pumped,

number of tank from which pumped; time of opening, closing sludge gate, gate of trickling filter, gates to sand filters, gates to sludge beds; numbers of sludge beds operated, time of operation of secondary tanks sludge collector, amount of sludge pumped from secondary tanks, numbers of sludge beds to which pumped, period of operation, rate of pump, amount of sludge removed from sand filters, filter numbers, amount of sludge removed from sludge beds, bed numbers. Includes chart of hours of dosing sand filters, comments on condition of dosing beds and reasons for dosing. Arr. chron. by date of report. No index. Hdw. on ptd. form. 12 x 13 x 27. Supt. off., Sewage Disposal Plant.

787. OPERATING REPORT, 1937--. 1 f.d. Prior records destroyed. Monthly operating report of sewage plant, submitted to commissioner: Total, percentage of sewage flow to trickling filter, sand filters, sludge beds; total flow to secondary tank sludge; average temperature, chemical component of sewage; amount, percent of reduction on sewage, effluent in trickling filter and final tank, sand filter effluent; total reduction; percent of solids, volatile matter in sludge; date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. 12 x 13 x 27. Supt. off., Sewage Disposal Plant.

788. (DAILY PUMPING RECORD AT SEWAGE DISPOSAL PLANT), 1938--. 1 f.d. Prior records destroyed.
Name of operator, hours of shift; opening, closing meter reading; number of gallons pumped; maximum, minimum elevations of water; number of pump, number of hours used, water pressure in pounds, number of sludge tank pumped, total gallons pumped, sewage temperature, date of record. Arr. chron. by date of record. No index. Hdw. on ptd. form. 12 x 13 x 27. Supt. off., Sewage Disposal Plant.

789. (DAILY RECORD OF OPERATION OF FLOODGATES AT DAM), 1939--. 1 f.d. Prior records destroyed.
Depth of water over spillway, location of gate, whether open or closed, amount of rainfall during previous 24 hours; date, time of record. Arr. chron. by date of record. No index. Hdw. on ptd. form. 12 x 13 x 27. Supt. off., Sewage Disposal Plant.

Water Division

(See also entries 645, 647-649, 652, 666-681, 684, 698, 728-740, 743-iv, v, xv, 754-761)

790. (SUPERINTENDENT'S CARD RECORD OF WATER CONNECTIONS), 1912--. 15 f.ds. (1-15; lab. by cont. ls. of alph.). Estab. 1912.
For description, see entry 728. Arr. alph. by name of st. and thereunder num. by lot no. No index. Typed. 4 x $5\frac{1}{4}$ x $12\frac{1}{2}$. Safe, water division off., Highway Bldg.

791. (FIELD RECORD OF WATER CONNECTIONS), 1905-17. 3 vols. Prior and subsequent records destroyed.
For description, see entry 728. Also contains inventory of tools, stock,

and fittings, Jan. 22, 1917: Quantity, kind, description, location of equipment; date of inventory. Arr. alph. by name of st. No index. Hdw. 288 pp. 10½ x 8 x 1½. Water division off., Highway Bldg.

792. METERS, 1908--. 1 f.d. Estab. 1908.
Superintendent's card record of installation of meters: Number, kind, cost, date of receipt of meter; date of installation, removal (if any); name, address of consumer; date, cause, nature, cost of repairs; meter readings before and after repairs. Arr. alph. by name of st. and thereunder num. by house no. No index. Typed on ptd. form. 5¼ x 6½ x 13½. Safe, water division off., Highway Bldg.

793. METERS, 1929. 1 vol. Estab. 1929.
Daily record of installations and repairs of meters: Name of consumer; location, make, number of meter; description of work, date of record. Arr. chron. by date of record. No index. Typed. 400 pp. 11½ x 10 x 1½. Safe, Water division off., Highway Bldg.

794. (Record of) HYDRANT REPAIRS, 1937--. 1 f.d. Estab. 1937.
Name of street, location of hydrant, date of repair; cost of labor, materials. Arr. alph. by name of st. No index. Typed. 4 x 5½ x 12½. Safe, water division off., Highway Bldg.

795. GATES, 1937--. 1 f.d. Estab. 1937.
Card record of repairs to gates: Name of street, location of gate, date of repair, cost of labor and materials. Arr. alph. by name of st. No index. Typed. 4 x 5½ x 12½. Safe, water division off., Highway Bldg.

796. LOCATION OF WATER GATES - WATER DEPT., 1914--. 12 vols. (lab. by cont. plan nos.). Estab. 1914.
Copies of plans described in Location of Water Gates, Pittsfield, Mass., entry 754. Arr. num. by plan no. For index, see entry 797. Blueprint. No scale given. 100 pp. 4½ x 7¼ x 1. Safe, water division off., Highway Bldg.

797. INDEX - LOCATION OF WATER GATES - WATER DEPT., 1914--. 1 vol. Estab. 1914.
Index to Location of Water Gates - Water Dept., entry 796: Name of street, number of plan. Arr. alph. by name of st. Blueprint. 288 pp. 4½ x 7½ x 2. Safe, water division off., Highway Bldg.

798. MATERIALS LOANED, COST SCHEDULES, CWA PROJECTS, 1926--. 1 vol.
Contains:

i. Materials lent to private individuals and firms, record of: Name, address of borrower; number, description of tools, equipment, fittings lent; date of loan, return.

ii. Purchases for CWA projects, record of, 1933-34: Number, name of project; number, date of requisition; amount, itemization of expenditures for supplies.

iii. Weekly schedules of departmental operating costs, compiled by superintendent, 1934--: Name of account, amount of distribution, total weekly operating cost, date of schedule.

Commissioner of Public Works - Water Division [798-801]

Arr. by subject and thereunder chron. by date of record. No index. Hdw. 300 pp. 11½ x 10 x 1½. Safe, water division off., Highway Bldg.

799. MATERIAL RECEIVED, 1929--. 1 vol. Estab. 1929.
Departmental record of incoming shipments of materials purchased: Name, address of vendor; quantity, kind, description of materials received; date of receipt. Arr. chron. by date of receipt. No index. Typed. 280 pp. 11½ x 10 x 1½. Safe, water division off., Highway Bldg.

800. LEAKS, EXTENSIONS, INSTALLATIONS OF CURB BOXES, 1930--. 1 vol. Prior records destroyed.
Foremen's daily record of materials used for:

i. Extension of water mains: Name of foreman, date of work; location, dimensions of pipe; itemization of fittings, materials.
ii. Installation of repair of curb boxes: Name of foreman, date of work, location of shut-off box, itemization of materials used.
iii. Repairing leaks: Name of foreman, date of work; name, address of consumer; itemization of repair costs.

Arr. alph. by name of foreman and thereunder chron. by date of record. No index. Typed. 325 pp. 11½ x 10 x 2. Safe, water division off., Highway Bldg.

801. (MISCELLANEOUS RECORDS), 1923--. 1 f.d. Prior records destroyed.
Contains:

i. Bills (copies), 1939--: For description, see entry 743-ii.
ii. Checkvalve tests, copies of reports on, 1932--: For description, see entry 734. For original reports 1935--, see entry 743-iv.
iii. Correspondence (copies) sent by commissioner of public works to superintendent of water department, 1937--.
iv. Invoices (copies), 1935--: Name, address of vendor, vendee; unit prices, itemization of materials; shipping instructions; total amount, terms, date of invoice; name of receiving agent.
v. Orders from commissioner of public works, 1934--: For description, see entry 779-ii.
vi. Pay roll analysis reports (copies) submitted weekly to commissioner, 1939--: For description, see entry 743-xiv.
vii. Permits from State Department of Public Works, Division of Highways, to dig up state highways, 1923--: Name of street or highway; location, purpose of excavation; conditions, number of permit; date of issue, expiration.
viii. Reports of accidents to employees (copies), 1932--: For description, see entry 775. For original reports 1934--, see entry 831.
ix. Requisitions (copies) for purchase of materials, 1936--: For description, see entry 300.
x. Schedules (copies) of water connection repair costs, 1939--: For description, see entry 681.

Also contains: Memoranda of materials received, 1938--, entry 745. Arr. by subject. No index. i, ii, vi, ix, hdw. on ptd. form; iii, hdw. or typed; iv, hdw. or typed on ptd. form; viii, typed; vii, x, typed on ptd. form. 11½ x 13 x 26. Cab., water division off., Highway Bldg.

802. (Reports of) EMPLOYEES INJURED (and Miscellaneous Records), 1928--. 1 vol. Prior records destroyed.
Copies of reports of accidents to water department employees, sent by superintendent to commissioner: For description, see entry 775. Also contains record of:

i. Discontinuances of house services: Name, address of consumer; cause, date of discontinuance; amount of service charge.
ii. Tests of checkvalves on mains to industrial plants: Name, address of plant; amount of service charge, date of test.
iii. Thawing of frozen water pipes: Name, address of consumer; amount of service charge, date of service.

Arr. by type of record and thereunder chron. by date of record. No index. Typed. 300 pp. 11½ x 10 x 1½. Safe, water division off., Highway Bldg.
For original accident reports 1934--, see entry 831.

803. WATER SYSTEM, Jan. 1938. 1 map.
Map of water lines in city, showing size of main and location of valves, gates, and hydrants. Black and white. 1":600'. 58 x 65. Water division off., Highway Bldg.

804. MAIN WATER SYSTEM AND CONNECTING SECONDARY MAINS, 1939. 1 plan.
Drawing of routes of main water system, secondary mains, shut-off, and pressure boxes. J. A. Daniels, draftsman. Black and white. 1":300'. 40 x 60. Water division off., Highway Bldg.

Municipal Garage

805. (DAILY RECORD OF GARAGE CHARGES), 1938--. 2 bdls. Prior records destroyed.
Registration number of car serviced, name of division charged; quantity, amount, date of charge for gasoline, oil, materials, labor; total charges. Arr. chron. by date of charge. No index. Hdw. on ptd. form. 11 x 11½ x 2½. Off., Municipal Garage.

806. (GAS AND OIL STOCK RECORDS), 1934--. 1 f.b. Prior records destroyed.
Card record of daily consumption of gasoline and oil and of stock received: Amount on hand, received, used; balance on hand, grade of oil, date of record. Arr. chron. by date of record. No index. Hdw. on ptd. form. 7 x 8½ x 17. Off., Municipal Garage.

807. (INVOICES FOR SUPPLIES PURCHASED), 1935--. 60 bdls. (dated). Prior records destroyed.
Copies of invoices received: For description, see entry 801-iv. Arr. chron. by date of invoice. No index. Hdw. or typed on ptd. form. 6 x 8 x 2½. Off., Municipal Garage.

808. (WEEKLY TIME BOOKS OF GARAGE EMPLOYEES), 1931--. 9 vols. Prior records destroyed.
For description, see entry 673. Arr. chron. by date of weekly period and thereunder by name of employee. No index. Hdw. under ptd. head. 80 pp. 7½ x 4½ x ½. Off., Municipal Garage.

City Paving Yard

809. (DAYBOOK OF ORDERS RECEIVED FOR TOOLS AND MATERIALS), 1935--. 1 vol. Prior records missing.
Yard foreman's record of orders for tools and materials issued to job foremen: Name, location of requisitioning project; quantity, description of tools or materials issued; date of order, signature of receiving agent. Arr. chron. by date of order. No index. Hdw. 300 pp. 12½ x 10 x 2. Supt. off., City Yard.

810. (STOCK RECORD OF TOOLS AND MATERIALS), 1939--. 2 vols. Prior records destroyed.
Yard foreman's record of tools and materials: Quantity, kind, description of tools and materials on hand, received, issued; date of record. Arr. alph. by name of tool or material and thereunder chron. by date of record. No index. Hdw. 50 pp. 11½ x 9½ x 1. Supt. off., City Yard.

811. (RECORD OF PURCHASE REQUISITIONS), 1935-37. 1 vol. Prior records missing. Discont. 1937.
Record of requisitions sent by yard foreman to commissioner: Name of vendor; quantity, kind, description, cost of materials requisitioned; number, date of requisition. Arr. by name of vendor and thereunder chron. by date of requisition. Indexed alph. by name of vendor. Hdw. 200 pp. 8 x 12 x 1. Supt. off., City Yard.

812. (PURCHASE REQUISITIONS), 1938--. 8 f.bs. (lab. by name of vendor). Prior records destroyed.
Copies of requisitions issued: For description, see entry 300. Arr. by name of merchant and thereunder chron. by date of record. No index. Hdw. on ptd. form. 5½ x 3¼ x 12. Supt. off., City Yard.

813. (RECORD OF TRUCK ASSIGNMENTS ON WPA PROJECTS), 1938--. 1 f.d. Prior records destroyed.
Name, address, telephone number, citizenship status of truck owner; names, addresses, ages of wife, children, and other dependents; location of real estate owned (if any); model, year, registration number of truck; signature of truck owner; date of reporting at city yard, date of assignment. Includes truck owner's oath: Attestation, date of act; signature of notary public. Arr. alph. by name of truck owner. No index. Hdw. on ptd. form. 10½ x 4 x 24. Supt. off., City Yard.
For list of truck assignments 1939--, see entry 817-v.

814. (TRUCK ASSIGNMENTS AND PAY ROLLS), 1939--. 1 desk d. Prior records destroyed.

Contains weekly record of truck:

i. Assignments: Name of project, foreman, truck owner; date of assignment, record.

ii. Pay rolls: Name of truck owner, date of pay roll; amount of prior, current pay roll; total amount of pay roll to date, date of record.

Arr. by subject and thereunder chron. by date of record. No index. Assignments typed; pay rolls hdw. 10½ x 4 x 24. Supt. off., City Yard.

WPA Projects

(See also entries 689-i, 692, 693, 741, 742, 798-ii, 813)

815. PROJECT APPLICATIONS, 1938--. 1 f.d.

Contains the following miscellaneous records filed in folders marked by number of project:

i. Construction drawings: Tracings, blueprints, black and white plates of plans, elevations, profiles, cross sections, and layouts for construction projects.

ii. Contracts (copies): For description, see entry 68. For engineer's contracts 1911-30, see entry 743-vii.

iii. Force-account sheets analyzing weekly pay rolls by type of work: Date, period, total amount of pay roll; number of workers classified by type of work; daily, weekly man-hours; wage rate, total pay roll of employees, total current weekly pay roll, totals of prior pay rolls, total pay roll to date; name, number of project; name of foreman, signature of timekeeper.

iv. Project proposals (copy of WPA form 301) made out in six copies and submitted by commissioner of public works to WPA: For description, see entry 541-iii.

v. Releases from damage claims: For description, see entry 72.

vi. Specifications of materials for construction contracts: For description, see entry 743-xvii.

Also contains: Copies of WPA pay rolls, entry 693. Arr. num. by project no. No index. i, hand-drawn, blueprint, black and white plates; ii, vi, typed; iii, hdw. on ptd. form; iv, v, typed on ptd. form. 11½ x 13 x 26. Cab., deputy comm. off., C.H.

816. COMPLETED PROJECTS, 1935--. 1 f.d.

Records of completed projects, removed from, and showing same information as in, Project Applications entry 815. Arr. num. by project no. No index. i, hand-drawn, blueprint, black and white plates; ii, vi, typed; iii, hdw. on ptd. form iv, v, typed on ptd. form. 11½ x 13 x 26. Cab., deputy comm. off., C.H.

817. (MISCELLANEOUS RECORDS), 1935--. .1 f.d.

Contains:

i. Employment qualifications of foremen: Name, address, age, usual and alternate occupations, experience record of foreman; names, addresses of references.

ii. Monthly statements of city expenditures on projects, 1936--: Name, number of project; amount of expenditure for equipment purchase or rental, tools, supplies, personal services; monthly total, date of statement.

iii. Reports of gas, oil, and tools used on projects, 1937--: Name, number of project; quantity of gas, oil used; number, description of tools used; date of report, signature of foreman.

iv. Schedules of bills payable (copies), 1936--: For description, see entry 289-i.

v. Truck assignments on projects, list of, 1939--: Name of truck owner; capacity, registration and assigned numbers of truck; name, number of project; date of assignment. For record of truck assignments on WPA projects 1938--, see entry 813.

