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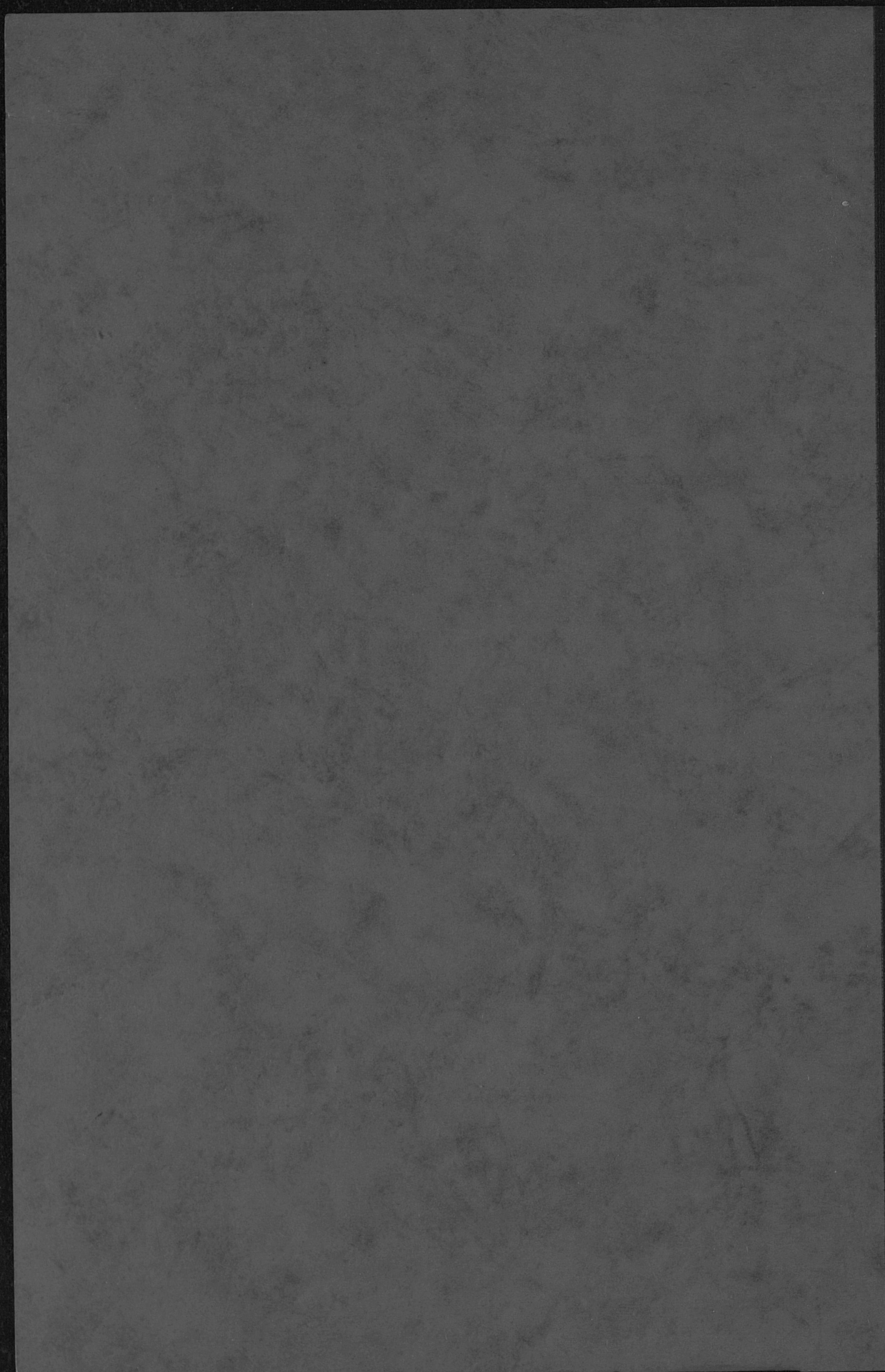
PART 3



The Survey of Federal Archives
Works Progress Administration of North Carolina

Raleigh

1939



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

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

The National Archives
Cooperating Sponsor

SERIES IX. THE DEPARTMENT OF AGRICULTURE

NO. 32. NORTH CAROLINA

Part 3

Raleigh, North Carolina
The Survey of Federal Archives
1939

The Survey of Federal Archives

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RESETTLEMENT ADMINISTRATION
(Farm Security Administration)

The Resettlement Administration was established by Executive Order of April 30, 1935, through authority given the President by the Federal Emergency Relief Appropriation Act of 1935. It was formed to bring together the emergency activities of the Federal Government relating to readjustment of the farm population to the resources of the land. The program, designed to provide considerable relief employment, had four basic aims: to aid low-income and impoverished farm families through small loans and through demonstration of improved farm management and land use practices; to withdraw areas unsuited to agricultural purposes from farm use by purchase of these problem territories and their conversion into suitable uses; to resettle on good land farm families who had lacked the necessary fertile land for successful cultivation; and to provide suburban housing for families of low incomes in the vicinity of industrial towns and cities.

Emergency activities brought under one head through the establishment of the Resettlement Administration were as follows: the Division of Subsistence Homesteads of the Department of the Interior; the Land Policy Section of the Agricultural Adjustment Administration; the Farm Debt Adjustment Program of the Farm Credit Administration; the Land Program and the Division of Rural Rehabilitation of the Federal Emergency Relief Administration; and the Rural Rehabilitation Corporation in the several states.

Under an Administrator and a Deputy Administrator in Washington the territory of the United States was divided into eleven Regions, later increased to twelve, each Region composed of states having related problems. The southern Appalachian states (Kentucky, North Carolina, Tennessee, Virginia, and West Virginia), forming a natural economic unit through the basic land problems of cut-over timber areas, and of communities stranded as the result of the exhaustion of natural resources, formed Region IV, with Regional Headquarters at Raleigh, N. C.

The Resettlement Administration, at its inception an independent agency operating on funds appropriated to the Works Program, came into active existence about July 1, 1935. Most of the organization in the field remained to be completed after that date.

For the first few months the field units representing all divisions of the Resettlement Administration reported directly to the Administrator in Washington. But in December 1935 it was found advisable to organize the work under Regional Directors who were to be responsible for the programs in the several Regions. A Regional Director was appointed for Region IV and in general the following set-up was in operation when this survey was made, all units cooperating closely with state and local governments.

THE LAND UTILIZATION DIVISION had as its basic aim the formulating of policies and programs to better the economic relationship between the rural population and its land resources. To accomplish this aim, and more specifically for purposes of demonstration, the Division was authorized to purchase land unsuitable for crop cultivation, thereby taking such submarginal land from agricultural use, and to develop these

lands for suitable uses such as forestry, grazing, wildlife conservation, and recreation. Certain large areas of poor lands were purchased and developed by this Division to be later turned over to the proper state agency for maintenance and public use. Certain other areas were purchased by the Division for development or administration by other federal agencies, such as the National Park Service of the Department of the Interior and the Bureau of Biological Survey of the Department of Agriculture. The Bureau of Fisheries of the Department of Commerce and the Forest Service of the Department of Agriculture cooperated with the Land Utilization Division in phases of work pertaining to their services. The Division was also charged with the technical work of acquiring for the Resettlement Division land suitable for farming operations. Land so acquired was to be used for the resettlement of farm families who were to be moved from submarginal lands. Lands so purchased were developed and administered under the Resettlement Division.

In Region IV, after December 1935, the administrative head of the Land Utilization Division, although reporting to Washington through the Regional Director, was an Associate Regional Director with full powers over all activities of the Division. Under him, the following sections and units, with offices in the Regional Headquarters, operated in the field:

The Land Use Planning Section was engaged in the expert study and mapping of land resources. A Land Planning Specialist assigned to each state cooperated with the Agricultural Experiment Station and the State College of Agriculture in making studies of land use and of local economic problems. Maps showing both problem areas and areas suitable for closer settlement were prepared under the supervision of the state Land Planning Specialists, responsible directly to the Regional Specialist at Regional Headquarters.

The Land Acquisition Unit, under a Supervisor, was responsible for appraising, surveying, mapping, and obtaining options on private land needed to carry out the work of the Administration. This Unit cooperated with the Legal Division in clearing obstructions to transfer of such land to the Federal Government.

The Land Conservation Unit, under a Supervisor, was concerned particularly with plans for recreational areas, for land and water improvements for the conservation of wildlife, and for conservation and restoration of natural resources. These purposes were carried out by a Regional Forester and a Wildlife Specialist. General planning of land use projects, for a time in charge of a Project Planning and Control Section, was assigned early in 1936 as an additional duty to the head of the Land Conservation Unit. Land purchases were made on the basis of the Land Use Planning Section's study of land resources and all project recommendations were submitted to the Associate Regional Director in Charge of the Land Utilization Division.

The Project Development Section, under a Chief, was responsible for all conservation and resettlement construction and engineering work of the Division, employing and organizing project workers, and furnishing supplies necessary to the work. A Land Planning Unit, under an Assistant to the Chief of the Project Development Section, was charged with supervisory work in carrying out plans of project developments.

The Land Utilization Division operated under WPA regulations relative to labor. With the exception of the executive and technical personnel

who were appointed by Washington through recommendations from the Regional Office and who could constitute only five per cent of those employed, all employees were drawn from the relief rolls of the WPA. Funds for supplies and personnel for each project were furnished by the WPA on the basis of a budget prepared by the Land Utilization Division.

Projects were administered locally by a Project Manager appointed by and reporting to the Associate Director in Charge of Land Utilization.

In the state of North Carolina two projects were developed under the Land Utilization Division, as follows:

The Sandhills Land Project at Hoffman, located in parts of Richmond, Moore, and Scotland counties, is an area of submarginal land which was approved for purchase in August 1934 by the Land Policy Section of the Department of Agriculture and placed under the supervision of the Land Utilization Division when the Resettlement Administration was organized. Developments for demonstration purposes included forest development, recreational development, wildlife conservation, and general development of the area, embracing road and bridge building, construction of telephone lines, sewerage, water systems, power lines and fire towers, soil preparation, and soil erosion control. A forest-tree nursery furnishes seedlings for use on the project itself and in other southern areas where forest cover is essential to cut-over lands. The wildlife conservation activities include a fish hatchery and a Pine Forest Game Farm for quail and turkey with incubator, brooder house, and food and cover plots. The Indian Recreational Park comprises cabins, a recreation pavilion, a lake for boating and swimming, camp grounds, and trailer camps. There is also a Group Camp for the use of properly sponsored organizations.

The Jones and Salters Lake Land Project at Elizabethtown is located in Bladen County. A demonstration project, the development of this area has for its principal objective the restoration of long-leaf pine tree growth to this cut-over land. The project includes game refuges and a recreational area on Singletary Lake.

Three projects in North Carolina were purchased with Resettlement Administration funds through the Land Utilization Division, but were developed and administered by other agencies, as follows:

The Crabtree Creek Park Project, a submarginal land purchase in Wake County, near Raleigh, was turned over to the National Park Service for development to provide recreational facilities for surrounding towns and communities.

The Mattamuskeet Lake Project, a migratory bird refuge at New Holland in Hyde County, was put under the supervision of the Bureau of Biological Survey of the Department of Agriculture.

The strip of the Appalachian National Parkway, Blue Ridge Parkway, lying in Ashe, Alleghany, Surry, and Wilkes counties, was given over for development to the National Park Service.

Projects developed under the Land Utilization Division in other states of Region IV were as follows:

- Kentucky Ridge Forest, Pineville, Ky.
- Princeton Game Refuge, Princeton, Ky.
- Coalins Forest and Game Reservation, Princeton, Ky.
- Natchez Trace Forest, Lexington, Tenn.
- Chickasaw Forest, Henderson, Tenn.
- Wilson Cedar Forest, Lebanon, Tenn.

Overton County Project, Livingston, Tenn.
Appomattox-Buckingham Forest (Surrender Ground Forest), Farmville, Va.
Prince Edward Project, Farmville, Va.
Cumberland Agricultural Demonstration Project, Farmville, Va.
Kanawha Head, Cleveland, W. Va.

Projects in other states of Region IV which were purchased with funds of the Land Utilization Division but developed or administered by other agencies than those of the Resettlement Administration were as follows:

Otter Creek, West Point, Ky.
Blue Ridge Parkway, Galax, Va.
Lake Isom, St. Louis, Mo.
Montgomery Bell, Dickson, Tenn.
Shelby Forest, Memphis, Tenn.
Falls Creek Falls, Pikesville, Tenn.
Swift Creek, Chester, Va.
Chopawamsic, Quantico, Va.
Shenandoah National Park, Luray, Va.
Bull Run, Manassas, Va.
Wayside Parks, Richmond, Va.

Other Land Utilization projects referred to in the inventory of the Regional Headquarters were proposed but never carried out.

Further information relative to the above projects and also projects of the Resettlement Division can be found in a bulletin entitled "Project Identification Alphabetical by State" (Form RA FC 2-7) which is kept up to date and which is on file in the Regional Offices.

THE RURAL RESETTLEMENT DIVISION, under an Assistant Regional Director directly responsible to the Regional Director, was charged with initiating, planning, and recommending for approval, with the cooperation of the Land Utilization Division, rural community projects for the resettlement of families on relief who were removed from submarginal or forest area purchases or from unprofitable privately owned farming lands; with developing, constructing, and carrying out projects in accordance with the approved plans; and with the selection of resettlement families and their establishment on the project, the latter in cooperation with the Management Division. An Economic Planning Section and a Farm Tenant Security Section for carrying out the above purposes were later combined. A Social Research Specialist was sent to the various projects from the Washington Division when necessary. After all plans were made by the Resettlement Division and duly approved, construction work on buildings and farms was prosecuted under the supervision of a resident engineer and staff located on the project and reporting directly to the Construction Division in Washington. For this construction work relief labor was used under WPA regulations. Skilled workers up to five per cent could be secured from other than relief rolls, and in certain emergencies additional exemptions were allowed.

THE MANAGEMENT DIVISION, under an Assistant Regional Director reporting directly to the Regional Director, was responsible for the administration of community projects when construction was completed. This administration consisted of executing licensing agreements with occupants; assuming responsibility for the care and maintenance of property; collecting rentals or monthly payments, and turning such receipts over to

the Finance Division; assisting in the organization of community or cooperative associations on the projects; assisting in the adjustment of school, tax, and economic relations of the projects to the surrounding counties and states; undertaking the guidance and in some cases the support of educational and recreational facilities; and advising and assisting in the development of industry, handicraft enterprises, trading posts, and agricultural marketing. For the execution of these activities the Assistant Regional Director of the Management Division maintained under his jurisdiction a Family Selection Section, a Maintenance and Collection Section, an Educational Adviser, and a Cooperative Section. The technical services of the Agricultural Extension Service were utilized in the educational guidance of farm families.

The work of this Division was so closely allied with that of the Rural Resettlement Division that it was merged with the latter on April 1, 1937.

Four types of Resettlement projects were developed in Region IV: community farm projects, for all-time farming on family size farms, such as Roanoke Farms and Penderlea; semi-industrial communities where homesteaders produce their own subsistence on small tracts and work part-time in industries set up on the project, such as Red House, Arthurdale, and Cumberland Homesteads; house and garden projects to demonstrate better living conditions for workers engaged in full time industry in nearby towns, such as the Newport News project for Negroes working principally in the shipyards; and the infiltration or scattered settlement type of project for full-time farmers, such as the North Carolina Farm Tenant Security Project and the Tennessee Farm Tenant Security Project. It should be noted that all relocation projects planned and developed by the Resettlement Administration, as distinct from those inherited from other agencies, were set up on a farm base for full-time farming on family-sized farms.

Resettlement projects were administered from the Regional Office through Project Managers and Community Managers, located on the project, to whom applications for homes and farmsteads were made.

In North Carolina two group farm and homestead projects for the relocation of farm families were developed under the Resettlement Division: Penderlea Homesteads at Willard in Pender County, and Roanoke Farms at Enfield in Halifax County. Three similar projects, Wolf Pitt Farms at Rockingham, Scuppernon Farms at Columbia, and Pembroke Farms at Pembroke, lacking funds for development, were rented to rehabilitation clients. The North Carolina Farm Tenant Security Project at Goldsboro comprises a hundred scattered tenant farms, purchased in Wayne, Harnett, Johnston, and Sampson counties. Buildings having been repaired or replaced and the farm put in good condition by the Resettlement Division, a goods loan, similar to the Rehabilitation loan, was provided for purchase of stock, tools, fertilizer, and other farm necessities. After a probationary rental period of five years, plans call for the sale of these farms to desirable tenants on a long term loan basis.

Projects commenced or continued by the Resettlement Division in other states were as follows:

- Cumberland Homesteads, Crossville, Tenn.
- Haywood Farms, Brownsville, Tenn.
- Tennessee Farm Tenant Security, Jackson, Tenn.
- Shenandoah Homesteads, Luray, Va.

Newport News Homesteads (Aberdeen Gardens), Newport News, Va.
Tygart Valley Homesteads, Elkins, W. Va.
Arthurdale Community, Arthurdale, W. Va.
Red House Farms, Eleanor, W. Va.
Sublimity Farms, Winchester, Ky.
Christian Trigg Farms, Hopkinsville, Ky.

THE RURAL REHABILITATION DIVISION, under an Assistant Regional Director responsible to the Regional Director, was charged with the aid of destitute and low-income farm families through a system of supervised credit. Under the authority of the Assistant Regional Director in Charge of Rural Rehabilitation, the following offices located at Regional Headquarters, operated in the field:

A Farm Debt Adjustment Chief had supervision of adjustment and re-financing of farm debts, cooperating closely with the state and county Farm Debt Adjustment Committees.

A Home Management Adviser had supervision of developing home management plans and family budgets for clients and of instructing clients in such matters as dietetics, nutrition, and food conservation and preservation.

A Rural Rehabilitation Cooperative Specialist was charged with planning community and cooperative service projects and associations for the benefit of rehabilitation and resettlement clients.

The functions of the Rural Rehabilitation Division, unlike those of the Resettlement and Land Utilization Divisions, which were administered from the Regional Office, were administered by a State Rural Rehabilitation Director in each of the several states in the Region. Under his direct authority each state was organized into districts. County offices, each office representing from one to three counties, operated under the authority of district supervisors. The state set-up, including these district and county offices, was as follows:

A State Loan Office was charged with handling all rehabilitation loans. The State Loan Officer received requests for loans and transmitted those approved to the State Finance Manager of the Finance and Control Division. Since credit was extended to rehabilitation clients on the basis of their acceptance of sound farm and home management plans, loans necessarily were granted only through the closest cooperation of the State Loan Office with the Agricultural Extension Service and with the home and farm management agencies under the authority of the State Director.

A State Farm Management Specialist acted in an advisory capacity in the preparation of farm management plans to be carried out by the several county Rural Rehabilitation supervisors. Through these farm management plans the farmer was guided to a more economical use of land, labor, livestock, and crops.

An Associate State Director in Charge of Home Economics served as staff officer in each state office and was responsible for the home economics and social service phases of the rehabilitation program. A District Home Supervisor reported to the Associate State Director and cooperated with the District Rural Rehabilitation Supervisor. County Home Supervisors, responsible to the District Home Supervisor, aided in carrying out the program of the Home Economics unit which, in its contact with individual farm families, was concerned chiefly with the production and conservation of sufficient meats, vegetables, milk, and poultry necessary for the year round.

A State Cooperative Specialist, reporting to the State Director, was jointly under the authority of the Director and the Regional Rural Rehabilitation Cooperative Specialist. The Cooperative service had charge of group loans for the purchase upon a cooperative basis of pure-bred breeding animals, farm machinery, and home equipment too expensive for individual purchase. Loans were also made for the organization of community or cooperative projects such as medical, dental, or veterinary associations, seed-improvement associations, pest-control associations, equipment-center associations, and fruit-and vegetable-purchasing associations.

A State Farm Debt Adjustment Supervisor was jointly under the authority of the State Director, to whom he reported, and the Regional Debt Adjustment Chief, whom he represented in the state of his jurisdiction. He was technically responsible for the work of the District Farm Debt Adjustment Supervisors and the local County Farm Debt Adjustment Committees in the adjustment or composition of the debts of distressed farmers. A State Farm Debt Adjustment Committee, appointed by the governor of the state concerned, as were the County Committees, served as a committee at large to hear reports and act in an advisory capacity in all farm debt adjustment matters. The County Committees were active in investigating individual debt problems and in acting as conciliators between debtor and creditor. The services of these state and county committees were voluntary, but three dollars a day was allowed when necessary for traveling expenses.

The Rural Rehabilitation Division was served by County Rural Rehabilitation Advisory Committees who approved clients for rehabilitation loans.

Six district offices operated in North Carolina for the several counties, as follows:

District 1: Headquarters Office, Asheville

Counties: Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, McDowell, Polk, Rutherford, Swain, Transylvania, Watauga, and Yancey.

District 2: Headquarters Office, Troy

Counties: Alexander, Alleghany, Ashe, Cabarrus, Catawba, Cleveland, Davidson, Davie, Forsyth, Gaston, Iredell, Lincoln, Mecklenburg, Montgomery, Rowan, Stanly, Surry, Union, Wilkes, and Yadkin.

District 3: Headquarters Office, Raleigh

Counties: Alamance, Caswell, Chatham, Durham, Granville, Guilford, Orange, Person, Randolph, Rockingham, Stokes, Vance, and Wake.

District 4: Headquarters Office, Fayetteville

Counties: Anson, Bladen, Brunswick, Columbus, Cumberland, Harnett, Hoke, Lee, Moore, New Hanover, Pender, Richmond, Robeson, Sampson, and Scotland.

District 5: Headquarters Office, Goldsboro

Counties: Carteret, Craven, Duplin, Franklin, Greene, Johnston, Jones, Lenoir, Nash, Onslow, Pamlico, Warren, Wayne, and Wilson.

District 6: Headquarters Office, Edenton

Counties: Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Halifax, Hertford, Hyde, Martin, Northampton, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington.

With the exception of those of the Farm Management Supervisor for District 5, records of district supervisors were not surveyed.

Several divisions and sections in the Regional Headquarters, also under the jurisdiction of the Regional Director, served the four above named operating divisions in their different capacities, as follows:

A BUSINESS MANAGEMENT DIVISION, under an Office Manager responsible both to the Regional Director and to the Business Management Division in Washington, maintained, for handling the administrative business of the Regional Office, units for Mail and Files, Stenography, Supply, and Travel. The functions of the staff included approval of travel requests and of all vouchers as to proper form, procurement and maintenance of office and other space necessary for administrative activities in the field, handling of all mail and files pertaining to the work of the regional office, and generally carrying on the business operations of the regional, state, and project offices.

A PERSONNEL DIVISION, under an adviser, functioned as an agency through which qualified employees were secured for positions in the Resettlement Administration.

AN INFORMATION DIVISION, under an Adviser, reporting to the Regional Director and to the Director of the Information Division in Washington was responsible for the public relations program of the Administration in the Region.

A COOPERATIVE SECTION, under an Adviser, had supervision of community work and the group loans made to Resettlement and Rehabilitation clients, which were handled through the state offices.

The OFFICE OF REGIONAL CUSTODIAN served as trustee in the conservation and management of the assets and affairs of the several state Rural Rehabilitation Corporations in the Region, with the exception of the North Carolina Corporation. These corporations were originally organized by the FERA for legal convenience in lending federal relief funds to needy families. Records and functions were transferred to the Resettlement Administration upon its organization except in North Carolina where the Corporation continued under the management of its Board of Directors. The Regional Custodian acted as agent for the North Carolina Corporation in making collections during the period from July 1, 1935, to April 16, 1936. From other states in the Region the records were sent to the Regional Office.

AN ARCHITECTURAL AND ENGINEERING STAFF, under a Chief, was charged with preparing area layouts and submitting plans and specifications to Washington for approval. For these purposes a Landscape and Civil Engineering Section under a Chief, an Architectural Section under a Chief, and a Cartographic Section under a Chief, operated under the authority of the Architectural and Engineering Staff.

A LABOR RELATIONS STAFF, under an Adviser, was charged with correlating, in general, the labor policies of the Resettlement Administration with those of the Works Progress Administration. It was also charged with handling specific labor grievances or disputes, questions with re-

gard to working or living conditions in labor camps, exemptions, labor quotas, and related considerations with respect to project employment.

In Region IV there was no development under the SUBURBAN RESETTLEMENT phase of the Resettlement Administration, such as the green-belt towns near industrial centres in other regions.

This completes the set-up of agencies reporting to the Regional Director. When development projects required it, inspectors and investigators were sent direct to the project from Washington, representing, respectively, the Inspection Division and the Investigation Division. Two units operating from Regional Headquarters reported directly to Washington, as follows:

A FINANCE AND CONTROL REGIONAL OFFICE, under a Regional Finance and Control Manager, was charged with collecting, examining, compiling, and submitting all estimates pertaining to administrative budgets and in general with the accounting of all federal moneys disbursed in the Region for the work of the Resettlement Administration. The Finance and Control Manager, the direct representative within the Region of the Director of Finance in Washington, supervised the certification to the Treasury disbursing officers of rehabilitation loans, made through the various state offices by his State Finance Managers; and certified and recorded vouchers covering expenditures for land, labor, supplies and equipment on projects, keeping such expenditures within specific budgets or allotments. For the carrying out of the above purposes a Pay Roll Section operated under a Chief and an Administrative Audit Section, with Field Auditors, operated under a Chief. Collections were processed by the Finance and Control Division until January 1937, after which date they were handled by the Rural Rehabilitation Division. The accounting work of the Division was turned over to the United States Treasury Department in July 1936.

A LEGAL REGIONAL OFFICE, under a Regional Attorney reporting to the General Counsel in Washington, was responsible for all legal work in the Region pertaining to the activities of the Resettlement Administration. This office was charged with the duty of advising the Regional Director and his subordinates with regard to all legal problems, particularly those involving the application of the statutes and rules of decision to the several states in the Region. Novel questions or questions other than of a local nature were submitted by the Regional Attorney to the General Counsel for his consideration before being answered.

On January 1, 1937, the Resettlement Administration ceased to be an independent agency. It became a part of the Department of Agriculture.

On September 1, 1937, the functions of the Resettlement Administration were divided between the Bureau of Agricultural Economics of the Department of Agriculture and the Farm Security Administration, the latter an agency created by the Secretary of Agriculture through the authority conferred on him by the Bankhead-Jones Farm Tenant Act. Closely coordinated with the work of the Bureau of Agricultural Economics and operating also as an agency of the Department of Agriculture, the Farm Security Administration was to continue the program of loans and farm and home management advice previously carried out under the Rehabilitation Division of the Resettlement Administration; and to complete the relocation projects accepted or under construction under the previous authority of the Resettlement Administration. The functions of the Land Utilization Division of the Resettlement Administration were transferred to the Land Use Program of the Bureau of Agricultural Economics in order that the federal activities relating to land utilization and land con-

servation might be coordinated under one authority. The Resettlement Administration ceased to exist. Its activities and as far as possible its personnel were merged in other divisions of the Department of Agriculture, chiefly the Farm Security Administration.

The following is a list of forms named in inventories of the records of Resettlement Administration agencies in North Carolina.

STANDARD FORMS

PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM Standard Form 1012

Gives name of agency, name and mailing address of payee, official headquarters, domicile, residence, period covered, number and date of authority under which statement is rendered, any necessary additional statement by agency concerned, accounting classification, itemized schedule of travel and other expenses, and memorandum of travel performed upon transportation requests.

STATEMENT OF TRAVEL BY MOTOR VEHICLE Form 1012e

(Submitted in duplicate with reimbursement account)

Gives name of traveler, name of federal agency to which addressed, statement of travel accomplished with automobile or motorcycle, place of registry, registration number, name of owner, number and date of letter of authorization, period covered, daily record of travel, amount claimed, and certification and signature of traveler.

PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL Form 1034 (Revised 8-30)

Gives place and date of preparation, name of federal agency to which addressed, appropriation to which chargeable, name and address of payee, expenditure symbol, number and date of order, date of delivery or service, description and other necessary information on articles or services for which payment is claimed, quantity, unit price and amount, certification, signature, and title of payee; and data on method of or absence of advertising.

SCHEDULE OF COLLECTIONS Form 1044 (Revised)

Gives name of federal agency making collections, by whom received, title, station, period covered, Disbursing Office symbol number, and list of collections showing date of receipt, receipt number, name of remitter, detailed description of purpose for which collections were received, amount, fund to be credited, date schedule was forwarded, by whom, title, name of disbursing clerk or accountable officer, and number and date of certificate of deposit.

SCHEDULE OF DISBURSEMENTS Form 1064 (Revised)

Gives name of federal agency, date paid, by whom, title, station, period covered, symbol number, bureau schedule number, date, and list of disbursements showing disbursing officer's voucher number, whether for General Accounting Office only, bureau or office voucher number, name of payee, symbol of appropriation or fund, amount, and signature and title of certifying officer.

PAY ROLL FOR PERSONAL SERVICES, MISCELLANEOUS Form 1074d

(Employees on per hour, day, week, month, or piecework basis)

Gives name of federal agency, location, name and designation of disbursing officer, period covered, authority or identification number, and list of payees showing address (when required), official designation or occupation of payee, rate of compensation, unit of employment, total units employed, class of allowance, value, and total units, gross amount earned which was not subject to retirement deductions and amount which was subject to such reductions, deductions for retirement fund, quarters or rent, subsistence or meals, net amount paid, notations of payment by check or by loose cash (receipt attached to pay roll), and remarks.

RESETTLEMENT ADMINISTRATION FORMSFOOD PLAN AND CONSERVATION RECORD NCRR HM 2

Farm woman's itemized record of quantities of vegetables, fruits, sweets, meats, fats, cereals, and pickles, relishes, and kraut needed for family, canned, dried or cured, brined, or stored.

CLIENT'S AGREEMENT Form NCRR 124

Form not available.

REJECTION OF APPLICATION Form NCRR 317

Notice to Central Application Bureau from District RR Supervisor that client has been rejected as RR client. Gives Rural Rehabilitation Corporation number (if a client of the RRC), CAB number, county, name and address of client, date of rejection, request for referral from the same county of a client in substitution, signature of District RR Supervisor; and signed acceptance of the rejection by an official of the CAB, and date. (Made in quintuplicate: original sent to state office, first and second copies sent to CAB, third copy retained by District Supervisor, fourth copy sent to County Supervisor.)

REJECTION OF APPLICATION Form NCRR 318

Notice to client from District RR Supervisor that after a review of client's farming operations for past year the Resettlement Administration is unable to approve loans for the coming year. Appeal may be made in writing to the State RR Director, and in person to the county official of the CAB. Shows name and address of county CAB official, and signature of the District RR Supervisor. (Made in triplicate: original sent to client, first copy retained by District Supervisor, second copy sent to County Supervisor.)

TRANSMITTAL SHEET FOR GRANTS Form NCRR 383

Form not available.

REMITTANCE LETTER Form NCRR 539

Form not available.

WEEKLY REPORT Form NCRR 556

Weekly report of Home Supervisor. Gives county, name of Supervisor, number of Rehabilitation families visited, number of days spent in office and field, number of homemakers calling at office, number of miles traveled, remarks, and daily plans for the coming week.

WEEKLY REPORT Form NCRR 706

Weekly report of County RR Supervisor to District Farm Supervisor. Gives county, total collections for the week, total collections to date, balance due, number of clients who have made no payments, number of emergency loans, number of supplemental loans, number of new applications for standard loans, remarks and signature of County RR Supervisor.

SUMMARY SHEET Form NCRR 710 (Revised 1-15-37)

(Submitted by County Supervisors with Applications for Supplemental and/or New Loans.)

Shows county and state, name and address of client, color, whether renter, part owner or owner, and whether or not a client of RRC in 1935 and 1936; record of recoverable and non-recoverable Rehabilitation indebtedness for 1935 and for 1936, giving original amount of loan, amount due to date, paid to date, and delinquent; explanation of repayment on 1935 loan, if small; present outlook for repayment of 1936 loan; attitude of client toward supervision and payment of debts; remarks; record and date of action taken, and signature of the Chairman of the RR Advisory Committee; and recommendation for approval and signatures of County and District RR Supervisors.

REQUEST FOR SUPPLIES, EQUIPMENT, OR SERVICE Form RA-BM 9

Gives date, address of Regional Supply Depot, charge appropriation, code, name and address of consignee, signatures of initiating and approving officers, description of articles, stock and back order numbers, quantity, cost, signature of Regional Finance and Control Manager, and receipt of receiving officer.