Also contains: Copies of WPA pay rolls, 1937--, entry 693; Correspondence, entry 821. Arr. chron. by date of record. No index. i, v, typed; ii, iv, typed on ptd. form; iii, hdw. on ptd. form. 11½ x 13 x 26. Cab., deputy comm. off., C.H.

818. (SPONSORS' EXPENDITURES, RECEIVING REPORTS), 1935--. 1 f.d.

Contains:

i. Certifications of sponsors' expenditures other than pay rolls (duplicate WPA Form 710), sent to regional office of WPA: Name of sponsor; location, number, work symbol of project; quantity, description, unit price, total cost of materials; certification that items listed have been furnished without cost to WPA; period covered in report, signature of project supervisor.

ii. Certifications of sponsors' pay-roll expenditures (duplicate WPA Form 710a), sent to regional office of WPA: Name of sponsor; location, number, work symbol of project; number, inclusive dates of pay roll; total number of employees, man-hours; total amount of earnings, certification that pay-roll expenditures listed have been furnished without cost to WPA; period covered in report, signatures of field and project supervisors.

iii. Receiving reports sent to regional office of WPA (duplicate WPA form 741 used for reporting initial acquisition of property other than that purchased or rented with WPA funds or sponsors' cash deposits): Number of project; description, quantity, unit value, item number, source of property received; place, date of receipt; terms of acceptance; signature of receiving agent, project supervisor

Arr. num. by project no. and thereunder chron. by date of record. No index. Certifications typed on ptd. form; receiving reports hdw. on ptd. form. 11½ x 13 x 26. Cab., deputy comm. off., C.H.

819 TIME SHEETS, ACTIVE PROJECTS, TIME SHEETS, COMPLETED PROJECTS, 1936--. 1 f.d. Prior records destroyed.
Copies of timekeepers' weekly reports for completed projects 1936-39, active projects 1938--, originals sent to WPA regional office: Name, number of project; name, labor classification, wage rate, total weekly earnings of employee; number of daily, weekly hours employed; total amount of labor cost; date, period of time sheet; name of foreman, signature of timekeeper. Arr. by type of project (active or completed) and thereunder by name of project. No index. Hdw. on ptd. form. 5 x 13 x 26. Cab., deputy comm. off., C.H.

820. ACTIVE (and) INACTIVE ASSIGNMENT RECORDS, 1936--. 1 f.d. Estab. 1936.
Inactive (1936--) and active (1939--) card record of work assignments: Name, address, assignment number, labor classification of employee; name, number of project; date of assignment, transfer, discharge. Arr. alph. by name of employee. No index. Hdw. 5 x 13 x 26. Cab., deputy comm. off., C.H.

821. CORRESPONDENCE, 1935--. 1 f.d. (dated). 1935-- in (Miscellaneous Records), entry 817.
Correspondence relative to project proposals and approvals, sponsors' contributions, compensation for injuries to employees, operation of projects; with business firms and individual relative to purchase of materials, bids, specifications, contracts; with other city departments sponsoring projects relative to operation of projects, appointments of supervisors, reports of contributions, details of project proposals. Arr. by name of correspondent and thereunder chron. by date of correspondence. No index. Typed. 11½ x 13 x 26. Cab., deputy comm. off., C.H.
For ERA and CWA correspondence 1933-35, see entry 832.

Orders

822 NOTICES - CITY CLERK, 1922, 1927--. 3 v.ds. 1899-1920, 1924-30 in (Miscellaneous Engineering and Construction Data), entry 743.
Copies of orders passed by city council relating to public works: Name of city department; text, number of order; date of passage by city council, approval by mayor; signature of city clerk. Arr. num. by order no. No index. Typed. 11 x 4½ x 13¼.

823. (ORDERS OF COMMISSIONER), 1938--. 1 v.d. 1891-1937 in (Outgoing Correspondence), entry 826.
Copies of orders issued to department heads: For description, see entry 779-ii. Arr. num. by order no. No index. Typed. 11 x 4½ x 13¼.

824. (ORDERS FOR SCHOOL REPAIRS), 1924-33. 4 bdls. (dated).
Orders from superintendent of schools for repairs to school buildings: Name of school; location, description of work ordered; date of order, signature of superintendent of schools. Arr. chron. by date of order. No index. Typed under ptd. head. 8¼ x 5½ x 1. South va., C.H.

Correspondence
(See also entries 743-viii, 801-iii, 821)

825. CORRESPONDENCE, 1891-1921, 1925--. 36 f.bs., 4 bdls., and 1 f.d. (dated).
Contains: General correspondence, entry 827; solicitor's opinions and communications with state departments, 1891-1913, entry 830. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Hdw. or typed. F.bs. 11½ x 9¼ x 5½; bdls. 11½ x 9 x 6; f.d. 11½ x 13½ x 25½. 15 f.bs., 1891-1904, south va.; 21 f.bs., 1904-21, p. w. d. va.; 4 bdls., 1925-33, eng. rm.; 1 f.d., 1934--, p. w. d. off.; C.H.

826. (OUTGOING CORRESPONDENCE), 1891--. 40 vols. (dated).
Copies of letters to other city departments, public-utility companies, contractors, business houses, individuals, other municipalities. Also contains: Copies of orders from commissioner to division heads, 1891-1937, entry 823. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Hdw. or typed. 500 pp. 11 x 9¼ x 2.

827. MISC. LETTERS - OLD - TAKEN FROM FILE, 1892-1929. 7 l.fs. (dated). 1891-1921, 1925-- in Correspondence, entry 825.
General correspondence: For description, see entry 831. Arr. chron. by date of correspondence. No index. Hdw. or typed. 12½ x 11½ x 3¼. Eng. rm., C.H.

828. (CITY ENGINEER'S CORRESPONDENCE WITH BOARD OF PUBLIC WORKS), 1906-33. 1 f.d. (dated).
Correspondence between city engineer and other divisions of board of public works, pertaining to orders for city construction, estimates of proposed projects, purchases of equipment, specifications of materials, employment of engineering personnel, and miscellaneous technical data. Arr. chron. by date of correspondence. No index. Hdw. or typed. 11½ x 12½ x 25½. Cab., eng. va., C.H.

829. COMMUNICATIONS FROM STATE BOARD OF HEALTH, 1907--. 1 v.d. Prior records destroyed.
Correspondence with State Department of Health relative to approval of water supply, tests of water samples, rules and regulations regarding sewers and sewage outlets, sanitation requirements for CCC camps, and sanitary facilities required in public buildings. Arr. chron. by date of correspondence. No index. Typed. 11 x 4½ x 13¼.

830. CITY SOLICITOR'S OPINIONS AND COMMUNICATIONS FROM STATE BOARDS, 1914--. 1 v.d. 1891-1913 in Correspondence, entry 825.
Correspondence with solicitor rendering opinions on legal matters; with State Civil Service Commission relative to status of employees; with State Department of Public Safety relative to safety requirements; with State Department of Public Works relative to city construction; with State Department of Conservation relative to preservation of fish and game. Arr. chron. by date of correspondence. No index. Typed. 11 x 4½ x 13¼.

831. (Commissioner's) LETTERS, 1934--. 3 f.ds. (lab. by cont. ls. of alph.).
Correspondence with other city departments, public-utility companies, contractors, business houses, other municipalities, and individuals. Also contains original reports of division heads on accidents to employees: For description, see entry 775. Arr. alph. by name of correspondent and thereunder chron. by date of correspondence. No index. Typed. 11½ x 13 x 26. Cab., comm. off., C.H.
For commissioner's accident reports to State Industrial Accident Board 1935--, see entry 646; for copies of accident reports kept by division heads, see entries 775, 801-viii, 802.

832. ERA AND CWA (Correspondence), 1933-35. 1 l.f. (dated).
Correspondence with CWA, 1933-34, and with ERA, 1934-35, relative to administrative orders, allotments, project approvals and renewals; statements of project costs and unexpended balances or overdrafts, project progress reports, approval of qualifications of supervisors and foremen, eligibility of workers. Arr. alph. by name of correspondent. No index. Typed or typed on ptd. form. 10 x 12 x 3¼. Eng. rm., C.H.
For WPA correspondence 1935--, see entry 821.

Miscellaneous

833. CLAIMS, 1938--. 1 v.d. (dated). 1923-37 in Petitions Filed, entry 694.
Contains:
i. Damage claims, record of: Name, address of claimant; nature, amount, cause, number, date of claim; statement of alleged liability of city, signature of claimant.
ii. Reports on investigations of damage claims, submitted by superintendent of streets: Results, date of investigation; date of report, signature of superintendent. For copies of reports 1939--, see entry 776.
Arr. chron. by date of claim or report. No index. Record of claims hdw. on ptd. form; reports typed. 11 x 4½ x 13¼.

834. EMPLOYMENT RECORD, 1938--. 1 f.d.
Employment cards of departmental employees: Name, marital status, date of birth of employee; name of division; date of employment, lay-off, discharge, reemployment; comment on general ability of employee, reason for discharge or lay-off, date of record. Arr. alph. by name of division and thereunder alph. by name of employee. No index. Typed on ptd. form. 5 x 6½ x 17. Cab., comm. off., C.H.

835. RECEIPTS FOR PAPERS FROM THE BOARD OF PUBLIC WORKS OFFICE, 1913--. 4 vols. Estab. 1913.
Receipts for documents transmitted from office of public works department to other city or state department: Name, description, date of document; date of receipt; acknowledgment, signature of receiver. Arr. chron. by date of receipt. No index. Hdw. on ptd. form. 180 pp. 4¼ x 12¼ x 1¼.

Commissioner of Public Works - Miscellaneous [836-838]

836. (RECORD OF AUTOMOBILE REGISTRATIONS), 1928--. 1 v.d.
Record of registration of city-owned automobiles, 1931--: Make, year, power, number of cylinders, bore, stroke, maker's number, engine number, registration number of vehicle; name of dealer from whom vehicle was purchased. Also contains: Expired insurance policies on city property, 1928-34, entry 3. Registrations arr. chron. by year of vehicle; insurance policies arr. chron. by date of issue. No index. Typed. 11 x 4½ x 13¼.

837. INSURANCE AND BOILER INSPECTIONS, ETC., 1908-34. 1 v.d. Prior records destroyed.
Contains the following miscellaneous insurance records:

i. Correspondence from insurance companies relative to expiration of policies, recommendations on coverage and types of policies, payments of premiums, settlement of claims, 1908-32.
ii. Inventories and appraisals of city buildings and other property and equipment, 1908-19: Name, location of building; number, description, valuation of building, equipment, furniture, supplies; date of inventory, signature of appraiser. For photostat record of appraisals of city-owned buildings 1936, see entry 6.
iii. Lists of teams and trucks covered by employers' liability insurance, 1926-30: Name, address of owner of team or truck; name of division in which employed, date of first employment.
iv. Recommendations of fire underwriters relative to alterations to school buildings, 1929-32: Name, location of school; structural alterations recommended; date of report, signature of underwriter.
v. Reports of boiler inspections from insurance company, 1928-34: Name of insurance company, date of report; name of building; location, make, capacity, type of boiler; results, date of inspection; signature of inspector.
vi. Statements of rebates on insurance policies, 1927-29: Name of insurance company, name of building insured; amount of policy, rebate; date of issue, expiration of policy; date of statement.

Also contains: Lists of insurance policies on city property, 1908-32, entry 4. Arr. chron. by date of record. No index. Typed or typed on ptd. form. 11 x 4½ x 13¼.

838. WATER BONDS, 1907-23. 1 v.d. 1923-- in Petitions Filed, entry 694.
Bonds given by abutters on streets in which water mains have been installed, to cover cost of installations: Names, addresses of abutters; location, dimensions of water main; terms of covenant; date of bond, signatures of abutters, attestation of notary public. Arr. chron. by date of bond. No index. Typed on ptd. form. 11 x 4½ x 13¼.

XXVI. PARK COMMISSION

All records are in the residence of Napoleon A. Langlois (Clerk of commission and foreman of parks), 54 Bradford Street.

839 (MINUTES OF MEETINGS OF PARK COMMISSION), 1913--. 3 vols.
Discussions and decisions relative to maintenance and improvement of parks, appointments and salaries of employees, purchase of equipment, estimates of amounts to be included in budget for ensuing year, applications for permits to use parks for special purposes, complaints, rules and regulations for public use of parks, approval of bills, elections of officers; place, date, time of meeting; names of commissioners present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 1913-30 typed 1931. 400 pp. 12 x 10 x 2.

840 (RECORD OF EXPENDITURES), 1913--. 22 vols.
Name of payee; amount, purpose, date of expenditure; total monthly, annual expenditures; date of record. 1930-- includes record of weekly pay rolls: Name, weekly earnings of employee; total amount, date of pay roll. Arr. chron. by date of record. No index. Hdw. 225 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x 1.

841. TIME BOOK, 1930--. 10 vols. Prior records destroyed.
Weekly time record of employees: Name of employee; number of daily, weekly hours of work; amount, rate of weekly wages; total amount of pay roll, inclusive dates of week. Arr. chron. by week. No index. Hdw. or hdw. on ptd. form. 225 to 357 pp. $7\frac{1}{2}$ x $7\frac{1}{2}$ x 1 to $10\frac{1}{2}$ x $8\frac{1}{2}$ x $1\frac{1}{2}$.

842. (TREASURER'S RECEIPTS), 1929--. 1 bdl. Prior records destroyed.
Receipts acknowledging payments to treasurer of money from rentals, permits, and bathhouses: Name of department; amount, number, date of receipt; period for which remittance is made, signature of treasurer. Arr. chron. by date of receipt. No index. Hdw. on ptd. form. $8\frac{1}{2}$ x $3\frac{1}{2}$ x $2\frac{1}{2}$.

843 (CORRESPONDENCE), 1913--. 5 l.fs.
Correspondence with clerk relative to city council orders; with auditor regarding accounting procedure; with department of public works concerning construction projects; with business firms about purchase of equipment; with individuals relative to complaints and applications for permits to use parks. Arr. alph. by name of correspondent. No index. Hdw. or typed. 12 x 11 x $3\frac{1}{2}$.

XXVII. PLANNING BOARD

All records are in the office of Henry M. Seaver (clerk of board), room 3, 126 Fenn Street. In addition to the following records, see entry 763 for planning board plan tracings 1923--.

844. CITY PLANNING BOARD - RECORD OF MINUTES OF MEETINGS, 1932-33, 1937--. 2 vols. Prior records missing.
Discussion, decisions, and recommendations relative to improvements and construction of streets, parks, playgrounds, and public buildings; development and restoration of natural beauty of city, amendments to zoning ordinances, petitions from residents and business concerns; place, date, time of meeting; names of board members and petitioners or their representatives present, signature of clerk. Arr. chron. by date of meeting. No index. Hdw. 50 pp. 10 x 12½ x ½.

845. (CORRESPONDENCE), 1930--. 1 f.d. Prior records missing.
Correspondence with petitioners relative to meetings, hearings, plans, and decisions of the board. Also contains:

i. Annual reports (original drafts), 1930, 1937--, of planning board submitted to mayor and city council, and incorporated in Municipal Register, City of Pittsfield, entry 1: Narrative report on the organization and activities of board, number of meetings and hearings held, zoning problems and improvements in public property; recommendations for changes in zoning map and ordinances; improvement and construction of streets, parks, and public buildings; name of chairman, date of report.

ii. Plans, drawings, sketches of streets, sidewalks, buildings, and areas involved in consideration of petitions.

Correspondence arr. chron. by date of correspondence; reports arr. chron. by date of report; plans and drawings, no obvious arr. No index. Correspondence hdw. or typed; reports typed; plans hand-drawn or blueprint. 14 x 10½ x 20½.

XXVIII. BOARD OF ZONING APPEALS

All records are in the office of Adolph J. Kohlofer (clerk of board), 85 East Street. In addition to the following records, see entry 771 for zoning plans 1927.