INVENTORY REPORT Form RA-BM 49

Gives period covered, name and address of agency, certification of inventory official that articles of non-expendable property listed were on hand at the close of business on date given, and quantity, description, and RA or serial numbers of articles.

TRAVEL ORDER Form RA-BM 98

Gives number and date of letter of authorization, appropriation to which travel is chargeable, account symbol number, and date of this order; name, title, official station and division of traveler, description of travel authorized, purpose, per diem, mileage rate, and signature of Travel Officer. (Made in septuplicate: Original sent to traveler and by him submitted with his expense account; one copy retained by the Travel Officer; five copies sent to the Regional Office Manager who keeps one copy and forwards four to the Division of Business Management in Washington.)

PUBLIC VOUCHER RESETTLEMENT ADMINISTRATION LOAN Form RA-FI 5

Shows city, county, and state, appropriation symbol and title, and name and address of payee-borrower; statement of whether payment is total, first, second, etc., or final, and date and location of loan agreement; certification to truth of statements by payee-borrower; statement of account, showing total amount of loan approved, amount withheld for future payment, amount and Disbursing Office voucher number of prior payments, amount of this voucher, remarks, and distribution of future payments. Original shows signature and title of approving officer, and date; certification of auditor; and record of payment. Copy shows record of payment.

TRIAL BALANCES Form RA-FI 34
Form not available.

PUBLIC VOUCHER FOR DIRECT RELIEF, STRICKEN AGRICULTURAL AREAS
Form RA-FI 58

Gives state and county, appropriation symbol and title, project number, and date; list of persons receiving direct relief, showing name and address, case number, cause for direct relief, numbers of loan payment vouchers (if any), amount, and check number; and signature of verifying official. Original shows signature and title of certifying official, amount approved, and signature and title of approving official.

TIME REPORT AND DISTRIBUTION TICKET LU PROJECTS Form RA-GEN 115

Shows date, project name and number, kind of improvement, and work operation; list of employees, giving name, badge number, rate or class, total time, and non-productive and productive time; reasons for non-productive time; and signatures of foreman and timekeeper.

AGRICULTURAL LIEN AND CHATTEL MORTGAGE Form RA-LE 30.31

For use in North Carolina.

Gives name(s) and address(es) of mortgagor(s), county, period of land cultivation under loan, maximum amount of loan and date payable; description of crops and personal property mortgaged; terms of lien; signature(s) of mortgagor(s) and witnesses, and date; and forms necessary for the proper execution of the document in North Carolina. (Made in quadruplicate.)

CHATTEL MORTGAGE Form RA-LE 30.47

For use in North Carolina.

Gives date, name(s) and address(es) of mortgagor(s); amount of loan for agricultural purposes, date of promissory note, amount and due dates of installments; aggregate of additional sum which may be advanced for the purpose of maintaining the value of, protecting or preserving the existing collateral, including payment of taxes on property involved and similar charges; date and place payable; description and location of personal property mortgaged; terms of mortgage; signature(s) of mortgagor(s) and witnesses; and forms necessary for the proper execution of the document in North Carolina. (Made in quadruplicate.)

CHATTEL MORTGAGE NOTE B Form RA-LE 31.31

For use in North Carolina.

Gives county and town, total amount of loan, and date mortgage was executed; terms of repayment, showing amount, place payable, rate of interest, final due date, and distribution of installments, if paid in installments; terms of note and date of securing chattel mortgage; and address and signatures of husband and wife. (Made in quadruplicate.)

WAIVER OF LIEN AND NONDISTURBANCE AGREEMENT Form RA-LE 32.31

For use in North Carolina.

Waiver of claim by the holder(s) of lien(s) on a Resettlement client's personal property to any part of it until the client's indebtedness to the Resettlement Administration has been paid. Gives name(s) of borrower(s), address, terms of agreement, signature(s), and forms necessary for the proper execution of the document in North Carolina. (Made in quadruplicate.)

APPLICATION FOR RELEASE OF MORTGAGED PROPERTY Form RA-LE 90

Client's application to the Resettlement Administration for release of property covered by lien. Shows name and address of client, date of chattel lien, and description of property to be released; selling price or value, if property is to be sold; value of property to be acquired, if property is to be exchanged; name and address of proposed purchaser, purpose for which property is to be released, and mortgagor's agreement to execute a chattel deed of trust or mortgage on property acquired with proceeds of sale or acquired by exchange of released property; recommendation of Supervisor, showing consent or refusal to proposed release, statement of how proposed property will aid in rehabilitation of debtor, way in which performance of agreement in this application will be assured, and statement of necessity for release if purpose is to meet farming or harvesting expenses, subsistence or emergency needs, or to preserve remaining mortgaged property from deterioration or spoilage; Supervisor's opinion that the proposed release will not jeopardize the ultimate collection of the loan; date, and signature and address of RR Supervisor. (Made in quadruplicate.)

PARTIAL RELEASE OF CHATTEL MORTGAGE Form RA-LE 100.15

For use in North Carolina.

Release of certain chattels covered by a chattel lien to the Resettlement Administration. Shows principal sum of note, by whom executed, in what county, date of execution, name of county in which filed, location in Chattel Mortgage Book, and list of chattels released; terms of partial release with reference to security of Chattel Mortgage in question; date, signatures of witnesses and Resettlement Administration official, and certification of county official. (Made in quadruplicate.)

FULL RELEASE OF CHATTEL MORTGAGE Form RA-LE 101.15

For use in North Carolina.

Release of Chattel Mortgage by Administrator of the Resettlement Administration. Shows principal sum of note secured by mortgage, by whom executed, in what county, date of execution of mortgage, name of county in which filed, and location in Chattel Mortgage Book; date, signatures of witnesses and Resettlement Administration official, and certification of county official. (Made in quadruplicate.)

TRACT OWNERSHIP DATA Form RA-LU 10

Shows project number and name, tract number, description of tract in deed, names of grantor and grantee, deed book volume and page, ownership record assessment record, and encumbrances and amount of delinquent taxes, including penalty.

APPRAISAL REPORT Form RA-LU 13

Gives identifying data and map key numbers to land tract under appraisal, name and number of project, name of landowner, address, acres claimed by owner, acres shown on ownership map, present status of land, number of buildings occupied and abandoned, and number of families residing on tract; itemized calculation of value of land, improvements, and merchantable forest growth, and summary of valuations; name, address, approximate age, and status (owner, tenant, squatter, etc.) of occupants; remarks; signature of appraiser, and approval signatures of Chief Appraiser and Project Manager.

OPTION FOR PURCHASE OF LANDS BY THE UNITED STATES OF AMERICA (LUMP SUM)
Form RA-LU 43

Shows date, project name and symbol number, location and description of lands, terms of option, purchase price, option period, name and address of person to whom notice of acceptance should be mailed, signature(s) of owner(s) and witnesses, and approval as to legal form by Regional Attorney or Designee.

CONTRACT FOR SALE OF LANDS TO THE GOVERNMENT Form RA-LU 45

Shows address of Regional Land Committee for Resettlement, project name and symbol number, and date; invitation to landowners to offer land for sale to the government, giving time and date of termination of offer; signature of Resettlement official; conditions of the invitation; offer by landowner, showing date, duration of offer, location and description of lands, number of acres, price, analysis of property offered, and name and address of offerer; and, if accepted, date of acceptance and signature of Resettlement Administration official. (Made in triplicate.)

CERTIFICATE OF SURVEY (SURVEYED AREAS) Form RA-LU 46

Form not available.

CERTIFICATE OF SURVEY (UNSURVEYED AREAS) Form RA-LU 47

Form not available.

PROGRESS CARD Form RA-LU 96 (Revised 4-13-36. Superseding Form RA-LE 4)

Record of progress in option of land tract, showing name of vendor, number of acres in tract, value, location, name of project, and date of various steps leading to receipt of final option.

LEASE Form RA-LU (no number)

Lease between the government and the owner of land on which the government purposes to establish a project; executed for the purpose of expediting the establishment of the project before the government takes up option to purchase or carries out a contract for purchase. Shows name and address of landowner, date of lease, number and date of option, nature of proposed project, description of premises, and duration and terms of lease.

APPLICATION FOR LEAVE, FIELD Form RA-PE 11

Gives name of station to which applicant is attached, date of application, signature of applicant, amount of time and kind of leave desired, contemplated duration, address while absent, signatures of officers concerned, and date of employee's return to duty; employee's certificate (required for sick leave for two days or less when unaccompanied by physician's certificate) showing date, and reason why no physician was employed; and physician's certificate of attendance (required for sick leave exceeding two days).

DAILY LIST OF ABSENTEES Form RA-PE 58 (Revised 1-15-36)

Report to the Director of the Personnel Division, or the Regional Director, by Chief of Section, Unit, or Office, giving place, date, administrative section and division, and list of absentees showing name of absentee, late time of arrival, period of absence, total time charged, remarks, date report was forwarded, and signature of Divisional Officer or Officer in Charge.

APPLICATION FOR REHABILITATION Form RA-RR 12 (Revised 8-11-36)

Prior to revision, this form was titled REFERRAL OF CASE.

Gives name and address of applicant, and name and location of farm; age and sex of members of household, relation to head, grade in school finished, whether able to do manual labor, and nature of disability, if any; race and nationality of applicant, and length of residence in county; whether farm owner, tenant, laborer or share cropper, type of farm, and other occupations of applicant in the past two years; type and character of previous farming experience; relief history; sources and amount of income during the past year; record of money borrowed from lending agencies for farming operations during past year; description of soil resources and other resources and facilities, such as plow and pasture land, livestock, feed, farm buildings, life insurance, household equipment, etc.; record of all existing real estate, chattel and crop mortgages, and other indebtedness, such as back taxes, grocery bills, farm supplies, medical bills, etc.; type of loan requested; names of two references; applicant's certification that statements of the application are correct, that farming is his regular occupation, that he cannot obtain financial assistance from any other source, and that if he receives a loan or grant any assistance he is now receiving from other public agencies may be discontinued; date, name of person taking application, signature of applicant, record of investigation and of action taken by the County RR Supervisor, and record of approval or disapproval of the Chairman of the County RR Advisory Committee. (Made in triplicate.)

CONFIDENTIAL REPORT Form RA-RR 13

(To be used as basis for preliminary selection of referred cases.)

Gives name and address of applicant and wife, and comments of RR worker on reputation of family for integrity, industry, ability, etc., experience in farming, possibilities of rehabilitation in present location, necessity of resettlement, attitude of family toward the Rural Resettlement Program, and opinion of informed persons relative to probable success of the family under rehabilitation or resettlement; date, and recommendation and signature of the RR worker, date and recommendation of the County RR Advisory Committee, and signature of the Chairman. (Made in duplicate: original sent to State RR Director, copy retained by the County or District RR Supervisor.)

ANNUAL FARM BUSINESS STATEMENT AND FARM PLAN Form RA-RR 14

(Revised 12-27-35)

Gives name and address of client and spouse; itemized report of last year's business, showing crop production per acre and quantity and value of sales, acres in other land types, quantity and value of livestock sales, distribution of total income by source, and whether or not applicant will operate the same farm the coming year; financial statement, showing itemized assets in total farm property, total assets, total itemized liabilities, net worth, whether or not any one else claims interest in or to any of personal property listed, whether or not applicant is an indorser on notes, grantor on obligations, or bondsman, and date of foreclosure sale if farm mortgage is under foreclosure; crop and livestock plan for coming year, showing itemized table of estimated production and disposal of crops, livestock program, livestock products, and feed requirements for the coming 12 months; and a financial plan for

the coming year, showing estimated itemized operating and capital goods cash farm expenses, cash living expenses, cash income, estimated retirement on Resettlement Administration loan and loan analysis; and signatures of client and RR officials. (Made in quadruplicate: original sent to State RR Director, copies to RR Supervisor, client, and Regional Director.)

LOAN AGREEMENT AND REQUEST FOR FUNDS Form RA-RR 15 (Revised 1-7-36)
Agreement by RR client to use all properties and facilities owned by him or procured through loan in the manner prescribed by his Farm Management plan (Form RA-RR 14), to keep records available for examination, to execute mortgages and such other instruments as may be necessary to secure the loan, and to use funds advanced for purchase of goods listed on back of sheet; and request for funds made available as outlined. Shows amount requested, terms of repayment, rate of interest, date, and signature of client; acceptance by, and signature of RR Supervisor, and date; and acceptance by, and signature and title of, agent for the Resettlement Administration, and date. (Made in quintuplicate: original sent to State RR Director to be attached to Form RA-FI 5; first copy sent to State RR Director and thence to Regional Finance Manager; second copy sent to State RR Director; third copy retained by RR Supervisor; fourth copy given to client.)

TRANSMITTAL OF REQUEST FOR FUNDS Form RA-RR 16 (Revised 12-27-35)
Transmittal to State RR Director of documents in support of request for funds, showing name and address of client, copy, title, or description of document or paper transmitted, comments, date, and signature and address of County or District RR Supervisor. (Made in duplicate: original sent to RR Director, copy retained by RR Supervisor.)

ACTION TAKEN BY STATE RR OFFICE ON REQUEST FOR FUNDS Form RA-RR 17
(Revised 1-7-36)
Notification to applicant of action taken on loan agreement and request for funds. Gives date, name and address of applicant, action taken, request to appear in person in county RR office to sign or execute documents listed, and signature of State RR Director. (Made in triplicate: original sent to client, first copy retained by State RR Director, second copy sent to RR Supervisor.)

ACCEPTANCE OF CASE AS RR CLIENT Form RA-RR 18 (Revised 12-27-35)
Notice to referring agency that case has been accepted by the Resettlement Administration as an RR client. Gives name and address of client, date of referral, name of county or district RR office to which referred, date on which Resettlement Administration will assume responsibility for the case, notice that case may be referred back if it proves incapable of successful rehabilitation or resettlement, date of notice, and signature and address of State RR Director. (Made in triplicate: original sent to RR Supervisor, thence to referring agency; first copy sent to RR Supervisor; second copy retained by State RR Director.)

SUPERVISOR'S FARM VISIT REPORT Form RA-RR 19 (Revised 1-7-36)
Gives name and address of client; rating based on Supervisor's observations on condition of crops and activity of family relative to them;

condition and production of livestock and prospects and activities of family relative to it; condition of home garden, garden truck, berries and fruits; amounts of farm-produced food and fuel now being used, and plans for future supply; recent financial management relative to farm and home, and preparation for meeting coming obligations; present condition of farm and home records; living conditions, health, economic cooperation in community and cooperative services; cooperation in social and neighborhood activities; comments; and signature of RR Supervisor. (Made in triplicate: original sent to State RR Director, first copy to RR Supervisor, and third copy to client.)

CLIENT'S QUARTERLY FARM PROGRESS REPORT Form RA-RR 20 (Revised 1-7-36)
(As of January 1, April 1, July 1, and October 1.)

Gives name and address of client; progress of farm work and condition of pastures as compared with those of the community; crop acreage yield, cash income, family living cash expenses, and family subsistence produced on farm compared with plans indicated in the farmer's home plan for the year, and explanation of shortage; plans for meeting shortage in cash income; amount of feed shortages, if any, and plans for meeting same; list of repayments during past 3 months on rehabilitation or resettlement advances and old debts; list of new debts (other than rehabilitation or resettlement) and unpaid bills that have accumulated during past 3 months, and explanation of how they will be met; plans for future fuel supply, repair of farm machinery and farm buildings, and machine hire and necessary labor; and date, and signature of client.

ANNUAL HOME BUSINESS STATEMENT AND HOME MANAGEMENT PLAN Form RA-RR 36
Supplement to RA-RR 14

Tables showing detailed estimate of amount and cost of food, clothing, operating supplies, household furnishings, and equipment to be purchased the coming year, and amount to be spent on housing, health, and medical care, personal expenditures, and family development. Gives period covered, name and address of man and wife, number of men, women, boys, and girls in family, and signatures of farmer and of Resettlement officials concerned. (Made in triplicate: original sent to State RR Director, first copy retained by County RR Home Supervisor, second copy given to client.)

THREE MONTHS' FAMILY SUBSISTENCE BUDGET Form RA-RR 59 (Revised 8-11-36)
(Deficiency Statement)

Prior to revision, this form was titled RECOMMENDATION FOR EMERGENCY REHABILITATION GRANT.

Itemized deficiency statement for farm family, showing race, name of man and wife, address, period covered, number of adults and children in household, and ages of boys and girls; quantities of subsistence items available for the period, sources of estimated total cash income, and items and amount of estimated cash needs; budget summary showing deficiency for period and average monthly payment needed; payment schedule; statement by the RR Supervisor that the person named has been investigated and found eligible, date, and signature of the Supervisor. (Made in quadruplicate: original sent to State RR Director, first copy given to client, second copy sent to Regional Finance and Control Manager, third copy retained by RR Supervisor.)

(Title not ascertained) Form RA-RRNC 59

Client's agreement to work on WPA or other local projects. Form not available.

REJECTION OF CASE Form RA-RR 65

Notice of rejection of applicant, showing name and address, by whom referred, date of referral, name of county or district office to which referred, date of rejection, date of notice, and signature of RR Supervisor. (Made in quadruplicate: original sent to referring agency, first copy retained by RR Supervisor, second copy sent to client, third copy sent to State RR Director.)

MONTHLY REPORT OF COUNTY FARM DEBT ADJUSTMENT COMMITTEE Form RA-RR 76

Monthly report to District Farm Debt Adjustment Supervisor, showing county and state, month covered by report, date report was submitted, date of last committee hearing, number of cases pending adjustment at close of previous reporting period, new cases referred for adjustment this reporting period, cases adjusted this reporting period, unadjusted cases dropped, cases pending adjustment at close of this reporting period, and list giving name of client, address, whether or not a Rural Rehabilitation case, number of acres operated by case, amount of taxes paid, original and adjusted indebtedness and amount of reduction, and whether adjustment was through a new lending agency or by an extension agreement. (Made in duplicate: original sent to District Farm Debt Adjustment Supervisor, copy retained by County Farm Debt Adjustment Committee.)

MONTHLY REPORT OF CASES PENDING AND UNADJUSTED CASES DROPPED.

Form RA-RR 77

Report to District Farm Debt Adjustment Supervisor from County Farm Debt Adjustment Committee, showing county and state, month, date report was submitted, date of last committee hearing, and list showing name of client, address, date case was opened, number of previous hearings, date of last hearing, reason for failure to compose and what has been accomplished, and whether or not case has been dropped. (Made in duplicate: original sent to District Farm Debt Adjustment Supervisor, copy retained by County Farm Debt Adjustment Committee.)

COUNTY RR SUPERVISOR'S REPORT OF APPLICATIONS Form RA-RR 79

(Revised 3-23-36)

Gives county and state, and period covered; analysis of county office intake showing total applications acted upon and applications on hand at end of period; analysis of disposal of applications recommended by the County RR Advisory Committee, showing total recommended applications disposed of, and recommended applications on hand at end of period; and date and signature of County RR Supervisor.

BANK ACCOUNT JOINT CONTROL AGREEMENT Form RA-4RR 85

Notice to bank that accompanying deposit to credit of client represents moneys loaned by the Resettlement Administration for purchase of commodities, and that checks must be signed by client and County RR Supervisor; receipt for deposit; and statement of bank that money will be paid out as indicated. Gives name of client, county, name and address of bank, amount of deposit, name of County RR Supervisor, signatures of depositor

and County RR Supervisor, date, and signature and title of bank official, and date. (Made in quadruplicate: original sent to bank, copies to County RR Supervisor, client, and regional office.)

FARM-DEBT ADJUSTMENT INDIVIDUAL CASE REPORT Form RA-RR 89
Form not available.

LOAN SERVICING INFORMATION Form RA-RR 126

Information on client furnished by County RR Supervisor. Gives date of contact, name and address of client; loan information showing date and amount of notes owing to Resettlement Administration or Corporation, date due, date and amount of payments made and past due, and type of lien; repayment information showing any amount paid this contact, when remainder of amount due will be paid, from what source client expects to realize funds, reasons given for missing payment, whether justifiable in estimation of Supervisor, whether client is sincere in desire to pay, and attitude of family; security information showing description of security, value, by whom possessed, when to be marketed, and comment on condition and adequacy; data on other chattels owned by borrower including growing crops, showing description of chattels, value, how encumbered and amount of encumbrance, condition, whether available as additional security, and date, if to be marketed; whether a farm and home plan has been developed and is being followed, and if not, why; whether the Resettlement Administration's position will be impaired by delaying legal action; and recommendation and signature of County RR Supervisor.

REPORT ON DEFAULTED CASE Form RA-RR 133

Gives loan information same as that on Form RA-RR 126; repayment information showing wherein client's records differ from loan information; reason for default, and report on client's willingness and ability to repay loan; description, value, location, condition and adequacy of loan security; report on other liens on chattels in question and on other obligations of the borrower; itemized inventory of borrower's assets as of current date; resume of expenses for past year and those contemplated for remainder of season; and other information on type of farmer, adherence to possible farm plan, willfulness of default, sincerity of client, attitude of family, number of dependents, possibility of financial assistance from relatives or friends or by inheritance, and suggestions as to foreclosure.

REPORT ON PROPERTY ACQUIRED FROM A CLIENT Form RA-RR 139

Gives date, name and address of client, signature of County RR Supervisor, and itemized list of property acquired, showing name, description, number of each item acquired, condition, date possessed, where stored, intended disposition and accumulated and daily expense.

MONTHLY INDIVIDUAL CLIENT REQUEST Form RA-NCRR 274
Form not available.

MEMORANDUM OF LAND LEASE AGREEMENT Form 15XX (Revised 1-12-37)

Gives county and township, name of lessor, date of agreement to lease, name of county in which lands are situated, name of lessee, period of lease, descriptions of lands, terms of lease, 1936 eligible base acreage for cotton, tobacco, peanuts, and general soil depleting crops as

determined by the County Agricultural Association, date of lease, signature of lessor, certification by lessee that the statement of facts in the lease accurately sets out the terms of the oral land lease previously made with the lessor, and date of certification.

CERTIFICATE OF PRIORITY Form 15-4X

Memorandum to State Loan Officer of prior lien on certain crops, chattels, and livestock offered by client as security for loan. Gives date of instrument which created lien in favor of Resettlement Administration, by whom executed, and location in public records of given county; description of property previously encumbered, showing original amount, date, date of maturity, name of lien holder, book in which recorded, page, and date filed; certification, signature, title and address of person who examined the records and made the report, and verification, statement of fees, and signature of Register of Deeds.

TREASURY DEPARTMENT FORMS

NOTICE OF MISCELLANEOUS ENCUMBRANCE Form A 5

Gives encumbrance number, date, identifying project, allotment, and job numbers, agency to which chargeable, appropriation symbol number, appropriation title, name of individual in whose favor encumbrance is set up, amount of encumbrance, purpose, location of project, and signature of responsible official. (Made in quadruplicate: original and one copy sent to Accountant-in-Charge, Treasury-State Accountants Office, and copy returned to issuing officer showing serial number applied; copy sent to Regional Director; copy retained in files.)

REQUISITION FOR PURCHASE Form A 6

Gives name and address of person making requisition on State Procurement Officer, appropriation symbol number and title, name and address of consignee, required date of delivery, and shipping instructions; quantity, description, and estimated cost of articles desired; identifying requisition, purchase order, project, and allotment advice numbers; and signatures of approving and issuing officers.

PURCHASE ORDER Form A 7

Shows name and address of Procurement Officer, name and address of contractor, identifying numbers and symbols, authorization to contractor to ship in accordance with proposal, date of proposal, appropriation symbol and title to which goods are chargeable, shipping instructions, description and cost of articles or service, and signature of Procurement Officer.

WPA FORMS

PAY ROLL FOR ACCIDENT COMPENSATION WPA Form 511

See analysis of WPA forms.

ASHEVILLERURAL REHABILITATION DIVISION
COUNTY SUPERVISORBuncombe County Court House
City-County Plaza and College St.

The Rural Rehabilitation office was established in Asheville in July 1935. It has jurisdiction over Buncombe and Madison counties. From July 1, 1935, to August 15, 1935, it occupied an office at 190 Ashland Avenue. Earlier CWA records are kept in files.

1600. MISCELLANEOUS RECORDS, Nov. 1, 1935 to date. Correspondence, reports, bulletins, schedule of disbursements, farm debt adjustments, pay roll and time reports, Buncombe County budgets, and Form RA-RR 19, supervisor's farm visit report. Indexed by subject. (Daily, official.) 10 x 12 folders, 3 ft. 6 in., in 2 steel filing drawers. R. 601. (262)

1601. INACTIVE RECORDS OF CIVIL WORKS ADMINISTRATION, 1934. Approved budgets for Buncombe County, harness credited, copies of budgets sent to Raleigh, personal history statements, msc. correspondence, vouchers, reports, farm relief, pay rolls, senior farm foreman weekly report, soil erosion control, and work stock reports. Indexed by subject. (Rarely, official.) 10 x 12 folders and 5 x 8 cards, 2 ft. 6 in., in 2 steel filing drawers. R. 601. (261)

BAYBORORURAL REHABILITATION DIVISION
COUNTY SUPERVISOR

Relief Bldg.

This office was established in 1934. It has jurisdiction over Pamlico County.

1602. CORRESPONDENCE AND REPORTS, 1935 to date. Correspondence, list of absentees, press releases, farm debt adjustment records, grants, corporation records; Form NCRR 706, weekly report; Form RA-RR 20, client's quarterly farm progress report; and Standard Form 1012, public voucher for reimbursement for travel and other expenses, including per diem. Filed alphabetically and by subject. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing case. Resettlement Office. (17)

1603. RESETTLEMENT ADMINISTRATION REGISTER, 1935 to date. Account of loans made by Resettlement Administration giving date loan was made, amount, to whom made, and date payment is due. (Frequently, official.) 12 x 19 vols., $\frac{1}{2}$ in., on filing cabinet. Resettlement Office. (18)

1604. CLIENTS' FILE, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, referral of case; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; and Form RA-RR 36, annual home business statement and home management plan. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing case. Resettlement Office. (20)

1605. FARM DEBT ADJUSTMENT UNIT RECORDS, 1936. Applications for hearing, minutes, committee attendance, reports, letters concerning debtors' notices, notice of meetings, monthly report of cases pending, unadjusted cases dropped, cases before county committees, notes, creditors' statements, creditors' notices, and individual case reports. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in wooden boxes. Resettlement Office. (21)

1606. CORPORATION FILE, 1935 to date. Letters on selling land, nitrate of soda contract, subscribers' prices of crops, regulations on crops, tobacco allotments, information on handling, management, exchange, sale, and disposition of Rural Rehabilitation mules, record of collections from crops, record of Rural Rehabilitation clients growing cotton, budgets, Carteret County collections, weekly reports, and records of Lenoir Farm Foreman. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing case. Resettlement Office. (19)

BEAUFORT

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Court House Annex
NW. cor. Court House Square

This office was established in Beaufort on July 1, 1935. It has jurisdiction over Carteret county. The agency formerly occupied an office in the Duncan Building on Front Street.

1607. SCHEDULE OF DISBURSEMENTS, 1936 to date. Name of client and amount of money forwarded. (Frequently, official.) 12 x 14 folders, 1 ft., in steel filing case. Resettlement Office. (89)

1608. TRANSMITTAL OF REQUEST FOR FUNDS, 1936 to date. Form RA-RR 16, transmittal of request for funds. (Frequently, official.) 12 x 14 folders, 1 ft., in steel filing drawer. Resettlement Office. (88)

1609. SUPERVISOR'S FARM VISIT REPORT, 1936 to date. Form RA-RR 19, supervisor's farm visit report. Filed alphabetically. (Frequently,

official.) 12 x 14 folders, 1 ft., in steel filing case. Resettlement Office. (93)

1610. CLIENTS' FILE, 1936 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, referral of case; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Frequently, official.) 12 x 14 folders, 4 ft., in steel filing case. Resettlement Office. (87)

1611. TRANSMITTAL SHEETS FOR GRANTS, 1936 to date. Form NCRR 383, transmittal sheet for grants. (Frequently, official.) 12 x 14 folders, 1 in., in steel filing case. Resettlement Office. (92)

1612. REMITTANCE LETTER, 1936 to date. Form NCRR 539, remittance letter. (Frequently, official.) 12 x 14 folders, 1 in., in steel filing case. Resettlement Office. (91)

1613. WEEKLY REPORT, 1936 to date. Form NCRR 706, weekly report. (Frequently, official.) 12 x 14 folders, 4 in., in steel filing case. Resettlement Office. (90)

BREVARD

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Transylvania County Court House

This office was established July 1, 1935. It has jurisdiction over Transylvania County. Useless papers are destroyed. Additional records for the county may be found in the office which the supervisor maintains at Hendersonville.

1614. GENERAL CORRESPONDENCE, July 1, 1935 to date. Instructions and information from state office. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in desk. 2d floor room. (8)

1615. DUPLICATES OF LOAN DOCUMENT, July 1, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; and Form RA-RR 15, loan agreement and request for funds. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. 2d floor room. (7)

BRYSON CITYRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR

Swain County Court House, Main St.

This office for Graham and Swain counties was established at Bryson City in 1935.

1616. GENERAL FILES, Oct. 1935 to date. Correspondence, farm debt adjustment records, and forms: Form NCRR 706, weekly report; Form RA-BM 49, inventory report; and Form RA-RR 20, client's quarterly farm progress report. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor, SW. corner room. (3)

1617. GENERAL FILES, Jan. - Mar. 1935. Records of Swain County rehabilitation, reports, clients' individual budgets, records of stock, and farm programs. (Frequently, official.) 8 x 10 envelopes and loose-leaf books, 2 ft. 6 in., in wooden box. Dirty. 2d floor, SW. corner room. (9)

1618. GENERAL FILES, Oct. 1935 to date. Remittance letters, purchase orders, receipts, vouchers, and charts. (Daily, official.) 3 x 5 and 5 x 8 folders, envelopes, and bundles, 2 ft. 6 in., in 3 drawers of desk. 2d floor, SW. corner room. (7)

1619. GENERAL FILES, Oct. 1935 - Mar. 1936. Old ERA records for Haywood, Jackson, Macon, and Swain counties, individual budgets, crop agreements, and purchase orders. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case. 2d floor, SW. corner room. (5)

1620. DISTRICT MATERIAL, Jan. - Oct. 1935. Material used in old ERA district 2 made up of Haywood, Jackson, Macon, and Swain counties, under Rural Rehabilitation Corporation of the ERA. (Rarely, official.) 10 x 12 folders, 2 ft., in filing case. 2d floor, SW. corner room. (2)

1621. DISTRICT MATERIAL, Oct. 1935 to date. Form RA-RR 14, annual farm business statement and farm plan; and Form RA-RR 36, annual home business statement and home management plan. (Frequently, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor, SW. corner room. (6)

1622. GRAHAM COUNTY CLIENT BUDGETS, Oct. 1935 to date. Form RA-RR 14, annual farm business statement and farm plan. (Frequently, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor, SW. corner room. (4)

1623. RECORD OF STOCK, Oct. 1935 to date. Record and description of stock loaned to clients. Card index. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in pasteboard box. 2d floor, SW. corner room. (8)

BURGAW

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
First Citizens Bank and Trust Company
Fremont St.

The Pender County office was established at Burgaw in April 1935. It occupied an office in the Pender County Court House until June 1935, when the present location was secured for use while a new court house was being constructed. Useless papers are destroyed.

1624. CORRESPONDENCE, 1934 to date. Correspondence with headquarters in Raleigh; Farm Debt Adjustment Committee records. (Frequently, official.) 10 x 12 loose papers, 9 in., in pasteboard filing case. 2d floor, front room. (2)

1625. CLIENTS' FILE, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.47, chattel mortgage; Form RA-RR 12, application for rehabilitation; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 16, transmittal of request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget; Form RA-RR 126, loan servicing information; Form RA-RR 133, report on defaulted cases; and Form RA-RR 139, report on property acquired. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 filing drawers. 2d floor, front room. (1)

CHARLOTTE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Mecklenburg County Court House
700 E. Trade St.

This office was established at Charlotte July 1, 1935. It has jurisdiction over Mecklenburg County.