846. (MINUTES OF BOARD MEETINGS), 1927--. 10 vols.
Discussion and action taken on petitions and hearings; place, date, time of meeting; time of adjournment, names of petitioners or their representatives and board members present, signature of clerk. Arr. chron. by date of meeting. No index. Typed. 60 pp. 10 x 11¼ x ½.

847. (PETITIONS PRESENTED TO BOARD), 1928--. 3 f.ds.
Copies of petitions of appeal from decisions of inspector of buildings: For description, see entry 129. Arr. num. by petition no. No index. Hdw. or typed on ptd. form. 13 x 11½ x 26½.

848. BOARD OF APPEALS - PETITIONS, 1928--. 1 f.d.
Contains two sets of card records of petitions, one set (white cards) classified by petitioners and the other set (blue cards) classified by street: Name, address of petitioner; subject, number, date of petition; name, location (street and house number) of premises involved, decision of board on petition. White cards arr. alph. by name of petitioner; blue cards arr. alph. by name of st. and thereunder num. by house no. No index. Hdw. $6\frac{1}{2}$ x 5 x 12.

849. (DRAWINGS, SKETCHES, AND PLANS SUBMITTED WITH PETITIONS), 1928--. 1 f.d.
Miscellaneous blueprints, drawings, and sketches of buildings and areas involved in consideration of petitions: Location of streets, sidewalks, buildings, driveways, signs; names of streets, zone letter and number of area. No obvious arr. No index. Blueprint, hand-drawn. 13 x $11\frac{1}{2}$ x $26\frac{1}{2}$.

XXIX. CITY SOLICITOR

850. (Correspondence of) CITY SOLICITOR, 1916--. 5 f.ds. (4 f.ds., unlab.; 1 f.d. lab. Closed Cases). Prior records destroyed.
Correspondence with State Attorney General relative to interpretation of state laws; with city officials and departments regarding legal rulings and ordinances; with individuals and business firms concerning settlement of claims against city, land taken by eminent domain, easements, rights-of-way, releases, contracts, tax bills, payment of bills due city, zoning regulations, and the defense and prosecution of suits involving the city. Arr. alph. by name of correspondent or subject. No index. Hdw. or typed. 11 x $16\frac{1}{2}$ x 28. 2 f.ds., 1916-33, cab. eng. rm., C.H.; 3 f.ds., 1934--, off. of James M. Rosenthal (solicitor), 145 North St.

XXX. CONSTABLES

This office keeps no records.

XXXI. POLICE DEPARTMENT

Except where otherwise noted, all records are in the Municipal Building. In addition to the following records, see entry 5 for inventory of police department property 1935-36; entry 28 for minutes of police committee of city council 1904-14.

Reports

851. (RECORD OF DAILY REPORTS OF INSPECTOR TO CHIEF OF POLICE), 1918--. 5 vols. Estab. 1918.
Name, duties of each officer; time of reporting for and signing off duty; nature of assignment, details of operations as reported in officer's daily reports, date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. 300 pp. 14 x 9 x 1½. Cl. off.

852. (DAILY REPORTS OF INSPECTOR TO CHIEF OF POLICE), 1916-17. 1 bdl. (dated). Prior and subsequent records destroyed.
For description, see entry 851; includes signature of inspector. Arr. chron. by date of report. No index. Hdw. on ptd. form. 8¼ x 8½ x 2. South va., C.H.

853. (DAILY REPORTS OF OFFICERS TO INSPECTOR OF POLICE), 1917--. 2 bdls., 10 vols. Prior records destroyed.
Name, post of officer; time of reporting for and signing off duty; description, place, time of arrests, investigations, raids, violations, accidents, and special details; date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. Bdls. 8½ x 5½ x 3; vols. 350 pp. 14 x 9 x 1½. 2 bdls., 1917, south va., C.H.; 10 vols., 1918--, cl. off.

854. (WEEKLY REPORTS OF JUNK DEALERS TO CHIEF OF POLICE), 1915--. 12 bdls. Prior records destroyed.
Name, address, license number of junk dealer; number, kind, description of articles or materials purchased; dates on which articles were purchased; names, addresses of sellers; date of report. Arr. chron. by date of report. No index. Hdw. on ptd. form. 8 x 11 x 5. 2 bdls., 1915-17, south va., C.H.; 10 bdls., 1918--, west va.

855. (WEEKLY REPORTS OF PAWNBROKERS TO CHIEF OF POLICE), 1916-17. 2 bdls. (dated). Discont. 1917.
Name, address of pawnbroker; names, descriptions of articles pawned; amount of loan made on each article; names, addresses of pledgers; date, time of each transaction; date of report. Arr. chron. by date of report. No index. Hdw. 14 x 8½ x 1. South va., C.H.

Arrests

856. REGISTER OF ARRESTS, CITY OF PITTSFIELD, 1876-82, 1887-1910, 1916--. 16 vols. Title varies slightly.
Name, address, sex, color, place and date of birth, age, marital status, occupation, physical description of offender; nature of offense, name of arresting officer; registered number, date, time of arrest; disposition of case. Also contains: Record of juvenile offenders, 1905-10, 1916--, entry 869; register of lodgers, 1906-10, 1916--, entry 870. Arr. chron. by date of arrest, offense, or lodging. For index, 1876-1914, see entry 857; no index, 1915--. Hdw. on ptd. form. 600 to 2000 pp. 15 x 10½ x 2 to 18 x 14 x 6. 3 vols., 1876-1910, south va., C.H.; 12 vols., 1916-38, east va.; 1 vol., 1938--, main off.

857. (INDEX TO REGISTER OF ARRESTS), 1876-88, 1894-1914. 13 vols. (6 vols. unlab.; 7 vols. 6-12, dated). Discont. 1914.
Index to Register of Arrests, City of Pittsfield, entry 856: Name of offender, date of arrest, volume and page reference. Arr. alph. by name of offender. Hdw. 175 to 200 pp. 14 x 8½ x ½ to 8½ x 5½ x 1½. South va., C.H.

858. (CARD RECORD OF ARRESTS), 1912--. 10 f.ds. (lab. by cont. ls. of alph.). Estab. 1912.
Permanent record of arrests compiled from Register of Arrests, City of Pittsfield, entry 856: Name, address, sex, place and date of birth, age, marital status, physical description of offender; nature, date of offense; disposition of case. Arr. alph. by name of offender. No index. Typed on ptd. form. 5 x 13 x 28½. 4 f.ds., 1912-31, east va.; 6 f.ds., 1931--, cab., cl. off.

Complaints, Accidents, Investigations

859. BLOTTER, 1891--. 116 vols. (dated; 42 vols. also 1-42). Title varies: Record, 1891-1920, 54 vols.
Daily register of calls, complaints, accidents, sudden deaths, raids conducted, reports of breaking and entering, larcenies, property lost and found, information received, and general departmental activities: Names, addresses of parties involved; nature, date, time of call, complaint, report, or detail; date of record. Arr. chron. by date of record. No index. Hdw. 450 pp. 14½ x 10 x 2½. 54 vols., 1891-1920, south va., C.H.; 61 vols., 1920-39, east va.; 1 vol., 1939--, main off.

860. ACCIDENT BOOK, 1920--. 13 vols. (dated). Estab. 1920.
Record of accidents compiled from Blotter, entry 859: Names, addresses of parties involved, informant, and witnesses; type, description, location, date, time of accident; license number of operator and registration number of vehicle (if motor vehicle accident); date of report. Arr. chron. by date of report. No index. Hdw. 400 pp. 13½ x 8½ x 1½. 2 vols., 1920-23, south va., C.H.; 9 vols., 1924-37, east va.; 2 vols., 1938--, cl. off.

861. MISSING PERSONS, 1923--. 1 vol. (dated). Prior records destroyed.
Record of run-away children and missing persons, compiled from Blotter, entry 859: Name, sex, age, physical description of missing person; description of clothing worn by person, time last seen; date of report; occasionally, date person found. Arr. chron. by date of report. Indexed alph. by name of missing person. Hdw. 600 pp. 14½ x 10 x 3. Main off.

862. MISSING PERSONS - STOLEN AUTOS REPORTED, OUTSIDE OF CITY, 1923--. 1 f.d. Prior records destroyed.
Contains the following card records compiled from Blotter, entry 859:

i. Automobiles reported stolen in other municipalities, record of, 1939--: Name, address of owner of vehicle; make, type, model, year, color, maker's number, engine and registration numbers of vehicle; place, date of theft; occasionally, date recovered.

ii. Missing persons, record of: For description, see entry 861.
Arr. by subject and thereunder alph. by name of vehicle owner or missing person. No index. Typed. 5 x 13 x 28½. Cab., detective bureau off.

863. AUTOS STOLEN - BICYCLES STOLEN, 1938--. 1 f.d. Prior records destroyed.
Contains the following card records compiled from Blotter, entry 859:
i. Automobile thefts, record of: Name, address of owner of vehicle; make, type, year, color, engine and registration numbers of automobile; place from which stolen; date, time of theft; date of report; occasionally, date recovered.
ii. Bicycle thefts, record of: Name, address of owner of bicycle; make, color, style, serial number of bicycle; place from which stolen; date, time of theft; date of report; occasionally, date recovered.
Arr. by subject and thereunder alph. by name of owner. No index. Typed. 5 x 13 x 28½. Cab., detective bureau off.

864. HOUSE BREAKS - STORE BREAKS, 1934--. 1 f.d. Prior records destroyed.
Contains the following card records compiled from Blotter, entry 859:
i. Houses broken into and entered, record of: Name of owner, location of property entered; number, descriptions of articles stolen; date, time of breaking and entering; date of report, findings of investigation, date goods recovered; name, address of person arrested, and date of arrest (if any).
ii. Stores broken into and entered, record of: For description, see i.
Arr. by subject and thereunder alph. by name of owner of property or store. No index. Typed. 5 x 13 x 28½. Cab., detective bureau off.

865. GARAGES ENTERED, 1938--. 1 f.d. Prior records destroyed.
Card record of garages entered, compiled from Blotter, entry 859: Name of owner, location of garage, description of articles stolen, date of breaking and entering, results of investigation, date articles recovered; name, address of person arrested, and date of arrest (if any). Arr. alph. by name of garage owner. No index. Typed. 12 x 13 x 28½. Cab., detective bureau off.

866. MISCELLANEOUS ARTICLES STOLEN - JEWELRY STOLEN LOCALLY, 1938--. 1 f.d.
Contains the following card records compiled from Blotter, entry 859:
i. Jewelry thefts, record of: Name, address of owner; description of article stolen, date of theft, results of investigation; name, address of person arrested, and date of arrest (if any).
ii. Miscellaneous thefts, record of: For description, see i.
Arr. by subject and thereunder alph. by name of owner. No index. Typed. 5 x 13 x 28½. Cab., detective bureau off.

867. REVOLVERS STOLEN, 1934--. 1 f.d. Prior records destroyed. Record of stolen revolvers, compiled from Blotter, entry 859: Name, address of owner; make, caliber, serial number of revolver; place, date of theft; result of investigation; name, address of person arrested, and date of arrest (if any). Arr. alph. by name of owner. No index. Typed. 12 x 13 x 28½. Cab., detective bureau off.

868. BAD CHECKS, 1931--. 1 f.d. Prior records destroyed. Record of reports of bad checks passed, as compiled from Blotter, entry 859: Name of complainant, issuer, bank; amount, date of check; date of report, arrest of issuer; result, date of court hearing or disposition of case. Arr. alph. by name of issuer. No index. Typed. 5 x 13 x 28½. Cab., detective bureau off.

869. (Record of) JUVENILE OFFENDERS, 1897-1904. 1 vol. (dated). 1905-10, 1916-- in Register of Arrests, City of Pittsfield, entry 856.
Name, residence, age of juvenile; nature, date of alleged offense. Arr. chron. by date of offense. Indexed alph. by name of juvenile. Hdw. 100 pp. 8½ x 5½ x ½. South va., C.H.

870. REGISTER OF LODGERS, CITY OF PITTSFIELD, 1883-90, 1897-1905. 4 vols. Title varies: Lodgers Record, 1883-90, 2 vols. 1906-10, 1916-- in Register of Arrests, City of Pittsfield, entry 856.
Record of transients lodged at police station: Name, residence, color, age, marital status, occupation, physical description of lodger; description of clothing, results of literacy test, date of lodging. Arr. chron. by date of lodging. No index. Hdw. 1883-90; hdw. on ptd. form 1897-1905. 400 pp. 18½ x 12½ x 2½. South va., C.H.

Motor Vehicle Records
(See also entries 862-i, 863-i)

871. DEALERS' AUTO TRANSFER, 1939--. 1 f.d. Prior records destroyed.
Second-hand motor vehicle dealers' reports on purchases of vehicles: Name, address of dealer, seller, previous owner of car; make, type, maker's number, model, year, motor and registration numbers of vehicle purchased; whether motor or maker's number has been removed, defaced, or changed; date seller purchased vehicle from previous owner; signature of dealer, date of report. Arr. alph. by name of dealer and thereunder chron. by date of report. No index. Typed on ptd. form. 12 x 13 x 28½. Cab., detective bureau off.

872. INDIVIDUALS' AUTO TRANSFER, 1939--. 1 f.d. Prior records destroyed.
Notices of intended sale or transfer of motor vehicles, submitted by sellers to police department: Name, address of purchaser or transferee,

previous owner, seller of car, make, type, maker's number, model, year, motor and registration numbers of vehicle; whether motor or maker's number has been removed, defaced, or changed; signature of seller, date of notice. Arr. alph. by name of seller. No index. Typed on ptd. form. 12 x 13 x 28½. Cab., detective bureau off.

Financial Records

873. (Ledger of Expense) ACCOUNTS, 1888-1914, 1930--. 3 vols. No title, 1888-1914, 2 vols.
Name of account; amount, nature, date of expenditure; name of payee; total monthly, annual expenditures. 1912-- includes amount, date of appropriation; monthly, annual unexpended balance of appropriation. Arr. by name of account and thereunder chron. by date of expenditure. No index. Hdw. 200 pp. to 600 pp. 13 x 8 x 1 to 16 x 20 x 3½. 2 vols., 1888-1914, south va., C.H.; 1 vol., 1930--, cl. off.

874. WEEKLY TIME BOOK, 1907-10, 1912--. 17 vols. (dated).
Record of weekly pay rolls: Name, rank of officer; number of days worked, daily wage rate, amount of weekly earnings; total amount, period, date of pay roll. Arr. chron. by date of pay roll. No index. Hdw. on ptd. form. 300 pp. 14 x 9 x 2. 4 vols., 1907-10, 1912-15, 1921-27, south va., C.H.; 13 vols., 1915-20, 1928--, east va.

875. MONTHLY TIME BOOK, 1892-1907. 3 vols.
Record of monthly pay rolls: Name, rank of officer; number, dates of days worked; daily wage rate, total monthly earnings; total amount, period, date of pay roll. Arr. chron. by date of pay roll. No index. Hdw. on ptd. form. 150 pp. 13½ x 8½ x ½. South va.

876. (RECORD OF EXPENDITURES FOR PATROL SERVICE), 1903-15. 1 vol.
Number, purpose, date of call responded to by patrol wagon; amount, date of cash expenditure; total expenditures. Arr. chron. by date of expenditure. No index. Hdw. 152 pp. 14 x 9 x ½. South va., C.H.

Miscellaneous

877. (POLICE DEPARTMENT ROSTER), 1910--. 3 Kardex f.ds. Estab. 1910.
Name, address, rank, date of birth of officer; date of appointment, promotion, retirement, death. Arr. alph. by name of officer. No index. Typed. 1 x 9 x 19. Cl. off.

878. (RECORD OF DOG OWNERS), 1892--. 29 vols. Estab. 1892.
Name, address of owner of dog; name, breed, color, age, sex of dog; year of payment of dog license; total number of male, female dogs; whether license was paid in another municipality, owner left town, or dog was lost, sold, dead, or shot by officer. Arr. chron. by year and thereunder by name of owner 1892-1905; arr. chron. by year and thereunder alph. by name of owner 1906--. Indexed alph. by name of owner 1892-1905; no index

1906--. Hdw. 80 to 200 pp. 13½ x 8½ x ¼ to 14 x 9 x 1. 14 vols., 1892-1905, south va., C.H.; 14 vols., 1906-38, west va.; 1 vol., 1939--, cl. off.

879. CORRESPONDENCE, 1934--. 3 f.ds. (dated). Prior records destroyed.
Correspondence with Federal Bureau of Investigation, State Department of Correction, State Alcoholic Beverage Commission, and police departments of other municipalities pertaining to law enforcement; with city officials and departments relative to budgets, appropriations, financial matters, and ordinances effecting the department; with individuals relative to complaints, investigations of cases, and return of lost or stolen property. Arr. alph. by name of correspondent. No index. Hdw. or typed. 12 x 13 x 28½. Cab., cl. off.

880. RECEIPT BOOK, 1925--. 7 vols. (dated). Prior records destroyed. Stubs of receipts issued by the department to persons turning in stolen property: Name of person turning over property, description of stolen property; date stolen, recovered; number, date of receipt stub. Arr. chron. by date of receipt. No index. Hdw. on ptd. form. 400 pp. 4 x 10 x 2. 6 vols., 1925-38, east va.; 1 vol., 1939--, main off.

881. LIQUOR NOTICES, 1896-1913. 1 vol. Discont. 1913.
Record of notices issued to liquor dealers prohibiting sale of liquor to individuals named thereon: Name of person to whom sale of liquor is prohibited; directions, date of issue of notice; name of person detailed to serve notice. Arr. chron. by date of issue of notice. No index. Hdw. 80 pp. 7½ x 4½ x ½. South va., C.H.

882. (RECORD OF COURT CASES), 1888-90. 1 vol.
Name of defendant, nature of alleged offense, date of hearing; number, disposition of case. Arr. chron. by date of hearing. Indexed alph. by name of defendant. Hdw. on ptd. form. 240 pp. 15 x 11 x 1½. South va., C.H.

XXXII. FIRE DEPARTMENT

All records are in the chief's office, Central Fire Station; except where otherwise noted, they are in the chief's office. In addition to the following records, see entry 23 for minutes of meetings of fire department committee 1891-1915; entries 995-1013 for records of Pittsfield Fire District.

Reports

883. ANNUAL REPORT OF THE FIRE DEPARTMENT OF THE CITY OF PITTSFIELD, 1924-32, 1935, 1938--. 11 vols. (dated). Prior records missing.
Narrative summaries of types and causes of fires, supplies and equipment used, and number of firemen employed to fight fires during the year; number, locations of alarm boxes, hydrants, feet of hose; location, description, valuation of equipment, buildings; amount of insurance on buildings, supplies, and equipment. Arr. chron. by year. No index. Ptd. 10 pp. 9 x 6 x 1/16.

884. CONFIDENTIAL, 1936--. 2 f.ds. (lab. by cont. ls. of alph.). Prior records destroyed.
Reports on fires from divisional officers to chief: Narrative reports of cause, progress of fire; manner in which it was handled, including means of entrance to building; types, location of equipment used; details of injuries or loss of life; location, date of fire; source, time of alarm. Also contains reports on:

i. Automobile fires: Name, address of owner; make, body type, registration number of vehicle; description, amount of damage; amount of insurance paid.
ii. Building fires: Number of stories, construction of building; type of wall, floor, partition; location of fire; name, address of owner; valuation of building, amount of insurance carried, amount of insurance paid, estimated uninsured loss to building and contents.
iii. Personnel: Names of men on apparatus, on detail, off duty, off duty and responding to alarm; name of operator, time of service of apparatus, quantity of gasoline and oil used, number of miles traveled; signature of officer in command.
iv. Rubbish and grass fires: Name, address of property owner; location of fire.

Arr. alph. by name of st. No index. Typed on ptd. form. 11¼ x 13 1/8 x 26. Cab.

Records of Fires
(See also entry 884)

885. FIRE RECORD, 1890--. 15 vols. Title varies: Record, 1890-1927, 11 vols.
Date, location, cause of fire; description of premises; number of men, kind of apparatus used, estimated valuation of property damage. 1928-- includes type, date, time of alarm; time of arrival, dismissal of apparatus at fire; number of hours at fire, miles traveled; name of owner, tenant, officer in charge; number, types of companies answering call; number of hydrants available, hours of use of pump; size, length of hose used; size, length of hose used; size, number of ladders used; quantity of chemicals

used; estimated valuation of building and contents; amount of insurance carried, paid; date of record. Arr chron by date of record. No index. Hdw. 1890-1927; hdw. on ptd form 1928--. 200 to 300 pp. 11 x 17½ x 1 to 14 x 9 x 1½. 11 vols., 1890-1927, strm., 4 vols., 1928--, safe.

886 STREETS, 1891--. 3 f.ds. (lab. by cont. ls. of alph.). Card record of fires, classified by street. Name of occupant, location of premises, cause, date of fire; time, method of alarm; time of recall; construction, height (in stories) of building; number of feet of hose, gallons of chemical, ladders, blankets, boosters used; name of owner, tenant; amount of insurance carried and paid on building and contents. Arr. alph. by name of st. No index. Typed on ptd. form 6½ x 17½ x 27. Cab.

887 NAMES, 1891--. 3 f.ds. (lab. by cont. ls. of alph.). Card record of fires, classified by name of property owner. For description, see entry 886. Arr. alph. by name of owner. No index. Typed on ptd. form 6½ x 17½ x 27. Cab.

Permits

888 POWER BURNERS (Applications), 1923--. 2 f.ds. (lab. by cont. ls. of alph.). Estab. 1923. Applications for permits for power burners. Name, address of applicant; name, type of oil burner; location, capacity of storage tank; type of building; date of application, signature of applicant. Includes chief's notation of dates of receipt and approval. Arr. alph. by name of applicant. No index. Hdw. on ptd. form 5½ x 12 x 16½. Cab.

889 POWER BURNERS (Permits), 1923--. 1 f.d. Estab. 1923. Copies of permits granted for power burners. Name of permittee, location of premises, maximum quantity of fuel oil to be stored; capacity, location of tank; make, type of heating apparatus; date of inspection, signature of inspector; date, number of permit. Arr. alph. by name of permittee. No index. Typed on ptd. form. 5 x 7 x 17. Cab.

890 RANGE OIL BURNERS (Applications), 1933--. 1 f.d. Estab. 1933. Applications for permits for range oil burners. For description, see entry 888. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 11½ x 13½ x 26. Cab.

891 NOT INSPECTED (Temporary Permits), 1933--. 1 f.d. Estab. 1933. Copies of temporary permits for range oil burners. Name, address of applicant for permit; name, type of oil burner; location, capacity of storage tank; date of permit, signature of chief. Arr. alph. by name of applicant. No index. Hdw. on ptd. form. 11½ x 13¼ x 18. Cab.

892 RANGE BURNERS, 1933--. 4 f.ds. Estab. 1933. Copies of permanent permits granted for range oil burners. Name of permittee; location of premises, tank; kind, maximum quantity of oil to be stored; make, type of burner; number, date of permit; signature of chief. Arr. alph. by name of permittee. No index. Typed on ptd. form. 5 x 7 x 17. Cab.

Fire Department - [893-896]
Permits

893. DYNAMITE PERMITS, 1934-- 4 folders. Prior records destroyed. Applications for permits to transport or purchase dynamite, black powder, detonators. Name, address of applicant; quantity, kind of explosive; point or origin, destination of load; date of application, signature of applicant. Includes chief's notation of dates of receipt and approval of application and issue of permit. Arr. chron. by date of application. No index. Hdw on ptd. form. 11½ x 9 x ½. Strm.

894. (RECORD OF GARAGE AND GASOLINE-STORAGE LICENSES ISSUED), 1936--
1 vol. Estab. 1936.
Name, business of licensee; location of premises; date, kind, number of license. Arr. alph. by name of st. and thereunder alph. by name of licensee. No index. Typed on ptd. form. 300 pp. 12 x 11 x 2½.

895. GAS SERVICE STATIONS, 1914-37. 1 f.d. Estab. 1914; discont. 1937. Record of licenses issued by clerk for storage of gasoline, fuel oil, kerosene, and benzine: Name of licensee, owner of storage premises; date, number of license; number of pumps; number, capacity of tanks; underwriter's number, date of inspection, name of inspector. Arr. alph. by name of licensee. No index. Typed on ptd. form. 5 x 7 x 17. Cab.

896. 3 CARS OR OVER, GAS SERVICE STATION, 1921-36. 1 f.d. Discont. 1936.
Contains copies of applications for:

i. Garage licenses: Name, address of owner; street location, lot and map numbers of building; name of next intersecting street; dimensions, area of lot; number of buildings on lot, cars to be stored; number, total capacity of aboveground, underground tanks; kinds of fluid to be stored, date of application; signature, residence, business address of applicant; date of approval or disapproval by chief, signature of chief. Includes sketch of plot plan of lot, showing location, dimensions of lot, buildings; type of construction of buildings, location of tanks

ii. Service station licenses for storage or gasoline, fuel oil, kerosene, benzine, 1924-36: Name, address of owner; street location, lot and map numbers of buildings; name of next intersecting street; dimensions, area of lot; number of buildings on lot, number, total capacity of aboveground, underground tanks; kinds of fluid to be stored, signature of applicant, date of application. Includes action of licensing authority, showing dates of receipt of application, hearing, and grant or refusal, and date of approval or disapproval by police chief, signature of chief.

Arr. alph. by name of st. and thereunder alph. by name of owner. No index. Hdw. on ptd. form. 11½ x 13½ x 27.

Personnel Records
(See also entry 884-iii)

897 CIVIL SERVICE ROLL, P F D, CITY OF PITTSFIELD, 1907--. 1 vol Estab 1907.
List of departmental civil-service employees. Name, date of birth, prior occupation, badge number of employee; type of service, name of appointing mayor; date of appointment, promotion, resignation, retirement, or death. Arr by type of service and thereunder chron by date of appointment. No index. Hdw on ptd form. 154 pp 14½ x 12½ x 1½. Safe.

898 ROLL BOOK, 1919--. 13 vols. Prior records missing.
Record of roll calls. Date, day of roll call; names of firemen present, absent, excused; reason for absence or excuse. Arr chron by date of roll call. No index. Hdw. 250 pp 10½ x 8 x 1. Strm.

899 RECORD, P F D, CITY OF PITTSFIELD, 1907-32. 1 vol. Estab 1907; discont 1932.
Record of assignments. Name, rank, duties of fireman; name of company; dates of entrance into department and assignment to present company. Arr by name of company and thereunder chron by date of assignment. No index. Hdw. 600 pp 14 x 10 x 3. Strm.

900 RECORD, CHIEF'S DAILY REPORTS, 1905-18. 3 vols. Prior records destroyed. Discont 1918.
Record of daily personnel assignments. Name of fireman; place, nature of assignment; date of day off. Includes daily weather reports. Arr. chron by day. No index. Hdw. 250 pp 14 x 9 x 1½. Strm.

Financial Records

901 (EXPENDITURE LEDGER), 1899-1920, 1930--. 6 vols. Prior records missing.
Record of expenditures by accounts. Name of account, creditor; amount, purpose, date of expenditure; monthly, annual account total. Arr. chron by year and thereunder alph by name of account. No index. Hdw. 1899-1911, 1930-36; hdw under ptd heading 1912-20; typed 1937--. 90 to 300 pp 9½ x 7½ x ½ to 11½ x 15 x 1½. 4 vols, 1899-1920, strm.; 2 vols, 1930--, safe.

902 (RECORD OF PETTY CASH EXPENDITURES), 1900-1922. 3 vols. Prior records missing. Discont 1922.
Amount, purpose, date of expenditure. Arr chron by date of expenditure. No index. Hdw. 150 pp 14 x 8½ x 1. Strm.

903 (PAY ROLLS), 1907-26, 1939--. 5 vols. Prior records missing.
Copies of pay rolls sent with warrants to treasurer and then to auditor for filing. Name of department, account charged; name, title, nature of work of employee; number of days or hours of work; rate, amount of pay;

total amount, number, period, date of pay roll; signature of department head. 1939-- includes amount of deduction for retirement contribution and net amount of pay. Arr. chron. by date of pay roll. No index. Typed on ptd. form. 208 pp. 17¼ x 13¼ x 1. 4 vols., 1907-26, strm.; 1 vol., 1939--, safe.

For original pay rolls 1914--, see entry 295.

904. JOURNAL, 1910-34. 4 vols. Prior records missing. Discont. 1934. Title varies: Day book, 1910-23, 3 vols.
Weekly pay-roll record: Name of fireman, amount of weekly salary; amount, date of pay roll; monthly, annual total. Arr. chron. by date of pay roll and thereunder by name of fireman. No index. Hdw. 300 pp. 14½ x 9 x 1½. 2 vols., 1910-13, 1918-23, strm.; 2 vols., 1914-17, 1924-34, cab.

905. JOURNAL, 1915-29, 1936--. 4 vols. Prior records missing.
Mechanic's daily record of purchases. Name, address of vendor; quantity, description of materials or supplies purchased; amount, date of purchase. Arr. chron. by date of purchase. No index. Hdw. 300 pp. 14½ x 9 x 1½. 2 vols., 1915-29, cab.; 2 vols., 1936--, safe.

906. (TREASURER'S RECEIPTS), 1938--. 1 bdl. Prior records destroyed.
Treasurer's acknowledgments of receipt of money remitted by chief: Amount, date, number of receipt; period of collections remitted; acknowledgment, signature of treasurer. Arr. chron. by date of receipt. No index. Hdw. on ptd. form. 3½ x 9½ x 2. Cab.

907. (RECORD OF FEES COLLECTED), 1939--. 1 vol. Prior records destroyed.
Field record of fees collected for inspecting oil burners and servicing fire extinguishers. Name of payer; amount, purpose of fee; date of inspection or service; payment; monthly total amount of fees. Arr. by purpose of fee and thereunder chron. by date of payment. No index. Hdw. 135 pp. 9½ x 7½ x ½. Safe.

908. (CONSIGNEES' MEMOS, PURCHASE REQUISITIONS), 1935--. 1 f.d. Prior records destroyed.
Contains:
i. Consignees' memos. Name, address of vendor; date of memo, itemization of materials purchased. Occasionally includes number of memo, cost of materials, signature of receiver.
ii. Purchase requisitions (copies) submitted to auditor. For description, see entry 300.
Arr. chron. by date of requisition or memo. No index. Hdw. or typed on ptd. form. 11½ x 13 x 17. Cab.

909. (CITY BUDGET), 1934--. 2 vols. Prior records destroyed.
Copies of budgets issued to city departments. Name of department, account; date of budget; amount of appropriation by department, by account; total departmental appropriation, total budget. Arr. chron. by year and thereunder by name of dept. No index. Typed on ptd. form. 120 pp. 17½ x 12¼ x 1. Safe.

Miscellaneous

910 (RECORD OF FIRE EXTINGUISHERS SERVICED), 1928— 1 vol. Prior records destroyed.
Name of owner; number, location of extinguishers; date of service. Arr chron by date of service. No index. Hdw. 152 pp. 10½ x 8½ x 3/4. Strm.

911 LETTERS, 1914— 4 l.fs., 3 f ds. Prior records destroyed.
Correspondence of chief with State Department of Public Safety relative to safety requirements; with State Civil Service Commission relative to status of employees; with clerk relative to city council orders; with auditor relative to accounting procedure, approval of bills; with business concerns relative to purchase of equipment and supplies; with individuals relative to permits for outdoor fires, damage caused by fires, complaints, correction of fire hazards. Arr alph by name of correspondent and thereunder chron by date of correspondence. No index. Hdw or typed. L fs. 11½ x 12 x 3½; f ds. 11 x 13 x 27. 4 l fs., 1914-33, strm; 3 f ds., 1934—, cab.

912 RECORD BOOK OF BUILDING INSPECTIONS, P F D. 1907-11. 1 vol. Prior records destroyed. Discont 1911.
Name, location of building; name of owner, occupant, inspector; date, results of inspection. Arr chron by date of inspection. No index. Hdw under ptd head. 516 pp. 17½ x 15 x 2. Strm.