1626. MISCELLANEOUS RECORDS, 1936 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-FI 58, public voucher for direct relief, stricken agricultural areas; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months family subsistence budget; and Form 15XX, memorandum of land lease agreement. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in steel transfer case. Office. (522)

1627. SUPERVISOR'S RECORDS, 1936 to date. Forms NCRR 556, weekly report and plan for coming week, and NCRR 706, weekly report on collections. Filed alphabetically by name of client. (Daily, official.) 9 x 12 folders, 2 ft., in steel transfer case. Office. (521)

1628. CLIENT'S RECORDS, 1936 to date. Form RA-RR 12, application for rehabilitation. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in steel transfer case. Office. (520)

CLINTON

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Cason Bldg., 202 Main St.

This office was established at Clinton July 1, 1935. It had jurisdiction over Cumberland and Sampson counties until April 1936, when an office was established in Cumberland County.

1629. CORRESPONDENCE, July 1, 1935 to date. Correspondence concerning clients. Alphabetical index. (Daily, official.) 9 x 12 folders, 6 in., in filing case. R. 302. (35)

1630. REPORTS, 1935 to date. Form RA-RR 19, supervisor's farm visit report; and Form RA-RR 20, client's quarterly farm progress report. Alphabetical index. (Daily, official.) 8 x 11 folders, 6 in., in filing case. R. 302. (36)

1631. CLIENTS' RECORDS, July 1, 1935 to date. Correspondence and forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 19, supervisor's farm visit report; and Form RA-RR 20, client's quarterly farm progress report. Alphabetical index. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 302. (37)

1632. CLOSED FILES, July 1, 1935 to date. Correspondence and forms: Form NCRR 317, notice to central application bureau of rejection of client; and Form NCRR 318, notice to client of rejection of his application. Alphabetical index. (Daily, official.) 8 x 11 folders, 1 ft., on desk. R. 302. (38)

CONCORDRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Cabarrus County Bldg.

The Cabarrus County office was established at Concord in 1935. Useless papers are destroyed.

1633. CORRESPONDENCE, 1935 to date. Correspondence with the state office concerning procedure and other matters. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in steel transfer case. Main Office. (24)

1634. CLIENTS' RECORDS, 1935 to date. Name of client, general history, address, age, sex, race, nationality, education, physical disabilities, relief status, etc. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 8 ft., in 4 steel transfer cases. Main Office. (23)

1635. FARM DEBT ADJUSTMENT RECORDS, 1935 to date. Indexed by case number. (Occasionally, official.) 10 x 12 folder, 6 in., in steel transfer case. Main Office. (25)

1636. RURAL RESETTLEMENT REPORTS, 1935 to date. Form NCRR 317, notice to central application bureau of rejection of client; Form NCRR 318, notice to client of rejection of his application for loan. Filed by farm number. (Frequently, official.) 10 x 12 folders, 2 ft., in steel transfer case. Main Office. (22)

DANBURYRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
County Office Bldg.

The Rural Rehabilitation office at Danbury was established in 1935. It has jurisdiction over Stokes County.

1637. GENERAL CORRESPONDENCE, Nov. 25, 1935 to date. Correspondence, inventories, state and federal office referrals, and forms: Form NCRR 706, weekly report on collections; Form RA-BM 49, inventory report; and Form RA-RR 20, client's quarterly farm progress report. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. R. 2. (7)

1638. ACCEPTED CLIENTS, July 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 19, super-

visor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in metal drawer. R. 2. (6)

1639. LEDGER ACCOUNT, 1934 to date. Record of clients' accounts with the Rural Rehabilitation Corporation. Filed alphabetically. (Never.) 10 x 12 folders, 1 ft., in steel filing case. R. 2. (5)

1640. OLD RECORDS OF RURAL REHABILITATION CORPORATION, 1933 - 1935. History of clients of the Rural Rehabilitation Corporation who have been accepted by the Resettlement Administration, giving amount borrowed, amount produced, amount paid, etc. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. R. 2. (8)

DOBSON

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Surry County Court House

The Rural Rehabilitation office for Surry County was established at Dobson in 1935.

1641. CORRESPONDENCE, 1935 to date. Correspondence with the state and district office. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. R. 2. (2)

1642. CLIENTS' FILE, 1935 to date. Correspondence and forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 metal filing drawers. R. 2. (1)

DURHAM

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Federal Bldg., Chapel Hill and Riggsbee Sts.

The Durham County office was established July 1, 1935. It occupied

offices in the old post office building until February 1936, when it was moved to its present location. Useless papers are destroyed.

1643. GENERAL FILES, 1935 to date. Correspondence, mimeographed reports, bills of lading, pay rolls, vouchers, lists of clients, reports, equipment inventory, mule lists, remittance letters, etc. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in filing drawer. R. 216-L. (52)

1644. GENERAL FILES, 1934 - 1935. Correspondence, weekly reports on senior farm foreman, weekly stock report and requisitions, lists of clients, expense accounts, etc. (Occasionally, official.) 9 x 12 folders and envelopes, 2 in., in transfer cases. Dirty, torn. R. 216-M. (53)

1645. CLIENTS' INDIVIDUAL FILES, 1935 to date. Forms, contracts, mortgages, notes, case histories, reports, budgets, financial statements, and correspondence. (Daily, official.) 9 x 12 folders, 2 ft., in filing drawer and in paper card cabinet. R. 216-L. (51)

1646. FARM DEBT ADJUSTMENT RECORDS, 1935 to date. Correspondence, receipts of adjustment, etc. Filed by case. (Occasionally, official.) 9 x 12 folders, 1 in., in filing case drawer. Room L. (54)

EDENTON

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Old Post Office Bldg. 402 Broad St.

The office of county rural rehabilitation supervisor for Chowan, Gates, and Perquimans counties was established in Edenton in 1935. Weekly, monthly, and semi-monthly reports are sent to the state director in Raleigh, together with a large per cent of the records of the office. All papers are preserved. Additional records for Gates County may be found at Gatesville where the office of Gates County supervisor was located for several months.

1647. FARM AND GARDEN PROGRAM, 1934 - 1935. Forms filled out in pencil, giving reports of assistant farm supervisor or county case worker on participation of clients in the farm and garden program of the ERA, showing client's name, case number, number of acres planted, and amount of seed used. (Seldom, official.) 6 x 9 bundles, 6 in., on table. Scattered. R. 402. (55)

1648. MULES AND CATTLE, 1934 - 1935. Records giving number of cattle and mules bought and sold in the district, and weight of each animal; and related correspondence. Filed by county. (Rarely, official.) 10 x 12 folders, 2 in., on table. R. 402. (56)

1649. ESTIMATED FARM EXPENSES, 1935. Cards completed in pencil, showing estimated expenses of client for food, clothes, fuel, medical care, debt and rent charges, purchase of stock and farm seed, labor costs, etc. (Frequently, official.) Various sized cards and forms, 1 in., on wooden shelf. R. 402. (52)

1650. SUPPLIES, CLIENTS, 1935. Records of supplies issued to clients, listing name and case number of client, and amounts issued. (Seldom, official.) 5 x 10 bundles, 1 in., on table. Dirty. R. 402. (51)

1651. BUDGETS, Mar. 21 - Oct. 1935. Forms filled out in pencil, showing acreage available for cultivation by client, livestock on hand, livestock to be rented, household necessities, farm equipment, and farm supplies to be purchased. (Rarely, official.) 9 x 11 folders, 1 in., on wooden shelf. Dirty. R. 402. (49)

1652. CLIENT FILE, 1935 to date. Form RA-RR 12, referral of case (application for rehabilitation); Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; and Form RA-RR 36, annual home business statement and home management plan. Forms attached. Filed by name of client. (Daily, official.) 9 x 12 folders, 1 in., in folded document holders. Dirty. R. 402. (53)

1653. EQUIPMENT, SEED, AND FERTILIZER, 1935 to date. Record of cost of farm equipment, seed, and fertilizer for district, and list of clients, showing case and identification numbers. Thumb index. (Frequently, official.) Various sized vols. (3), 3 in., on shelf. R. 402. (48)

1654. CLIENT FILE, Oct. 1935 to date. Data on cases rejected and ERA cases approved by committeemen of Perquimans County; county supervisor's correspondence with Raleigh, and Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem; budgets from Raleigh; report on purchase of mules for Chowan, Gates, and Perquimans counties, showing amount paid for each mule; and msc. records. Form attached. Client's cases filed alphabetically by name of client. (Daily, official.) 9 x 12 folders, 3 in., in filing case. Dirty, scattered. R. 402. (58)

1655. CORRESPONDENCE AND APPLICATIONS, Aug. 1935 - Jan. 1936. Form RA-RR 12, application for rehabilitation; and related correspondence. Form attached. (Frequently, official.) Filed by subject. 8 x 11 folders, 6 in., in filing cabinet. R. 402. (57)

1656. APPLICATIONS REJECTED, 1935. Form NCRR 318, rejection of application. Filed by county. (Seldom, official.) 8 x 10 folders, 1 in., in folded document holders. R. 402. (54)

1657. MATERIALS RECEIVED REPORT, 1936 to date. Report of materials received, showing quantity, description, grade and condition; duplicate copies of originals which were mailed to Raleigh. (Monthly, official.) 6 x 8 bundles, $\frac{1}{2}$ in., in filing case. R. 402. (50)

ELIZABETH CITYRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Virginia Dare Arcade Bldg.
E. Main St.

This office was established in Elizabeth City in 1935. It has jurisdiction over Camden, Currituck, and Pasquotank counties. Only those records in daily use are kept in this office; others are sent to the state office.

1658. CORRESPONDENCE, INSTRUCTIONS, AND MISCELLANEOUS, 1935 to date. Correspondence with the state office; pay rolls; inventory of office supplies, mules, and other chattels; food orders; clients' inventories; and completed mortgage forms: Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; and Form RA-LE 31.31, chattel mortgage note B. Forms attached. (Daily, official.) 9 x 12 folders, 9 in., in steel filing cabinet. R. 5. (320)

1659. CLIENT FILE, ACTIVE AND PENDING CASES, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-RR 12, referral of case; Form RA-RR 13, confidential report; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan. Forms attached. (Daily, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing cabinet. R. 5. (319)

1660. REJECTIONS, 1936 to date. Form RA-RR 12, referral of case; and Form RA-RR 13, confidential report. (Rarely, official.) 9 x 12 folders, 5½ in., in steel filing case. R. 5. (321)

1661. GENERAL FILE, CURRITUCK, 1935 to date. Monthly individual client requests; Form RA-RR 65c, rejection of case; Form RA-RR 59, three months' family subsistence budget; Form RA-RR 133, report on defaulted case; and related correspondence. Forms attached. (Seldom, official.) 9 x 12 folders, ½ in., in steel filing cabinet. R. 5. (318)

ELIZABETHTOWNLAND UTILIZATION DIVISION
PROJECT MANAGER
Community House, N. Broad St.

The office of project manager in charge of Project LD-NC 4, the Jones, Salter, and Singletary Lakes Project of the Land Utilization Division, was established in Elizabethtown in July 1935. Activities embrace general land treatment of the area involved, structural and

transportation improvements, measures for erosion and flood control, irrigation and drainage, and forest development, landscaping and recreational developments, and measures for the preservation of wildlife. In January and February 1936, the office was located in the Bladen County Court House. It was located in the Clark Building from March to September 1936, when it was moved to its present location. Correspondence and reports are forwarded to the regional office.

Project Manager

1662. GENERAL CORRESPONDENCE, 1935 to date. Correspondence, chiefly with the regional office. Filed chronologically by subject. (Constantly, official.) 12 x 15 envelopes, 5 ft., in 4 steel filing case drawers. Accounting Office. (24-A)

1663. PERSONNEL RECORDS, 1935 to date. Name, age, sex, place of birth, and data on character and ability of all employees. Filed alphabetically. (Seldom, official.) 12 x 15 folders, 2 ft., in steel filing case drawer. Accounting Office. (22)

1664. REPORTS, 1935 to date. Copies of reports retained in the office for reference; related correspondence and cost accounting forms attached. (Constantly, official.) 12 x 18 folders, 6 ft., in 4 steel filing case drawers. Accounting Office. (23)

1665. MISCELLANEOUS RECORDS, 1935 to date. Pen and ink estimates of labor and materials, plans and specifications, and periodical progress reports covering each work job contemplated or in execution. Filed by job number. (Constantly, official.) 12 x 15 folders, 6 ft., in 3 steel filing case drawers. Accounting Office. (24-B)

1666. PROCEDURE MANUALS, 1935 to date. Mimeographed circulars, graphs, and charts. Indexed. (Constantly, official.) 10 x 12 loose-leaf vols. (9), 2 ft., on steel file case. Accounting Office. (24)

Office Manager

1667. CORRESPONDENCE, 1935 to date. Correspondence with national and regional offices relative to farms and resettlement conditions. (Daily, official.) 9 x 11 folders, 3 ft. 6 in., in metal filing case drawer. Middle room, E. (20)

1668. PERSONNEL, 1935 to date. Applications, approvals, etc., for each employee. (Daily, official.) 9 x 11 folders, 8 in., in metal filing case drawer. Middle room, E. (16)

1669. TRAVEL VOUCHERS, 1935 to date. Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem; Standard Form 1012e, statement of travel by motor vehicle; Form RA-BM 98, travel order; and weekly travel and per diem report. Forms attached. (Semi-monthly, official.) 9 x 11 folders, 6 in., in metal filing case drawer. Middle room, E. (19)

1670. VOUCHERS, 1935 to date. Standard Form 1034, public voucher for purchases, and services other than personal, covering office supplies. (Daily, official.) 9 x 11 folders, 10 in., in metal filing case drawer. Middle room, E. (15)

1671. CONTRACTS, 1935 to date. Copies of government contracts with various companies for building material and equipment, and telephone, telegraph, and electric service. (Daily, official.) 9 x 11 folders, 1 ft. 2 in., in metal filing case drawer. Middle room, E. (18)

1672. LAND UNDER CONSIDERATION, 1935 to date. Correspondence relative to various tracts of land under consideration for purchase or lease by the government; and maps of tracts under option. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case drawer. Middle room, E. (21)

1673. INACTIVE, 1935. Correspondence, vouchers, and other inactive records for 1935. (Rarely, official.) 9 x 11 folders, 2 ft., in metal filing case drawer. Middle room, E. (17)

Labor Supervisor

1674. CERTIFICATIONS, 1935 to date. FERA Form 600, certification of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 slips, 2 ft. 4 in., in 2 wooden boxes. Middle room, W. (11)

1675. IDENTIFICATION SLIPS, 1935 to date. Name of worker, address, age, date, and identification number. Filed alphabetically. (Daily, official.) 4 x 6 slips, 6 in., in wooden box. Middle room, W. (10)

1676. TIME DISTRIBUTION SHEETS, 1935 to date. Daily time sheets, and related correspondence. Filed numerically. (Daily, official.) 8 x 11 folders and loose sheets, 1 ft. 10 in., in metal filing case drawer. Middle room, W. (7)

1677. PAY ROLLS, 1935 to date. Copies of project labor pay rolls. Filed numerically. (Daily, official.) 12 x 18 folders, 6 in., in metal filing case drawer. Middle room, W. (9)

1678. COST ACCOUNT FOR MATERIAL PURCHASED, 1935 to date. Cost record of materials used in different types of work, such as reforestation, road work, beach improvement, building, etc. (Daily, official.) 9 x 11 folders, 6 in., in metal filing case drawer. Middle room, W. (13)

1679. COMPENSATION CLAIMS, 1935 to date. All data concerning each individual who has filed claim against the government for compensation. Filed alphabetically. (Daily, official.) 9 x 14 folders, 8 in., in pasteboard box. Middle room, W. (12)

1680. PAY ROLLS FOR ACCIDENT COMPENSATION, 1935 to date. WPA Form 511, pay roll for accident compensation; correspondence relative to time claims and government acceptance attached. Filed numerically. (Daily, official.) 9 x 14 folders and loose sheets, 6 in., in pasteboard box. Middle room, W. (8)

Project Attorney

1681. LAND PURCHASES, 1935 to date. Maps, deeds, options, and other records relative to tracts of land accepted for purchase by the government. Filed by tract. (Daily, official.) 9 x 13 folders, 1 ft., in metal filing case drawer. NE. corner room. (14)

FRANKLIN

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Higdon Bldg., E. Main St.

This office at Franklin was established in July 1935. It has jurisdiction over Clay and Macon counties. It was formerly housed in the old ERA building, known as the Osborne Lumber Company Building. No records have been lost or destroyed. Useless papers are retained.

1682. GENERAL FILE, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-IE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Index in loose-leaf book. (Daily, official.) 10 x 12 folders, 5 ft., in 4 filing drawers. 2d floor, SW. room. (1)

1683. BULLETINS, 1935 to date. Mimeographed copies of orders, instructions, and graphs. (Daily, official.) 10 x 12 loose-leaf books, 5 ft., on table. 2d floor, SW. room. (2)

GATESVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Gates County Court House

This office for Gates and Hertford counties was established at Gatesville in 1935. Additional records for Gates County may be found at Edenton.

1684. GENERAL FILE, 1935 to date. Case numbers and addresses of clients, accounts of clients, conditional sales contract remittance

letters, semi-monthly reports, rejected cases, clients and grants, and forms: Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; and Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. (Daily, official.) 10 x 12 folders, 7 in., in steel filing case. Main Office. (26)

GOLDSBORO

RURAL REHABILITATION DIVISION
DISTRICT FARM MANAGEMENT SUPERVISOR
Post Office Bldg.
John and Mulberry Sts.

The office of farm management supervisor for District 5 was established in Goldsboro in October 1935. Useless papers are burned.

1685. CORRESPONDENCE, Nov. 1935 to date. Correspondence with county supervisors, state and regional officials of the Resettlement Administration, and others. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in filing case drawer. R. 13. (60)

1686. CLIENTS' FILE, WAYNE AND GREENE COUNTIES, Nov. 1935 to date. Form 15XX, memorandum of land lease agreement; Form 15-4X, certificate of priority; Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, referral of case; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; and related correspondence. Forms attached. (Occasionally, official.) 9 x 12 folders, 1 ft. 9 in., in filing case drawer. R. 13. (61)

1687. ACCEPTED APPLICATIONS, Dec. 1935 to date. Form RA-LU 10, tract ownership data; Form RA-LU 13, appraisal report; Form RA-LU 45, contract for sale of lands to the government; Form RA-LU 46, certificate of survey (surveyed areas); and Form RA-LU 47, certificate of survey (unsurveyed areas). (Daily, official.) 9 x 12 folders, 2 ft. 3 in., in 2 filing case drawers. R. 13. (58)

1688. PROGRESS CARDS, Dec. 1935 to date. Form RA-LU 96, progress card. (Daily, official.) 5 x 8 cards, 1½ in., in box. R. 13. (59)

RURAL REHABILITATION DIVISION
County Supervisor
Edgerton Bldg., 209-213 E. Walnut St.

The office in Goldsboro was established in December 1935. It had jurisdiction over Wayne, Harnett, Sampson, and Johnston counties. In February 1936 Harnett, Johnston, and Sampson counties were placed under other supervisors, while the office in Goldsboro was given supervision over Greene and Wayne counties.

1689. APPLICATION FOR RESETTLEMENT AID, Dec. 1935 to date. Forms RA-RR 12, application for rehabilitation, and RA-RR 13, confidential report, and other records. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 4 filing drawers. Resettlement Office. (69)

GREENSBORO

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Moore Arcade, 214-218 W. Market St.

The Guilford County office was established at Greensboro July 1, 1935. It was at one time located in the Boren Building, corner of N. Greene and W. Gaston streets.

1690. CORRESPONDENCE, 1934. Letters from state officials to Guilford County superintendent of welfare regarding farm supplies; turned over to this office for use in obtaining information concerning clients. (Seldom, official.) 9 x 12 folders, 3 ft., in 2 filing drawers. R. 102. (977)

1691. CORRESPONDENCE, 1935. Correspondence with headquarters in Raleigh and Washington, letters from farm supervisors to district supervisors and from agents of special farm work to farm supervisors and district supervisors. (Seldom, official.) 9 x 12 folders, 1 ft., in filing drawer. R. 102. (975)

1692. CORRESPONDENCE, 1936 to date. Correspondence with farmers concerning materials, loans, legal papers connected with loans, lease agreements, health, and sanitation. (Constantly, official.) 9 x 12 folders, 1 ft., in filing drawer. R. 102. (974)

1693. CLIENTS' FILE, 1935 to date. Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; and Form RA-RR 36, annual home business statement and home management plan. (Constantly, official.) 9 x 12 folders, 4 ft. 9 in., in 3 drawers. R. 102. (976)

1694. LEDGER, 1934. ERA ledger giving name of firm from which purchase was made, items purchased, cost of each, date of purchase, and name of client for whom purchase was made. (Never.) 12 x 22 loose-leaf book, 1 in., on table. R. 102. (973)

GREENVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR

Sheppard Memorial Library, Evans St.

This office for Pitt County was established in Greenville in 1935. The supervisor is also supervisor for Beaufort County and most of the records for Pitt County are on file in the office which he maintains at Washington.

1695. CORRESPONDENCE, 1936 to date. Correspondence with clients, farm and home supervisors, and the state office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in metal filing case. Basement. (18)

1696. BULLETINS AND REPORTS, 1936 to date. Bulletins from state, regional, and national offices; and copies of reports on clients forwarded to state and regional offices. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 metal filing case drawers. Basement. (20)

1697. ACTIVE CASES, 1936 to date. Correspondence with state office, landlords, etc., relative to clients; case histories; notes; and the following completed forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; and Form RA-RR 36, annual home business statement and home management plan. Forms attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in metal filing case. Basement. (21)

1698. FARM DEBT ADJUSTMENT CLIENTS, 1936 to date. Record of real estate holdings of client, showing number of acres, value of land, buildings, and personal property, amount of mortgages and liens against property, and action taken by the Farm Debt Adjustment Committee. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 in., in metal filing case. Basement. (19)

HENDERSONRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Peace Bldg., William St.

The Vance County office was established in Henderson July 1, 1935.

1699. ANNUAL FARM BUSINESS STATEMENT AND FARM PLAN, 1935 to date. Financial statements, crop and livestock plans; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, referral of case; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; and Form 15XX, memorandum of land lease agreement. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in filing drawer. 2d floor room. (59)

1700. CLIENTS' COPIES OF CONTRACT AND AGREEMENT, 1936. Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, referral of case; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form 15XX, memorandum of land lease agreement. (Daily, official.) 9 x 12 folders, 2 ft., in filing drawer. 2d floor room. (58)

1701. MONTHLY REPORT OF NUMBER OF CLIENTS ACCEPTED AND NUMBER REJECTED, Jan. 1936 to date. (Monthly, official.) 9 x 12 folders, $\frac{1}{2}$ in., in filing drawer. 2d floor room. (60)

1702. STATEMENT OF RURAL RESETTLEMENT ADMINISTRATION, 1935. Name and address of clients, securities, notes, crop liens, sales, contracts, approved budgets, sustenance, capital of 1935 clients. (Daily, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (61)

1703. INVESTIGATION OF FAMILIES, Nov. 1, 1935 to date. Form RA-RR 13, confidential report. (Daily, official.) 9 x 12 folders, 1 in., in filing drawer. 2d floor room. (62)

1704. WORK AGREEMENTS, Dec. 18, 1935 to date. Form RA-RRNC 59, agreement to work on WPA or other local projects. (Daily, official.) 9 x 12 folders, 1 in., in filing drawer. 2d floor room. (63)

1705. REFERRAL OF CASES FROM NCERA TO RESETTLEMENT ADMINISTRATION, Oct. 25, 1935 to date. List of people referred to this office by the ERA. (Daily, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (64)

1706. REJECTED CLIENTS, Jan. 1, 1936 to date. Form RA-RR 65, rejection of case. (Daily, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (65)

1707. VANCE COUNTY RURAL RESETTLEMENT CLIENTS, n.d. Tabulated list of Rural Resettlement clients of Vance County. (Daily, official.) 9 x 12 folders, 1 in., in filing drawer. 2d floor room. (66)

1708. EMERGENCY CHECKS ISSUED, Dec. 1, 1935 to date. Report forms giving list of people who have received emergency checks. (Daily, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (67)

1709. CHATTEL MORTGAGE NOTE B, 1935 - 1936. Form RA-LE 31.31, chattel mortgage note B. (Monthly, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (68)

1710. FARM DEBT ADJUSTMENT, Feb. 1936 to date. Monthly reports of county farm debt adjustment. (Monthly, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (69)

1711. PRIORITY CERTIFICATES UNDER RURAL RESETTLEMENT, Feb. 1936 to date. Form 15-4X, certificate of priority. (Daily, official.) 9 x 12 folders, 1 in., in filing drawer. 2d floor room. (70)

1712. SUPERVISOR'S FARM VISIT REPORT, Apr. 24, 1936 to date. Form RA-RR 19, supervisor's farm visit report. (Monthly, official.) 9 x 12 folders, 1 in., in filing drawer. 2d floor room. (71)

1713. MILEAGE EXPENSES OF FARM SUPERVISOR, 1935. Chart showing number of miles covered by visits of farm supervisor. (Daily, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (72)

1714. RECEIPTS, MISCELLANEOUS BUSINESS TRANSACTIONS OF RURAL RESETTLEMENT OFFICE, Aug. 24, 1935 to date. Government bills of lading, express receipts, distribution orders, bills for keeping livestock, bank statements, checks and vouchers. (Daily, official.) 9 x 12 folders, 2 in., in filing drawer. 2d floor room. (73)

HENDERSONVILLE

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR

Henderson County Court House, Main St.

This office for Henderson, Polk, and Transylvania counties was established in Hendersonville in July 1935. It was located in the Brooks Building until October 1935 when it was moved to the Rusher Building. Since January 15, 1936, it has been at its present location. New applications are sent to Washington through Raleigh. All papers are filed. Additional records for Transylvania County are listed under the Brevard office of the supervisor. Additional records for Polk County may be found at Rutherfordton where the office of Polk County supervisor was located in the summer of 1936.

1715. INFORMATION ON CLIENTS, AND MULE CONTRACTS, Jan. 1935 to date. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 ft., in steel filing case drawers. NE. corner room, 3d floor. (20)

1716. CLIENTS' FILE, Dec. 1, 1935 to date. All necessary data on clients, including the following completed forms: Form 15XX, memorandum of land lease; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; and Form RA-RR 36, annual home business statement and home management plan. Forms attached. Filed alphabetically by name of client. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 steel filing case drawers. NE. corner room, 3d floor. (19)

1717. HOMEMAKER'S REPORTS, Jan. 1 - Oct. 1, 1935. Records of the homemaker project of the ERA, including canning budgets and reports on relief clients. Some of the records of this project have been destroyed. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in 2 pasteboard boxes. NE. corner room, 3d floor. (17)

1718. MISCELLANEOUS, Dec. 1935 - 1936. ERA records: garden reports, distribution reports, and medical and grocery orders. (Never.) 9 x 11 bundles, 1 ft., in 2 pasteboard boxes. NE. corner room, 3d floor. (18)

HICKORY

RURAL REHABILITATION DIVISION

COUNTY SUPERVISOR

First Bldg. and Loan Association Bldg.
1030 Fourteenth St.

The office for Catawba County was established July 1, 1935.

1719. CORRESPONDENCE, 1935 to date. Inquiries from prospective clients about obtaining loans on horses or mules for farm use. Filed alphabetically. (Frequently, official.) 10 x 12 single sheets, 2 ft., in steel filing case. R. 208. (15)

1720. CLIENTS' RECORDS, 1934 to date. Correspondence with clients, and forms: Form NCRR 317, notice to central application bureau of rejection of client's application; Form NCRR 318, notice to client of rejection of application; Form RA-RR 65c, rejection of case. Filed alphabetically. (Occasionally, official.) 12 x 12 single sheets, 1 ft. 6 in., in steel filing case. R. 208. (17)

1721. APPLICATIONS, 1935 to date. Form RA-RR 12, application for rehabilitation. Filed numerically. (Daily, official.) 8 x 10 single sheets, 2 ft., in steel filing case. R. 208. (18)

1722. MISCELLANEOUS FILES, 1935 to date. Instructions, inventories, supply requisitions, accounts, and forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 31.31, chattel mortgage note B; Form RA-LE 32.31, waiver of lien and nondisturbance agreement; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business

statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget; Form RA-4RR 85, bank account joint control agreement; Form 15-4X, certificate of priority; Form 15XX, memorandum of land lease agreement. (Never.) 9 x 10 single sheets, 1 ft., in files. R. 208. (16)

1723. ERA BUDGETS, 1935. Budgets for rehabilitation of clients of the ERA in Catawba, Caldwell, and Burke counties. Filed alphabetically. (Seldom, official.) 10 x 12 single sheets, 2 ft., in steel filing case. R. 208. (19)

1724. CATTLE FILES, 1934 - 1935. Copies of reports of cattle distributed in 22 counties of western North Carolina by the FERA. (Never.) 6 x 8 loose sheets, 10 in., in pasteboard box. R. 208. (14)

HILLSBORO

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Hayes Bldg., Churton St.

The Orange County unit was established in February 1935 as an office of the Rural Rehabilitation Corporation of the Emergency Relief Administration. On July 1, 1935, it was placed under the Resettlement Administration. From February 4, 1935, to March 1935 it occupied space in the County Garage. It was moved to the Webb Building on the latter date, and was later moved to its present location.

1725. CORRESPONDENCE, June 15, 1935 to date. Correspondence with clients, district supervisors, and state office. (Frequently, official.) 9 x 11 folders, 2 ft., in wooden filing case. R. 1. (20)

1726. CROP LIENS, July 1, 1935 to date. Form RA-LE 30.31, agricultural lien and chattel mortgage. (Frequently, official.) 8 x 10 folders, 3 ft., in steel filing case. R. 1. (17)

1727. LOAN AGREEMENTS, July 15, 1935 to date. Form RA-RR 15, loan agreement and request for funds. (Frequently, official.) 8 x 11 folders, 3 ft., in steel filing case. R. 1. (19)

1728. FARM PLANS, July 15, 1935 to date. Form RA-RR 14, annual farm business statement and farm plan. (Frequently, official.) 8 x 10 folders, 6 ft., in 2 steel filing cases. R. 1. (18)

JACKSONRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Flythe Bldg., Main St.

The office at Jackson was established in November 1935. It has jurisdiction over Northampton County.

1729. APPLICATIONS, CORRESPONDENCE, REQUISITIONS, REPORTS, FARM DEBT ADJUSTMENT, Nov. 30, 1935 to date. Form RA-EM 9, request for supplies, equipment, or service; Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 59, three months' family subsistence budget; Form RA-RR 89, farm-debt adjustment individual case report; Form 15XX, memorandum of land lease agreement. (Daily, official.) 12 x 12 folders, 2 ft., in filing drawer. Main Office. (10)

1730. FARM AND HOME PLANS OF FAMILIES, Nov. 30, 1935 to date. Forms RA-RR 14, annual farm business statement and farm plan, and RA-RR 36, annual home business and home management plan. (Daily, official.) 12 x 12 folders, 4 ft., in 2 filing drawers. Main Office. (8)

1731. SUPERVISOR'S FARM VISIT REPORTS, Nov. 1935 to date. Form RA-RR 19, supervisor's farm visit report. (Daily, official.) 12 x 12 folders, 2 ft., in filing drawer. Main Office. (9)

KENANSVILLERURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Duplin County Court House Annex

This office was established at Kenansville in 1934 under the supervision of the Rural Rehabilitation Corporation of the North Carolina Emergency Relief Administration. In 1935 it was placed under the Rehabilitation Division of the Resettlement Administration. It has jurisdiction over Duplin County.

1732. CORRESPONDENCE, 1934 - 1935. Msc. reports, correspondence, and Form 15XX, memorandum of land lease agreement. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in wooden files. SE. room. (29)

1733. STANDARD CASES (CORRESPONDENCE), Oct. 1935 to date. Correspondence concerning loans. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing case. SE. room. (28)

1734. STANDARD CASES (APPLICATIONS), Nov. 1935 to date. Correspondence concerning applicants' applications; Form RA-RR 12, application for rehabilitation; and Form RA-RR 13, confidential report. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in metal filing case. SE. room. (26)

1735. STANDARD CASES, REJECTED REFERRALS, Nov. 1935 - May 1936. Form NCRR 317, notice to central application bureau of rejection of client's application; Form NCRR 318, notice to client of rejection of application; and Form RA-RR 12, application for rehabilitation. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 2 ft., in wooden files. SE. room. (30)

1736. STANDARD CASES, MISCELLANEOUS, Nov. 1935 to date. Bills, lists of clients receiving checks, classification of clients, bulletins, applications, farm debt adjustment reports, lists of clients receiving grant checks, and weekly reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 8 in., in metal filing case. SE. room. (31)

1737. STANDARD CASES (CHARTS), Nov. 1935 to date. Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing case. SE. room. (27)

KINSTON

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR

Worthington Bldg., North and Herritage Sts.

The office for Lenoir County was established in Kinston in 1934 under the Rural Rehabilitation Corporation of the Emergency Relief Administration. In 1935 it was placed under the Rural Rehabilitation Division of the Resettlement Administration. From 1934 to 1935 it occupied an office in the Parrott Building on McLewean Street, and from September 1935 to January 9, 1936, it was located in the Hunter Building on Queen Street.

1738. CORRESPONDENCE, Nov. 1935 to date. Correspondence with national, state, and divisional headquarters. Filed alphabetically. (Daily, official.) 10 x 12 folders, 3 in., in steel filing drawer. Secretary's Office. (45)

1739. REGISTER, Mar. 13, 1936 to date. Account of loans giving name of client, case number, amount of loan, and date made. Filed chronologically. (Monthly, official.) 12 x 18 loose-leaf book, $\frac{1}{2}$ in., in filing case. Secretary's Office. (44)

1740. ACCEPTED CLIENTS, Jan. 1936 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 13, confidential report; Form

RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 18, acceptance of case as RR client; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 2 in., in filing case. Secretary's Office. (42)

1741. REFERRED CLIENTS, Jan. 1936 to date. Complete case history of persons who have been referred to Resettlement but not accepted. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 10 in., in filing case. Secretary's Office. (43)

1742. MISCELLANEOUS RURAL REHABILITATION RECORDS, July 1935 to date. Circular letters, rural rehabilitation forms of various kinds, letters of instruction, and Form NCRR 706, weekly report. Filed alphabetically. (Daily, official.) Various sized folders, 1 ft. 4 in., in filing case drawer. Secretary's Office. (41)

LAURINBURG

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Agricultural Bldg., Main St.

This office for Scotland County was established at Laurinburg November 19, 1935. It was located in the James Building on Railroad Street from November 1935 to January 1936, and in the County Jail Building from January to December 1936, when it was moved to its present location. Records are sent to the state office.

1743. GENERAL FILE, Nov. 29, 1935 to date. Correspondence with state office; monthly report of cases pending and unadjusted cases dropped, showing date opened, name and address of applicant, data on hearings, and disposition; and individual case reports, showing application, investigation, and disposition. Filed chronologically by subject. (Daily, official.) 9 x 10 folders, 2 ft. 6 in., in 2 steel filing case drawers. NE. corner room. (4)

LEXINGTON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Jule Smith Bldg.

The office for Davidson County was established in Lexington in 1935.

1744. CLIENTS' FILE, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 18, acceptance of case as RR client; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 1 ft., in steel filing case. 2d floor room. (20)

LOUISBURG

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Allen Stores
106-110 W. Nash St.

This office was established in Louisburg July 1, 1935. It has jurisdiction over Franklin County.

1745. OLD ACCEPTED CASES, Oct. 26, 1935. Record of old Rural Rehabilitation Corporation clients accepted by Resettlement Administration, chattel mortgages, notes, loan agreements, requests for funds, emergency grants, etc. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 3 in., in metal filing drawer. 2d floor room. (1)

1746. NEW ACCEPTED CASES, 1935 to date. Record of new clients accepted, reports, and forms: Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; and Form RA-RR 15, loan agreement and request for funds. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in metal filing drawer. 2d floor room. (2)

1747. REHABILITATION CASES, Jan. 1, 1934 - Dec. 31, 1935. Record of Rural Rehabilitation clients, such as contracts, mortgages, field sheets, land leases, investigation sheets of ERA case worker. Filed alphabetically. (Weekly, official.) 10 x 12 folders, 2 ft., in metal filing case. 2d floor room. (3)

1748. REJECTED CASES, Jan. 1936 to date. Form RA-RR 65, rejection of case, and related correspondence. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 6 in., in metal front transfer case. 2d floor room. (5)

1749. DROPPED CASES, Dec. 2, 1935 to date. Form RA-RR 12, referral of case; Form RA-RR 18, acceptance of case as RR client; and Form RA-RR 65, rejection of case. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 3 ft., in metal front filing case. 2d floor room. (9)

1750. MISCELLANEOUS FILE, Jan. 1 - Dec. 31, 1935. Correspondence and conditional sales contracts, monthly report of senior farm foreman, monthly client requests, notes and correspondence pertaining to work in office, and rental contracts. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in metal filing case. 2d floor room. (4)

1751. GENERAL FILE, Dec. 2, 1935 to date. Correspondence, weekly and monthly reports, etc. Filed by subject. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in metal front transfer case. 2d floor room. (7)

1752. REMITTANCE LETTERS AND FARM DEBT ADJUSTMENT, Oct. 19, 1935 to date. Letters of remittance of money paid on debts by clients, receipts from clients for money allowed them out of sales checks, farm debt adjustment records, and individual family analysis. Filed alphabetically. (Weekly, official.) 10 x 12 folders, 1 ft., in metal front transfer case. 2d floor room. (6)

1753. LEDGER, Jan. 2 - Sept. 26, 1935. Ledger accounts of clients for year 1935. Indexed. (Never.) 12 x 15 loose-leaf books, 2 in., in office. 2d floor room. (11)

1754. BULLETINS, Jan. 3, 1934 to date. Mimeographed bulletins and instructions from Raleigh and Washington relating to home and farm supervision, health, home, fruit, livestock, etc. (Frequently, official.) 10 x 12 and 9 x 12 loose-leaf binders and folders, 3 ft., in metal front transfer case. 2d floor room. (8, 10)

LUMBERTON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR

The Freeman Bldg., W. Fifth St.

The Robeson County office was established at Lumberton in 1935. It was located in the Biggs Building on Chestnut Street for a few months. Useless papers are filed.

1755. MISCELLANEOUS FILES, 1933 to date. Letters received from Raleigh concerning resettlement cases, copies of letters sent, data concerning tobacco and melons, tobacco reports, mileage reports, copies of

clients' requests, receipts for money received from clients, schedule of disbursements for Robeson County, cases for investigation, and Form RA-RR 65, rejection of case. Form attached. Indexed by name. (Daily, official.) 10 x 12 folders, 3 ft. 6 in., in metal filing drawer. Resettlement Office. (48)

1756. BOOK ORDERS, 1936 to date. Notice from state office of delay in filling field requisitions. (Daily, official.) 3 x 5 folders and cards, $\frac{1}{2}$ in., in clip board file. Resettlement Office. (49)

1757. BLUEPRINTS AND MAPS, 1935 - 1936. House plans, plans for insulation of flues in farm homes, outlines of roof, type of shingles to be used, etc.; map of Scotland County. (Never.) 16 x 36 and 24 x 30 bundles, 6 in., in metal filing drawer. Resettlement Office. (50)

1758. LOAN AGREEMENTS SUBMITTED, 1936 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; and Form RA-RR 36, annual home business statement and home management plan. Forms attached. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in metal filing drawer. Resettlement Office. (47)

MARION

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
McDowell County Court House
Main and E. Court Sts.

The McDowell County office was established in 1934 by the Rural Rehabilitation Corporation of the Emergency Relief Administration. In 1935 it was taken over by the Rural Rehabilitation Division of the Resettlement Administration. Later the main office was moved to Marion, and an office at Rutherfordton became a branch office. The county supervisor and his secretary divide their time between the two offices. Useless papers are discarded when no longer needed. No permanent records are destroyed.

1759. GENERAL CORRESPONDENCE, Jan. 1936 to date. Form NCRR 706, weekly report; Form RA-RR 19, supervisor's farm visit report; Form 15XX, memorandum of land lease agreement; and Standard Form 1012, public voucher for reimbursement of travel. Filed alphabetically by subject. (Daily, official.) 11 x 12 folders, 3 in., in steel filing drawer. 2d floor, W. side room. (8)

1760. CLIENTS' FILE, Nov. 8, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for re-

habilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 11 x 12 folders, 1 ft., in 2 steel filing drawers. 2d floor, W. side room. (7)

MONROE

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR

The Relief Bldg., 202 E. Franklin St.

The Union County office in Monroe was established in June 1935. Useless papers are destroyed.

1761. CLIENT FILE AND GENERAL INFORMATION, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 19, supervisor's farm visit report; and Form RA-RR 36, annual home business statement and home management plan. Filed alphabetically by subject. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in steel transfer case. Office of County Supervisor. (1)

MURPHY

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR

Cherokee County Court House
200 Peachtree St.

The Cherokee County office was established at Murphy in 1935.

1762. GENERAL FILE, Mar. 2, 1935 to date. Correspondence, telegrams, reports on absentees, ERA distribution orders, pay roll disbursements, and forms: Form NCRR 706, weekly report; and Form RA-RR 12, application for rehabilitation. (Occasionally, official.) 9 x 12 folders and envelopes, 3 ft., in 3 wooden and steel drawers. 2d floor, room W. of rotunda. (22, 24)

1763. ACTIVE CASES, Oct. 25, 1935 to date. Form NCRR 710, summary sheet; Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 16, transmittal of request for funds; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 65, rejection of case; Form RA-RR 89, farm-debt adjustment individual case report; and Form 15XX, memorandum of land lease agreement. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in filing case drawer. 2d floor, room W. of rotunda. (21)

1764. INACTIVE CASES, Mar. 27, 1935 to date. Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; and Form RA-RR 65, rejection of case. (Seldom, official.) 9 x 12 folders, 2 ft., in 2 filing drawers. 2d floor, room W. of rotunda. (23, 25)

NASHVILLE

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Welfare Bldg., Main St.

The office for Edgecombe, Nash, and Wilson counties was established at Nashville in January 1935. Additional records for Wilson County may be found in the office of the county supervisor at Smithfield.

1765. CORRESPONDENCE, July 1, 1935 to date. Correspondence with officials in Washington and Raleigh. (Daily, official.) 8 x 11 folders, 4 ft., in metal filing case. 1st floor room. (27)

1766. REPORTS AND INSTRUCTIONS, 1936 to date. Instructions from state office and msc. reports. (Daily, official.) 8 x 11 sheets, 4 ft., in metal filing case. 1st floor room. (26)

1767. CLIENTS' FILE, Jan. 1936 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. (Daily, official.) 8 x 10 folders, 4 ft., in metal filing case. 1st floor room. (29)

1768. BUDGET FORMS, Jan. 1, 1935 to date. Forms RA-RR 14, annual farm business statement and farm plan, and RA-RR 36, annual home business statement and home management plan. (Never.) 10 x 12 folders, 2 ft., in metal filing case. 1st floor room. (28)

1769. COPIES OF CONDITIONAL SALES, CONTRACTS, AND RENTAL AGREEMENTS, Feb. 1 - Dec. 1, 1935. North Carolina Rural Rehabilitation Corporation records. (Never.) 10 x 12 folders, 1 ft., in metal filing case. 1st floor room. (30)

NEW BERN

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Old City Hall, Craven St.

The Craven County office was established at New Bern August 1, 1935. It formerly occupied an office in the Welfare Building on South Front Street.

1770. GENERAL CORRESPONDENCE, 1936 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case. Front room. (203)

1771. ACTIVE CASES, 1936 to date. Correspondence concerning applications and loans, and forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case. Front room. (202)

1772. FARM DEBT ADJUSTMENT CLIENTS, 1936 to date. Records concerning applications for farm debt adjustment service. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 in., in metal filing case. Front room. (204)

1773. REPORTS, 1936 to date. Form NCRR 706, weekly report; Form RA-RR 20, client's quarterly farm progress report; and Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. (Occasionally, official.) 9 x 12 folders, 1 ft., in metal filing case. Front room. (206)

1774. BULLETINS, 1936 to date. Bulletins received from Raleigh and Washington offices. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing drawer. Front room. (205)

PLYMOUTHRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Leggett's Bldg., Water St.

This office for Washington and Tyrrell counties was established in Plymouth in 1935. Reports and other records are sent to the state office.

1775. GENERAL FILE, 1936 to date. Correspondence; record of cancellation of loans and cooperative services; memoranda from procedure manuals; and administrative records, including reports, bills, bills of lading, requisitions, and the following completed forms: Form RA-PE 58, daily list of absentees; Form RA-PE 11, application for leave, field; and Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. Filed alphabetically. (Frequently, official.) 15 x 25 folders, 1 ft. 6 in., in steel filing case. Main Office. (16)

1776. CLIENTS' FILE, 1936 to date. Form RA-RR 12, referral of case (application for rehabilitation); Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B. Forms attached. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case. Main Office. (17)

1777. MISCELLANEOUS, 1936 to date. Misc. records, including receipts. (Daily, official.) 15 x 25 folders, 1 ft., in steel filing case. Main Office. (15)

RALEIGHREGION IV
REGIONAL HEADQUARTERS

- (A) Faircloth Bldg., 227 E. Edenton St.
- (B) Warehouse, 307 W. Martin St.
- (C) Parker-Hunter Bldg., 130 S. Salisbury St.

Regional headquarters for the Resettlement Administration were established in Raleigh April 30, 1935. The office was located in the Masonic Temple on Fayetteville Street in conjunction with the regional office of the Land Policy Section of the AAA for Region IV. Here it remained through the period of expansion. On July 4, 1935, the Resettlement Administration office was moved to the Dixie Building on Fayetteville Street, where it was located until January 1, 1936, when it was moved to

its present location. The Finance and Control regional office is located in the Parker-Hunter Building at 130 South Salisbury Street. The warehouse is located at 307 West Martin Street. Useless papers are destroyed.

All records are classified by subject and filed under a decimal system according to Handbooks 5 and 15 and Administrative Data 20, issued by the Washington office of the Resettlement Administration. Originals of all contracts are on file in Washington. Dependent upon their nature, originals of other agreements, reports, etc., are filed in Washington or in Raleigh. Copies of all contracts and of all other forms which pass through the regional office are in the files of the office in Raleigh. Region IV covers North Carolina, Virginia, Kentucky, Tennessee, and West Virginia. See introduction for additional information.

Business Management Staff
Mail and Files Unit

1778. ALPHABETICAL FILES, April 23, 1935 to date. Carbon copies of all outgoing correspondence relative to branch offices, projects, and developments. Filed alphabetically by name of addressee. (Frequently, official.) 9 x 12 folders, 20 ft., in 10 metal filing case drawers. E. room, main floor (Bldg. A). (887)

1779. READER FILE, April 23, 1935 to date. Carbon copies of all outgoing correspondence relative to branch offices, projects, and developments. Filed chronologically by administrative division. (Frequently, official.) 9 x 12 folders, 10 ft., in 5 metal filing case drawers. E. room, main floor (Bldg. A). (892)

1780. AUTHORIZATIONS, July 1, 1935 to date. Letters from Washington authorizing employment and transfer of employees. Filed alphabetically by name of individual. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (897)

1781. ADMINISTRATIVE FILES, July 1, 1935 to date. Temporary service certificates; letters from project supervisors acknowledging receipt of pay roll checks. Filed alphabetically by state. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (895)

1782. GOVERNMENT EMPLOYEES, July 1, 1935 to date. Personnel records of government employees, including applications, endorsements, efficiency ratings, record of promotions, and oaths of office. Alphabetical index. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 metal filing case drawers. E. room, main floor (Bldg. A). (899)

1783. EQUIPMENT AND SUPPLIES, July 1, 1935 to date. General information relative to equipment and supplies for projects, including letters to regional director and junior regional manager; communications of government and state agencies; and appointments, and invitations. Alphabetical index. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (890)

1784. OFFICE EQUIPMENT AND SUPPLIES, July 1, 1935 to date. Treasury Form A 6, requisition for purchase; Treasury Form A 7, purchase order; and related material relative to office supplies and equipment. Indexed by month. (Constantly, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. E. room, main floor (Bldg. A). (894)

1785. FINANCE ALLOTMENTS, ACCOUNTING AND PAY ROLL, July 1, 1935 to date. Project data including budgets and reports, and expense, pay roll, and salary records. Filed by project. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (896)

1786. VOUCHERS, July 1, 1935 to date. Set up by state and filed alphabetically by name of payee. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (898)

1787. APPROPRIATIONS AND GRANTOR, July 1, 1935 to date. Data on appropriations to federal, state, municipal, and private projects; records covering individuals proposing to convey real property to the government; and options. Filed by subject. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (901)

1788. DEVELOPMENT AND CONSTRUCTION REPORTS, July 1, 1935 to date. Reports on project development by project managers; and reports on preliminary plans for construction and development, land and water improvement, and initiation and planning of developments. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (900)

1789. ADMINISTRATION REPORT OF PUBLIC RELATIONS, July 1, 1935 to date. Material covering public relations, including records of speeches, radio programs, and dedication ceremonies, magazine and newspaper articles, charts and maps, and data on contract for and purchase of supplies and equipment. Chronological index. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (891)

Project Records

1790. KENTUCKY, July 1, 1935 to date. General correspondence, and correspondence relative to acquisitions, utilization, development, rehabilitation, resettlement, and management of the following projects in Kentucky: Louisville Homesteads, Units A, B, and C; Louisville Homestead Suburbs; Kentucky Ridge Forest; Princeton Game Refuge; Sublimity Farms Resettlement; South Christian Resettlement; Fredonia Resettlement; Christian Trigg Farms; Laurels Lake Community Resettlement; Coalins Forest and Game Reservation; Otter Creek Park Project; and Edmondson Park Project. Filed by subject. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. E. room, main floor (Bldg. A). (868, 869, 870, 871)

1791. NORTH CAROLINA, July 1, 1935 to date. General correspondence and correspondence relative to acquisitions, utilization, development, rehabilitation, resettlement, and management of the following projects in North Carolina: Raleigh Homesteads; Penderlea Homesteads; Sandhills Land Project; Pembroke Indian Community; North Carolina Farm Tenant Security Project; Cape Fear Settlement, a reservation allotted by the government for Indians; Jones, Salters, and Singletary Lakes Land Project; Pee Dee River Forest; Rendezvous Mountain Land Agriculture Project; White Store; Southern Pines Nurseries; Study of Mountain County Farm Management; Mattamuskeet Lake Project; Bricks Farm Resettlement; Wake County Rural Community; Blue's Bridge Resettlement; Pee Dee Community; Cape Fear River Community; Crabtree Creek Park Project; Smoky Mountain National Park Addition; Tillery Farm Resettlement; and Appalachian National Parkway. Filed by subject. (Constantly, official.) 9 x 12 folders, 12 ft., in 6 metal filing case drawers. E. room, main floor (Bldg. A). (862, 863, 864, 865, 866, 867)

1792. TENNESSEE, July 1, 1935 to date. General correspondence and correspondence relative to acquisitions, utilization, development, rehabilitation, resettlement, and management of the following projects in Tennessee: Community Housing, embracing 500 units; Lake Isom Migratory Refuge; Cumberland Homesteads; Natchez Trace Forest Development; TVA Sycamore Creek Agriculture Project; Montgomery Bell Park Recreation; Shelby Forest Park Development; Falls Creek Falls Development; Sugar Creek Resettlement; Cub Creek Resettlement; Haywood Farms; Tennessee Farm Tenant Security Resettlement; Madison Forest and Park Conservation; Wilson Cedar Forest; and Overton County Project. Filed by subject. (Constantly, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. E. room, main floor (Bldg. A). (883, 884, 885, 886)

1793. VIRGINIA, July 1, 1935 to date. General correspondence and correspondence relative to acquisitions, utilization, development, rehabilitation, resettlement, and management of the following projects in Virginia: Bull Run Development; Newport News Homesteads; Petersburg Homesteads; Wayside Parks Project; Fieldale Community Development; Hope Farm Community; Shenandoah Homesteads; Appomattox-Buckingham Forest; Prince Edward Project; Cumberland Agricultural Demonstration Project; Swift Creek Development; Chopawamsie Development; Shenandoah National Park; and Appalachian National Parkway. Filed by subject. (Constantly, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. E. room, main floor (Bldg. A). (879, 880, 881, 882)

1794. WEST VIRGINIA, July 1, 1935 to date. General correspondence and correspondence relative to acquisitions, utilization, development, rehabilitation, resettlement, and management of the following projects in W. Virginia: Twelve Pole Development; Red House Farms; Arthurdale Community; Morgantown Homesteads; Kanawha Head Development; Bear Hollow Agriculture Demonstration; Beaver Dam Agriculture Demonstration; Tygart Valley Homesteads; Reedsville Experimental Commission; Panther Creek Agriculture Demonstration; Noola Rural Rehabilitation and Land Acquisition; Flat Top Community Farm; Kanawha Community Resettlement; and Upshur Farms Community Rural Rehabilitation. Filed by subject. (Con-

stantly, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. E. room, main floor (Bldg. A). (875, 876, 877, 878)

Agricultural Adjustment Administration

1795. LAND POLICY SECTION, VIRGINIA AND NORTH CAROLINA, July 1, 1935 to date. Records relative to conferences, appointments, proposed projects, and approval of AAA projects, some of which were revived by the Resettlement Administration and some rejected. Filed by subject. (Rarely, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (872)

1796. PURCHASES AND PERSONNEL, REGION IV, July 1, 1935. Service certificates, appointments by telegraph from Washington to regional office, and Treasury Form A 6, requisition for purchase. Filed by subject. (Rarely, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (874)

Rural Rehabilitation

1797. RURAL REHABILITATION UNDER FEDERAL EMERGENCY RELIEF ADMINISTRATION, Feb. 25 - May 1, 1935. Bulletins, msc. correspondence, summaries of weekly reports of Rural Rehabilitation advisers, etc. Filed by subject. (Seldom, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (893)

1798. RURAL REHABILITATION CORPORATION, July 1, 1935 to date. General correspondence relative to the work of the Rural Rehabilitation Corporation, embracing administration, legal activities, finance, development and construction, management, land acquisition, rehabilitation, debtors, and clients. Filed by subject. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (889)

1799. REGION IV, July 1, 1935 to date. General correspondence relative to Rural Rehabilitation activities in Region IV, embracing administration, land acquisition, finance, legal activities, initiation and management, rehabilitation, debtors, clients, preference veterans, Indians, etc. Filed by subject. (Constantly, official.) 9 x 12 folders, 6 ft., in 3 metal filing case drawers. E. room, main floor (Bldg. A). (888)

1800. REHABILITATION THROUGH ATTORNEY GENERAL, July 1, 1935 to date. Records of rehabilitation cases submitted to the Attorney General, including all necessary reports and forms covering appeals for aid, loans, and grants, leases, farm plans, investigations, rehabilitation, debt adjustment, etc.; data on taxation of real and personal property, corporations, bankruptcy, legal disabilities, and litigation; and administrative opinions and rulings. Set up by state and filed alphabetically by name of payee. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. E. room, main floor (Bldg. A). (873)

Division of Land Utilization
Survey Section

1801. PROPERTY MAPS, Aug. 1935 to date. Maps of the various projects in Region IV, showing general lay-out of Resettlement areas, and tracts purchased for resettlement, park areas, development, etc. Set up by state and filed numerically by project number. (Frequently, official.) 31 x 35 loose sheets, 9 in., on metal filing rack. R. 324 (Bldg. A). (903)

Land Use Section

1802. MAPS, 1935 to date. Soil classification maps based on government soil surveys in eighty-five counties in North Carolina. (Never.) Loose maps rolled into $1\frac{1}{2}$ x 51 cylinders, 14 ft., in pasteboard boxes. R. 320 (Bldg. A). (902)

Agricultural and Engineering Staff
Designing and Planning

1803. TRACINGS AND BLUEPRINTS, June 1935 to date. Tracings and blueprints for Rural Resettlement projects, including preliminary general and community center lay-outs, farm plot plans, building plans, key maps, and msc. drawings. (Daily, official.) Various sized loose sheets, 1 ft. 3 in., in wooden map cabinet. Drafting Room, 4th floor front (Bldg. A). (905)

1804. TRACINGS AND BLUEPRINTS, June 1935 to date. Tracings and blueprints for Land Utilization projects, including area maps, road maps and profiles, job plans, sewage disposal plans, and plans for camps, dams, bridges, buildings, etc. (Daily, official.) Various sized loose sheets, 1 ft. 9 in., in steel map filing cabinet. R. 403 (Bldg. A). (904)

Personnel Division

1805. GENERAL CORRESPONDENCE, July 1935 to date. Regional correspondence relative to employees and applicants. Filed alphabetically. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 206 (Bldg. A). (854)

1806. REGIONAL OFFICE, Sept. 1, 1934 to date. Duplicate records relative to the personnel of the regional office, including applications, interview and investigation reports, oaths of office, recommendations, personal histories, Civil Service memoranda and correspondence, and correspondence relative to applicant's employment status. Filed alphabetically by administrative division. (Constantly, official.) 9 x 12 folders, 2 ft. 3 in., in 2 filing case drawers. R. 207 (Bldg. A). (857)

1807. FARM DEBT ADJUSTMENT, Sept. 1, 1934 to date. Duplicate records relative to Farm Debt Adjustment personnel, including applications, interview and investigation reports, oaths of office, recommendations, personal histories, Civil Service memoranda and correspondence, and correspondence relative to applicant's employment status. Filed alphabetically by name

of applicant. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 207 (Bldg. A). (855)

1808. LAND UTILIZATION, Sept. 1, 1934 to date. Duplicate records relative to the personnel of the Land Utilization Division, including applications, interview and investigation reports, oaths of office, recommendations, personal histories, Civil Service memoranda and letters, and correspondence relative to applicant's employment status. Set up by state and filed alphabetically by name of employee. (Constantly, official.) 9 x 12 folders, 4 ft. 9 in., in 3 metal filing case drawers. R. 207 (Bldg. A). (861)

1809. RURAL REHABILITATION, Sept. 1, 1934 to date. Duplicate records relative to the personnel of the Rural Rehabilitation Division, including applications, interview and investigation reports, oaths of office, recommendations, personal histories, Civil Service memoranda and correspondence, and correspondence relative to applicant's employment status. Set up by state and filed by name of employee. (Constantly, official.) 9 x 12 folders, 18 ft., in 9 filing case drawers. R. 207 (Bldg. A). (860)

1810. APPLICATIONS, July 1935 to date. Memoranda, letters of recommendation, interview and investigation reports, and correspondence relative to applicants. Set up by state and filed alphabetically by name of applicant. (Constantly, official.) 9 x 12 folders, 20 ft., in 10 filing case drawers. R. 206 (Bldg. A). (853)

1811. FURLOUGHS, Sept. 1, 1934 to date. Copies of personal data memoranda and histories, interview and investigation reports, and recommendations. Filed alphabetically by name of employee. (Seldom, official.) 9 x 12 folders, 1 in., in metal filing case drawer. R. 207 (Bldg. A). (859)

1812. PENDING APPOINTMENTS, Sept. 11, 1934 to date. Copies of personal data memoranda and histories, letters of endorsement, interview and investigation reports, and recommendations. Filed alphabetically by name of applicant. (Constantly, official.) 9 x 12 folders, 4 ft., in 2 filing case drawers. R. 207 (Bldg. A). (856)

1813. TERMINATIONS, Sept. 1, 1934 to date. Copies of personal data memoranda and histories, letters of endorsement, interview reports, and recommendations. Filed alphabetically by name of employee. (Constantly, official.) 9 x 12 folders, 4 ft., in 2 drawers of filing case. R. 207 (Bldg. A). (858)

Warehouse

1814. GENERAL CORRESPONDENCE, July 1, 1935 to date. General correspondence and correspondence with field officers relative to supplies and equipment for projects. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. Front room, main floor (Bldg. B). (912)

1815. VENDOR FILE AND REGIONAL REQUESTS COMPLETED, July 1, 1935 to date. Treasury Department Form A 7, purchase order, covering warehouse requisitions on Washington; and Form RA-BM 9, request for supplies, equipment, or service, for all projects in Region IV. Filed alphabetically. (Daily, official.) 9 x 12 folders, 16 ft., in 8 metal filing case drawers. Front room, main floor (Bldg. B). (913)

Finance and Control Division

1816. CORRESPONDENCE, Aug. 1935 - Jan. 1936. Correspondence and telegrams relating to business of office. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 203 (Bldg. C). (972)

1817. ALPHABETICAL FILES, Jan. 25, 1936 to date. Copies of all outgoing mail pertaining to the division. Filed alphabetically by name of addressee. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 202 (Bldg. C). (965)

1818. GENERAL CORRESPONDENCE, Jan. 25, 1936 to date. General correspondence pertaining to equipment, administration, labor relations, personnel, legislative and executive matters, public relations, transportation, statistics, and appropriations. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 202 (Bldg. C). (970)

1819. CORRESPONDENCE WITH WASHINGTON, Jan. 1936 to date. Copies of letters from regional finance manager to assistant administrator in Washington. Filed by subject. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 202 (Bldg. C). (968)

1820. REGIONAL CORRESPONDENCE, Jan. 25, 1936 to date. Correspondence with state finance managers in Region IV, relative to authorizations and disbursement of funds, reports of loan commitments, project allotments, and other business pertaining to the financing of projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 203 (Bldg. C). (973)

1821. PROJECT CORRESPONDENCE, Oct. 31, 1935 to date. Correspondence of Resettlement project officials relative to financial matters. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 203 (Bldg. C). (971)

1822. MISCELLANEOUS CORRESPONDENCE, Jan. 1936 to date. Correspondence relating to office equipment and supplies, delegation of authority, working conditions, congressional allotment or control, building passes, labor relations, field attorneys' reports, etc. Filed by subject. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 202 (Bldg. C). (966)

1823. REPORTS, Jan. 25, 1936 to date. Reports to the Finance Division relative to taxation, bankruptcy, legal disabilities, litigation applying to a particular project, vendor or vendee, and other matters relating to finance in the various states of the region. Filed by subject. (Constantly, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 202 (Bldg. C). (967)

1824. MISCELLANEOUS RECORDS, Jan. 1936 to date. Records pertaining to land acquisition, rehabilitation finance, and loans and grants to clients in the region. Filed by subject. (Constantly, official.) 8 x 12 folders, 2 ft., in metal filing case drawer. R. 202 (Bldg. C). (969)

Loans and Pay Rolls Sections

1825. MISCELLANEOUS CORRESPONDENCE, Mar. 15, 1935 to date. Correspondence with Washington and inter-office correspondence relative to expenditures, loans, grants, and projects; and telegrams and letters of transmittal. Filed alphabetically. (Frequently, official.) 12 x 12 folders and loose sheets, 6 in., in metal filing case drawer. Main Office (Bldg. C). (917)

1826. GENERAL CORRESPONDENCE, July 1, 1935 to date. Telegraphic instructions from Washington, and correspondence with Washington relative to allotments and with district managers relative to pay rolls. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in metal filing case drawer. Chief Accountant's Office (Bldg. C). (975)

1827. TRANSMITTALS, Nov. 1935 to date. Transmittal dockets for incorrect vouchers returned from the various states of the region. Filed numerically by project number. (Daily, official.) 6 x 8 cards, 1 ft., in pasteboard box. Main Office (Bldg. C). (926)

1828. PERSONNEL, July 1, 1935 to date. Personal record of all office employees. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 in., in metal filing case drawer. Chief Accountant's Office (Bldg. C). (974)

1829. TIME REPORT AND DISTRIBUTION TICKETS, Nov. 15, 1935 to date. Form RA-GEN 115, time report and distribution ticket. Filed by state. (Seldom, official.) 12 x 12 loose-leaf books, 8 in., in metal filing case drawer. Main Office (Bldg. C). (932)

1830. TRAVEL REPORT, Nov. 15, 1935 to date. Standard Form 1012, public voucher for reimbursement of travel and other expenses, including per diem. Alphabetical index. (Occasionally, official.) 12 x 12 folders, 6 in., in metal filing case drawer. Main Office (Bldg. C). (942)

1831. BLOCK SHEET, Nov. 15, 1935 to date. Block sheet of paid personnel in the following divisions: Home Management, Finance, Labor Relations, Rural Rehabilitation, and Rural Resettlement. Set up by state and filed numerically. (Occasionally, official.) 12 x 12 folders, 8 in., in metal filing case drawer. Main Office (Bldg. C). (919)

1832. PAY ROLL ENCUMBRANCES, Nov. 15, 1935 to date. Treasury Form A 5, notice of miscellaneous encumbrance. Set up by state and filed numerically. (Seldom, official.) 12 x 12 folders, 5 in., in metal filing case drawer. Main Office (Bldg. C). (935)