XXXIII SUPERINTENDENT OF FIRE AND POLICE SIGNAL SYSTEMS

All records are in the superintendent's office, Fire Alarm and Police Signal System Building.

913 (CARD RECORD OF REPORTS OF TROUBLE IN SIGNAL SYSTEMS), 1939— 1 bdl. Prior records destroyed.
Type of system, nature of trouble, name of informant, date of report, time repair work started, completed; name of repairman. Arr by type of system and thereunder chron by date of report. No index. Hdw on ptd form. 4 x 6 x 1. Desk.

914 (RECORD OF PURCHASES), 1915— 2 vols. Estab 1915.
Name, address of vendor; quantity, description of materials; amount, date of purchase. Arr chron by date of purchase. No index. Hdw. 280 pp. 14 x 9 x 1½.

915 (BLUEPRINTS OF WIRING DIAGRAMS OF POLICE SIGNAL SYSTEM), 1939— 1 f d. Estab 1939.
Name, location of street, location, number of box; detail of electrical wiring installation, date of drawing. No obvious arr. No index. Blue print. 11 x 13 x 27. Cab.

916 (BLUEPRINTS OF WIRING DIAGRAMS OF FIRE ALARM AND TRAFFIC LIGHT SYSTEMS), 1934-35 1 f.d
Name, location of street; location, number of fire alarm box; location of traffic signals; detailed diagram of wiring, switchboard; date of drawing No obvious arr No index Blueprint 11 x 13 x 27 Cab

XXXIV INSPECTOR OF BUILDINGS

All records are in the City Hall; except where otherwise noted, they are in the inspectors' office In addition to the following records, see entry 34-xvii for building regulations 1887

917 BUILDING PERMITS, CITY OF PITTSFIELD, 1897-- 29 vols (10 vols unlab ; 19 vols lab by cont application nos) Prior records destroyed.
Applications for buildings, from which permits are detached and issued after approval of inspector Name of street, assessors' map number, number of lot upon which building is to be erected or altered, description of work to be done; number, date of application; date permit issued; signature of applicant, inspector Arr num by application no No index 1897-1907; for index, 1908--, see entry 918 Hdw. on ptd form 400 pp 9½ x 14 x 2¼ 18 vols., 1897-1925, main va., second fl ; 11 vols , 1926--, insps off

918 INDEX TO BUILDING PERMITS, 1908-- 5 vols. Estab. 1908
Index to Building Permits, City of Pittsfield, entry 917 Name of applicant, number of application Arr. alph. by name of applicant Hdw. 300 pp 14 x 8½ x 1½

919 PERMITS TO COVER AND LATHE BUILDING AFTER FIRE STOPS HAVE BEEN INSTALLED, 1912-14, 1924-29, 1931-- 18 vols
Copies of permits issued to contractors for continuation of building construction after inspection and approval of required fire stops Name, address of contractor; location of building, statement of approval of fire stops, permission to lathe and cover building, date of permit, signature of inspector Arr. chron. by date of permit No index Hdw. on ptd. form 240 pp 4 x 8½ x 1½ 2 vols., 1912-14, main va., second fl ; 16 vols., 1924--, insps off

920 APPLICATIONS FOR CERTIFICATE OF OCCUPANCY (of Buildings), 1928-- 4 f.ds. (lab. by cont ls. of alph.) Estab. 1928
Name of applicant, name of street, assessors' map number, number of lot on which building has been erected or remodeled; proposed use, former use of building; dates of application and receipt of application Includes notation as to whether application was approved, denied, revised, or referred to board of appeals; date notification of inspector's decision sent to applicant, signature of inspector Arr. alph. by name of applicant No index. Hdw. or typed on ptd. form. 11½ x 5 x 17. Cab., main va., second fl

921 (APPLICATIONS FOR ELEVATOR OPERATORS' LICENSES), 1937- 1 bdl Prior records destroyed
Name, address, place and date of birth, experience of applicant, name, address of employer; date of application, signatures of applicant and two persons vouching for applicant s character, amount of license fee Arr chron by date of application No index Hdw on ptd form 8½ x 11 x ½ Desk

922 (ELEVATOR OPERATORS' LICENSES), 1937- 1 bdl Estab 1912 Prior records destroyed
Copies of licenses issued Name, address, place and date of birth, physical description of licensee; number, date of license, signature of licensee, inspector Arr chron by date of license No index Hdw on ptd form 3½ x 6 x 2 Desk

923 (ELEVATOR INSPECTION CERTIFICATES), 1937- 1 bdl Prior records destroyed
Copies of certificates posted in or near all elevators found safely constructed and installed and which are being operated in the manner required by law Name of owner, location of building; location, type of elevator, statement that regulations relating to operation of elevators are complied with; date of inspection, date of expiration of elevator permit; signature of inspector Arr chron by date of inspection No index Hdw or typed on ptd form 6½ x 9½ x 1½

924 PERMIT FOR THE ERECTION OF A BUILDING, 1937- 4 vols Estab 1937
Copies of notices of issuance of building permits, sent to board of public works for assignment of house numbers Name of grantee, name of street, assessors' map number, number of lot on which building is to be erected, date of permit, notice, signature of inspector Arr chron by date of notice No index Hdw on ptd. form 50 pp. 5½ x 8½ x ½

925. (PLANS AND SPECIFICATIONS FOR BUILDING CONSTRUCTION), 1902- 63 racks (37 racks unlab ; 26 racks lab by cont ls of alph.)
Drawings, blueprints, and photostats of plans, elevations, and cross sections of building construction for which permits have been issued Name, address of property owner; name of architect, name of street, number of lot of building, map number; location, dimensions, construction detail of building Includes specifications of materials Quantity, kind, type, quality of construction materials; restrictions and requirements of construction Arr alph by name of owner No index Hand drawn, blue print, photostat 12 x 28 x 36⅓ and 11½ x 34 x 32½ 37 racks, 1902-1935, bldg insp rm , 26 racks, 1936--, insps va

926. LETTERS, 1911- 5 1 fs Prior records destroyed
Correspondence with State Department of Public Safety and clerk of city council relative to building regulations and restrictions; with business firms regarding contracts and inspections; with individuals requesting information Arr alph by name of correspondent No index Hdw or typed 12 x 11½ x 3 4 1 fs , 1911-36, main va , second fl ; 1 1 f., 1937--, insps off

XXXV INSPECTOR OF PLUMBING

All records are in the City Hall, except where otherwise noted, they are in the inspectors office

927. (APPLICATIONS FOR PERMITS TO DO PLUMBING), 1913-37, 1921-- 16 f ds (4 f ds. unlab , 12 f ds lab by cont application nos)

Name, address of applicant, property owner, location, type of construction of building; number of dwelling units; proposed use, former use of building; name, location of nearest intersecting street; detail of specifications, estimated cost of proposed plumbing; number, date of application; signature of applicant. Arr num by application no No index Hdw on ptd form. 13½ x 13¼ x 26 and 11¼ x 5 x 17 Main va , second fl

928. APPLICATIONS FOR PLUMBING CERTIFICATES, 1902-09 1 vol. Discont 1909

Stub record. Name, address, classification of plumber, number of years of experience as plumber, whether previous application was granted or refused, type of certificate requested; number, date of application; signature of plumber Includes oath Attestation, date of act; signature, seal of notary public Arr num by application no No index Hdw. on ptd form 50 pp 4 3/8 x 11 x ½ Cab

929. PLUMBING PERMITS, 1904-06, 1908-09, 1911-12, 1920-- 74 vols. (dated)

Stub record. Name, address of property owner, plumber; location, type of building; purpose for which building used; description, location of plumbing to be done; number, date of permit Arr num by permit no For index, see entry 930 Hdw. on ptd form 90 pp 4 x 6 x ½. 69 vols., 1904-35, main va , second fl , 5 vols , 1936- , insps off

930. INDEX TO PERMITS TO DO PLUMBING, 1904-17, 1925-- 4 vols. (2 vols unlab ; 2 vols dated); 4 f ds (lab by cont. ls of alph) Title varies: Index, 1904-12, 2 vols ; no title, 1913-17, 2 vols

Index to Plumbing Permits, entry 929 Name of property owner, location of building in which plumbing work is to be done, number of permit. 1925-- includes name of plumber Arr alph by name of property owner 1904-17; arr alph by name of st 1925-- Hdw Vols. 50 to 200 pp. 11½ x 5 x ¼ to 13½ x 8½ x 1; f ds 4 x 6 x 13 4 vols , 1904-17, main va., second fl ; 4 f ds 1925--, cab., insps. off.

931. PERMIT RECORDS, CITY OF PITTSFIELD, 1925-- 13 vols. (1-13) Estab 1925

Record of plumbing permits issued. Name of property owner; name, classification of plumber; location of building; description, kind of work; number, kinds of fixtures installed; number, date of sewer-connection permit; number, date of plumbing permit Arr num by permit no. No index. Hdw on ptd form 600 pp 9½ x 8½ x 3

932 (SEWER-CONNECTION PERMITS), 1919-28, 1935-- 6 vols (4 vols lab by cont permit nos , 2 vols dated)
Stub record Name of applicant, plumber; location of building to be connected with sewer, whether new or old building, former system of sewage disposal; number, date of permit; remarks Arr num by permit no No index Hdw on ptd form 250 pp 8 x 3½ x 1¼ 5 vols , 1919-38, main va , second fl ; 1 vol , 1939--, insps off

933 (PERMITS TO INSTALL BOILERS, RANGES, AND TANKS), 1927-- 5 f ds (1-5; lab by cont 1s of alph) Estab 1927
Copies of permits issued Name, address of property owner; name, address, license number of plumber; location of building in which installation is to be made, type of equipment to be installed; number, date of permit, signature of inspector Arr alph by name of st and thereunder num by permit no No index Hdw on ptd form 4 x 6 x 14 Cab

934 REGISTRATION OF PLUMBERS, 1894-- 1 vol No entries 1917-24 Required by state law 1894
Register of master plumbers engaged in business in the city Name, address of registrant; kind, number of license; number, date of registration Arr chron by date of registration No index Hdw 150 pp 14 x 8½ x 1

935 COMPLAINTS FOR VIOLATIONS, 1925- 1 desk d
Letters from individuals reporting violations of ordinances and laws relating to plumbing Description, location of violation; name of complainant, date of complaint Includes inspector s notation of disposition of complaint, nature of violation, name and address of owner of property, date of notification of violation and requirements sent to property owner Arr chron by date of complaint No index Hdw or typed 12 x 13½ x 23 Desk

936 LETTERS, 1926-- 3 1 fs Prior records destroyed
Correspondence with State Department of Public Health regarding health regulations concerning plumbing; with plumbers regarding licenses and permits; with plumbing concerns regarding specifications of plumbing equipment and fixtures; with individuals regarding plumbing ordinances and regulations Arr alph by name of correspondent No index. Hdw or typed 12 x 12 x 3 2 1 fs , 1926-38, main va , second fl ; 1 l f., 1939--, insps off

XXXVI INSPECTOR OF WIRES

All records are in the City Hall; except where otherwise noted, they are in the main vault, second floor

937 (APPLICATIONS FOR PERMITS TO INSTALL ELECTRICAL EQUIPMENT), 1905-- 26 f ds , 1 bdl (lab by cont application nos)
Name, address of contractor; name of property owner, occupant; location,

type of construction of building; purpose for which building is used; number of apartments, stores, offices in building; location, type of proposed work; voltage of current, type of service, number, kind of receptacles; number, area of circuits; number, horsepower, computed load of motors; number of starting devices, number of amperes for power, lighting; size of mains for power, lighting; size of pipe for mains, kind of insulation on wires, signature of applicant; number, date of application; date application received; number, date of permit. Arr. num. by application no No index, 1905-20; for index, 1921--, see entry 938. Hdw. on ptd. form. F.ds. 5 x 11½ x 17½; bdl 4 x 6 x 4. 26 f ds., 1905-38, main va.; 1 bdl., 1939--, desk d., insps off.

938. RECORD, 1921-- 8 vols Estab 1921.
Index to (Applications for Permits to Install Electrical Equipment), entry 937: Name of contractor, property owner; location of building, type of electrical work, number of application Arr. alph. by name of contractor. Hdw 150 to 250 pp. 12 x 7½ x ½ to 10½ x 8½ x 1. 7 vols., 1921-36, main va.; 1 vol., 1937--, insps. off.

939. PERMIT FOR ELECTRICAL INSTALLATION, 1925-- 67 vols. Prior records destroyed.
Copies of permits issued: Name of electrician, property owner; name of occupant, location of building, purpose for which building is used; number, date of application for permit; location of electrical work; number, type of fixtures to be installed; number, date of permit; remarks, signature of inspector Arr. num. by permit no No index. Hdw. on ptd. form. 50 pp. 4 x 6½ x ¼. 62 vols., 1925-38, main va.; 5 vols., 1939--, insps. off.

940. PERMIT FOR PITTSFIELD ELECTRIC COMPANY TO CONNECT WIRES, 1924-- 194 vols. Estab 1924.
Copies of permits issued: Name of grantee, property owner, contractor; location of building in which electrical units were installed, purpose for which building is used; number, kind, description of units installed; voltage of current to be used; number, date of permit; signature of inspector Arr. num. by permit no. No index. Hdw. on ptd. form. 50 pp. 4 x 6½ x ¼. 184 vols., 1924-38, main va.; 10 vols., 1939--, insps. off.

941. (RECORD OF PERMITS ISSUED TO PITTSFIELD ELECTRIC COMPANY TO CONNECT WIRES), 1907-24 1 vol Estab 1907; discont. 1924.
Name of property owner, location of building in which electrical units were installed, date of permit. Arr. chron by date of permit No index. Hdw. 680 pp. 12½ x 8¼ x 3 3/4.