1833. PAY ROLLS, Nov. 15, 1935 to date. Schedules of vouchers and pay rolls for the Rural Rehabilitation Division. Set up by state and arranged numerically by bureau schedule number. (Seldom, official.) 12 x 12 loose-leaf books, 1 ft., in metal filing case drawer. Chief Accountant's Office (Bldg. C). (978)

1834. UNPAID PAY ROLLS, Nov. 15, 1935 to date. Standard Form 1074d, pay roll for personal services, msc. Set up by state and filed by appropriation. (Daily, official.) 12 x 14 loose leaves, 1 ft., in metal filing case drawer. Main Office (Bldg. C). (914)

1835. PAID PAY ROLLS, Mar. 15, 1935 to date. Personal service pay rolls. Set up by state and filed numerically by pay roll number. (Daily, official.) 12 x 14 loose leaves, 6 ft., in 3 metal filing case drawers. Main Office (Bldg. C). (916)

1836. BUDGET CONTROL, Nov. 15, 1935 to date. Record of pay rolls and pay roll encumbrances, allotments, procurement encumbrances, and vouchers for the various states in the region. (Daily, official.) 9 x 14 loose-leaf books (2), 3 in., in desk. Main Office (Bldg. C). (962)

1837. TRAVEL VOUCHER CONTROL, Feb. 14, 1936 to date. Record of incoming and outgoing travel vouchers. Set up by state and filed by project appropriation. (Daily, official.) 9 x 14 loose-leaf book, 3 in., in desk. Main Office (Bldg. C). (949)

1838. DAILY SUMMARY CARDS, Nov. 15, 1935 to date. Cards showing original and subsequent payments by clients; punched on daily register sheets for the purpose of balancing with daily control record at trial balance period. Filed chronologically by type of transaction. (Daily, official.) 3 x 7 cards, 2 ft. 6 in., in metal filing case drawer. Main Office (Bldg. C). (954)

1839. REGISTER SHEETS, Nov. 15, 1935 to date. Trial balance sheets of cash receipts from clients and interest charges. Set up by state and filed by county. (Daily, official.) 12 x 15 folders, 7 ft., in 4 metal filing case drawers. Main Office (Bldg. C). (940)

1840. TRIAL BALANCE AND WORK SHEETS, Dec. 15, 1935 to date. Trial balance sheets for county allotments, and work sheets for all transactions affecting the general and allotment ledger. Chronological index. (Never.) 8 x 10 loose sheets, 1 ft., in metal filing case drawer. Main Office (Bldg. C). (946)

1841. SURPLUS PROCUREMENT, Nov. 15, 1935 to date. Treasury Form A 7, purchase order; data on inspection and procedure, and reports; Standard Form 1034, public voucher for purchases, and services other than personal. Set up by state and filed alphabetically by name of official. (Daily, official.) 12 x 12 folders, 5 in., in metal filing case drawer. Main Office (Bldg. C). (952)

1842. PURCHASE ORDERS, Nov. 15, 1935 to date. Treasury Form A 7, purchase order. Set up by state and filed numerically by purchase order number. (Seldom, official.) 12 x 12 loose leaves, 2 in., in metal filing case drawer. Main Office (Bldg. C). (925)

1843. PAID PURCHASE VOUCHERS AND ORDERS, Nov. 15, 1935 to date. Treasury Form A 7, purchase order; and Standard Form 1034, public voucher for purchases, and services other than personal. Set up by state and filed numerically by project number. (Seldom, official.) 12 x 12 folders, 1 in., in metal filing case drawer. Main Office (Bldg. C). (955)

1844. REQUISITIONS, PURCHASE ORDERS, AND UNPAID PURCHASE VOUCHERS, Nov. 15, 1935 to date. Requisitions; Treasury Form A 7, purchase order; and Standard Form 1034, public voucher for purchases, and services other than personal. Set up by state and filed by official project number. (Occasionally, official.) 12 x 12 folders, 6 in., in metal filing case drawer. Main Office (Bldg. C). (921)

1845. CANCELLED CHECKS, Nov. 15, 1935 to date. Checks issued to clients and later cancelled, showing date received, receipt number, date remitted, purpose, amount refunded, amount credited, and cause of cancellation. Set up by state and filed by bureau schedule number. (Occasionally, official.) 12 x 12 folders, 1 in., in metal filing case drawer. Main Office (Bldg. C). (956)

1846. GENERAL LEDGER, Nov. 15, 1935 to date. (Daily, official.) 10 x 12 loose leaves, 1 in., in rolling metal tray. Main Office (Bldg. C). (915)

1847. ALLOTMENT LEDGER, Nov. 15, 1935 to date. Pay roll for personal services of employees on annual salary basis in the states of the region. Filed chronologically. (Daily, official.) 12 x 16 folders, 2 ft., in metal filing case drawer. Main Office (Bldg. C). (930)

1848. ALLOTMENTS, Nov. 15, 1935 to date. Allotment records including vouchers, telegrams, etc.; and Standard Form 1064, schedule of disbursements. Filed alphabetically by project. (Daily, official.) 10 x 12 folders, 1 ft., in metal filing case drawer. Main Office (Bldg. C). (923)

1849. DISBURSEMENTS, Nov. 15, 1935 to date. Standard Form 1064, schedule of disbursements. Set up by state and filed numerically by bureau schedule number. (Seldom, official.) 12 x 12 folders, 8 in., in metal filing case drawer. Main Office (Bldg. C). (945)

1850. ANALYSIS OF LOANS, GRANTS, AND ALLOTMENTS, Nov. 15, 1935 to date. Unencumbered balance of allotments, and statement of expenditures by objective classification, exclusive of land purchases and loans; and balance sheets. Filed by appropriation. (Daily, official.) 9 x 16 folders, 2 ft., in metal filing case drawer. Main Office (Bldg. C). (931)

1851. TRANSFERS AND REFUNDS, Nov. 15, 1935 to date. Schedules of transfers and refunds showing date received, receipt number, date remitted, purpose, amount refunded, and amount credited. Set up by state and filed by bureau schedule number. (Seldom, official.) 12 x 12 folders, 4 in., in metal filing case drawer. Main Office (Bldg. C). (918)

1852. ANALYSIS LEDGER, Dec. 1935 to date. Register sheets showing analysis of activities, procurements, and rents (liquidations). Filed by state; cross indexed by project. (Confidential.) 10 x 12 folders, 1 ft., in metal filing case drawer. Main Office (Bldg. C). (948)

1853. EXHIBITS, Nov. 15, 1935 to date. Daily reports from the tabulation department to the chief accountant of original and subsequent payments by clients. Filed numerically by report number. (Seldom, official.) 12 x 12 folders, 3 in., in metal filing case drawer. Main Office (Bldg. C). (944)

1854. PROJECT FILE, Nov. 15, 1935 to date. Reports from the various work projects, and financial data relative to them. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 in., in metal filing case drawer. Chief Accountant's Office (Bldg. C). (976)

1855. PROJECT LEDGER, Nov. 15, 1935 to date. Allotment ledger covering all transactions under each appropriation in the region: projects, direct relief, loans, rural rehabilitation, etc. Entered by appropriation. (Daily, official.) 11 x 15 sheets, 2 ft., in rolling metal tray. Main Office (Bldg. C). (960)

1856. PUBLIC VOUCHER LEDGER, Feb. 14, 1936 to date. Record of receipt of vouchers and of transmittal to project manager for correction, or Treasury Procurement Office for payment. Set up by state and entered by appropriation. (Daily, official.) 9 x 14 loose-leaf book, 3 in., in desk drawer. Main Office (Bldg. C). (950)

1857. SCHEDULE OF DISBURSEMENTS, Nov. 15, 1935 to date. Standard Form 1064, schedule of disbursements, for supplies, equipment, and services, payment for which has not been made. Set up by state and filed by bureau schedule number. (Occasionally, official.) 12 x 12 folders, 1 in., in steel filing case drawer. Main Office (Bldg. C). (938)

1858. SCHEDULE OF DISBURSEMENTS, Nov. 15, 1935 to date. Standard Form 1064, schedule of disbursements, for supplies, equipment, and services, payment completed. Filed for each state by bureau schedule number. (Occasionally, official.) 12 x 12 folders, 1 ft., in metal filing case drawer. Main Office (Bldg. C). (939)

1859. LOAN AGREEMENTS AND VOUCHERS, Nov. 15, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; and Form RA-RR 15, loan agreement and request for funds. Filed alphabetically. (Frequently, official.) 12 x 12 loose-leaf books, 10 ft., in 5 metal filing case drawers. Main Office (Bldg. C). (934)

1860. LOAN SCHEDULE OF DISBURSEMENTS, Nov. 15, 1935 to date. Schedule of disbursements for loans to clients, showing client's name, county symbol, case number, total approved amount of loan, and total certified amount; and transmittal sheets. Filed chronologically. (Occasionally, official.) 12 x 12 folders, 4 ft. 2 in., in 3 metal filing case drawers. Main Office (Bldg. C). (936)

1861. LOANS, Nov. 15, 1935 to date. Name of payee, symbol appropriation, and amount. Set up by state and filed by bureau schedule number. (Seldom, official.) 12 x 12 folders, 4 in., in metal filing case drawer. Main Office (Bldg. C). (920)

1862. SCHEDULE OF LOAN DISBURSEMENTS, Nov. 1935 to date. Amount of total approved loan to clients, approved balance, and certified amount. Indexed by state. (Seldom, official.) 12 x 12 folders, 4 in., in metal filing case drawer. Main Office (Bldg. C). (951)

1863. LOAN ANALYSIS, Nov. 15, 1935 to date. Names of client, state, county, and regional loan office, and amount of first payment. Set up by state and county and filed numerically by loan number. (Daily, official.) 3 x 7 cards, 15 ft. 6 in., in 15 metal filing case drawers. Main Office (Bldg. C). (937)

1864. COLLECTION CONTROL, Dec. 2, 1935 to date. Remitter's name, date, receipt number, loan number, amount, schedule number, and allocation of remitted funds. Set up by state and filed alphabetically by name of client. (Daily, official.) 8 x 12 loose-leaf book, 1 in., in desk drawer. Main Office (Bldg. C). (963)

1865. LOANS RECEIVABLE, Nov. 15, 1935 to date. Date, names of county, state, borrower, and regional loan office, loan number, debit and credit items, amount of interest, new balance, and principal, total amount, and amount of previous balance. Set up by state and county and filed numerically by loan number. (Daily, official.) 3 x 7 cards, 5 ft., in 3 filing case drawers. Main Office (Bldg. C). (929)

1866. DIRECT GRANTS, Nov. 15, 1935 to date. Form RA-RR 59, three months' family subsistence budget. Filed alphabetically by county. (Occasionally, official.) 12 x 12 folders, 6 ft. 6 in., in 4 metal filing case drawers. Main Office (Bldg. C). (941)

1867. GRANT PAYMENTS, Nov. 15, 1935 to date. Record of amounts paid to grant clients. Filed by loan number. (Daily, official.) 3 x 7 cards, 14 ft., in 7 metal filing case drawers. Main Office (Bldg. C). (964)

1868. GRANT ANALYSIS, Nov. 15, 1935 to date. Name of client, amount of loan, and amount of income and total needs before loan was granted. Set up by state and filed alphabetically by name of client. (Daily, official.) 3 x 7 cards, 9 ft., in 5 metal filing case drawers. Main Office (Bldg. C). (957)

1869. BILLING, Nov. 15, 1935 to date. Date, names of county, state, borrower, and regional loan office, loan number, debit or credit items, amount of interest, new balance, and principal, total amount, and amount of previous balance. Filed chronologically by date payment is due. (Daily, official.) 3 x 7 cards, 6 in., in metal filing case drawer. Main Office (Bldg. C). (933)

1870. REPAYMENT CARDS, Nov. 15, 1935 to date. Amount due, installment due date, and amount and date of installment payment. Filed chronologically by date payment is due. (Daily, official.) 3 x 7 cards, 12 ft., in 6 metal filing case drawers. Main Office (Bldg. C). (958)

1871. CASH RECEIPT CARDS, Nov. 15, 1935 to date. Cards showing amount of loan repaid by client. Filed numerically by loan number. (Daily, official.) 3 x 7 cards, 8 in., in metal filing case drawer. Main Office (Bldg. C). (953)

1872. CARDS WITHDRAWN FROM ENCUMBRANCE, Nov. 15, 1935 to date. Client's name, state, county, regional loan office, loan number, amount of first payment, and distribution of amount authorized. Set up by state and filed alphabetically by county. (Daily, official.) 3 x 7 cards, 2 in., in drawer of filing case. Main Office (Bldg. C). (928)

1873. LOAN CANCELLATION, Nov. 15, 1935 to date. Record of cancellation of loans to clients. Set up by state and filed alphabetically by county. (Seldom, official.) 3 x 7 cards, 1 ft., in metal filing case drawer. Main Office (Bldg. C). (947)

1874. DIRECT RELIEF CLIENTS, Nov. 15, 1935 to date. Name and address, case number, explanation of necessity for relief, date and amount of loan payments, and voucher numbers and amounts. Filed alphabetically by county. (Seldom, official.) 12 x 12 folders, 4 ft., in 2 metal filing case drawers. Main Office (Bldg. C). (943)

1875. MISCELLANEOUS REPORTS, Dec. 15, 1935 to date. Analysis of loans and grants, trial balance and balance sheets, and objective classifications. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf books, 8 in., in metal filing case drawer. Main Office (Bldg. C). (961)

1876. BILLS OF LADING, Nov. 15, 1935 to date. B/L showing from whom goods were received, by whom, shipping point, number of packages, description of articles, etc., purchased by the Resettlement Administration. Filed numerically. (Never.) 12 x 12 folders, 1 in., in metal filing case drawer. Main Office (Bldg. C). (922)

1877. REQUISITIONS FOR SUPPLIES, Nov. 15, 1935 to date. Form RA-EM 9, request for supplies, equipment, or service, from the warehouse; and exchange slips. Filed alphabetically. (Daily, official.) 12 x 12 folders, and loose-leaf books, 4 in., in metal filing case drawer. Main Office (Bldg. C). (959)

1878. ADMINISTRATIVE INSTRUCTIONS, June 1935 to date. Administrative orders and instructions embracing the various states in the region. Arranged numerically by administrative order number. (Daily, official.) 10 x 12 loose-leaf books, 3 in., on desk. Main Office (Bldg. C). (924)

1879. REGIONAL ACCOUNTING CLERK, PROCEDURE FILE, Oct. 1, 1935 to date. Alphabetical index. (Daily, official.) 12 x 12 folders, 8 in., in metal filing case drawer. Main Office (Bldg. C). (927)

1880. INSTRUCTIONS, Nov. 15, 1935 to date. Instructions embracing allotment and appropriation accounting, loans and collections, emergency requisitions, vouchers, monthly and yearly ledger postings, etc. (Frequently, official.) 10 x 12 folders, 6 in., in metal filing case drawer. Chief Accountant's Office (Bldg. C). (977)

RURAL REHABILITATION DIVISION

STATE DIRECTOR

Faircloth Hall

227 E. Edenton St.

The office of state director of the Rural Rehabilitation Division was established in Raleigh July 1, 1935. It was located in the Rogers Building until November 10, 1935, and in the Parker-Hunter Building from November 10, 1935, to January 15, 1936, when it was moved to its present location.

Various records of the Rural Rehabilitation Corporation are in the files of the county offices of this Division. However, although the regional custodian of the Resettlement Administration acted as agent for the North Carolina Rural Rehabilitation Corporation in making collections during the period from July 1, 1935, to April 16, 1936, the latter corporation was not liquidated. It continued to function under the management of its Board of Directors, and in April 1936 the head of the Corporation, who was the former administrator of the Emergency Relief Administration, was again charged with the work of the Corporation.

1881. CORRESPONDENCE, RRC, Oct. 1934 - July 1935. Correspondence relative to the work of the Rural Rehabilitation Corporation prior to the establishment of the Resettlement Administration. (Occasionally, official.) 9 x 12 folders, 6 ft., in 3 transfile drawers. Basement. (911)

1882. GENERAL CORRESPONDENCE, Jan. 1935 to date. Correspondence relative to office equipment, labor, reports, business management administrative matters, county farm supervisors, home economists, and clients who have state loans. Filed by code classification. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. E. room, main floor. (909)

1883. CLIENT FILE, Jan. 1935 to date. Form RA-RR 15, loan agreement and request for funds; and all related forms and correspondence. Filed

alphabetically by county. 3 x 5 card index. (Constantly, official.) 9 x 12 folders and 3 x 5 cards, 69 ft. 4 in., in 35 metal filing case drawers. E. room, main floor. (906, 908)

1884. FINANCE AND LOANS, Jan. 1935 to date. Correspondence with national and regional officials, county supervisors, clients, and attorneys, relative to financial matters and loans of the State Loan Office. Filed by code classification. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. E. room, main floor. (910)

1885. LEGAL DOCUMENTS, Sept. 1935 to date. Securing instruments to loans approved by the State Loan Office, such as deeds, contracts, etc., and the following completed forms: Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-LE 32.31, waiver of lien and nondisturbance agreement; Form RA-LE 90, application for release of mortgaged property; Form RA-LE 100.15, partial release of chattel mortgage; Form 101.15, full release of chattel mortgage; Form 15XX, memorandum of land lease agreement; and Form 15-4X, certificate of priority. Forms attached. Filed alphabetically by county. (Frequently, official.) 10 x 15 folders, 31 ft. 3 in., in 16 metal filing case drawers. E. room, main floor. (907)

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR

Montague Bldg., E. Hargett St.

This office for Wake County was established in July 1935.

1886. CLIENTS' BUDGET FILE, Oct. 1933 to date. Completed budget, report, and loan forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form 15-4X, certificate of priority. Forms attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 metal filing case drawers. R. 9. (2146)

1887. MISCELLANEOUS, Oct. 1935 to date. Correspondence with the Farm Advisory Committee, and msc. correspondence relating to Rural Rehabilitation work; inventory reports; clients' agreements to work on federal and local projects to repay funds advanced; and the following completed forms: Form RA-FI 58, public voucher for direct relief, stricken agricultural areas; Form RA-RR 12, application for rehabilitation; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; and Form RA-RR 59, three months' family subsistence budget. Forms attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case drawer. R. 9. (2145)

REIDSVILLERURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Municipal Bldg., Morehead St.

This office for Rockingham County was established in 1935. The agency occupied offices in the High School Building July 1935 to October 1935, when it was moved to the United Bank Building. In December 1935 it was moved to its present location.

1888. GENERAL OFFICE FILE, 1935 to date. Checks, requisitions, correspondence, reports, and forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget; Form 15XX, memorandum of land lease agreement; and Form 15-4X, certificate of priority. Filed by subject. (Daily, official.) 10 x 12 folders, 8 ft., in filing case. Council Chamber. (27)

ROCKINGHAMRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Cannery Bldg., W. Washington St.

The office in Rockingham was established in 1934. It has jurisdiction over Anson and Richmond counties. In 1934 and 1935 it was located in the McRae Grocery Company Building.

1889. CORRESPONDENCE, July 1935 to date. Correspondence concerning work done in the cannery. (Daily, official.) 10 x 12 folders, 2 ft., in filing case drawer. Cannery. (9)

1890. RICHMOND COUNTY FARM PLANS, Nov. 1935 to date. Correspondence and Form RA-RR 14, annual farm business statement and farm plan. (Daily, official.) 10 x 12 folders, 2 ft., in filing case drawer. Cannery. (10)

1891. INACTIVE FILE, July 1935 to date. Correspondence with clients and state headquarters concerning rural rehabilitation papers. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case drawer. Cannery. (12)

1892. REJECTED APPLICATIONS, Nov. 1935 to date. Form RA-RR 12, application for rehabilitation. (Daily, official.) 9 x 12 folders, 2 ft., in filing drawer. Cannery. (11)

ROXBORO

RURAL REHABILITATION DIVISION

COUNTY SUPERVISOR

Person County Court House, Main St.

This office was established in 1934 by the North Carolina Rural Rehabilitation Corporation of the Emergency Relief Administration. In July 1935 it was taken over by the Resettlement Administration. It has jurisdiction over Person County.

1893. ACTIVE FILE, Dec. 1, 1935 to date. Record of crops and payments, and Form RA-RR 12, application for rehabilitation. Alphabetical card index. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in filing case. 3d floor, SE. corner room. (57)

1894. INACTIVE FILE, Nov. 1, 1934 - Apr. 15, 1935. Records of loans made by North Carolina Rural Rehabilitation Corporation for periods of more than one year. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in filing case. 3d floor, SE. corner room. (58)

1895. REJECTED CLIENTS, Dec. 1, 1935 to date. Forms RA-RR 12, applications for rehabilitation which were not approved. (Rarely, official.) 10 x 12 folders, 3 in., in filing case. 3d floor, SE. corner room. (59)

1896. CARD INDEX BY CLIENTS, Nov. 15, 1935 to date. Information regarding borrowers: size of family, amount of loan, acreage in different crops, etc. (Daily, official.) 3 x 5 cards, 6 in., in wooden card cabinet. 3d floor, SE. corner room. (61)

1897. DAILY REPORTS, Nov. 15, 1936 to date. Daily reports to state office of general activities of local office. (Daily, official.) 10 x 12 folders, 2 in., in filing case. 3d floor, SE. corner room. (60)

RUTHERFORDTON

RURAL REHABILITATION DIVISION

COUNTY SUPERVISOR

City Hall Bldg., N. Main St.

This office was established at Rutherfordton in September 1935. It serves Rutherford county. During the summer of 1936 it served Polk county. Additional records for the latter county may be found in the county supervisor's office in Hendersonville.

1898. GENERAL CORRESPONDENCE AND RURAL REHABILITATION HOME SUPERVISOR'S VISIT REPORTS, 1935 to date. General correspondence; instructions and information on clothing, home supervision, food conservation and preparation, nutrition, health, home management, etc.; Form RA-RR 12,

application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 16, loan agreement and request for funds; Form RA-RR 59, three months' family subsistence budget. Alphabetical index by subject. (Daily, official.) 9 x 12 folders, 8 ft., in steel filing cabinet. NW. corner room. (51)

1899. REQUEST FOR REHABILITATION, ACTION TAKEN, AND CORRESPONDENCE, 1935 to date. Forms RA-RR 12, request for rehabilitation, and RA-RR 17, action taken by state RR office on request for funds, and related correspondence. (Frequently, official.) 8 x 11 envelopes and folders, 4 ft., in 4 drawers of steel desk. NW. corner room. (55)

1900. CASE RECORDS, 1935 to date. Correspondence concerning clients and referred cases, and forms: Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form 15XX, memorandum of land lease agreement. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 6 ft., in 3 filing drawers. NW. corner room. (52)

1901. SUPERVISOR'S FARM VISIT REPORTS, 1935 to date. Form RA-RR 19, supervisor's farm visit report. (Daily, official.) 8 x 11 folders, 6 ft., in wooden filing case. 2d floor, NW. corner room. (54)

1902. MISCELLANEOUS MATERIAL, 1935 to date. Application for readjustments, letters, and Form 15-4X, certificate of priority. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 3 filing case drawers. NW. corner room. (53)

SALISBURY

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR

Community Bldg. Annex, Council St.

This office was established at Salisbury July 1935. Useless papers are destroyed. It has jurisdiction over Rowan County.

1903. ADMINISTRATION FILES, 1936 to date. Correspondence, and forms: Form NCRR 317, notice to central application bureau of rejection of client's application; Form RA-RR 12, referral of case; Form RA-RR 13, confidential report; and case record given to Resettlement Administration by the ERA. (Daily, official.) 8 x 11 folders, 1 ft., in wooden filing case. 1st room on right of hall. (46)

1904. ERA FILES, 1934 to date. Rural Rehabilitation Corporation records of families who were on the Rural Rehabilitation program under the ERA. Filed alphabetically. (Frequently, official.) 8 x 11 folders, 1 ft., in oak drawer. 1st room on right of hall. (45)

SHELBYRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Hotel Charles, W. Warren St.

The Cleveland County office was established at Shelby in 1935.

1905. GENERAL CORRESPONDENCE, 1936 to date. Correspondence with state office and farmers. Alphabetical index. (Daily, official.) 8 x 11 folders, 2 ft., in steel transfer case. Office. (29)

1906. REPORTS, 1936 to date. Form NCRR 706, weekly report; Form RA-RR 19, supervisor's farm visit report; and Form RA-RR 20, client's quarterly farm progress report. (Daily, official.) 8 x 11 single sheets, 1 ft., in steel transfer case. Office. (30)

1907. STANDARD CASES, 1936 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 16, transmittal of request for funds; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget; Form 15XX, memorandum of land lease agreement; and Form 15-4X, certificate of priority. Alphabetical index. (Daily, official.) 8 x 11 folders, 2 ft., in steel transfer case. Office. (31)

1908. REJECTED CASES, 1936 to date. Form RA-RR 12, application for rehabilitation. Filed alphabetically by name of applicant. (Daily, official.) 8 x 11 folders, 1 ft., in steel transfer case. Office. (33)

1909. NAMES OF WORKERS WHO HAVE GIVEN UP THEIR JOBS, 1936 to date. Filed alphabetically. (Daily, official.) 8 x 11 folders, $\frac{1}{2}$ in., in steel transfer case. Office. (34)

1910. EMERGENCY CASES, 1936. Alphabetically indexed. (Daily, official.) 8 x 11 folders, 2 ft., in steel transfer case. Office. (32)

SMITHFIELDRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Johnston County Court House, 2d and Market Sts.

The Johnston County office in Smithfield was established October 1, 1935. It has jurisdiction over Johnston and Wilson counties. Useless papers are destroyed.

1911. CORRESPONDENCE, Oct. 1, 1935 to date. Correspondence of home economist with state office, district office, Washington office, and clients. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing drawer. 3d floor, SE. room. (62)

1912. CORRESPONDENCE, Oct. 1, 1935 to date. Farm supervisor's correspondence with state and district offices, Washington office, and clients. (Daily, official.) 9 x 12 folders, 1 ft., in metal filing drawer. 3d floor, SE. room. (56)

1913. CLIENTS' FILE, Oct. 1, 1935 to date. Budgets and legal papers, requests for funds, and forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget; and Form 15-4X, certificate of priority. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing drawer. 3d floor, SE. room. (59)

1914. HOME ECONOMIST FILES, Oct. 1, 1935 to date. Distribution orders, ERA budgets, farm debt adjustment records, and forms: Form RA-RR 12, referral of case (application for rehabilitation); Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing drawer. 3d floor, SE. room. (60)

1915. INSTRUCTIONS AND BULLETINS (HOME ECONOMIST), Oct. 1, 1935 to date. Bulletins on gardens and poultry, instructions, and Form RA-RR 65, rejection of case. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing drawer. 3d floor, SE. room. (61)

1916. SUPPLIES, REQUISITIONS, ETC., Jan. 10 - Aug. 14, 1935. Clients' receipts, transmittal sheets, cash credit for farmers, land leases transmitted to Raleigh and Wilson County, land leases transmitted to Raleigh and Johnston County, credit accounts, and weekly mule reports of the North Carolina Rural Rehabilitation Corporation. (Never.) 9 x 12 folders, 2 ft., in metal filing drawer. 3d floor, SE. room. (58)

1917. REPORTS, BULLETINS, AND CONTRACTS, Jan. 10 - Aug. 14, 1935. Reports, bulletins, and contracts of North Carolina Rural Rehabilitation Corporation for Johnston, Greene, and Wilson counties, conditional sales contracts and bills of sale from Rural Rehabilitation Corporation to clients, mules and equipment, agreement of release of mules, and property received. (Never.) 9 x 12 folders, 2 ft., in filing drawer. 3d floor, SE. room. (57)

STATESVILLERURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Iredell County Court House

The Statesville office was established July 1, 1935. It has jurisdiction over Davie and Iredell counties. Useless papers are destroyed.

1918. GENERAL CORRESPONDENCE, July 1, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing drawer. 2d floor room. (1)

1919. CLIENTS' FILE, July 1, 1935 to date. Correspondence with clients, and forms: Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in filing case. 2d floor room. (2)

SWAN QUARTERRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Berry Bldg.

The Hyde County office was established at Swan Quarter in 1935.

1920. GENERAL CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 filing drawers. 2d floor room. (16)

1921. FARM DEBT ADJUSTMENT CORRESPONDENCE, 1936 to date. Correspondence relative to farm debt adjustment applications. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in metal filing case. 2d floor room. (12)

1922. REGISTER, 1935 to date. Register of loans granted by Resettlement Administration giving name of borrowers, amount of loan, date payments due, and amount and date payments made. Alphabetical index. (Daily, official.) 12 x 18 vols., 6 in., on wooden shelf, 2d floor room. (15)

1923. FARM DEBT ADJUSTMENT MATERIAL, 1936. Material relative to Farm Debt Adjustment Unit, such as applications for hearing, information as to clients' needs, and disposition of applications. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in metal filing drawer. 2d floor room. (13)

1924. CLIENTS' FILE, 1935 to date. Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in metal filing case. 2d floor room. (14)

TRENTON

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Masonic Bldg.

This office was established in 1936. It took over the duties and records of the office of the North Carolina Rural Rehabilitation Corporation. The office has jurisdiction over Jones and Onslow counties.

1925. RURAL REHABILITATION CORPORATION RECORDS, 1935. Reports and correspondence. Filed alphabetically. (Daily, official.) 8 x 12 folders, 1 ft. 6 in., in steel filing case. Resettlement Office. (7)

1926. RESETTLEMENT CLIENTS' RECORDS, 1936 to date. Correspondence and forms: Form NCRR 706, weekly report; Form NCRR HM 2, food plan and conservation record; Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-BM 49, inventory report; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; Form RA-RR 36, annual home business statement and home management plan; and Form RA-RR 59, three months' family subsistence budget. Filed alphabetically. (Daily, official.) 8 x 12 folders, 1 ft. 6 in., in steel filing case. Resettlement Office. (6)

TROYRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Montgomery County Court House, E. Main St.

This office was established at Troy in 1935 with jurisdiction over Montgomery and Stanly counties.

1927. CORRESPONDENCE, INSTRUCTIONS, COPIES OF CONTRACTS, ETC., 1935 to date. Form NCRR 556, weekly report and plans for coming week; Form NCRR 706, weekly report; Form NCRR 710, summary sheet; Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-FI 58, public voucher for direct relief, stricken agricultural areas; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-LE 106.15, partial release of chattel mortgage; Form RA-RR 12, application for rehabilitation; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget; Form 15XX, memorandum of land lease agreement; Form 15-4X, certificate of priority; and Standard Form 1044, schedule of collections. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 10 ft., in 5 filing drawers and in pigeonhole file. 1st floor, NE. corner room. (4)

WARRENTONRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Dameron Bldg., Franklin St.

The office of County Rural Rehabilitation Supervisor for Warren County was established in Warrenton July 1, 1935. Most of the records are sent to the state office.

1928. CORRESPONDENCE, Oct. 1, 1935 to date. Correspondence with the state office and with local offices; and reports. Filed alphabetically. (Constantly, official.) 10 x 12 folders, 1 ft., in filing case drawer. Supervisor's Office, 2d floor. (9)

1929. CLIENTS' RECORDS, RRC, Jan. 1 - Oct. 1, 1935. Records concerning Warren County clients of the Rural Rehabilitation Corporation: case histories; Form NCRR 124, client's agreement; Form NCRR 149, farm plan; Form NCERA-DRR 6, share crop agreement; Form NCERA-DRR 7, lease of land for cultivation; Form NCERA-DRR 8, conditional sales contract; Form NCERA-DRR 9, crop lien and chattel mortgage; Form NCERA-DRR 10, note; Form NCERA-DRR 14, Rural Rehabilitation family budget form; Form NCERA-SS 3,

face sheet; Form NCERA-SS 6, field sheet; Form RA-NCRR 274, monthly individual client request. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 2 ft., in filing case drawer. Supervisor's Office, 2d floor. (11)

1930. CLIENTS' RECORDS, Oct. 20, 1935 to date. Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget. Forms attached. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in filing case drawer. Supervisor's Office, 2d floor. (10)

WASHINGTON

RURAL REHABILITATION DIVISION COUNTY SUPERVISOR Grimes Bldg., Market St.

This office for Beaufort County was established in Washington in July 1935. The supervisor has jurisdiction over Pitt County, also, and additional records for that county are listed under the office which he maintains at Greenville.