942. LETTERS, 1907-13, 1925-- 4 vols., 2 l fs. Prior records destroyed.
Correspondence with State Board of Examiners relative to requirements and regulations for issuance of permits; with property owners relative to electrical work required; with manufacturers relative to specifications of electrical equipment; with electrical contractors relative to work performed; replies to inquiries relative to regulations Arr. chron. by

date of correspondence No index Hdw or typed Vols 200 pp 12⅓ x 9 x ½; 1 fs 12 x 11⅓ x 3 4 vols , 1 l f , 1907 37, main va , 1 l f , 1938- , insps off

943 (Copy of) ELECTRICAL CONTRACT FOR NEW HIGH SCHOOL, Oct. 2, 1929 1 pamphlet

Names of contracting parties; name, address of architect; quantity, type, specifications, dimensions, unit cost, total cost of materials to be used, restrictions governing performance of work, amount of consideration, terms, date of contract; signatures of mayor, commissioner of public works, and contractor No obvious arr No index Blueprint 54 pp 11 x 8 x ¼

For original contract, see entry 355

XXXVII SUPERINTENDENT OF PUBLIC BUILDINGS

All records are in the superintendent s office, City Hall

Reports

944 ANNUAL REPORT, 1936 3 pamphlets (dated) Prior records destroyed

Copies of superintendent s annual reports presented to mayor and city council, discussing condition of buildings, repairs and improvements effected during year, rentals of public buildings and amount of fees received therefrom, recommendations, date of report, name of superintendent 1938 includes financial statement No obvious arr No index Typed 8 pp 11 x 8⅓ x 1/16

945 (REPORT ON SURVEY OF CONDITION OF PUBLIC BUILDINGS), 1934 1 vol

Name of building; type, condition of exterior walls, inside partitions, ceilings, floors, and other items of construction; nature of repairs needed, names of principals of schools Includes record of repair work done Date work started, completed; names of workmen, number of man-hours of labor; cost of labor, materials; total cost Arr by name of building No index Hdw on ptd form 116 pp 14⅓ x 18⅓ x 1

Financial Records

946 (LEDGER OF EXPENSE ACCOUNTS), 1935- 4 vols Prior records destroyed

Name of department, building, or account; names of payees; amount, classification, date of expenditure Arr by name of account and there under chron by date of expenditure No index Hdw 150 pp 11½ x 15 x 1

Superintendent of Public Buildings - Financial Records [947-953]

947 SCHEDULE OF BILLS PAYABLE, 1934-- 1 vol Estab 1934
Triplicate schedules of bills payable, originals and duplicates sent with invoices or bills to auditor. For description, see entry 289-i. Arr. chron. by date of schedule No index Typed on ptd. form 115 pp 17½ x 15 x 1 Cab

948 (PAY ROLLS), 1938-- 2 vols Prior records destroyed.
Copies of pay rolls submitted with warrants to treasurer and then to auditor for filing. Name of department; name, title, nature of work of each employee; number of days or hours employed; rate, amount of pay; amount of deduction for retirement contribution, net amount payable, name of account charged; total amount, number, period, date of pay roll; signature of superintendent. Arr chron by date of pay roll No index Typed on ptd. form 120 pp 12½ x 13 x 7/8 Cab
For original pay rolls, see entry 295

949 (RECORD OF EXPENDITURES FOR REPAIRS OF PUBLIC BUILDINGS), 1937-- 1 vol Prior records missing
Name of building, names of creditors; kinds of materials purchased, services employed; amount, purpose, date of expenditure. Arr by name of bldg. and thereunder chron. by date of expenditure No index Hdw 150 pp 12½ x 15½ x ½ Cab

950 (RECORD OF EXPENDITURES FOR REPAIRS OF SCHOOL PROPERTY), 1936-37 2 vols Discont 1937
Name of school, names of creditors; kinds of materials purchased, services employed; amount, purpose, date of expenditure Arr by name of school and thereunder chron. by date of expenditure. No index Hdw. 150 pp. 14 x 11 x ½ Cab

951 RENTALS, HIGH SCHOOL AUDITORIUM, 1932-- 3 vols (2 vols unlab ; 1 vol dated) Estab 1932
Record of cash received from rentals. Name of organization or person renting auditorium, date of booking, name of person booking rental; amount, date of rental, payment, transfer of rental to treasurer. Arr chron. by date of booking No index Hdw 152 pp 8½ x 7 x ½ Cab

952 TREASURER'S RECEIPTS, 1934-- 3 bdls
Treasurer's acknowledgments of receipt of money remitted by superintendent. Name of payer, department credited; amount, source, date of receipt; acknowledgment, signature of treasurer Arr chron. by date of receipt No index. Typed on ptd. form 3½ x 8½ x ½ Desk

Correspondence

953 INCOMING, 1935-- 3 f ds (dated) Prior records destroyed.
Correspondence with inspector of buildings relative to building regulations and permits; with city departments regarding needed repairs of buildings;

with employees regarding wage rates, classifications, and reports of work performed Includes bids submitted by individuals and business concerns on contracts for materials and services; construction data, specifications, and estimates from architects on structural alterations of buildings Arr alph by name of correspondent No index Hdw or typed $12\frac{1}{2}$ x 13 x 26 Cab

954 OUTGOING, 1936- 2 f ds (dated) Prior records destroyed
No title, 1936-37

Outgoing correspondence, 1936- Copies of requests sent to business concerns for bids, specifications, and price lists; to architects for construction data and estimates, to inspector of buildings for information regarding building regulations and permits; replies to city departments regarding repairs of buildings; to workmen relative to qualifications for employment and wage rates Also contains

i City council orders (copies) relating to public buildings, 1934- Name of department; text, date of order, date of passage by city council, approval by mayor; signature of city clerk Arr chron by date of order

ii Contracts and agreements for materials and services (copies), 1934- For description, see entry 68 Arr chron by date of contract or agreement

iii Purchase requisitions (copies), 1938 For description, see entry 300 Arr num by requisition no

Arr alph by name of correspondent No index Correspondence and orders typed, contracts and requisitions typed on ptd form $12\frac{1}{2}$ x 13 x 26 Cab

955 INCOMING (Correspondence from) SUPT OF SCHOOLS, 1936 6 vols (dated) Prior records destroyed

Requests for repairs and suggestions for alterations of school buildings, lists of materials received, and reports of work done Arr chron by date of correspondence No index Typed 120 pp 11 x 9 x 1

956 OUTGOING (Correspondence to) SUPT OF SCHOOLS, 1937- 1 vol (dated)

Replies to requests for repairs and alterations of school buildings; requests for information and estimates of requirements and reports on work done, notifications of supplies, materials, and equipment purchased for school department Arr chron by date of correspondence No index Typed 140 pp 11 x 9 x 1

XXXVIII SEALER OF WEIGHTS AND MEASURES

All records are in Highway Building; except where otherwise noted, they are in the sealer s office

Reports

957 ANNUAL REPORT OF SEALER OF WEIGHTS AND MEASURES, 1927
13 vols (dated) Prior records destroyed
Copies of annual reports sent to the Bureau of Standards of the State Department of Labor and Industries Name of city, mayor, treasurer, clerk, name, residence, telephone number, length of service salary of sealer, location of office, office hours, name, salary of deputy sealer, total amount of sealing and adjusting fees collected, total operating cost of the department, inventory of standards furnished by the State the city, amount of insurance carried on state standards, inventory of sealer s working equipment, statistical table showing number, types of weights, scales, volumetric measures, automatic liquid measuring devices, linear measures, and leather measuring devices adjusted, sealed, not sealed, and condemned, statistical table showing kinds, number of units of com modities tested for weight and measurements; table showing number, results of reweighings of sales of coal in transit, number of court cases prosecuted, names of defendants, nature of violations, dates of trials, disposition of cases and amounts of fines; date of report, signature of sealer Arr by subject No index Hdw on ptd form 12 pp $8\frac{1}{4}$ x 5 x 1/16 Cab

Inspections and Tests

958 OFFICE RECORD BOOK, 1914 16 vols Title varies Sealer s Records, 1914-37, 14 vols Prior records missing
Office record of inspections of weighing and measuring devices Name of owner of device, number, type of device inspected, results of inspection, number, date of inspection certificate, amount of sealing, adjusting fees, amount collected, balance due Arr num by certificate no No index 1914-18; for index, 1919--, see entry 959 Hdw on ptd form 50 pp $11\frac{1}{2}$ x $23\frac{1}{2}$ x $\frac{1}{2}$ Strm

959 INDEX, 1919-- 21 vols (dated) Estab 1919

Index to Office Record Book, entry 958 Name, address of owner of device, type of business, volume and page reference Arr alph by name of owner Hdw 52 pp 12 x $7\frac{1}{2}$ x $\frac{1}{2}$

960 (CERTIFICATES OF INSPECTION OF WEIGHING AND MEASURING DEVICES), 1919 216 vols (dated) Prior records destroyed
Copies of certificates issued Name, address of dealer, nature of business; number, kind, capacity of device inspected, result of inspection, amount of adjusting, sealing fee, total amount of fees, acknowledgment of receipt of fees, certification of inspection, signature of sealer, number, date of certificate Arr chron by date of certificate No index Hdw on ptd form 100 pp 5½ x 11½ x 1 133 vols 1919 32, strm, 83 vols 1933, sealer s off

961 (CERTIFICATES OF REWEIGHINGS OF COAL IN TRANSIT) 1916 21, 1925, 1927 33, 1936 12 vols (dated)
Copies of certificates issued Name, address of coal dealer, name of customer, weigher, teamster, dealer s invoice number, size of coal, gross, tare, net weight of load as shown by invoice, results date, time of reweighing, number, date of certificate, signature of sealer Arr chron by date of certificate No index Hdw on ptd form 100 pp 4½ x 8½ x ½ 11 vols, 1916 37 strm, 1 vol, 1938 sealer s off

962 (COURT CASES, MISCELLANEOUS INSPECTIONS), 1927 4 vols Prior records destroyed
Contains
i Court cases, record of Name, address of defendant, nature of violation of weights and measures laws, results, date of prosecution, amount of fine
ii Inspections of package markings, licenses, seals, and miscellaneous items, summary of Number, kinds of inspections, total monthly number of inspections
iii Tests of marked containers in which commodities are sold, summary of Number, kinds of cartons, pails, baskets, barrels, and other containers tested, total monthly number of tests
iv Trial weighings of commodities sold or put up for sale, record of: Name of dealer or store, name, number of units of commodity tested, number of units found with correct weight, underweight, overweight, total monthly number of trial weighings
Arr by subject No index Hdw on ptd form 200 pp 9 x 12 x 1½

963 PUMPS, METERS, 1931 5 f bs (1 f b dated, 4 f bs unlab) Prior records destroyed
Petitions to have gasoline pumps and meters tested and sealed Name, address of operator of service station, number of pumps and meters to be tested, statement of mechanic certifying that requirements for installation of pumps and meters have been complied with, signature of mechanic, date of petition Includes notation of date, time of receipt of petition, signature of sealer Arr alph by name of operator No index Hdw on ptd form 4½ x 6 x 6

964 (CARD RECORD OF GASOLINE PUMPS SEALED), 1939 1 f d Prior records destroyed
Name, address of service station, owner of business; name of manufacturer, number of pump, meter, date of inspection Arr alph by name of service station No index Hdw 5 x 6½ x 11 Cab

965 (Record of Inspections of) CLINICAL THERMOMETERS AND GRADUATES, 1938 4 vols (dated, 2 vols also 1-2) Prior records destroyed
Name, address of hospital, store, doctor or nurse; number, kinds, name of manufacturers of instruments inspected, whether instruments have seal of approval of the Division of Standards of the State Bureau of Labor and Industries, date of inspection Arr chron by date of inspection No index Hdw 80 pp 6 x 4 x ½

966 (RECORD OF FLASH AND FIRE TESTS OF KEROSENE), 1911-33 12 vols (lab by name of oil company, dated) Discont 1933
Name of oil company producing kerosene, number, capacity of tank cars; results date of flash and fire tests Arr chron by date of test No index Hdw 200 pp 8½ x 7½ x 1

Financial Records

967 PETTY CASH (Receipts and Expenditures), 1923 17 vols Prior records of destroyed
Receipts Name of city treasurer, amount, date of petty cash receipt; total monthly, annual cash receipts Expenditures Name of payee; amount, purpose, date of expenditure; total monthly, annual expenditures; monthly, annual balance on hand Arr chron by date of transaction No index Hdw 180 pp 7 x 4½ x ½

968 LEDGER (of Expense Accounts), 1922 18 vols (dated) Prior records destroyed
Name of account, amount, explanation date of expenditure; name of payee or creditor, total monthly, annual expenditures Arr by name of account and thereunder chron by date of expenditure No index Hdw 180 pp 9½ x 6½ x ½

969 TRUCK 1929 11 vols (dated) Prior records destroyed
Record of operating expenses of truck Amounts, itemization, dates of expenses, total monthly, annual expenses Arr chron by date of expenditure No index Hdw 180 pp 7 x 4½ x ½.

970 (TREASURER S RECEIPTS), 1929 11 bdls Prior records destroyed
Treasurer s acknowledgments of receipt of money remitted by sealer Name of department, payer, amount of collection remitted, period covered; number, date of receipt, signature of treasurer Arr num by receipt no No index Hdw on ptd form 3½ x 9½ x 1/8

971 (PURCHASE REQUISITIONS), 1937— 3 bdls Prior records destroyed
Copies of requisitions issued For description, see entry 300 Arr num by requisition no No index Hdw on ptd form 9 x 6 x ½

Miscellaneous

972 TRANSIT VENDORS AND HAWKERS, 1938— 1 f b Prior records destroyed
Copies of licenses issued to vendors and hawkers by the Division of Standards of the State Department of Labor and Industries Name, address of licensee, kind, number, dates of issue and expiration of license; signature of State Director of Standards Arr alph by name of licensee No index Typed on ptd form 4½ x 6 x 6.

973 LETTERS, 1911— 6 f ds, 6 l fs Prior records destroyed.
Correspondence with Division of Standards of State Department of Labor and Industries relative to regulations; with State Attorney General and local court relative to cases of violations of laws; with owners of measuring devices relative to inspections, fees due, violations; with business concerns relative to specifications of equipment, purchase of supplies; with city clerk regarding city council orders; with auditor relative to financial matters Arr alph by name of correspondent. No index Hdw or typed F ds 11½ x 5 x 12½, 10 l fs 12 x 11½ x 3.

XXXIX DOG OFFICER

No records were found for this office

XL FOREST FIRE WARDEN

No records were found for this office

XLI PUBLIC WEIGHER

974 (COAL WEIGHT CERTIFICATES), 1916-30, 1933-34 299 vols Discont. 1934
Copies of certificates issued Name of dealer, driver, customer; gross, tare, net weight of load; date, time of weighing; amount of weighing fee.

number of certificate, signature of weigher Arr num by certificate no No index Hdw on ptd form 250 pp 10½ x 7 x ½ 296 vols, 1916-30, main va, second fl, C H, 3 vols, 1933-34, closet, sealer's off, Highway Bldg.

XLII FIELD DRIVERS

No records were found for this office.

XLIII FENCE VIEWERS

975 (RECORD OF FENCE DIVISION AGREEMENTS), 1796-1917 1796-1851 in Town Records - Pittsfield, entry 34; 1804, 1814, 1817 in Intentions, Births and Deaths by Families, Marriages, Miscellaneous, Town of Pittsfield, entry 46, 1852-1917 in Record of Fence Viewers, Pittsfield, entry 977

Names of abutters; text, date of decision and agreement; signatures of abutters, fence viewers 1798-1851 includes attestation of clerk, date of recording.

For agreements transcribed by city clerk 1882, 1909, see entry 60-xxv.

976 (RECORD OF FENCE SURVEYS), 1796-1917 1796-1851 in Town Records - Pittsfield, entry 34, 1852-1917 in Record of Fence Viewers, Pittsfield, entry 977.

Names of abutters, locations, lengths of fences, date of survey.

977 RECORD OF FENCE VIEWERS, PITTSFIELD, 1852-1917 1 vol

Contains record of Fence division agreements, entry 975, fence surveys, entry 976 Arr chron by date of record Indexed alph by names of abutters. Hdw 240 pp 16 x 10½ x 1½ Main va, first fl, C H

PART C DEFUNCT OFFICES
Town Departments

XLIV SELECTMEN

All records are in the City Hall, except where otherwise noted, they are in the main vault, first floor In addition to the following records, see entry 34-x for highway orders 1870-76; entry 34-xix for selectmen's order to board of health 1867; entry 34-xx for perambulations of town lines 1789-1885.

978 (Minutes of Meetings of) SELECTMEN, 1874-78, 1881-90 3 vols (2 vols unlab ; 1 vol dated) Title varies No title, 1874-82, 1 vol , Journal, 1882-86, 1 vol 1773-1889 in Town Records - Pittsfield, entry 34

Action taken relative to special appropriations, municipal budget, laying-out and maintenance of streets and highways, appointment of town officers, purchase of land for public buildings, maintenance of law and order, care of the poor, protection of public health, claims of damages against town, issuance of licenses, payment of bills, passage of orders and resolutions, election of board officers; place, date, time of meeting; occasionally, names of members present Arr chron by date of meeting No index 1874-86; indexed alph by subject 1887-90 Hdw 120 to 480 pp $12\frac{1}{2}$ x 8 x $\frac{1}{2}$ to 14 x $9\frac{1}{2}$ x $1\frac{1}{2}$

979 TOWN REPORTS, 1852-90 2 vols (dated) Prior records missing.

Annual published reports of town officers, departments, and committees on activities, recommendations, and finances Also contains

i Auditing committee s annual reports, 1852-90 Certification of audit of financial accounts of town officers, comments on state of accounts; date of report, names of committee members 1880-90 includes recapitulation of town accounts Names of accounts; amount of debit or credit balance for each account, total debits, credits .

ii Bylaws of the town, 1885-88 Section number, text of bylaws; date of enactment, attestation of clerk

iii Civil War committee report, 1861, on organization and operations of committee in providing for soldiers enlisting in the Civil War Includes financial statements showing amount, sources of receipts, total receipts; amounts, purposes of expenditures; total expenditures .

iv Civil War volunteers, rolls of, 1863-64 Name of unit of service; names, rank of soldiers .

v Funding debt committee s annual reports, 1879, 1881-88, on work of committee, explanation of origin of town debts, recommendations on method of funding debt, proposals for amortization of debt. Includes analysis of funded debt, 1879, showing amount, type, interest rate, maturity date, date of issue of bond or note; name of holder, amount of accrued interest due, aggregate of principal and interest outstanding, date to which interest paid. For minutes of committee meetings 1880-86, see entry 127

vi Jurors, lists of, 1888-90 Names of jurors, date of list For published lists of jurors 1891--, see entry 1-iii

vii Park committee s reports, 1884-88 Financial statement showing amount of appropriation; amounts, purposes of expenditures; names of payees, total expenditures, amount of unexpended appropriation .

viii Schoolhouse committee's report, 1884 Description, location of new school; names of contractors; amounts, types of contracts; cost of work completed, estimated cost of uncompleted work, recommendations for appropriations, names of committee members.

ix Street superintendent's reports, 1887-90 Report on condition of highways and streets and suggestions for improvents; number, location of catchbasins installed, amount of macadam laid, details of new construction, name of superintendent

x Town officers, roster of, 1876-90 Names, titles of town officers

xi Town property, valuation of, 1884 Name location, valuation of property; total valuation

xii Warrants for annual town meeting (copies), 1852-90 Place, date, time of meeting, articles to be acted upon. For original warrants 1761-1890, see entry 34-xxxiv

Arr chron by year and thereunder by subject No index Ptd 400 pp $8\frac{1}{2}$ x 6 x 2

980 TAX RECORD, PITTSFIELD, 1857-65 1 vol (dated)

Contains

i Persons aided by town, list of Name of recipient, number of persons in family, amount, date of aid

ii Valuations and assessments, record of, 1857-60 Name of taxpayer; kind, valuation of property, amounts, kinds of taxes, total amount of taxes, year of assessment

Arr by subject No index Hdw 600 pp 18 x 12 x $2\frac{1}{2}$

981 PITTSFIELD FIRE DISTRICT, 1859-66, 1870-74, 1881-90 3 vols

Title varies No title, 1859-66, 1 vol, Day Book, 1870-74, 1 vol

Record of orders drawn on treasurer for payment of fire-district bills. Name of payee, amount, itemization, date of order Arr chron by date of order No index Hdw 200 to 400 pp 15 x $6\frac{1}{2}$ x 1 to 13 x 8 x $1\frac{1}{2}$ West va

982 ORDERS FOR STATE AID, 1877-78 1 vol

Copies of orders drawn on treasurer for state aid Amount, purpose, date of order, signature of recipient Arr chron by date of order No index. Hdw on ptd form 600 pp $12\frac{1}{2}$ x $7\frac{1}{2}$ x 2 West va

983 JOURNAL, 1881-90 1 vol

List of insurance policies on town buildings Name of building, insurance company, name, address of agent, face value, number, dates of issued and expiration of policy Arr chron by date of issue of policy Indexed alph by name of bldg Hdw 433 pp 14 x $9\frac{1}{2}$ x $1\frac{1}{2}$

XLV MODERATOR

No records were found for this office

XLVI SURVEYORS OF HIGHWAYS

No records were found for this office

XLVII WARDENS

No records were found for this office

XLVIII DEER REEVES

No records were found for this office

XLIX SEALER OF LEATHER

No records were found for this office

L HOG REEVES

No records were found for this office

LI TYTHINGMEN

No records were found for this office

LII SURVEYORS OF WHEAT

No records were found for this office

LIII SURVEYORS OF CLAPBOARDS AND SHINGLES

No records were found for this office

LIV HORSE CONSTABLES (REEVES)

No records were found for this office

LV CHORISTERS

No records were found for this office

LVI COMMITTEE ON INSPECTION AND CORRESPONDENCE

No records were found for this office

LVII GAUGER OF LIQUOR

No records were found for this office

LVIII POUND KEEPER

No records were found for this office

LIX MEASURERS OF WOOD

No records were found for this office

LX INSPECTOR OF LIME

No records were found for this office

LXI INSPECTOR OF NAILS

No records were found for this office.

LXII VIEWER AND SEALER OF HOLDS (MOULDS)

No records were found for this office.

LXIII COMMITTEE TO SEAT THE MEETINGHOUSE

No records were found for this office.

LXIV COMMITTEE ON PUBLIC SAFETY AND CORRESPONDENCE

No records were found for this office.

LXV FIRE WARDS

No records were found for this office.

LXVI TOWN LIQUOR AGENT

No records were found for this office.

LXVII COMMISSIONERS OF THE SINKING FUND

No records were found for this office.

LXVIII INSPECTOR OF PETROLEUM

No records were found for this office

LXIX TOWN VACCINATOR

No records were found for this office

PART D DEFUNCT OFFICES
City Departments

LXX COMMISSIONERS OF SEWERS

All records are in the City Hall, except where otherwise noted, they are in the public works department vault

984 RECORD MINUTES OF MEETINGS (of Sewer Commission), 1891-96
1 vol
Discussion and action taken on construction of sewers, land takings, rights of way, award of contracts, appointment of engineers and surveyors, approval of bills and pay rolls, requests to city council for appropriations, election of officers and committees, names of members present; place, date of meeting Arr chron by date of meeting No index Hdw 404 pp 14 x $9\frac{1}{4}$ x $1\frac{1}{2}$

For minutes of meetings of commissioners of sidewalks, common sewers, and main drains 1867-91 see entry 998

985 RECORD CITY OF PITTSFIELD, 1890-91 1 vol
Contains

i Act of 1890, chapter 357 (copy), authorizing city to construct sewerage system and to issue bonds to pay for same in part Text, chapter and section numbers, year of act; date of passage in House of Representatives, Senate; date of approval by Governor, date of acceptance by city

ii Appointees to the department, list of Name of appointee, date of appointment

iii Ordinances (copies) relative to sewers adopted by city, 1891 Text, section number of ordinance, date of passage by board of aldermen, common council; date of approval by mayor; signature of president of board of aldermen, mayor, clerk

Arr by subject No index Hdw 317 pp $16\frac{1}{4}$ x $11\frac{1}{2}$ x $1\frac{1}{2}$

986 RECORD, 1891-96 1 vol (3)
Record of petitions to enter sewers Name, address of petitioner; location of sewer, flush tanks; size of sewer connection, date of petition, name of petitioner Includes notation of action taken by commission Arr. chron by date of petition No index Hdw 217 pp 14 x 8½ x 3/4 Eng rm

987 LETTERS, 1891-96 2 vols (1 vol 1, 1 vol unlab)
Correspondence with contractors regarding contracts and work performed; with engineers concerning technical data; with business concerns relative to bids and bills, with individuals relative to land takings, rights-of-way, easements, sewer entries, and complaints Arr chron by date of correspondence Indexed alph by name of correspondent Hdw 500 pp 11 x 9 x 1

LXXI SURVEYORS OF LUMBER

No records were found for this office

LXXII TREE WARDEN

No records were found for this office

LXXIII SMOKE INSPECTOR

No records were found for this office

LXXIV INSPECTOR OF SANITATION

No records were found for this office

LXXV BOARD OF SURVEY

All records are in a cabinet in the public works department vault, City Hall In addition to the following records, see entry 763 for board of survey plan tracings 1923-

988 (MINUTES OF MEETINGS OF BOARD OF SURVEY), 1923-37. 1 vol.
Estab 1923, discont 1937
Discussions and decisions relative to petitions for construction, relocation, and renaming of streets, hearings on petitions, surveys; election of officers; place, date, time of meeting, names of members present, signature of clerk. Arr chron by date of meeting No index Typed 299 pp. 9 x 11½ x 1½.

989 (Miscellaneous Records of) BOARD OF SURVEY, 1923-37. 1 f.d.
Contains

i Bank statements, 1924-30 Name of bank, account; balance at beginning of month, amounts, dates of deposits, withdrawals; bank balance, date of statement.

ii Bills from newspapers for advertisements of hearings asked by petitioners, 1924-25 Name of publisher; cost, dates of advertisements; names of petitioners; total amount, date of bill.

iii Orders of board renaming streets, 1928-37: Original, new name of street; description, location of street; date of order, signatures of members of board. Includes date order approved by city council

iv. Petitions from property owners for construction, relocation, and renaming of streets, 1923-34: Text, date of petition; name, location of street; signatures, addresses of petitioners; date of receipt of petition by clerk.

Arr. by subject. No index Statements, bills, and orders typed on ptd. form; petitions hdw or typed. 11 x 4 3/4 x 12½.

990 (LEDGER OF PETITIONERS' ACCOUNTS), 1923-31. 1 vol.
Accounts of petitioners requested to make deposits to cover costs of newspaper notices of hearings (unused balance refunded at close of case): Name, address of petitioner; amount, date of deposit, refund; amount, purpose, date of expenditure; name of payee Arr. chron. by date of deposit. No index Hdw 152 pp 7 3/4 x 9 3/4 x ½.

991. (STUBS OF CHECKS ISSUED), 1923-31. 4 vols.
Name of payee; amount, purpose, number, date of check; amount of bank deposits, balance carried forward Arr chron. by date of check. No index. Hdw. on ptd form 50 pp 3 x 8¼ x ¼.

LXXVI UNEMPLOYMENT COMMISSION

No records were found for this office

PART E DEFUNCT DISTRICTS

LXXVII SCHOOL DISTRICTS

All records are in the City Hall. In addition to the following records, see entries 34-xxxii, 185, and 315-iii, iv, xi, xii, xiii for records pertaining to school districts.

992. (MINUTES OF MEETINGS OF EAST SCHOOL DISTRICT), 1811-69. 1 vol. Minutes of meetings of twelfth school district of Pittsfield and fourth school district of Dalton, 1811-20; of twelfth or east school district of Pittsfield, 1821-69. Action taken relative to appointment and salaries of teachers, assessments and taxes, reports of committees, school terms, maintenance of school; election of officers, appointment of committees; place, date of meeting; signature of clerk. 1829-69 includes election of prudential school committeeman. Arr. chron. by date of meeting. No index. Hdw. 180 pp. 8 x 6 x 1. School dept. va.

993. RECORD OF THE CENTER SCHOOL DISTRICT, 1829-69. 2 vols. Contains:

i. Clerk's financial report, 1852. Amounts, purposes, dates of expenditures; total expenditures, signature of clerk.

ii. Committee on erection of schoolhouse, reports of, 1829-31. Narrative report on progress of construction; dimensions of building; number, seating capacities of rooms; kind of equipment required, estimate of cost; signatures of committee members, date of report.

iii. Committee to move Silver Lake School, report of, 1868. Narrative report on progress of work; signatures of committee members, date of report.

iv. Minutes of meetings of center school district: Discussion and action taken regarding taxes and assessments, purchase of land and equipment, construction of school, issuance of bonds and notes, insurance of property, appropriations, employment of teachers, teachers' salaries, tuition fees, appointment of committees, reports of officers and committees, and articles listed in warrant for meeting; election of officers; place, date, time of meeting; time of adjournment, signature of clerk.

v. Prudential committee reports, 1841-53, 1869. Narrative reports on enrollment, attendance, school calendar, curriculum, changes

v Prudential committee reports, 1841-53, 1869 (Cont'd) in personnel, conditions of buildings and property, recommendations for equipment, repairs, and additional buildings, signatures of committeemen, date of report Includes financial statement Amounts, sources of receipts; amounts, purposes of expenditures, names of payees, balance on hand

vi Treasurer's financial report, 1869 Amount, source of receipt; amount, purpose of expenditure; total receipts, expenditures, balance on hand, date of report, signature of treasurer

vii Warrants for meetings Number, text of articles to be voted on; place, date, time of meeting; date of warrant, signatures of selectmen to 1831 and of the clerk thereafter Includes constable's return on warrant

Arr chron by date of record No index Hdw 150 pp 13 x 8 x 1 and 200 pp 11 x 9 x 1 School dept va

994 (MINUTES OF MEETINGS OF WATER STREET SCHOOL DISTRICT), 1829-62. Discussions and decisions relative to building of school; purchase of land, equipment, and supplies; regulations for conduct of meetings; reports of officers and committees; articles listed in warrant for meeting; approval of bills; election of officers, committees; place, date, time of meeting; time of adjournment, signature of clerk Also contains

i Bill of sale from proprietors of Water Street Schoolhouse, attested copy of, 1830

ii Financial statement of receipts and expenditures, 1831 Amounts, sources, dates of receipts; amounts, purposes, dates of expenditures; names of creditors; total receipts, expenditures

iii Minutes of hearing with selectmen relative to purchase of schoolhouse from old center district, 1835 Names of representatives of old center district, decision of selectmen on amount to be paid; signatures of selectmen, date of hearing

iv Notice from selectmen of hearing regarding purchase of schoolhouse from old center district, attested copy of, 1835 Purpose, place, date of hearing; signatures of selectmen, date of notice

v School census, 1830

vi Warrants for meetings Number, text of articles to be voted on; place, date, time of meeting; date of warrant, signatures of selectmen Includes constable's return on warrant

Arr chron by date of record No index Hdw 200 pp 12½ x 8½ x 1 Main va, first fl.

LXXVIII PITTSFIELD FIRE DISTRICT

Except where otherwise noted, all records are in the City Hall In addition to the following records, see entry 184 for valuation lists 1857-90; entry 232 for tax commitments 1879-90

Minutes and Reports

995 TOWN OF PITTSFIELD MASS, 1844-90 3 vols (1-3) and 1 duplicate vol (unlab), 1844-72

Minutes of meetings of Pittsfield fire district Discussion and action taken relative to organization and location of fire companies, purchase of land and equipment, construction of firehouses, taxes and assessments, adoption of bylaws and regulations, appropriation of funds to defray expenses, abatements of taxes, settlement of damage claims, reports of officers and committees, salaries of employees, and other matters listed in articles of warrant for meeting, election of officers, committees, place, date, time of meeting Also contains

i Bylaws (copies) Text of bylaws, date of approval, signature of clerk

ii Constitution of fire district (copy), 1844 Numbers, text of articles; date of approval signature of clerk

iii Petition (copy) of inhabitants of center, east center, and west center school districts to the selectmen for establishment of a Pittsfield fire district, 1844 Text, date of petition; names of petitioners, attestation of clerk

Also contains Warrants for fire district meetings, entry 1011 Arr. chron. by date of meeting For index, see entry 996 Hdw 380 to 430 pp. 10 x 8 x 1 to 14 x $9\frac{1}{4}$ x $1\frac{1}{2}$ P w d va

996 (INDEX TO MINUTES OF MEETINGS), 1844-90 2 vols (1 vol 1; 1 vol unlab)

Index to Town of Pittsfield, Mass, entry 995 Subject of discussion or action, volume and page reference Arr alph by subject Hdw 252 pp. $12\frac{1}{2}$ x 12 x 1 P w d va

997 PITTSFIELD WATER DEPARTMENT, 1851-80 1 vol (1) Estab. 1851. Subsequent records missing

Contains the following water commissioners' records.

i Act (copy) for supplying the town with pure water, May 13, 1852. Act authorizing the town to take Ashley Pond and to lay-out and maintain a public water system

ii Report (copy) of committee on inquiry of the Pittsfield Library Association made to a fire-district meeting relative to the advisability of establishing a public water system, Jan. 21, 1851.

iii Report (copy) of committee appointed to make investigation of Ashley Pond as a source of water supply for the town, Jan. 1, 1852. Report on height of water at Ashley Pond at all seasons of the year and analyses of specimens of the water made by the state analyst

iv Vote (copy) of fire-district meeting to appoint a committee of nine to make an examination of Ashley Pond, Jan 21, 1851

v Vote (copy) of fire-district meeting to appoint a committee to prepare an act for the establishment of a water system and to petition the state legislature for its passage, Jan 21, 1852.