County Supervisor

1931. CORRESPONDENCE, July 1935 to date. Correspondence with the state office, the district supervisor, the County Advisory Committee, special agents for the Rural Rehabilitation Corporation, and clients; record of emergency grants for Beaufort and Pitt counties; copies of Resettlement Administration loan checks; and the following completed forms: Form RA-RR 12, application for rehabilitation, Beaufort and Pitt counties; Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem; Standard Form 1012e, statement of travel by motor vehicle; Standard Form 1034, public voucher for purchases and services other than personal; and Standard Form 1044, schedule of collections. Forms attached. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 8. (99)

1932. SCHEDULE OF DISBURSEMENTS, 1935 to date. Voucher number, date, amount paid, name of payee, and balance due. Filed numerically. (Frequently, official.) 9 x 11 folders, $\frac{1}{2}$ in., in drawer of steel cabinet. R. 8. (102)

1933. FINANCIAL REGISTER, Jan. 1, 1936 to date. Record of name and address of borrower, official loan number, amount of loan, and payment due date; and trial balance sheets showing statement of account, check and receipt numbers, name and address of borrower, and name of county. Filed chronologically under county. (Daily, official.) 13 x 17 vol. and 8 x 13 duplicate loose-leaf book, 2 ft. 3 in., on shelf. R. 8. (98)

1934. EMERGENCY GRANTS, 1935 to date. Form RA-FI 58, public voucher for direct relief, stricken agricultural areas; Form RA-RR 59, three months' family subsistence budget. Forms attached. Filed alphabetically by county. (Daily, official.) 9 x 12 folders and 9 x 15 loose-leaf book, 5 in., in drawer of steel cabinet. R. 8. (101)

1935. RRC FUNDS FOR BEAUFORT AND PITT COUNTIES, Nov. 1935 to date. Record of transmittal of Rural Rehabilitation Corporation funds, clients' receipts, bank reports, and remittance sheets. Filed chronologically under county. (Occasionally, official.) 9 x 12 folders, 6 in., in desk drawer. R. 8. (106)

1936. FARM DEBT ADJUSTMENT, July 1935 to date. Correspondence with farm debt supervisors, Farm Debt Adjustment committees, the Federal Land Bank, and the district specialist, concerning cancelled commitments, adjustments, reports, pending applications, etc.; instructions from the Farm Debt Adjustment Committee and minutes of the meetings; Form NCRR 706, weekly report; Form RA-RR 76, monthly report of County Farm Debt Adjustment Committee; and Form RA-RR 77, monthly report of cases pending and unadjusted cases dropped. Form attached. Filed alphabetically. (Daily, official.) 10 x 11 folders, 8 in., in steel filing cabinet. R. 8. (109)

1937. FARM VISIT REPORT, BEAUFORT AND PITT, Mar. 1935 to date. Instructions to clients; weekly reports to district supervisor; and Form RA-RR 19, supervisor's farm visit report. Form attached. Filed by county. (Daily, official.) 10 x 13 folders, $\frac{1}{2}$ in., in 2 desk trays. R. 8. (111)

1938. BEAUFORT COUNTY CLIENTS, July 1935 to date. Form NCRR 710, summary sheet; Form RA-FI 5, public voucher Resettlement Administration loan; Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form 15XX, memorandum of land lease agreement. Forms attached. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing cabinet. R. 8. (104)

1939. PITT COUNTY CLIENTS, July 1935 to date. Form RA-RR 12, referral of case; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 16, transmittal of request for funds; Form RA-RR 17, action taken by state RR office on request for funds; and Form RA-RR 36, annual home business statement and home management plan. Forms

attached. Filed alphabetically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel cabinet. R. 8. (103)

1940. APPLICATIONS, Oct. 1935 to date. Applications, pending and rejected, in Beaufort and Pitt counties: Form RA-RR 12, application for rehabilitation; referrals; Form RA-RR 13, confidential report; Form RA-RR 65, rejection of case. Form attached. Filed alphabetically by county. (Frequently, official.) 9 x 12 folders, 2 ft., in 2 drawers of desk. R. 8. (100)

1941. CLIENTS, July 1935 to date. Lists of rehabilitation and direct relief clients transferred from the Rural Rehabilitation Corporation to the Resettlement Administration, and of clients rejected; and Form RA-RR 79, county RR supervisor's report of applications. Filed alphabetically. (Daily, official.) 9 x 11 folders, $\frac{1}{2}$ in., in filing case drawer. R. 8. (112)

1942. COMMODITY LIST, July 1935 to date. List of approved commodity clients. Listed alphabetically. (Daily, official.) 9 x 11 folders, $\frac{1}{2}$ in., in drawer of steel filing cabinet. R. 8. (110)

1943. COTTON ALLOTMENTS, 1935 to date. List of cotton growers in Pitt and Beaufort counties, showing name and address, county, township, and name of owner of land. Filed alphabetically by county. (Daily, official.) 9 x 11 folders, 1 in., in filing case drawer. R. 8. (105)

Home Supervisor

1944. CORRESPONDENCE, July 1935 to date. Correspondence with home demonstration agents of Pitt and Beaufort counties, Advisory Board committees, the district home supervisor, resettlement families, officials of the state and regional offices, and others; and bulletins of the Extension Service, Department of Agriculture. Correspondence filed alphabetically; bulletins indexed. (Daily, official.) 9 x 11 folders, 6 in., in drawer of steel filing cabinet. R. 8. (107)

1945. REPORTS, July 1935 to date. Reports to state home management supervisor; canning bulletins; data on number of cows in Pitt and Beaufort counties, human interest stories of families in Pitt and Beaufort counties; bulletins and correspondence concerning the NYA; Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem; and Form NCRR 556, weekly report. Forms attached. Filed alphabetically by subject. (Daily, official.) 9 x 11 folders, 2 in., in drawer of filing case. R. 8. (108)

WAYNESVILLERURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Haywood County Court House, Main St.

This office for Haywood and Jackson counties was established at Waynesville in 1935.

1946. CORRESPONDENCE, Sept. 1935 to date. Filed by subject. (Daily, official.) 9 x 12 folders, 2 in., in filing case. SW. corner room, 2d floor. (24)

1947. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Correspondence, forms and records concerning farm debt adjustment, and corporation remittance letters. Filed numerically. (Occasionally, official.) 9 x 12 folders, 2 in., in filing case. SW. corner room, 2d floor. (25)

1948. REPORTS, INVENTORIES, ACCOUNTS, AND LEDGERS, 1935 to date. Ledger consists of 1935 budget accounts and clients' payments on accounts. Filed by subject. (Frequently, official.) 9 x 12 folders, 5 in., in filing case. SW. corner room, 2d floor. (27)

1949. RURAL REHABILITATION, 1935 to date. Rural Rehabilitation Corporation records including budget forms, purchase forms, and agreements between client and administration. Alphabetical index by subject. (Frequently, official.) 9 x 12 folders, 1 ft. 5 in., in filing case. SW. corner room, 2d floor. (23)

1950. RESETTLEMENT ADMINISTRATION, HAYWOOD AND JACKSON COUNTIES, 1935 to date. Reports of cases that have been dropped, active cases, and Form RA-RR 12, referral of case. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. SW. corner room, 2d floor. (26)

WELDONRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Green Bldg., Washington Ave.

The Halifax County office was established in Weldon July 1, 1935. It has jurisdiction over Halifax and Northampton counties.

1951. CORRESPONDENCE, Jan. 1935 to date. Correspondence with clients, district supervisor, and state office. (Daily, official.) 10 x 12 loose-leaf books, 6 in., on wooden shelf. Main Office. (4)

1952. REPORTS, 1935 to date. (Daily, official.) 12 x 12 folders, 4 ft., in 2 steel filing cases. Main Office. (5)

1953. LOAN AGREEMENT AND REQUEST FOR FUNDS, 1935 to date. Form RA-RR 15, loan agreement and request for funds, and related forms. (Daily, official.) 12 x 12 folders, 4 ft., in 2 steel filing cases. Main Office. (3)

1954. TRANSMITTAL OF REQUEST FOR FUNDS, 1935 to date. Form RA-RR 16, transmittal of request for funds, and related forms. (Daily, official.) 12 x 12 folders, 2 ft., in steel filing case. Main Office. (2)

1955. TILLERY FARM STANDARD CLIENTS' FILE, 1935 to date. Data and information concerning housing, health, work, etc., of clients living on Tillery Farms. (Daily, official.) 12 x 12 folders, 4 ft., in 2 steel filing cases. Main Office. (1)

WHITEVILLE

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Old Jail, Court House Square

This office for Bladen and Columbus counties was established July 1, 1935. It was originally located in the Schulkin Building. Daily, weekly, monthly, and quarterly reports are sent to the state office.

1956. GENERAL FILE, 1935 to date. Correspondence with the district supervisor, county farm agent, state and regional officials, and others; work stock and chattel inventories, and loan mule receipts. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 in., in 11 metal filing case drawers. Resettlement Office. (45)

1957. APPLICATIONS, 1935 to date. Form RA-RR 12, application for rehabilitation; and Form RA-RR 13, confidential report. Indexed by groups. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in 6 wooden filing case drawers. Resettlement Office. (47)

1958. REJECTIONS, 1935 to date. Form RA-RR 12, application for rehabilitation; Form RA-RR 64, rejection of case; instructions, budgets, and list of persons proposed for survey by Township Advisory Committee. Forms attached. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 2 $\frac{1}{2}$ in., in metal filing case drawer. Resettlement Office. (44)

1959. CLIENTS PENDING, 1936 to date. Correspondence of home supervisor; and the following completed forms: Form RA-FI 58, public voucher for direct relief, stricken agricultural areas; Form RA-RR 19, supervisor's farm visit report; Form RA-RR 20, client's quarterly farm progress report; and Form RA-RR 59, recommendation for emergency rehabilitation grant (three months' family subsistence budget). Forms attached. (Frequently, official.) 9 x 11 loose-leaf books, 3 in., in wire basket. Resettlement Office. (43)

1960. APPROVED CLIENT BUDGET, 1936 to date. Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 17, action taken by state RR office on request for funds; Form RA-RR 19, supervisor's farm visit report; and Form RA-RR 36, annual home business statement and home management plan. Forms attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 in., in metal filing case drawer. Resettlement Office. (46)

WILKESBORO

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR

North Wilkesboro Bank Bldg., Main St.

This office was established in Wilkesboro in 1935. It has jurisdiction over Wilkes County.

1961. GENERAL CORRESPONDENCE, 1935 to date. Correspondence with clients, district supervisors, and state office. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing case. R. 5. (119)

1962. CLIENTS' FILE, 1935 to date. Form RA-RR 30.31, agricultural lien and chattel mortgage; Form RA-RR 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 12, application for rehabilitation; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 18, acceptance of case as RR client; Form RA-RR 36, annual home business statement and home management plan; Form RA-RR 59, three months' family subsistence budget; and Form 15-4X, certificate of priority. (Daily, official.) 9 x 11 folders, 2 ft., in metal drawer. R. 5. (120)

WILLARD

CONSTRUCTION DIVISION
PENDERLEA HOMESTEADS
RESIDENT ENGINEER
Office Bldg.

The Penderlea Project OP-56-5 of the Rural Resettlement Division was established in Willard in 1933 by the Division of Subsistence Homesteads, Department of the Interior. It was later transferred to the Rural Rehabilitation Corporation of the Emergency Relief Administration, and in 1935 was placed under the Rural Resettlement Division of the Resettlement Administration.

1963. GENERAL CONSTRUCTION FILE, 1935 to date. Open market purchase orders, Washington purchase orders, daily receiving and inspection reports on Washington orders, general correspondence, weekly progress reports, open market reports, general construction file, pay rolls, material inventory, and personal file. (Frequently, official.) 10 x 12 folders, 40 ft., in 20 steel filing drawers. 1st floor room. (12)

WILLIAMSTON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
City Hall Bldg., E. Main St.

The Williamston office was established in 1935. It has jurisdiction over Edgecombe and Martin counties.

1964. CLIENTS' FILE, 1935 to date. Copies of farm and home plans. Filed alphabetically. (Daily, official.) 6 x 8 loose papers, 2 ft., in steel filing cabinet. Main Office. (12)

1965. ACCOUNTS, 1935 to date. Ledger account of money advanced to clients. (Daily, official.) 12 x 16 vol., 1 in., on filing case. Main Office. (11)

1966. CORRESPONDENCE AND REPORTS ON CLIENTS, 1935 to date. Correspondence and monthly reports on clients. Filed alphabetically. (Daily, official.) 9 x 11 papers, 2 ft., in steel filing drawer. Main Office. (9)

1967. FARM DEBT ADJUSTMENT MATERIAL AND MISCELLANEOUS, 1935 to date. Correspondence, cases closed, cases pending, reports of farm debt adjustments, rejected cases, and cooperation material of Resettlement. Filed alphabetically. (Daily, official.) 9 x 11 loose papers, 1 ft., in steel filing cabinet. Main Office. (10)

WILSON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Post Office, E. Nash St.

This office was established July 1, 1935. It has jurisdiction over Wilson County. Useless papers are burned.

1968. GENERAL CORRESPONDENCE, Nov. 20, 1935 to date. Correspondence with state and regional offices, and general correspondence. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing drawer. R. 406. (48)

1969. MISCELLANEOUS FILES, Nov. 20, 1935 to date. Reports, information about monthly reports, family analyses, printed bulletins, and catalogue clippings. (Occasionally, official.) 9 x 11 folders, 1 ft., in metal filing drawer. R. 406. (49)

1970. CLIENTS' FILE, Nov. 20, 1935 to date. Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 14, annual farm business statement and farm plan; Form RA-RR 15, loan agreement and request for funds; Form RA-RR 36, annual home business statement and home management plan; and Form 15XX, memorandum of land lease agreement. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing drawer. R. 406. (51)

1971. RECORDS OF NORTH CAROLINA RURAL REHABILITATION CORPORATION, Mar. 31, 1935 - Nov. 25, 1935. Client files, correspondence, budgets, letters, and sales contracts. (Rarely, official.) 9 x 11 folders, 2 ft., in metal filing drawer. R. 406. (50)

1972. CROSS INDEX, Nov. 1, 1933 - May 30, 1934. Record of employees of CWA giving name, race, project number, and group of workers. Cross index. (Never.) 6 x 8 loose-leaf books, 6 in., on wooden shelves. R. 406. (52)

WILMINGTON

RURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Customhouse, 1 Market St.

This office was established in 1933 by the Rural Rehabilitation Corporation of the Emergency Relief Administration, and was transferred to the Rural Rehabilitation Division of the Resettlement Administration in 1935. It has jurisdiction over New Hanover and Brunswick counties. It was located in New Hanover County Court House until December 1, 1934, in the Carroll Building from December 1, 1934, to March 30, 1935, and in the Customhouse from October 1935 to date.

1973. MISCELLANEOUS FILE, July 15, 1935 to date. Chattel mortgages, receipts, budgets, vouchers, loans, notes, personal histories of clients. Filed alphabetically. (Frequently, official.) 10 x 12 folders and loose-leaf books, 3 ft., in 3 steel filing drawers. R. 101. (1)

WINDSORRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Gurley Bldg., King St.

This office for Bertie County was established in Windsor in 1935. It was located in the old Odd Fellows Building from July to December 1935, when it was moved to its present quarters. Reports are sent to the state office.

1974. COUNTY SUPERVISOR, July 1, 1935 to date. Records of the county supervisor, including correspondence with officials; bulletins, lists of clients, showing farmer type, purchase of mules and cows, with receipts, and Rural Rehabilitation clients of the ERA; questionnaires, record of collections, and bank statements of the Rural Rehabilitation Corporation; and the following completed forms: Treasury Form A 6, requisition for purchase; Form RA-PE 11, application for leave, field; Form RA-RR 19, supervisor's farm visit report; and Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel cabinet. Main Office. (19)

1975. HOME SUPERVISOR, 1935 to date. Records of the home supervisor, including correspondence and reports, list of applicants for loans, case histories and family analyses, mimeographed outlines for homemakers, canning reports and recipes, and mileage reports; and reports of Rural Rehabilitation estimate grants and the Rural Rehabilitation Corporation. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in steel filing cabinet. Main Office. (18)

1976. CLIENTS' FILE, 1936 to date. Records of clients' transactions, including the following completed forms: Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; Form RA-RR 13, confidential report; Form RA-RR 14, annual farm business statement and farm plan; and Form RA-RR 36, annual home business statement and home management plan. Forms attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in steel filing cabinet. Main Office. (20)

1977. MISCELLANEOUS RECORDS, 1935. Correspondence with the district office; list of clients showing personal and financial records; mule reports; bulletins, budgets, and mileage reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden box. Main Office. (17)

WINSTON-SALEMRURAL REHABILITATION DIVISION
COUNTY SUPERVISOR

Forsyth County Court House, Court House Square

The Winston-Salem office was established in 1935 to take over the duties of the office of the North Carolina Rural Rehabilitation Corporation of the Emergency Relief Administration. It has jurisdiction over Forsyth County.

1978. BUSINESS CORRESPONDENCE AND PAY ROLLS, 1935 to date. Correspondence with state office in Raleigh; old ERA pay rolls. (Daily, official.) 7 x 11 folders, 2 ft., in filing drawer. Basement room. (10)

1979. CORRESPONDENCE AND BUDGETS, Jan. 1, 1936 to date. Correspondence with clients; Form RA-RR 14, annual farm business statement and farm plan; and Form RA-RR 36, annual home business statement and home management plan. (Daily, official.) 7 x 11 folders and sheets, 1 ft., in filing drawer. Basement room. (13)

1980. CROP LOAN CONTRACTS, Jan. 1, 1936 to date. Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; and Form RA-LE 31.31, chattel mortgage note B. (Daily, official.) 7 x 11 folders and 9 x 11 loose-leaf books, 1 ft., in filing case. Basement room. (15)

1981. ERA CORRESPONDENCE, REQUISITIONS, PURCHASE ORDERS, AND BIDS, 1935. Correspondence with clients, requisitions for supplies, purchase orders, and bids to furnish supplies. (Occasionally, official.) 7 x 11 folders and sheets, 1 ft., in steel filing case. Basement room. (14)

1982. ERA CORRESPONDENCE AND FAMILY BUDGET FORMS, 1935. Correspondence, family budgets, and records giving amount of money to be lent clients. (Rarely, official.) Various sized envelopes, folders, and sheets, 2 ft., in filing case. Basement room. (12)

1983. ERA REQUISITIONS AND BIDS, 1935. Records of purchase bids granted each client for 1935. Filed alphabetically by name of client. (Occasionally, official.) 7 x 11 folders, 1 ft., in steel filing case. Basement room. (11)

1984. ERA FAMILY BUDGETS AND SUPPLEMENT FORMS, July 13, 1935 to date. Clients' budgets which were never effective. (Never.) 9 x 11 sheets and book forms, 1 ft., in filing case. Basement room. (16)

YADKINVILLERURAL REHABILITATION DIVISION
COUNTY SUPERVISOR
Bank Bldg.

This office was established in Yadkinville in July 1931 with jurisdiction over Yadkin County. From December 1935 until February 1936 it occupied a room in the court house.

1985. GENERAL CORRESPONDENCE, Oct. 7, 1935 to date. Correspondence with clients, district supervisors, and with state officers. (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. 2d floor room. (17)

1986. CROP LIENS AND CHATTEL MORTGAGES, Nov. 15, 1935 to date. Form RA-LE 30.31, agricultural lien and chattel mortgage; Form RA-LE 30.47, chattel mortgage; Form RA-LE 31.31, chattel mortgage note B; and Form 15-4X, certificate of priority. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in steel filing case. 2d floor room. (15)

1987. FARM AND HOME MANAGEMENT PLAN, Nov. 15, 1935 to date. Form RA-RR 14, annual farm business statement and farm plan; and Form RA-RR 36, annual home business statement and home management plan. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in steel drawer. 2d floor room. (16)

SOIL CONSERVATION SERVICE

The Soil Conservation Service was established in 1933 as a division of the Department of the Interior, but on March 25, 1935, it was transferred to the Department of Agriculture. As the name implies, this Service is concerned with control of soil-erosion, which is achieved by developing and demonstrating soil conservation practices.

The office of the State Coordinator for North Carolina was established January 10, 1934. It has been located in High Point since its establishment. The State Coordinator has charge of all soil conservation demonstration projects in the state and coordinates the work of the Soil Conservation Service with that of the Extension Service and Experiment Stations in North Carolina. The State Coordinator is directly responsible to the Regional Conservator in Spartanburg, S. C. Directly responsible to the State Coordinator are the eight Project Managers with offices in High Point, Charlotte, Greensboro, Wadesboro, Burlington, Reidsville, Lexington, and Franklinton, N. C. The service also directs the activities of twenty Civilian Conservation Corps camps which are engaged in soil erosion control work. A Camp Superintendent at each of these camps is responsible to the Manager of the project to which his camp is attached. The following is a list of projects, giving the location of camps attached to each.

<u>PROJECT</u>	<u>CAMPS</u>
Number 1 - High Point	High Point Salisbury Statesville Mt. Airy
Number 2 - Wadesboro	Monroe Polkton Rockingham
Number 3 - Greensboro	Ramseur Lillington
Number 4 - Burlington (not surveyed)	Durham Burlington
Number 5 - Franklinton	Franklinton Oxford
Number 6 - Reidsville	Madison Yanceyville
Number 7 - Charlotte	Shelby Gastonia Forest City

PROJECT

Number 8 - Lexington (not surveyed)

CAMPSLexington
Newton

Reference should be made to the section on Emergency Conservation Work for information on the records of the CCC camps engaged in soil conservation work.

CHARLOTTESOIL CONSERVATION DEMONSTRATION PROJECT
HUNTERSVILLE PROJECT MANAGER

Federal Bldg., Post Office, 401 W. Trade St.

Project NC-7 was established in Charlotte November 15, 1935. It is responsible to the state coordinator in High Point and has suboffices in Gastonia, Shelby, and Forest City, with supervision over three CCC camps.

1988. PERSONNEL DATA, WPA RELIEF WORKERS, 1935 to date. Foreman's daily time reports, credits, pay rolls, injury reports, and weather information. Filed alphabetically. (Daily, official.) 10 x 12 folders and 6 x 9 sheets, 2 ft. 1 in., in metal transfer case. R. 266. (434)

1989. PROPERTY RECORDS, 1935 to date. Records of equipment used in office and field. Filed alphabetically and numerically. (Daily, official.) 3 x 5 and 5 x 8 cards, 1 ft. 6 in., in 2 metal transfer cases and 2 metal card cabinets. R. 266. (435)

1990. PURCHASE ORDERS, 1936 to date. Purchase orders for seeds and fertilizer for farmers and field work. (Occasionally, official.) 9 x 12 folders and sheets, $\frac{1}{2}$ in., in metal transfer case. R. 233. (444)

1991. MISCELLANEOUS PAPERS, 1935 to date. Memoranda from Washington, Spartanburg, and High Point offices, correspondence; Form SCS 143, receipts for property and materials; SES Form 1-268, farmer's order for seed or materials, giving name, farm number, date, and seed or materials to be delivered, and receipts for those delivered. SES form attached. Filed chronologically. (Daily, official.) 10 x 12 folders and 5 x 8 pad, $3\frac{1}{2}$ in., in metal transfer case. R. 233. (441)

1992. MISCELLANEOUS DATA, 1935 to date. General correspondence, mimeograph stencils, memoranda, employee activity reports showing distribution of time, number miles traveled, and per diem, land use and soil conservation maps, and data on farms on which conservation work is being done. Forms attached. Arranged alphabetically. (Frequently, official.) 10 x 12 folders and sheets, 5 in., in metal transfer case. R. 215. (454)

1993. MISCELLANEOUS MEMORANDA, 1935 to date. Memoranda on field work, and on subjects pertaining to soil. (Frequently, official.) 9 x 12 notebook, $\frac{1}{2}$ in., in metal transfer case. R. 215. (453)

1994. MISCELLANEOUS FILE, 1935 to date. Land use maps of farms under SCS program, correspondence with High Point office and State Department of Agriculture at Raleigh, and msc. information on agronomy and field work. Form attached. (Frequently, official.) 8 x 11 letters and sheets, $6\frac{1}{2}$ in., in metal transfer case. R. 233. (446)

1995. GENERAL CORRESPONDENCE, 1935 to date. Administrative correspondence. Filed numerically by decimal filing system of Washington office. (Daily, official.) 9 x 11 folders and sheets, 1 ft. 7 in., in metal transfer case. R. 266. (432)

1996. REPORTS AND CORRESPONDENCE, 1935 to date. Weekly, semi-monthly, and monthly reports on progress, automotive equipment, mileage, gas and oil, injuries, operation budget, cost sheets, engineering, wildlife, and forestry; administrative correspondence and estimates. Filed numerically. (Daily, official.) 9 x 11 folders and sheets, 1 ft. 3 in., in metal transfer case. R. 266. (433)

1997. WEEKLY REPORTS, 1935 to date. Weekly reports showing the number of acres surveyed and number of acres to be surveyed. (Frequently, official.) 5 x 8 cards, 1 in., in metal transfer case. R. 233. (449)

1998. MONTHLY REPORTS AND WORK MEMORANDA, 1935 to date. Form SCS 501 P, monthly distribution report showing distribution of materials, work, travel, and expenses; Form 605 A 3, agronomy seeding report giving itemized account of work done; foreman's daily time report, and foreman's weekly report showing work accomplished. Forms attached. (Daily, official.) 9 x 12 folders and 14 x 25 pad, $5\frac{1}{2}$ in., in transfer case. R. 233. (450)

1999. SEED REPORT, 1935 to date. Report of seed distributed to farmers, acres benefited, seed used, and acres planted. (Daily, official.) 9 x 12 folders, 10 in., in metal transfer case. R. 233. (443)

2000. TRAVEL RECORDS, Nov. 1935 to date. Temporary report for November 1935 of mileage made by SCS officers when using their own cars for official business. (Daily, official.) 9 x 12 folders and sheets, 5 in., in metal transfer case. R. 233. (445)

2001. TEMPORARY FILE, 1935 to date. Msc. information on work being done; later placed in permanent file. (Frequently, official.) 9 x 11 sheets, 2 in., in metal transfer case. R. 233. (447)

2002. REPORTS AND INVITATIONS TO MAKE SURVEYS, 1935 to date. Daily activity report showing date, activity, and overtime; weekly inter-office reports of individual draftsmen giving titles of drawings, description of work, date, working hours, and department; monthly reports (recapitulation of weekly reports) sent to High Point and Spartanburg; invitations for surveys showing number of acres cultivated, present crop, livestock,

and implements on the land to be surveyed. (Occasionally, official.) 10 x 12 folders, $1\frac{1}{2}$ in., in metal transfer case. R. 215. (455)

2003. COOPERATIVE AGREEMENTS, 1935 to date. Form SCS 551, agreements with farmers for demonstrational and experimental work in soil and water conservation to be undertaken on their farms, with schedule of conservation practices agreed upon. Card index. (Daily, official.) 9 x 12 papers, 5 in., in metal card cabinet. R. 233. (452)

2004. AGREEMENT RECORDS, 1935 to date. Information concerning agreements made by SCS clients, giving name, address, farm number, nearest shipping point, contract number, amount and kind pledged, delivered, and planted. Filed chronologically. (Daily, official.) 5 x 8 cards, $\frac{1}{2}$ in., on desk. R. 233. (436)

2005. SOIL SURVEY MAPS AND TRACINGS, 1935 to date. Individual soil survey maps showing soil, culture, slope, degree of erosion, and physical features of farms, such as roads, streams, telephone and power lines, houses, and fences. (Occasionally, official.) 10 x 12 folders and 15 x 15 maps, 6 in., in metal transfer case and on wooden shelf. R. 215. (456)

2006. DUPLICATE TERRACING MAPS, 1935 to date. Maps showing measurements, length, and width of terraces. (Occasionally, official.) 8 x 11 maps, $\frac{1}{2}$ in., in metal transfer case. R. 233. (448)

2007. SEED LEDGER, 1936. Record of seed received and distributed to farmers. (Frequently, official.) 11 x 12 cloth bound vols. and pad, 2 in., on desk. R. 233. (439)

2008. FARMERS RECEIVING SEED, 1936. Names of farmers to whom seeds are issued, and record of date contract for each was mailed, received, amended, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in 3 metal card cabinets. R. 233. (451)

2009. DAILY RECORD OF SEEDS ISSUED TO FARMERS, 1935 to date. Form WC 1, daily record of seed loans made to the Wildlife Department and to cooperating farmers. (Daily, official.) 9 x 15 pad, $\frac{1}{2}$ in., on desk. R. 233. (440)

2010. REPORT OF SEED ISSUED TO FARMERS, 1935 to date. Record of seed issued to farmers and of seed loaned to ECW camps in this area. (Daily, official.) 14 x 16 pad, $5\frac{1}{2}$ in., on desk. R. 233. (437)

2011. RECEIPTS FOR SEEDS, 1935 to date. SES Form 1-268, receipt for seeds issued to farmers, and other seed records. Arranged alphabetically and chronologically. (Daily, official.) 4 x 8 and 5 x 8 cards, 8 in., in metal card cabinet. R. 233. (442, 438)

2012. AERIAL PHOTOGRAPHS, n.d. Aerial photographic prints (43) of project area. Prints in folders in cases. R. 233. (P-1)

FRANKLINTONSOIL CONSERVATION DEMONSTRATION PROJECT
CEDAR CREEK PROJECT MANAGER
Old Franklinton Graded School, N. Main St.

Project NC-5 was established in Franklinton June 24, 1935. It is responsible to the state office in High Point, and has supervision over CCC camps at Franklinton and Oxford. Useless papers are destroyed.

2013. CORRESPONDENCE AND PAY ROLLS, Oct. 15, 1935 to date. Correspondence, pay rolls, applications for employment, receipts for pay checks, maps, contracts, accredited bids, etc. Filed by subject. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing cases and 60 folded document holders. Main Office. (22)

2014. MISCELLANEOUS, Sept. 17, 1935 to date. Record of property on contract for treatment by SCS; record of equipment in field, gas used, etc., applications from employees for leave of absence, and msc. papers. Filed alphabetically. (Monthly, official.) 5 x 7 cards, 1 ft. 6 in., in card cabinets. Main Office. (10)

2015. EQUIPMENT RECORD, Oct. 15, 1935 to date. Record of equipment received. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 6 in., in card cabinet. Main Office. (20)

2016. REPORTS, AUTOMOTIVE AND LABOR, Sept. 17, 1935 to date. Monthly and semi-monthly report on gasoline used, condition of equipment, and number of workers in the field. Filed by subject. (Occasionally, official.) 9 x 12 folders, 2 ft., on table. Main Office. (12)

2017. REQUEST FOR SUPPLIES, Sept. 15, 1935 to date. Requisitions for supplies and bills of lading. Filed numerically. (Daily, official.) 9 x 12 vols., 1 ft., in wooden desk drawer. Main Office. (21)

2018. VOUCHERS AND PURCHASE ORDERS, Dec. 5, 1935 to date. Card index containing information concerning local purchase orders and vouchers. Filed alphabetically. (Frequently, official.) 4 x 5 cards, 9 in., in wooden card cabinet. Main Office. (24)

2019. REGISTER, NOTICE OF MISCELLANEOUS ENCUMBRANCES, Oct. 15, 1935 to date. Notices of msc. encumbrances, and assignment slips of workers. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. Main Office. (23)

2020. ALLOTMENT LEDGER SHEETS, Sept. 28, 1935 to date. Allotment ledger sheet showing balance of funds allotted to the service. Filed numerically. (Weekly, official.) 12 x 16 loose-leaf books, 2 in., in folded document holder. Main Office. (19)

2021. CORRESPONDENCE WITH REGIONAL OFFICE, Jan. 9, 1936 to date. Correspondence, bulletins, and instructions. Filed alphabetically. (Daily, official.) 12 x 12 loose-leaf books, 3 in., in folded document holders. Main Office. (17)

2022. CORRESPONDENCE, Nov. 20, 1935 to date. Correspondence, reports, memoranda, and technical papers. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in wooden desk drawer. Office on left of hall. (30)

2023. MISCELLANEOUS FILE, Sept. 17, 1935 to date. Correspondence, weekly progress reports, monthly seed distribution reports, invoices and requisitions, equipment records, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing drawer and on table. Main Office. (14)

2024. MEMORANDUMS, Aug. 22, 1935 to date. Bulletins pertaining to health supervision, engineering, War Department regulations, forestry, and wildlife. Filed by classification. (Daily, official.) 9 x 12 folders, 2 in., in folded document holders. Main Office. (11)

2025. MEMORANDUMS, July 1, 1936 to date. Instructions from state office. Filed chronologically and numerically. (Monthly, official.) 9 x 11 bundles, 9 in., in pasteboard box. Main Office. (7)

2026. MEMORANDUMS, Mar. 7, 1935 to date. Bulletins containing instructions. Filed numerically. (Daily, official.) 12 x 12 loose-leaf books, 3 in., in folded document holders. Main Office. (18)

2027. SOIL CONSERVATION SERVICE BULLETINS, Apr. 10, 1935 to date. Filed numerically. (Daily, official.) 11 x 12 covers, 1 ft. 3 in., in folded document holder. Main Office. (16)

2028. REPORTS, Sept. 1935 to date. Foreman's reports of field workers' projects, giving number of men working, hours worked, equipment and supplies used. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 2 ft., on table. Main Office. (9)

2029. REPORTS AND MAPS, Nov. 20, 1935 to date. Reports on farms and standing timber, and maps. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in filing cases. Office on left. (29)

2030. SOIL REPORTS, Aug. 15, 1935 to date. Correspondence, monthly soil and forestry survey reports, memoranda. Filed by subject. (Daily, official.) 9 x 12 vols., 2 ft., on table. Main Office. (15)

2031. FARM PROGRESS REPORT, Nov. 15, 1935 to date. Record of progress on each farm. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 6 in., no definite place. Office on left of hall. (31)

2032. CONTRACTS, REPORTS, Dec. 5, 1935 to date. Farmers' contracts, reports of progress. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing drawers. Middle Office. (25)

2033. MAPS, Sept. 17, 1935 to date. Form SCS 551, plats of farms whose owners have signed cooperative agreements with the SCS. (Daily, official.) 12 x 12 maps, 3 in., in file box. Main Office. (8)

2034. MAPS, Oct. 1935. Aerial maps of farms. (Daily, official.) 15 x 18 maps, 1 ft. 6 in., in drawers in wooden cabinet. Office on left of hall. (32)

2035. ENGINEERING, Aug. 15, 1935 to date. Preliminary and final plats of farms and fields of the farmers cooperating with SCS. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., on table. Main Office. (13)

2036. SEED CARDS, Nov. 27, 1935 to date. Form SCS, ECW 076, record of seed given to farmers and receipts for same. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in 4 card cabinets. Office on S. side of building. (27)

2037. AGRONOMY DEPARTMENT SEED LEDGER, Nov. 25, 1935 to date. Agronomy Department seed ledger, showing receipts, returns, and delivery of seed, and fertilizer record. Arranged by kind of seed. (Daily, official.) 12 x 12 loose-leaf books, 1 ft., in folded document holders. Office on S. side of building. (28)

2038. MAPS, AGREEMENTS, BULLETINS, Dec. 1, 1935 - Jan. 24, 1936. Farm maps and agreements of farmers cooperating with SCS wildlife program; weekly progress reports, bulletins. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 metal filing case drawers. Office on S. side of building. (26)

GREENSBORO

SOIL CONSERVATION DEMONSTRATION PROJECT REEDY CREEK PROJECT MANAGER Old Post Office Bldg., Elm and Market Sts.