PITTSFIELD WATER DEPARTMENT, 1851-80. 1 vol. (1). (Cont'd)

vi. Vote (copy) of fire-district meeting to appoint three water commissioners, Feb. 26, 1855.

vii. Water commissioners' reports to fire-district meeting, 1857-80: Report on number and kinds of services installed, new construction and extension of water system, appointment of engineers, financial statement of income and operating expense; recommendations relative to improvement of system, setting water rates, regulations for controlling supply. 1857 includes financial statements of construction account, cash account, liabilities; location, size, length of mains and secondary distribution pipes installed.

Arr. chron. by date of record. No index. Hdw 545 pp. 14 x 9½ x 2. P.w.d. va.

998. JOURNAL - RECORD OF MEETINGS, 1867-91. 4 vols. Estab. 1867. Title varies: Record, 1867-80, 1 vol.; Record, P. F. D., 1881-86. 2 vols.

Minutes of meetings of commissioners of sidewalks, common sewers, and main drains: Action taken relative to appropriations to be raised, laying-out of main drains, sewers, and sidewalks, issuance of orders to owners of abutting lands to lay sidewalks; approval of bills, election of officers; place, date of meeting; signature of clerk. Also contains:

i. Act of 1867, chapter 132 (copy), relating to sidewalks, common sewers, and main drains of the fire district of Pittsfield: Legislative act empowering the district to establish a board of three commissioners to construct and have charge of all main drains, common sewers, and sidewalks of the fire district, and all matters pertaining thereto.

ii. Sewer and sidewalk assessments, record of, 1884-91: Name of street, names of owners, lot numbers of property abutting on street; kind, amount, year of assessment.

iii. Sewers, inlets, sewer connections, flush tanks, record of, 1881-83: Name of street; location, size of sewer; location of flush tanks, inlets, connections.

iv. Vote of district meeting appointing board of three commissioners in accordance with the legislative act relating to sidewalks, common sewers, and main drains, May 13, 1867.

Arr. chron. by date of meeting. For separate index 1867-80, 1884-86, see entry 999; self-cont. index, arr. alph. by subject, 1881-83; no index, 1887-91. Hdw. 288 to 488 pp. 10 x 7 x 1 to 14 x 9½ x 1½. 3 vols., 1867-86, p.w.d. va.; 1 vol., 1887-91, main va., first fl.

For minutes of meetings of sewer commissioners 1891-96, see entry 984.

999. PITTSFIELD FIRE DISTRICT, 1867-80, 1884-86. 1 vol. (1-2). Index to Journal - Record of Meetings, entry 998. Subject, year of action or record; volume and page reference. Arr. alph. by subject. Hdw. 150 pp. 12½ x 11¼ x 1. P.w.d. va.

[1000-1003]

Pittsfield Fire District -
Minutes and Reports

1000. PITTSFIELD FIRE DISTRICT, 1876, 1878-82 2 vols Title varies.
Berkshire, Town of Pittsfield, P F D , 1876
Minutes of meetings of board of engineers Action taken relative to establishing regulations for fire prevention and fire fighting, recommendations to district for purchase of equipment, approval of bills; place, date of meeting; names of members present, signature of clerk Arr chron by date of meeting No index. Hdw 34 pp 10 x 7½ x 1/8 and 216 pp 13½ x 8½ x ½ P w d. va

1001 RECORD, 1848-58, 1868-79, 1891-1903 3 vols Estab 1848, discont 1903 No title, 1848-58, 1891-1903, 2 vols.
Minutes of meetings of Pontoosuc Engine Company No 2 Discussions and decisions relative to organization of the company, adoption of rules and regulations, reports of officers, purchase of equipment, election of officers, place, date of meeting; signature of clerk Also contains record of fires Location, cause, date of fire; name of property owner; amount of insurance carried, paid; estimated loss Minutes arr chron by date of meeting; record of fires arr chron by date of fire. No index. Hdw 150 to 200 pp 11 x 8 x ½ to 14 x 8½ x 1 West va

1002 Record, 1879-91 2 vols
Minutes of meetings of George Y Learned Engine Company. For description, see entry 1001 Also contains

i Record of fires Location, cause, date of fire; name of property owner; amount of insurance carried, paid; estimated loss

ii Treasurer's financial report Amounts, sources, dates of receipts; names of payers; amounts, purpose, dates of expenditures; names of payees; total receipts, expenditures; balance on hand.

Arr by subject No index Hdw 300 pp 14 x 9 x 1½ West va

1003. FIRE DISTRICT REPORTS, 1867-90 1 vol (dated). Estab 1867; discont 1890
Annual reports of officers and committees of Pittsfield fire district, containing

i Acts enacted by state legislature relating to fire district Act of 1885, chapter 301, authorizing fire district of Pittsfield and county of Berkshire to construct certain sewers in town of Pittsfield; act of 1874, chapter 163, authorizing fire district to take waters of Sackett brook in Dalton for purpose of furnishing an additional supply of water to the town; act of 1889, chapter 155, authorizing fire district to take waters of Sackett brook in Pittsfield for purpose of furnishing an additional supply of water to the town and to issue bonds or notes to provide for payment of necessary construction; act of 1867, chapter 132, relating to sidewalks, common sewers, and main drains, described in entry 998-i.

ii. Chief engineer's reports, 1869-90, on fires, condition of equipment, additions to and improvements in the fire department; list of fire companies, number of men in each company, names and titles of officers; recommendations; list of fire-alarm boxes; valuation of equipment, furniture, and fixtures; total valuation of property

Pittsfield Fire District - [1003-1004]
Minutes and Reports

FIRE DISTRICT REPORTS, 1867-90 (Cont'd)

iii Commissioners of common sewers, main drains, and sidewalks reports on operations, location, description, dimensions of sewers constructed; appropriations recommended for ensuing year, assessments and abatements, financial statement of cost of construction of crosswalks, sewers and drains, sidewalks, inventory of equipment

iv Officers and committees of fire district, list of, 1869-90 Names, titles of officers, names of committees, committee members

v Prudential committee reports Financial statement showing amounts and sources of receipts, total receipts, classification of expenditures by account, total expenditures, recapitulation of accounts, statement of assets and liabilities, names of committee members, auditing committee's certification of audit of district accounts, statement of the collector of district taxes

vi Special committee on water rates, report of, 1881 Narrative report on work of the committee; recommendations for installation of water meters, appropriation to cover installation of metered water system, metered water rates, rules and regulations, names of committee members

vii Superintendent of water works, reports of, 1871-90 Narrative report on condition of water system, new construction projects, services rendered; level of water in reservoir on various dates, amount of water rates collected for current year, previous years; number of consumers classified by type of service; number, types of fixtures supplied; number, types of leaks repaired Includes: 1872-73, report on hydrants; 1873, report on water tanks; 1881, inventory of materials; 1882, report on water meters

viii Water commissioners reports Narrative reports on new main installations, improvements of the reservoir, condition of water system, yearly collections, recommendations for improvements, names of water commissioners, comparative statement of construction accounts, comparative statement of receipts from water rates, estimates of costs of proposed improvements, report on height of water in Ashley Lake, report on hydrant installations; inventory of equipment, tools, and materials; summary of new construction for year, copy of petition to state legislature for increase in water supply

Also contains Warrants for fire district meetings, 1868-90, entry 1011 Arr chron by year of report and thereunder by subject No index Ptd 270 pp $8\frac{1}{2}$ x 6 x $1\frac{1}{2}$ Main va , first fl

1004 RECORD LIMITS OF FIRE DISTRICT, 1870 1 vol

Report of committee, submitted to annual meeting, on bounds of fire district Location, limits of bounds; date of report, signatures of committee members Also contains Report of civil engineer on a survey of the district and a proposal, with specifications, for installation of a drainage system, Feb 24, 1870 Arr by subject No index Hdw 240 pp 10 x 8 x 1 P w d va

Records of Fires
(See also entries 1001, 1002-i, 1003-ii)

1005 RECORDS OF FIRES, 1884-91 2 vols Prior records destroyed. Location, cause, date of fire; type of construction, use of building; extent of damage; valuation of building, contents; amount of insurance carried and paid on building, contents; name of owner, occupant, number of engine companies responding to alarm, names of officers in charge, detail of apparatus used Arr. chron by date of fire No index Hdw. on ptd. form 100 pp 12½ x 12 x ½ Main va , first fl

Financial Records

1006 PITTSFIELD FIRE DISTRICT - JOURNAL, 1868-91 1 vol Prior records missing
Record of receipts and expenditures Receipts: Name of payer; amount, source, date of receipt; total annual receipts. Expenditures Name of payee; amount, purpose, date of expenditure; total annual expenditures, cash balance on hand Arr chron by date of transaction No index Hdw. 636 pp 13½ x 8½ x 2 Main va , first fl.

1007 JOURNAL, P F D , 1884-90 2 vols Prior records destroyed. Ledger of expense accounts of commissioners of sidewalks, common sewers, and main drains Name of account; amount, purpose, date of expenditure; name of payee, total annual expenditures Arr. by name of account and thereunder chron by date of expenditure Indexed alph by name of account 1884-86; no index 1887-90 Hdw 360 pp 10½ x 8½ x 1½ and 400 pp. 14½ x 9½ x 1½

1008 LEDGER, 1884-88 1 vol
Cashbook of an engine company, name of which is not shown Receipts Amount, source, date of receipt; name of payer, total annual receipts Expenditures Amount, purpose, date of expenditure; name of payee, total annual expenditures, cash balance on hand. Arr chron by date of transaction No index Hdw 110 pp 8½ x 7½ x ¼ Strm , Central Fire Station

1009 LEDGER, 1884-93 2 vols
Ledger of members' accounts with engine company, name of which is not shown. Name of member; amount, date of charge for dues, entrance fee, fire assessment; amount, date of payment, rebate (if any); annual totals of accounts Arr by name of member and thereunder chron. by date of transaction Indexed alph by name of member. Hdw 150 pp 10½ x 8 x ½ Strm., Central Fire Station.

1010 BILL BOOK, PROTECTIVE CO. NO 1, 1885-89 2 vols
Bills payable (pasted in volume) Name, address of creditor; itemization of materials or services; amount, date of bill Arr chron by date of bill No index Hdw. on ptd form 75 pp 10½ x 8 x ½ Strm , Central Fire Station.

Miscellaneous

1011 (WARRANTS FOR FIRE DISTRICT MEETINGS), 1844-90 1844-90 in Town of Pittsfield, Mass , entry 995, 1868-90 in Fire District Reports, entry 1003

Place, date, time of meeting; numbers, text of articles to be acted upon, directions to constable for posting and making return

1012 (ORDERS TO LAY SIDEWALKS), 1867-81 1 bdl (dated) Subsequent records missing

Copies of orders issued by commissioners of sidewalks, common sewers, and main drains to property owners to construct sidewalks abutting their lands. Name, address of property owner; location, grade, width, materials of walks ordered to be constructed; date on which sidewalks are required to be completed; date of order, signatures of commissioners and district clerk
Arr chron by date of order No index Hdw on ptd form 8 x 4 x 2
West va

1013 UNIFORM CHECK BOOK - PONTOOSUC NO 2, 1870 95 1 vol

Record of uniforms and equipment distributed to firemen Date of record; name, badge number of fireman, name of article; date distributed, returned.
Arr chron by date of record No index Hdw on ptd. form 300 pp
15½ x 10½ x 1½ West va

LIST OF PRIMARY SOURCES

Commonwealth of Massachusetts

State Archives, State Library of Massachusetts

Province Laws, 1692-1780 21 vols

General Laws of the Commonwealth of Massachusetts, 1780-1942
Cited as Acts

PUBLICATIONS OF THE HISTORICAL RECORDS SURVEY IN MASSACHUSETTS

Note: Except where noted, all volumes are published at the state headquarters of the Historical Records Survey, Sharp School, Pinckney & Anderson Streets, Boston, Mass.

Abstract and Index of the Records of the Inferiour Court of Pleas, (Suffolk County Court) Held at Boston, 1680-1698, (iii, 224 pp., mim., 1940).

American Portraits, 1620-1825, Found in Massachusetts, 2 vols., (iv, 254 pp. and 318 pp., mult. dupl., May, 1939).

American Portraits, 1645-1850, Found in Maine, 1 vol., (90 pp., mim., 1941).

Brief History of the Town of Braintree in Massachusetts, 1640-1940, compiled and written for the Tercentenary Committee, Marion Sophia Arnold, ed., (64 pp., Boston, Thomas Todd Co., 1940).

Calendar of the General Henry Knox Papers in the Boston Public Library, (ii, 19 pp., mult. dupl., May, 1939).

Calendar of the Letters of Charles Robert Darwin to Asa Gray, (vii, 148 pp., mult. dupl., December, 1939).

Calendar of the Ryder Collection of Confederate Archives at Tufts College, (v, 165 pp., mim., 1940).

Description of the Manuscript Collections of the Massachusetts Diocesan Library, (ii, 80 pp., mult. dupl., February, 1939).

Diary and Journal, 1755-1807, of Seth Metcalf, (iii, 31 pp., mult. dupl., October, 1939).

Guide to Manuscript Depositories in Massachusetts, (ii, 160 pp., mim., September, 1939).

Guide to the Manuscript Collections in the Worcester Historical Society, (iii, 56 pp., mim., October, 1941).

Guide to the Public Vital Records in Massachusetts, (i, 342 pp., mim., March, 1942).

Index to the Hampshire Gazette, 1786-1937, 3 vols., (vii, 213, 217, and 295 pp., mim., May, 1939).

Index to the Proclamations of Massachusetts, 1620-1936, 2 vols., (xvii, 200 and 153 pp., mim., April, 1937).

Inventory of Universalist Archives in Massachusetts, (iv, 489 pp., mult. dupl., 1942).

Inventory to the County Archives of Massachusetts, No. 5, Essex County, (ii, 370 pp., mim., December, 1937).

Inventory of the Town and City Archives of Massachusetts (Series)

No 2 Berkshire County
Vol XXII Pittsfield (xii, 271 pp , mult. dupl., 1942).

No 6 Franklin County
Vol I Ashfield (ii, 108 pp , mim , 1940).
Vol II Bernardston (iii, 90 pp., mim., 1941).
Vol III Buckland (ii, 74 pp , mim , 1940).
Vol XXIV Warwick (iii, 88 pp , mim., 1942).

No 7 Hampden County
Vol I Agawam (iii, 74 pp , mim , 1941).
Vol V Chicopee (xi, 296 pp , mult dupl., and mim., October 1939)
Vol VIII Hampden (iii, 99 pp , mult. dupl., 1942).

No 10 Middlesex County
Vol V Ayer (iii, 150 pp , mult dupl., 1941).
Vol XXIX Maynard (iii, 149 pp , mult dupl., 1941).

No 11 Norfolk County
Vol I Avon (ii, 83 pp , mult dupl., May, 1939).
Vol II Bellingham (ii, 76 pp , mult. dupl., August, 1939).
Vol IV Brookline (v, 350 pp , mult dupl., 1940).
Vol XI Holbrook (iii, 179 pp., mult dupl., 1941).

No 13 Suffolk County
Vol I Part 5 Boston (v, 356 pp , mult dupl., 1940).
Vol I Part 9 Boston (iii, 286 pp , mult. dupl., 1942).

No 14 Worcester County
Vol II Athol (iii, 232 pp , mult dupl., 1941).
Vol III Auburn (iii, 89 pp , mim., February, 1940).
Vol IV Barre (iii, 132 pp , mim , 1940).
Vol V Berlin (iii, 108 pp , mim., 1941).
Vol XI Clinton (iii, 117 pp , mult dupl., 1941).

Note The following are reprints of the sketches of history and government for use in the respective public schools of the town concerned. Since they duplicate material already included in the respective city or town inventories, these reprints are not distributed separately to official depositories of Historical Records Survey publications.

Sketch of History and Government (reprints for use of public schools).

No 6 Franklin County
Vol I Ashfield (iii, 48 pp , mim , 1941).
Vol III Buckland (ii, 36 pp , mim., 1940).

No 11 Norfolk County
Vol IV Brookline (ii, 74 pp , mult dupl., 1940).
Vol XI Holbrook (iii, 54 pp., mult. dupl., 1941).

No 14 Worcester County
Vol IV Barre (ii, 45 pp , mim., 1940).