Project NC-3 was established in Greensboro about July 1933. It has jurisdiction over about 48,000 acres in Guilford and Forsyth counties, and is responsible to the state coordinator in High Point. Two CCC camps, located at Ramseur and Lillington, respectively, operate under the supervision of this office.

2039. PERSONNEL RECORDS, Nov. 1934 to date. Forms AAA 83 and SCS 204, giving classification, address, date of birth, previous employment, recommendations, marital status, education, salary, and Civil Service rating of employees. (Frequently, official.) 10 x 12 folders, 2 ft. 6 in., in filing case. 1st floor, SW. corner room. (7, 2)

2040. RECORD CARDS, REQUISITIONS, Nov. 1934 to date. Record of tools and material used, and of expenditures. (Frequently, official.) 6 x 8 cards, 2 ft., in 2 card cabinets and 2 wooden boxes. 1st floor, SW. corner room. (6)

2041. PURCHASE ORDERS, Nov. 1934 to date. Form SCS 111, purchase order, giving quantity, unit price, and total price of purchases, receiver, project number, etc. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case. 1st floor, SW. corner room. (3)

2042. COST AND TABULATIONS, Jan. 1935 to date. Form SCS 515, Form SCS 516, and Form SCS 517, showing itemized cost of work, field work, operation of equipment and transportation units, etc. (Frequently, official.) 10 x 12 folders, 3 ft., in filing case. 1st floor, E. room. (14)

2043. CORRESPONDENCE AND TRAVEL VOUCHERS, Nov. 1934 to date. Standard Form 1012, field workers' and project managers' travel vouchers giving mileage, purpose of trip, and cost; correspondence with state and regional offices relating to travel. (Frequently, official.) 10 x 12 folders, 4 ft., in filing case. 1st floor, SW. corner room. (4)

2044. GENERAL CORRESPONDENCE, Nov. 1934 to date. Correspondence with officials and individuals, concerning travel vouchers, checks, requisitions, purchase orders, appropriations; radio talks; photographs of work. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case. 1st floor, SW. corner room. (5)

2045. REPORTS, Nov. 1934 to date. Reports from field workers showing locations, type of work, supervisors, transportation, equipment, and amount of work done. (Frequently, official.) 10 x 12 folders, 1 ft., in filing case. 1st floor, E. room. (13)

2046. TECHNICAL REPORTS, Feb. 1935 to date. Form R2-1, reports on projects and experiment stations in the U.S., giving locations, soil type, slope, amount of earth moved, number of rounds of terracing, etc. (Constantly, official.) 8 x 10 pamphlets, 1 ft., in filing case. 1st floor, NW. corner room. (1)

2047. COOPERATIVE AGREEMENTS, Nov. 1934 to date. Agreements between land owners and government to carry out a balanced system of farming, including crop rotation, strip cropping, terracing, pasture management, woodland management, and wildlife conservation. (Frequently, official.) 10 x 12 folders, 3 ft., in filing case. 1st floor, NE. corner room. (8)

2048. DRAFTING FILES, Nov. 1934 to date. Charts and maps of areas to be cared for through the SCS, showing roads, railroads, streams and lakes, farm boundaries, woodlands, cleared land, soil types, slope, and degree of erosion; aerial photographs of Reedy Fork Watershed. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case. 1st floor, E. room. (12)

2049. GENERAL MAPS, TREE PLANTINGS, GULLY CONTROL, SEEDINGS, Nov. 1934 to date. Maps showing cropping plan for farms, plan of conservation operations, and reforestation plans. (Frequently, official.) 10 x 12 folders, 8 ft., in 2 filing cases and wooden box. 1st floor, SE. corner room. (11)

2050. CONSERVATION OF WILDLIFE, Nov. 1934 to date. Plans and notes on work of department of wildlife in planting and reseeding gullies and galled spots in an effort to develop barren land and to conserve sportsmanship. (Daily, official.) 10 x 12 folders, 6 ft., in filing case. 1st floor, E. room. (10)

2051. RESEARCH FILES, Nov. 1934 to date. Record of agronomic practices and plans for Reedy Fork project: crop rotation, strip cropping, pasturage, contour tillage, etc. (Constantly, official.) 10 x 12 folders, 3 ft., in filing case. 1st floor, N. room. (9)

2052. SOIL CONSERVATION PRINTS, n.d. Photographic prints of soil conservation project (2400). Negatives are in Washington. Indexed. 1st floor, NW. room. (B-3)

HIGH POINT

SOUTHEAST REGION NO. 2

STATE COORDINATOR

Post Office Bldg., Main and Greene Sts.

The state coordinator's office was established at High Point March 1, 1934. It was located in the Elwood Hotel for two weeks and was then moved to its present location. The High Point office is responsible to the regional office at Spartanburg, S. C., and has jurisdiction over offices in Charlotte, Burlington, Franklinton, Greensboro, High Point, Lexington, Reidsville, and Wadesboro.

2053. PERSONNEL RECORDS, Mar. 1, 1934 to date. Records of trained employees, applications, absence from office, annual leave, certifications of persons eligible for work relief, insurance, regional advisory council, transfers, and resignations. Card index. (Constantly, official.) 9 x 12 folders, 8 ft., in filing case. R. 208. (80)

2054. LEAVES OF ABSENCE, Mar. 1934 to date. Report from superintendent of CCC camp to state office, giving name of employee, address, title, rate of pay, and days absent from work; and related correspondence. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 212. (87)

2055. WAREHOUSE AND PROJECTS, Mar. 1, 1934 to date. Correspondence relating to project warehouses and equipment and supplies stored in them. (Constantly, official.) 9 x 12 folders, 6 in., in filing case. R. 207. (71)

2056. SUPPLIES AND EQUIPMENT, Mar. 1, 1934 to date. Reports regarding oil contracts, seed bids, tractors, tools, and other equipment. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case. R. 208. (76)

2057. ACCOUNTS AND DISBURSEMENTS, Mar. 1, 1934 to date. Accounts and disbursements, checks, pay rolls, travel reports, charts, allotment ledger sheets, administrative audit, difference statements, etc. Filed by Dewey Decimal System. (Constantly, official.) 9 x 12 folders, 2 ft., in filing case. R. 208. (84)

2058. ACCOUNTS AND DISBURSEMENTS, Mar. 1, 1934 to date. Accounts of money paid out for supplies, telephone, erosion service, pay rolls, etc. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. R. 202. (65)

2059. PAID VOUCHERS, Mar. 1, 1934 to date. Record of disbursements by state and project offices. (Constantly, official.) 9 x 12 folders, 3 ft., in filing case. R. 208. (75)

2060. TRAVEL STATEMENT, Mar. 1934 to date. Number of miles traveled, destination, and purpose of trip. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 212. (88)

2061. MISCELLANEOUS CORRESPONDENCE, Mar. 1, 1934 to date. Correspondence and other records concerning CCC camps, PWA projects, and labor furnished by WPA. Filed by Dewey Decimal System. (Constantly, official.) 9 x 12 folders, 2 ft., in filing case. R. 208. (83)

2062. ADMINISTRATION FILES, Mar. 1, 1934 to date. Records concerning departments, field, estimates, budgets, plans, suggestions, soil erosion, office space, communications, decisions and opinions. Filed by Dewey Decimal System. (Constantly, official.) 9 x 12 folders, 7 ft., in filing case. R. 208. (81)

2063. WEEKLY REPORTS, CAMPS, Mar. 1, 1934 to date. Reports on activities, farm inspection, seed needed, performance of agreements by farmers, etc. Card index. (Constantly, official.) 10 x 12 folders, 4 ft., in filing case. R. 208. (79)

2064. PROJECT REPORTS, Mar. 1, 1934 to date. Weekly progress reports from projects on terracing, wildlife planting, forestry work, agronomy, beautification, etc. (Constantly, official.) 9 x 12 folders, 2 ft., in filing case. R. 202. (63)

2065. PROJECT NEWS LETTERS, Mar. 1, 1934 to date. News letter sent to county agricultural extension agents, farmers, and others describing work of projects and special phases of the program, such as the preservation of wildlife. (Frequently, official.) 9 x 12 folders, 2 ft., in filing drawer. R. 202. (64)

2066. AGRICULTURAL DATA, Mar. 1, 1934 to date. Reports on farm terracing, topsoil draining, planting, re-seeding, wildlife, etc. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. R. 202. (70)

2067. CONTRACTS, Mar. 1934 to date. Contracts between the farmers and the SCS for gully control, reforestation and planting for wildlife.

Alphabetical card index. (Constantly, official.) 9 x 12 folders, 9 ft. 6 in., in filing case. R. 202. (66)

2068. SIGNED AGREEMENTS, CANCELLED AGREEMENTS, Mar. 1, 1934 to date. Agreements with farmers for planting and rotating crops, terracing and draining fields. Alphabetical card index. (Frequently, official.) 9 x 12 folders, 16 ft., in 2 filing cases. R. 202. (69)

2069. COOPERATIVE AGREEMENTS, Mar. 1934 to date. Agreements between landowners and engineers of CCC camps for work on lands, forests, etc. (Daily, official.) 9 x 12 folders, 11 ft., in 6 filing cases. R. 207. (73)

2070. COOPERATIVE AGREEMENTS, Mar. 1 - May 1, 1934. Farmers' agreements to cooperate with the SCS in its program for rebuilding the land. (Constantly, official.) 8 x 11 bundles, 1 ft., in filing case. R. 207. (72)

2071. PROJECT AREAS, Mar. 1, 1934 to date. Maps of area in process of improvement; contracts for materials and supplies; correspondence with officials and farmers concerning purchase of seeds, soil surveys, forestation, terracing, check dams, gully control, etc. Filed numerically. (Daily, official.) 9 x 12 envelopes and folders, 16 ft., in 2 filing cases. R. 208. (77)

2072. PUBLICITY, Mar. 1, 1934 to date. Radio talks, press releases, magazine articles, newspaper clippings, mailing lists, posters and signs, exhibits, slides, photographs, motion pictures, and other material used for publicity purposes. Card index. (Constantly, official.) 9 x 12 and 14 x 15 folders and loose papers, 7 ft., in 4 filing cases. Rs. 202 and 208. (67, 82)

2073. INDEX, Mar. 1, 1934 to date. Index to files. (Daily, official.) 3 x 5 cards, 6 ft. 4 in., in 3 drawers of filing case. R. 207. (74)

SOIL CONSERVATION DEMONSTRATION PROJECT

DEEP RIVER PROJECT MANAGER

Post Office Bldg., Main and Greene Sts.

Project NC-1 was established at High Point in March 1934. It is responsible to the state office in High Point. The offices of the state coordinator and of this project manager are jointly occupied and the records of the two are not clearly distinguished.

2074. PERSONNEL RECORDS, 1934 to date. Records of camp personnel giving name, address, age, qualifications, previous employment, and recommendations in each case. (Daily, official.) 9 x 12 folders, 8 in., in filing drawer. R. 208. (78)

2075. PERSONNEL CORRESPONDENCE, Mar. 1934 to date. Correspondence with persons applying for positions, and with persons given as reference. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 212. (91)
2076. PERSONNEL, Mar. 1, 1934 to date. Applications, insurance, transfers, resignations, request for eligibles, and certification for eligibles. Filed numerically. (Constantly, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. R. 212 A. (99)
2077. LEAVE OF ABSENCE, Mar. 1, 1934 to date. Record of sick leave, and annual leave, showing name of employee, day he left, day returned to duty, and reason for absence. Filed alphabetically. (Constantly, official.) 5 x 8 cards, 6 in., in filing case. R. 212 A. (98)
2078. PERSONNEL CORRESPONDENCE, Mar. 1934 to date. Personnel records for Emergency Conservation Work, giving name, address, sex, age, previous employment, reference, and rating of persons employed. (Daily, official.) 9 x 12 folders, 3 ft., in filing case. R. 212. (89)
2079. APPLICATIONS, ECW CAMPS, Mar. 1934 to date. Name of applicant, age, rating or classification, previous employment, and references. (Frequently, official.) 9 x 12 folders, 4 ft., in filing case. R. 212. (93)
2080. PAY ROLLS, ECW CAMPS, 1934 to date. Name of employee, grade or classification, and rate of pay. (Constantly, official.) 9 x 12 folders, 3 ft., in filing case. R. 212. (97)
2081. PAY ROLLS, 1934 to date. Correspondence, telegrams, reports, maps, laws and bulletins, salary checks, enrollees, agreements, civilian changes, allotment advices, contemplated projects, cost schedules, invoices, personnel reports, copies of pay rolls, report of status of relief labor by official projects, and requisitions for workers. (Daily, official.) 9 x 12 folders, 6 ft., in filing case. R. 212. (96)
2082. REQUISITIONS, 1934. Requisitions for supplies. (Constantly, official.) 9 x 12 folders, 2 ft., in filing case. R. 212. (95)
2083. PURCHASE ORDERS AND BIDS, 1934 to date. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. R. 212. (92)
2084. CONTRACTS, 1934 to date. Contracts for implements, seed, fertilizer, etc. (Frequently, official.) 9 x 12 folders, 8 in., in filing case. R. 212. (94)
2085. TRAVEL VOUCHERS, Mar. 1934 to date. Copies of vouchers sent to Fort Bragg, giving statement of travel by employees. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 212. (90)
2086. EXPENSE RECORDS ON AUTOMOTIVE AND FIELD EQUIPMENT, 1934 to date. Record of each farm on which work was done showing amount of work, distribution of work, cost of each type of work, and total cost. (Frequently, official.) 9 x 12 folders and 5 x 8 cards, 33 ft., in 6 pasteboard boxes. R. 217. (106)

2087. CAMP SET-UPS, Mar. 1934 to date. Contracts, reports on work, personnel, travel vouchers, purchase orders, bids, etc., for Emergency Conservation Work; details of work carried on by the CCC camps. Card index. (Daily, official.) 9 x 12 folders, 8 ft., in 4 filing cases. R. 212. (85)

2088. CAMP REPORTS, Mar. 1, 1934 to date. Weekly report of work done, farmers visited, number of cooperative agreements written, etc. (Daily, official.) 9 x 12 folders, 4 ft., in filing case. R. 212. (86)

2089. RECORD OF CCC CAMPS, 1934 - 1935. Work done by the various camps. (Daily, official.) 11 x 14 loose-leaf books and binders, 2 ft., on 5 wooden shelves. R. 216. (102)

2090. ENGINEERING FILES, Mar. 1, 1934 to date. Correspondence, terrace and gully reports, meadow strip record, farms completed, and time sheets. (Daily, official.) 9 x 12 folders and 5 x 8 cards, 3 ft., in filing case and card cabinet. R. 217. (105)

2091. ASSIGNMENTS, Mar. 1, 1934 to date. Records of germination tests of seed planted on each farm, cost, etc. (Daily, official.) 9 x 12 folders and 5 x 8 cards, 29 ft., in 5 filing cases and 2 card cabinets. R. 217. (104)

2092. FORESTRY DEPARTMENT, Mar. 1, 1934 to date. Records of forestry planting, gully control, timber stand improvement, survival of seedlings purchased from nurseries, cost of forestry work on each farm, etc. (Daily, official.) 9 x 12 folders and 5 x 8 cards, 33 ft., in 2 filing cases, 4 wooden files, and 2 card cabinets. R. 218. (107)

2093. WILDLIFE DEPARTMENT, Mar. 1, 1934 to date. Records of seeds and shrubbery collected and planted for preservation of wildlife, cost of work, and record for each farm as to distribution of work and cost of each operation. (Daily, official.) 9 x 12 folders, 16 ft., in 2 filing cases. R. 218. (108)

2094. CHARTS, MAPS, AND RECORDS, 1934 to date. Lands planted, soil treated and reforested. (Daily, official.) Various sized papers, 1 ft., in steel cabinet. R. 216. (103)

2095. DRAWINGS, PLANS, AND MAPS, 1934 to date. Areas before and after the SCS has planted and terraced land. (Daily, official.) Various sized maps and papers, 4 ft., in cabinet. R. 215. (100)

2096. AERIAL PHOTOGRAPHS, MAPS, PLANS, 1934 to date. Aerial photographs taken to determine the necessary kind of trees, shrubbery, etc., for the best results from the land. (Daily, official.) 8 x 11 and 24 x 30 maps, 10 ft., in 16 filing cases. R. 215. (101)

REIDSVILLESOIL CONSERVATION DEMONSTRATION PROJECT
MADISON PROJECT MANAGER
Hairston Factory Bldg., Market St.

This office of Project NC-6 was established October 1934 by the Department of the Interior. It was transferred to the Department of Agriculture about March 1935. It is responsible to the state coordinator at High Point and has supervision over CCC camps at Madison and Yanceyville. Records are filed by the Dewey Decimal System.

2097. PERSONNEL RECORDS, Oct. 1935 to date. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 filing drawers. Manager's Office. (20)

2098. PERSONNEL AND SUPPLIES, Oct. 1935 to date. Personnel records, permanent salary cards, equipment cards, expendable and non-expendable cards, and office supply cards. (Daily, official.) 5 x 8 loose cards, 2 ft., in 2 drawers of card cabinet. General Office. (15)

2099. CORRESPONDENCE, Oct. 1933 to date. Correspondence and field sketches showing condition of soil. (Daily, official.) 9 x 12 folders, 8 ft., in filing case. Engineer's Office. (13)

2100. GENERAL CORRESPONDENCE, Oct. 1933 to date. (Daily, official.) 9 x 12 folders, 9 ft., in desk drawers. General Office. (14, 18)

2101. GENERAL REPORTS, Oct. 1935 to date. Agreements and reports on agronomy. (Daily, official.) 9 x 12 folders, 8 ft., in 4 filing drawers. General Office. (17)

2102. GENERAL FILES, Oct. 1935 to date. Correspondence, charts, time reports, and maps. (Daily, official.) 9 x 12 folders, 2 ft., in desk drawers. General Office. (16, 19)

2103. REPORTS ON SEEDS, Oct. 1935 to date. Reports from State Department of Agriculture on tests of seeds issued by this office. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 filing drawers. General Office. (19-B)

2104. ADMINISTRATION FILES, Oct. 1935 to date. Memoranda from High Point, Spartanburg, and Washington, correspondence relative to farmers' cooperative agreements, personnel records giving age, sex, name, address, previous employment, references, classification of office staff and other labor, pictures of project area, department file for state and regional offices, records of CCC camps, weekly, monthly, and annual reports to state and regional office giving summary of activities by departments. (Daily, official.) 9 x 12 folders, 16 ft., in 2 filing cases. General Office. (19-C)

2105. BUSINESS ADMINISTRATION FILE, Oct. 15, 1935 to date. Daily time sheets, work sheets, receipts for checks received, cost reports, vouchers of all kinds, contracts for services, Emergency Conservation

Work personnel records and progress reports, correspondence with state and regional offices and with firms about above subjects. (Daily, official.) 9 x 12 folders, 16 ft., in 2 filing cases. General Office. (19-D)

2106. ENGINEERING AND DRAFTING FILE, Oct. 1935 to date. Farm maps, soil maps, field sketches, ditch profiles, cost records, maps ready to be printed, outlet work, and cross sections of completed terraces. (Daily, official.) 9 x 12 folders, 6 ft., in filing case. Engineer's Office. (12-A)

2107. FORESTRY DEPARTMENT; WILDLIFE DEPARTMENT, Oct. 1935 to date. Records of forest planting, timber stand improvement, demonstration, forest fire control, forest management, plantings for wildlife, and correspondence. (Daily, official.) 9 x 12 folders, 8 ft., in filing case. General Office. (19-A)

2108. AERIAL PHOTOGRAPHS OF MADISON FARM AREA, Oct. 1935 to date. Aerial photographs of Madison Farm area. These maps show the farm boundaries, soil type, slope, and degree of erosion. (Daily, official.) 16 x 19 photographs, 2 ft., in 5 filing drawers and wooden cabinet. Engineer's Office. (12)

2109. SOILS DEPARTMENT FILE, Oct. 1935 to date. Aerial photographs of project area made in 8 flight lines. Filed by flight line. (Frequently, official.) 15 x 22½ maps (62), 5 in., in 8 filing drawers and map cabinet. Field Department Room. (12-B, P-1)

2110. AGREEMENTS, Oct. 1935 to date. Cooperative agreements signed by farmers and federal government concerning soil conservation. (Frequently, official.) 9 x 12 folders, 10 ft., in filing case. General Office. (19-E)

STATESVILLE

EROSION EXPERIMENT STATION Post Office Bldg.

The work done by the Soil Conservation Service office in Statesville was begun in April 1930. At this time two offices were established, one under the Bureau of Agricultural Engineering and the other under the Bureau of Chemistry and Soils. In the spring of 1934 these offices were combined under the Soil Conservation Service.

2111. PAID BILLS AND VOUCHERS, Apr. 1, 1930 to date. (Daily, official.) 9 x 11 folders, 2 ft., in metal filing drawer. 2d floor room. (25)

2112. RECORD OF EXPENDITURES, July 1, 1935 to date. Daily record of money paid out, the amount, for what spent, and to whom paid. (Daily, official.) 18 x 30 vols., 1 ft., on wooden shelf. 2d floor back room. (22)

2113. RECORD OF MOTOR VEHICLES, Apr. 1, 1930 to date. Daily record kept of each motor vehicle, giving number of hours in operation, amount of gasoline used, and cost of each day's operations. (Daily, official.) 8 x 10 vols., 1 ft., on wooden shelf. 2d floor room. (24)

2114. GENERAL CORRESPONDENCE, 1930 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 12 ft., in 6 wooden drawers. 2d floor room. (23)

2115. REPORTS, Apr. 1930 to date. Weekly and monthly reports on the activities of the station, daily reports on weather conditions, and monthly reports on expendable materials. Filed chronologically with guide cards showing the different types. (Daily, official.) 9 x 11 folders, 2 ft., in filing drawer. 2d floor room. (26)

WADESBORO

SOIL CONSERVATION DEMONSTRATION PROJECT
BROWN CREEK PROJECT MANAGER
Anson Real Estate and Insurance Bldg.
33-35 E. Wade St.

This office of Project NC-2 was established in 1934 as an office of the Soil Erosion Service of the Department of the Interior. In March 1935 it was transferred to the Soil Conservation Service of the Department of Agriculture. It is responsible to the coordinator in High Point and has jurisdiction over the area included in the Brown Creek watershed. It supervises the work program of CCC camps at Monroe, Polkton, and Rockingham. The office was in the Wadesboro Post Office Building from May to October 1934.

2116. SECRETARIAL APPOINTMENTS, July 1, 1935 to date. Record of appointments made by the Secretary of Agriculture under Civil Service rating. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (23)

2117. INDIVIDUAL EARNINGS CARDS, July 1934 to date. Individual earnings posted by pay-periods, with information as to change of classification, salary, or adjustments. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft. 6 in., in metal filing case. R. 207. (30)

2118. TEMPORARY PERSONNEL AND TIME SHEETS, July 1934 - June 1935. Record of employees showing personal history, qualifications, classification, and number of hours of pay by pay-periods; memoranda concerning field appointments and temporary appointments of technical men not specified or provided for in the permanent personnel of the project. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft., in metal filing drawer. R. 207. (19)

2119. INDIVIDUAL EARNINGS FILE, August 21, 1935 to date. Record of each worker, showing rate of pay, number of hours assigned, and earnings. Filed numerically. (Daily, official.) 5 x 8 cards, 1 ft., in fiber filing case. R. 209. (34)

2120. VOUCHERS, July 1, 1935 to date. Public vouchers for purchases and services other than personal. Filed numerically. (Constantly, official.) 12 x 18 loose-leaf books, 1 ft. 6 in., in metal filing drawer. R. 207. (31)

2121. WPA PAY ROLLS, Aug. 21, 1935 to date. Pay rolls, time sheets, daily time reports, recapitulations, pay roll attachments. Filed chronologically. (Frequently, official.) 9 x 12 envelopes, 2 ft., in filing drawer. R. 207. (15)

2122. WPA PERSONNEL FILE, Aug. 21, 1935 to date. Assignment slips by WPA office, for workers assigned to SCS projects. Filed alphabetically by department. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in wooden box. R. 209. (35)

2123. PERSONNEL RECORDS OF CAMPS, 1934 to date. Name, address, classification, age, previous employment, annual leave, sick leave, etc. Filed alphabetically by camp. (Constantly, official.) 9 x 12 folders, 1 ft., in filing drawer. 3d floor room on S. (68)

2124. ADMINISTRATIVE FILE, July 1, 1934 to date. Inter-office correspondence, contracts and bids received and issued in project offices, annual reports on the year's activities including summary of achievement and progress made by each project, leave-of-absence records for employees. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in filing drawer. R. 207. (33)

2125. COMPENSATION, 1935 to date. Safety bulletins, semi-monthly reports of injuries made by local project to regional office, and entry claims covering serious accident or death sent to Washington. Filed by case. (Frequently, official.) 9 x 11 folders, 2 ft., in metal filing drawer. R. 207. (27)

2126. FINANCIAL RECORDS, 1936 to date. Requisitions for materials and supplies, purchase orders, vouchers, encumbrances, quarterly operating budget showing estimates of needs, ledger account of expenditures, and monthly operating cost reports. Filed by subject. (Daily, official.) 9 x 11 folders, 2 ft., in desk drawer. R. 207. (14)

2127. PURCHASE ORDERS, July 1, 1935 to date. Filed numerically. (Constantly, official.) 12 x 18 folders, 1 ft. 6 in., in filing drawer. R. 207. (32)

2128. PURCHASE ORDERS, VOUCHERS, TRAVEL AUTHORIZATIONS, Aug. 1934 - 1935. Filed numerically. (Occasionally, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (20)

2129. INVENTORY, REQUISITIONS AND TAX-EXEMPTION CERTIFICATES, Mar. 1, 1935 to date. Requisitions, quarterly inventory of equipment on hand for each unit, record of supplies, equipment, distribution, expenditures, and depreciation for each unit, tax-exemption certificate exempting vendors who have contracts with the government from payment of certain taxes. Filed alphabetically. (Constantly, official.) 8 x 12 cardboard cases, 4 ft., in 4 card cabinets. R. 207. (17)

2130. TRANSPORTATION EQUIPMENT, July 1, 1935 to date. Daily report of cost and operation for each article of transportation and equipment, including gas, oil, repairs, depreciation, miles driven, and name of person by whom used. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in wooden box. R. 210. (39)

2131. RECEIPTS, July 1935 to date. Receipts for gasoline and oil taken from tanks assigned to various units and a history of the consumption of gas and oil for each unit. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (18)

2132. GENERAL LEDGER COVERING CCC CAMPS, 1934 to date. Ledger for each camp showing expenses for travel, office equipment, field equipment, operation of equipment, etc. (Daily, official.) 17 x 22 sheets, 1 ft., in filing drawer. 3d floor room on S. (65)

2133. MEMORANDA, May 1935 to date. Instructions from the regional office and Washington office. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (26)

2134. MISCELLANEOUS ADMINISTRATIVE TRANSFERRAL, June 1934 to date. Inactive file of general office applications, publications, charts, and memoranda. (Rarely, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (25)

2135. OFFICE STATISTICS AND MISCELLANEOUS FILE, June 1, 1934 to date. Correspondence with regional and state offices relative to progress of work, reports, bulletins, and statistics. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in filing drawer. 2d floor, middle room on left. (41)

2136. NEWS LETTERS, July 1, 1934 to date. News letters from other projects. Filed by project. (Frequently, official.) 9 x 11 folders, 1 ft. 6 in., in metal filing drawer. R. 207. (28)

2137. STENCILS, Oct. 1, 1934 to date. Mimeograph stencils used for making reports of letters, legends, field reports, time reports, tabulation sheets, etc. Filed numerically with key. (Frequently, for mimeographing.) 4 x 26 pockets, 13 ft., in pigeonhole of wooden case. R. 204. (7)

2138. SECRETARIAL TRANSMITTAL, July 1, 1935 to date. Transmittal sheets for purchase orders, vouchers, etc. Filed by date and type. (Frequently, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (24)

2139. CORRESPONDENCE, 1934 to date. Correspondence with regional office and farmers. Filed by topic. (Constantly, official.) 9 x 12 folders, 2 ft., in filing drawer. 3d floor room on S. (70)

2140. OBSOLETE RECORDS, June 1, 1934 - July 1, 1935. Obsolete forms, records, and mimeograph stencils. (Seldom, official.) Various sized bundles, 9 ft., on shelves. R. 209. (37)

2141. REPORTS, July 1935 to date. Statistical distribution, equipment, and transportation reports giving account of each project as to activities, distribution of work, amount and cost of operation of equipment, cost of transportation, materials, labor, seeds, trees, etc. Filed by date. (Frequently, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (22)

2142. PROGRESS REPORTS, June 1934 - July 1935. Daily and weekly progress reports to state offices. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 207. (21)

2143. PROGRESS REPORTS, Oct. 1934 to date. Daily, weekly, and monthly reports to state office showing accomplishments in terracing, reforestation, gully control, agronomy, amount of labor expended, amount of material used, etc., by departments. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 205. (11)

2144. DAILY REPORTS, 1934 to date. Statistical and narrative reports from each CCC camp working under this office. Filed chronologically by camp. (Daily, official.) 9 x 12 folders, 6 in., in filing drawer. 3d floor room on S. (66)

2145. MONTHLY REPORT FROM CAMPS, 1934 to date. Financial analysis of budget expenditures, telegraph report in code of above to regional office at Spartanburg, S. C., record of supplies, equipment, property, official procurement, estimate of expenditures for labor and material. Filed chronologically by camp. (Monthly, for statistical reports.) 9 x 12 folders, 4 in., in filing drawer. 3d floor room on S. (67)

2146. PRESS RELEASES ON SUBMARGINAL DATA AND EMERGENCY CONSERVATION WORK, June 1935 to date. Filed alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft., in metal filing drawer. R. 207. (16)

2147. AERIAL MAPS, 1934 to date. Areas in which work is being done by CCC camps. Filed alphabetically and geographically. (Constantly, official.) Various sized photographs, 2 in., in filing drawer. 3d floor room on S. (69)

2148. PHOTOGRAPHS, June 1934 to date. Photographs of gullies, erosions, terracing, etc. Filed numerically. (Frequently, official.) 5 x 8 envelopes, 1 ft. 6 in., in filing drawer. R. 207. (29)

2149. INDIVIDUAL FARM RECORDS, Oct. 1934 to date. Time cards showing amount and type of work used on each farm planted by the SCS, records of material for trees, seeds, seedlings, fertilizer, cement, etc., and records of progress of each farm. Filed alphabetically and numerically.

(Daily, official.) 5 x 8 cards, 3 ft., in wooden filing drawers. R. 205. (13)

2150. COOPERATIVE AGREEMENTS, July 1, 1934 to date. Cooperative agreements with individual farmers for work to be done on farms; farm maps showing disposition of each field in regard to crop rotation and work to be done; amendments showing changes in original contract. Filed alphabetically. (Daily, official.) 9 x 11 folders, 16 ft., in 8 filing drawers. R. 212. (40)

2151. FARM MAPS, June 1, 1934 to date. Maps copied from an aerial photo, showing the entire farm, fields, and type of work on or planned for each farm, including terracing, reforestation, crop rotation, and phases of soil conservation work. Filed alphabetically. (Daily, for work sheets.) 9 x 11 folders, 2 ft., in filing drawer. 2d floor, middle room on left. (42)

2152. MAP AND WORK FILE, June 1, 1934 to date. Farm maps, work sheet for each farm, and relative information. Filed alphabetically. (Daily, official.) 9 x 11 folders, 8 ft., in 4 filing drawers. R. 210. (38)

2153. FARMS PLANTED, July 1, 1935 - July 1, 1936. Daily, weekly, and monthly work sheets showing all activities; field, farm, soil, and terracing maps; planting records showing type and amount of seeds used, wildlife planting, and number and type of trees planted. Filed numerically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 wooden filing cases. R. 205. (8)

2154. FORESTRY, June 1934 to date. Woodland improvement records, showing number of acres improved, number and species of trees planted, cords of wood collected, etc., estimate of number of man-hours required to complete the work. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in wooden filing drawer. R. 205. (12)

2155. TIMBER STAND IMPROVEMENT PLATS, July 1, 1935 to date. Plats showing improvements such as cutting branches, cleaning forests, cutting down unwanted timber, thinning trees, etc. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 205. (10)

2156. TIMBER STAND IMPROVEMENT PLATS, July 1, 1935 to date. Plats showing improvements such as cutting branches, cleaning forests, cutting down unwanted timber, thinning trees, etc. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 205. (10)

2157. TIMBER STAND IMPROVEMENT PLATS, July 1, 1935 to date. Plats showing improvements such as cutting branches, cleaning forests, cutting down unwanted timber, thinning trees, etc. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in filing drawer. R. 205. (10)

OFFICE OF THE SOLICITOR

The Office of the Solicitor has supervision and direction of the legal work of the Department of Agriculture. Agencies of this office operating in North Carolina are concerned with land grants, surveys, deeds, titles, and other matters relating to land acquired by the Federal Government in the state.

When this survey was made the Office of the Chief Attorney in Charge of Title Districts Nos. 3 and 4 was located at Asheville. It was later moved to Atlanta, Ga. District No. 3 comprises North and South Carolina, Georgia, and Tennessee. District No. 4 comprises Alabama and Florida.

The Office of the State Title Attorney for North Carolina, located at Asheville, reports to the Office of the Chief Attorney. Two Title Attorneys, located at Franklin and New Bern, respectively, report to the State Title Attorney.

ASHEVILLE

DIVISION OF ACQUISITION OF LANDS UNDER WEEKS LAW

TITLE DISTRICTS NOS. 3 AND 4

CHIEF ATTORNEY

Haywood Bldg., 46 Haywood St.

The office of solicitor for Division of Acquisition of Lands Under Weeks Law, Districts 3 and 4, was established in Asheville on August 1, 1935. The agency appraises and negotiates for lands to be used as national forests in North Carolina, South Carolina, Georgia, Tennessee, Alabama, and Florida. Records made prior to August 1935 were left in the branch offices in the states in which they originated.

2156. GENERAL CORRESPONDENCE, Nov. 1, 1935 to date. Correspondence concerning finance, accounts, equipment, supplies, personnel, etc. Filed by subject. (Daily, official.) 10 x 12 folders, 5 ft., in 3 oak filing drawers. R. 311. (220)

2157. TITLE CASES APPROVED FOR PURCHASE, Nov. 1, 1935 to date. Records of land approved for purchase for national forests. Filed by state and unit. (Constantly, official.) 10 x 12 folders, 4 ft. 6 in., in 5 oak filing drawers. R. 311. (221)

DIVISION OF LAND ACQUISITION

TITLE DISTRICT NO. 3

STATE TITLE ATTORNEY

(A) Haywood Bldg., 46 Haywood St.

(B) Arcade Bldg. Battery Park Hill

The office of title attorney for North Carolina was established in April 1934. It reports to the chief attorney for Title Districts Nos. 3 and 4. It was first located in the Federal Building in Lenoir, N. C., but during 1934 it was moved to Troy where it was quartered with the Forest Service. On June 1, 1935, it was moved to the Arcade Building in Asheville. In 1936, the main office was moved to the Haywood Building. No papers originating in this office are considered useless. Originals of all abstracts of titles and deeds to lands acquired by the United States for forest purposes are forwarded to the Solicitor, United States Department of Agriculture, Washington, or to the Attorney General.

2158. CORRESPONDENCE, 1934 to date. Correspondence concerning finances and accounts, operations, land purchases, condemnations, and petitions. Indexed. (Daily, official.) 10 x 12 folders, 4 ft., in oak filing case. R. 310 (Bldg. A). (216)

2159. LAND GRANTS. Copies of state grants, originals in Land Grant Office in Raleigh, grants dating back to 1700. Indexed. (Frequently, official.) 8 x 10 folders, envelopes, and pockets, 24 ft., in steel filing cases. R. 310 (Bldg. A). (219)

2160. LAND PURCHASE (OPEN), DISTRICT DIVISION, 1934 to date. Reported cases, abstracts of lands of which purchase is pending. Indexed. (Daily, official.) 10 x 12 folders, 18 ft., in oak filing cases. R. 310 (Bldg. A). (218)

2161. LAND PURCHASE (CLOSED), 1934 to date. Reported cases, abstracts, condemnations, outlying districts. Indexed. (Daily, official.) 10 x 12 folders, 8 ft., in oak filing case. R. 310 (Bldg. A). (217)

2162. ACQUISITION, 1916 to date. Survey books of land tracts, optioned and not optioned but survey ordered, giving information on survey lines, ownership, topography, etc.; maps showing location of tracts surveyed, topography, and other features necessary for location; blueprints showing land ownership, topography, elevations, etc. Some of surveys date back to 1760. Card index. (Daily, official.) 6 x 9 folders, 42 ft., in 55 steel filing case drawers. Rs. 301-309 (Bldg. B). (148)

2163. LAND GRANTS, 1916 to date. Copies of land grants on file in Land Grant Office in Raleigh, and related correspondence, reports, blueprints, etc. Some of grants are dated as early as 1760. Form attached. Numerical index. (Daily, official.) 9 x 12 folders, 60 ft., in 34 steel filing case drawers. Rs. 301-309 (Bldg. B). (149)

2164. DIVISIONS (CLOSED), 1916 to date. Abstracts, some dating back to 1913, for lands for which deal has been closed; and related correspondence and historical data, including copies of old survey maps: copy of

an original map of North Carolina by Captain Collet, Governor of Ft. Johnston, published by Act of Parliament of May 1, 1770; and tracing of an original map by Joseph Henry showing Indian treaty lines in North and South Carolina, east Tennessee, and southwest Virginia. Card index. (Frequently, official.) 12 x 12 folders, 18 ft., in 14 steel filing case drawers. R. 300 (Bldg. B). (150)

2165. LAND ABSTRACTS (OPEN), 1933 to date. Copies of land titles submitted for lands for which purchase for use as national forests is pending. Alphabetical index. (Frequently, official.) 10 x 12 folders, 5 ft., in 4 wooden filing case drawers. R. 300 (Bldg. B). (151)

FRANKLIN

DIVISION OF ACQUISITION OF LANDS UNDER WEEKS LAW

TITLE DISTRICT NO. 3

TITLE ATTORNEY

Bank of Franklin Bldg.

This office was established in 1911. It was formerly located at Clayton, Ga., but was moved to Franklin in 1919. It has occupied the same office since 1919 with the exception of one year, when it was located in the Ashear Building. The agency has jurisdiction over the Nantahala Area of the National Forest Reserve. Until 1930 its work extended over part of Georgia and South Carolina. The original copy of each abstract is sent to the state title attorney's office at Asheville, to which the agency is responsible.

2166. ACTIVE AND CLOSED RECORDS, n.d. Records of fires, purchases, sales, and work done by the CCC. Card index. (Daily, official.) 9 x 10 folders, 66 ft., in filing cases. R. 2. (42)

2167. COPIES OF STATE GRANTS, 1911 to date. Copies of land grants in the offices of the Secretary of State of North Carolina. Numerical index. (Daily, official.) 9 x 12 vols., 2 ft., in bookcase. Suite 4. (43)

2168. TITLE RECORDS, CORRESPONDENCE, AND COPIES OF ABSTRACTS, 1911 to date. Descent of title of each tract of land purchased by Nantahala National Forest from the time it was granted by the state to the time of its purchase by the government. Card index. (Daily, official.) 9 x 10 folders, 33 ft. 6 in., in filing cases. Suite 4. (44)

NEW BERN

DIVISION OF ACQUISITION OF LANDS UNDER WEEKS LAW

TITLE DISTRICT NO. 3

Swan Bldg., 56 $\frac{1}{2}$ Hancock St.

This office was established in November 1934. From 1934 through 1935 it occupied an office in the old post office building on Pollock and Craven streets.

2169. OFFICIAL CORRESPONDENCE, 1936. Correspondence with Senior Attorney and Associate Attorney in Asheville, and Forest Supervisor; and Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft. 6 in., in wooden drawer. R. 2. (335)

2170. COUNTY BOUNDARY AND ABSTRACT OF TITLE, 1934. Description of county boundaries, copies of Laws of North Carolina, and copies of land titles in the Land Grant Office in Raleigh covering land of largest land-owners during the colonial period. (Frequently, official.) 9 x 11 loose-leaf books, 1 in., on file. R. 2. (333)

2171. ORIGINAL GRANTS, 1934 to date. Condensed copies of original land grants of every tract of land in Croatan purchase unit. Filed alphabetically. (Daily, official.) 9 x 11 folders, 5 ft., in 2 wooden boxes. R. 2. (336)

2172. ABSTRACTS, 1934 to date. Abstracts of titles showing all conveyances since original grant of land for which purchase has been completed. Filed alphabetically. (Daily, official.) 9 x 11 folders, 10 ft., in 4 wooden drawers. R. 2. (334)

WEATHER BUREAU

The first official weather recording and forecasting activities in the United States were undertaken in 1870 when Congress appropriated \$61,500 to buy and construct weather recording instruments, storm signals, and other similar paraphernalia to be used by the Signal Corps of the United States Army for the purpose of furnishing information to the Departments of the Navy and Commerce and the Army. Since it soon became clear that weather forecasts were more important to farmers and other civilians than to the Army, Congress in 1892 established the Weather Bureau as a division of the Department of Agriculture and relieved the Signal Corps of all weather forecasting duties. The duties of the Weather Bureau as stated by the act creating it are: the forecasting of the weather; issuing and displaying weather forecasts and storm, cold-wave, frost, forest-fire weather and flood warnings; gaging and reporting river stages; collecting and transmitting marine intelligence for the benefit of commerce and navigation; collecting and furnishing meteorological information and forecasts; reporting temperature and rainfall conditions for agricultural interests; and taking such meteorological observations as may be necessary to determine and record the climatic conditions of the United States.

Because of the nature of the work of the Weather Bureau, the organization is probably more flexible than that of other governmental agencies. The Associate Meteorologist, who has charge of the Section Center, as the Raleigh office is called, is in charge of the work in the state. There are five General Weather Service and Research Stations in North Carolina. These stations are under the supervision of the Section Center and report daily to it and to the Washington office by telegraph. There are eighty-five substations in North Carolina, which report daily by telegraph to the Section Center. Some of the stations make meteorological investigations, and some make river and stream stages reports. The Airway Service Station in Greensboro makes upper air investigations as well as general weather observations for the benefit of air navigation and sends daily radio and telegraphic reports to Washington. Any weather station in North Carolina is allowed to furnish weather reports to any station in the United States at any time such reports are requested.

ASHEBORODIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
200 N. Church St.

This station was established in January 1927 at the home of J. E. Pritchard. It was later moved to its present location. Monthly reports are sent to the Section Center in Raleigh.

2173. METEOROLOGICAL RECORD, 1927 to date. Form 1009-Met'l., co-operative observers' meteorological record, giving month, year, station, county, state, latitude, longitude, hour of observation, time used on form, day of month, temperature variations, precipitation, prevailing wind direction, character of day, msc. phenomena, signature and address of cooperative observer, monthly summary of temperature, precipitation, and msc. phenomena, and remarks. (Frequently, official.) 11 x 11 vols., 8 ft., in 4 drawers of filing case. Main Office. (6)

ASHEVILLEGENERAL WEATHER STATION
Post Office and Court House Bldg., Otis St.

The weather station was established at Asheville in 1902. It was located in the Dhrumor Building in 1902, in the Library Building from 1903 to 1909, and in the Legal Building from 1910 to 1930. It was moved to its present location on January 1, 1931. Papers of no specific importance are destroyed after a period of three years. Monthly reports are sent to Washington.

2174. DAILY WIND, RAIN AND SUNSHINE RECORDS, Aug. 1902 to date. Reports made automatically by a triple record machine showing direction and velocity of wind, and amount of sunshine, and rainfall data; electrically recorded on Form 1017. (Rarely, official.) 8 x 14 bundles, 5 ft. 8 in., on wooden shelves. R. D 4. (33)

2175. DAILY LOCAL RECORD, Sept. 1902 to date. Form 1014, daily record including every atmospheric phenomenon. (Daily, official.) 10 x 12 vols., 1 ft. 8 in., in bookcase. R. 403. (30)

2176. CLIMATOLOGICAL RECORD, 1902 to date. An annual summary of the daily record giving all meteorological observations made at station. (Frequently, official.) 10 x 12 vols., and cards, 3 in., in bookcase. R. 403. (31)

2177. DAILY WEATHER MAP, 1902 to date. Made from telegraphic reports from other weather bureaus showing daily weather conditions prevailing throughout the U.S. at 8 a.m. eastern standard time. (Daily, official.) 18 x 24 covers, 83 ft. 4 in., on wooden shelves. R. D 4. (32)

BRYSON CITYDIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Shell Filling Station, The Square

The station at Bryson City was established in January 1936. All letters and records are filed. Daily weather and river reports are sent to Knoxville, Tenn. A very complete record is kept of the weather and of the stages of the Little Tennessee River.

2178. GENERAL FILE, Jan. 1936 to date. Contains a complete record of daily weather reports and an hourly report of the river. Daily weather report gives rain, snow, or sleet fall, general character of the day, and the extremes of temperature. (Daily, official.) 10 x 12 loose-leaf books, 2 in., in 2 steel filing cases. One-room bldg. (22)

CHARLOTTEGENERAL WEATHER STATION
Post Office Bldg., W. Trade St.

This station was established in Charlotte in 1878. The station was under the Weather Service of the Signal Service of the Army until 1880, and under the Signal Corps of the Army from 1880 to 1891, when the Weather Bureau was established in the Department of Agriculture. The station was located in the Trader's National Bank Building until 1891; in the Post Office Building from 1891 until 1932; in the First National Bank Building from 1932 to 1934; and in 1934 it was again moved to the Post Office Building. The office reports directly to Washington.

2179. CORRESPONDENCE, 1878 to date. Alphabetical index in front of vol.; records in folders not indexed. 9 x 14 vols. and 10 x 12 folders, 2 ft. 6 in., on 3 steel shelves and 2 wooden transfer cases. Dirty, bindings broken. R. 239. (22)

2180. DAILY JOURNAL, 1878 - 1905. Daily account of wind, rain, snow, sleet, hail, temperature, etc. (Occasionally, official.) 9 x 12 vols., 10 in., on steel shelf. Bindings broken. R. 239. (18)

2181. CLIMATOLOGICAL RECORD, 1878 to date. (Frequently, official.) 10 x 12 vols., 6 in., on steel shelf. Bindings broken. R. 239. (19)

2182. ANEMOMETER RECORDS, 1878 to date. (Never.) 3 x 14 and 6 x 17 vols., 8 ft. 10 in., on 3 steel shelves. R. 239. (20)

2183. METEOROLOGICAL RECORDS, 1878 - 1935. Record of all meteorological phenomena observed locally and comparisons and tabulations from same. Alphabetically indexed. (Daily, official.) 11 x 15 vols., 8 ft. 5 in., on 7 steel shelves. R. 239. (21)

COINJOCKRIVERS AND FLOOD DIVISION
COOPERATIVE OBSERVER

This service was established in 1914. Monthly reports are sent to Norfolk, Va.

2184. U.S. WEATHER BUREAU JOURNAL, 1914 to date. Tabulated report on storm warnings, giving dates, length of time flags are up, etc. Filed chronologically. (Daily, official.) 8 x 10 vols., 1 ft., on wooden shelf. (8)

CONCORDDIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of S. K. Patterson, 37 Marsh St.

The station in Concord was established in 1932. Useless papers are destroyed.

2185. METEOROLOGICAL RECORD, 1932 to date. Temperature, rainfall, and general weather observations made and recorded daily. (Daily, official.) 8 x 9 vols., 8 in., in bookcase. Box in yard of agent. (21)

CULLOWHEEDIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of Frank H. Brown
1 mi. SW. of Cullowhee

This station was established in December 1909. Reports at present are made in original and four copies; two copies are sent to Raleigh, one copy is sent to the Tennessee Valley Authority at Murphy, Tenn., and the original is kept in the station. Some records have possibly been destroyed.

2186. METEOROLOGICAL RECORD, 1909 to date. Form 1009-Met'1, cooperative observers' meteorological record, giving month, year, station, county, state, latitude, hour of observation, time used on form, day of month, temperature variations, precipitation, prevailing wind direction, character of day, msc. phenomena, signature and address of cooperative observer, monthly summary of temperature, precipitation, and msc. phenomena, and remarks. (Daily, official.) 11 x 12 vols., 6 in., in folded document holders. Front room. (1)

ENFIELD

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of T. S. Inharden, Brick School
3 mi. S. of Enfield

This station was established in 1911. All records are destroyed after ten years.

2187. REPORTS ON WEATHER CONDITION AND RAINFALL, 1925 to date. Tabulations, charts, and daily reports of weather conditions and rise and fall of river. (Occasionally, official.) 9 x 12 covers, 10 in., in 2 drawers of filing case. Office. (1)

GASTONIA

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
City Hall, Franklin and South Sts.

This station was established at Gastonia in 1930. Useless papers are destroyed.

2188. COOPERATIVE METEOROLOGICAL RECORDS, 1930 to date. Form 1009-Met'l, cooperative observers' meteorological record, giving month, year, station, county, state, latitude, longitude, hour of observation, time used on form, day of month, temperature variations, precipitation, prevailing wind direction, character of day, msc. phenomena, signature and address of cooperative observer, monthly summary of temperature, precipitation, and msc. phenomena, and remarks. (Daily, official.) 11 x 12 paper bound vols., 6 ft., in 4 steel transfer cases. (86)

GREENSBORO

GENERAL WEATHER STATION
Airport Administration Bldg.
Winston-Salem Highway

This station was established in 1928. Useless papers are destroyed after three months. Minor reports and monthly summaries of observations and airways are mailed or sent by teletype to Washington.

2189. DUPLICATE FORMS, 1928 to date. Carbon copies of requisitions for supplies. (Frequently, official.) 10 x 12 folders, 1 ft., in filing drawer. SW. center room. (985)

2190. ADMINISTRATIVE FILES, 1928 to date. Correspondence between local office and Chief of Bureau and other Weather Bureau offices; correspondence with individuals requesting data; and instructions as to procedure and methods of carrying on work of Weather Bureau. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of filing case. SW. center room. (982)

2191. FILE OF DATA FURNISHED, 1928 to date. Correspondence concerning weather conditions. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. SW. center room. (984)

2192. METEOROLOGY, 1928 to date. Form 1130, showing hourly airway observations. (Seldom, official.) 9 x 11 and 9 x 14 folders, 2 ft., on 2 wooden shelves. NW. corner room. (986)

GREENVILLE

DIVISION OF CLIMATE AND CROP WEATHER COOPERATIVE OBSERVER

Residence B. T. Clark, 209 W. 4th St.

Observations began here in 1920. From 1920 to 1927 observations were made from the Power House on the river; from 1927 to 1931 at Chestnut Street.

2193. METEOROLOGICAL RECORD, 1921 to date. Form 1009-Met'l, cooperative observers' meteorological record, giving month, year, station, county, state, latitude, longitude, hour of observation, time used on form, day of month, temperature variations, precipitation, prevailing wind direction, character of day, msc. phenomena, signature and address of cooperative observer, monthly summary of temperature, precipitation, and msc. phenomena, and remarks. (Daily, official.) 10 x 11 vols., 6 in., in wooden drawer. Porch. (30)

2194. REPORT OF RIVER RAINFALL STATION, 1921 to date. Reading of river gauge, depth of rain and melted snow; change in 24 hours, height of flood stage. (Daily, official.) 8 x 10 vols., 1 ft., in wooden drawer. Porch. (29)

HATTERAS

GENERAL WEATHER STATION Weather Bureau Bldg.

This service was first established in 1871. It was organized as a part of the U.S. Signal Service in 1871 and in 1891 came under the Weather Bureau. It was located in the Keeper's quarters, Cape Hatteras Lighthouse, from 1874 to 1880; in Durants Life-Saving Station, 1881 to

1883; in a private dwelling at Hatteras, 1885 to 1902; and in the Weather Bureau Building, 1902 to the present. Monthly reports of daily events are sent to Washington.

2195. CORRESPONDENCE FILE, 1902 to date. General correspondence and msc. matters. Classified according to decimal system. (Daily, official.) 9 x 11 pockets, 3 ft., in desk drawer. Station Office. (7)

2196. CLIMATOLOGICAL RECORDS, 1931 to date. Records of temperature, humidity, frosts, and visibility. (Daily, official.) 10 x 12 vols., 1 ft., on desk. Station Office. (6)

2197. LOG BOOK OR JOURNAL, 1874 to date. Record of daily observations of wind and weather at each hour of the day, temperature, and all msc. events at the station; journals labeled by years. (Current records, daily; others, occasionally, official.) 10 x 15 vols., 6 ft. 3 in., on 3 wooden shelves in cabinet and on desk. Station Office. (4, 5)

HICKORY

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
1715 Eighth Ave.

This station was established at Hickory in 1913.

2198. WEATHER REPORTS, 1913 to date. Daily temperature and rainfall as recorded at 6 a.m. Two copies sent to Section Center in Raleigh; one kept in local station. Arranged chronologically. (Daily, for information to inquirers.) 12 x 12 vols., 3 ft., in bookcase. Living Room. (20)

JEFFERSON

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of J. C. Worth

This station was established about 1900. Records made before 1931 have been lost or destroyed. The station is located in a small one-room building in the observer's yard. Reports are sent to Raleigh.

2199. COOPERATIVE OBSERVERS' METEOROLOGICAL RECORD, 1931 to date. Gives maximum and minimum temperatures of the day; time precipitation began and ended; record of total depth of rain, sleet, and snow over 24-hour period; prevailing wind direction of the day; character of day; fog, hail, sleet, smoke, thunder, drought, forest fires, floods, etc. (Current records, daily, official; others, occasionally.) 12 x 15 vols., 1 ft., in wooden box. One-room bldg. (13)

KINSTONDIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER

- (A) Police Station, McDaniel Bldg., 116 S. Queen St.
- (B) Smith-Douglass Co., Inc., 300 W. Bright St.
- (C) Federal River Gauge Tower
River bank near 300 W. Bright St.

This station was established in Kinston in 1925. Sometime prior to 1925 a Mr. Zeb Peebles acted as Weather Bureau reporter but his records cannot be located. From 1925 to July 1936 the desk sergeant at the police station recorded temperatures and precipitation, and a boy was in charge of river gauge charts. Records for this period are on file in the McDaniel Building. An official observer was appointed in July 1936. No records are considered useless.

2200. COOPERATIVE OBSERVER'S DAILY MEMORANDA, 1925 - July 1936. Daily record of temperature readings, precipitation, prevailing winds, and character of day. Filed chronologically. (Seldom, official.) 3 x 5 envelopes (12), 10 $\frac{1}{2}$ in., on shelf. Dusty. Office (Bldg. A). (340)

2201. COOPERATIVE OBSERVER'S METEOROLOGICAL RECORD, 1925 to date. Daily record of maximum and minimum temperature, precipitation, and prevailing winds, and monthly summary of temperature, precipitation, snow, and other weather conditions. Filed chronologically. (Early records, seldom; current records, daily, official.) 10 x 11 envelopes, 3 $\frac{1}{2}$ in., on shelf and in desk. Dirty. Office and Manager's Office (Bldgs. A and B). (339, 337)

2202. REPORT OF RIVER RAINFALL STATION, July 7, 1936 to date. Record of stage and change of river, precipitation, and state of weather, and remarks. Filed chronologically. (Daily, official.) 8 x 11 envelope, $\frac{1}{4}$ in., in desk. Manager's Office (Bldg. B). (338)

2203. RIVER RECORDING CHART, current. Automatically registered record of water stages; record is sent to Raleigh once a month and no copy is kept in Kinston. Filed chronologically. (Daily, official.) 8 x 12 sheets (3), on drum and in cylinder on shelf. Tower (Bldg. C). (341)

LUMBERTONDIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Court House, Elm St.

This station at Lumberton was established in 1903. The county agricultural extension agent is in charge. No records have been lost or destroyed. Monthly reports are sent to Wilmington, N. C., and from there to Washington.

2204. MONTHLY SUMMARY REPORTS; May 31, 1903 to date. Give temperature, precipitation, amount of rainfall, dates, and remarks. (Rarely, official.) 10 x 12 folders, 6 in., in closed wooden cabinet. 2d floor room. (30)

MARION

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
407 S. Garden St.

This station was established at Marion about 1890. It is located on the court house lawn in a wooden booth which is renewed whenever necessary. Records prior to 1931 could not be located. All papers are filed.

2205. WEATHER REPORTS, 1931 to date. Form 1009-Met'l, cooperative observers' meteorological record, giving month, year, station, county, state, latitude, longitude, hour of observation, time used on form, day of month, temperature variations, precipitation, prevailing wind direction, character of day, msc. phenomena, signature and address of cooperative observer, monthly summary of temperature, precipitation, and msc. phenomena, and remarks. Form attached. (Daily, official.) 10 x 11 vols., $\frac{1}{4}$ in., on floor. Booth. (29)

NEW BERN

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of James Hill, 30 Pollock St.

This station was established in 1902. Monthly reports are sent to Wilmington.

2206. SPECIAL OBSERVER'S METEOROLOGICAL RECORD, 1902 to date. Form 1005, daily record of weather conditions in New Bern. Three copies made: two are sent to Wilmington, while the third is retained by observer. (Occasionally, official.) 10 x 11 folded sheets, 4 in., in cardboard box. Bedroom. (332)

PINEHURSTDIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
General Office Bldg., 1 Magnolia Rd.

This station was established in Pinehurst in January 1904. Daily observer's memorandum books up to 1931 have been destroyed as of no value. All useless papers are destroyed.

2207. COOPERATIVE OBSERVER'S METEOROLOGICAL RECORD, Jan. 1904 to date. Daily record of rain, snow, sleet, and wind direction. (Occasionally, for general information.) 11 x 11 covers and bundles, 1 ft., in drawer and wooden boxes. 2d floor, NE. corner room. (6)

2208. MONTHLY CLIMATOLOGICAL DATA, Nov. 1914 to date. Monthly summary of temperature, moisture, wind, etc. (Occasionally, for general information.) 9 x 12 vols. and bundles, 6 in., in drawer. 2d floor, NE. corner room. (8)

2209. DAILY MEMORANDUM BOOK, Jan. 1932 to date. Record of daily precipitation. (Weekly, official.) 3 x 5 books, 10 in., in wooden boxes in fireproof vault. 2d floor, NE. corner room. (7)

RALEIGHCLIMATOLOGICAL SECTION CENTER HEADQUARTERS
Masonic Temple, Fayetteville and Hargett Sts.

Climatological Section Center Headquarters for North Carolina was established in 1887. It was at that time under the supervision of the Weather Service of the Signal Corps of the Army. In 1891 it was transferred to the Department of Agriculture.

From January 1, 1887, to September 5, 1887, the office was located at the State Experiment Farm; on the latter date it was moved to the State Agricultural Building; on October 1, 1896, it was moved to the Fisher Building, and on August 1, 1908, to its present location. Copies of all records are sent to Washington in monthly and annual reports, and records of all substations in the state are kept in this office.

2210. SUBSTATION SALARY, 1919 to date. Record of salaries of employees in substations. (Semi-monthly, official.) 6 x 8 vols., 3 in., in 2 desk drawers. R. 404. (16)

2211. REPORTS OF PROPERTY, 1878 - 1935. Report of amount and condition of property in office. (Occasionally, official.) 4 x 11 bundles, 4 ft., in 2 wooden filing cases. R. 404. (6)

2212. INSTRUMENT RECORDS SUBSTATION, Aug. 22, 1913 - July 19, 1934. Record of instruments sent to substations, giving kind, amount, and date sent. Index. (Frequently, official.) 2 x 4 cards, 8 in., in wooden filing case. R. 404. (33)

2213. STATION EXPENSES, Jan. 6, 1912 - Dec. 26, 1919. Daily account of expenditures of station and record of signatures of employees and others to whom checks are issued. Indexed. (Occasionally, official.) 8 x 10 vols., 3 in., in 2 wooden filing cases. R. 404. (5)

2214. ACCOUNTS PAID, Mar. 7, 1914 - Feb. 9, 1932. Service, amount of check, date of payment, and name of party or firm paid. Filed alphabetically. (Occasionally, official.) 2 x 4 cards, 1 ft. 6 in., in wooden filing case. R. 404. (34)

2215. PAYMENTS FOR EQUIPMENT FOR WEATHER BUREAU SUBSTATIONS, 1915 - 1935. Receipts for bills paid. Filed alphabetically. (Occasionally, official.) 2 x 4 cards, 2 ft., in 6 wooden filing cases. R. 404. (42)

2216. MISCELLANEOUS STATION EXPENSES, 1919 to date. Indexed. (Semi-monthly, official.) 8 x 10 vols., 1 in., in desk drawer. R. 404. (20)

2217. COPIES OF LETTERS SENT, Oct. 1, 1886 - July 3, 1896. Letters sent to observers in state and to Weather Bureau office in Washington. Indexed. (Rarely, official.) 9 x 12 vols., 5 in., in 3 wooden filing cases. R. 404. (23)

2218. LETTERS RECEIVED, 1886 - 1911. Correspondence from observers in substations and from Washington office dealing with reports, equipment, etc. Index. (Never.) 8 x 10 loose letters, 10 ft., in 26 wooden filing cases. R. 404. (4)

2219. BRIEFS OF LETTERS RECEIVED, Oct. 11, 1886 - June 24, 1887. Brief outline of all letters received. Indexed. (Rarely, official.) 9 x 12 vols., 1 in., in wooden filing case. R. 404. (26)

2220. FORMS OF COPY BOOK, Jan. 1891 - Mar. 1907. Letter press copies of records, letters, etc. Indexed. (Rarely, official.) 10 x 13 vols., 4 in., in 3 wooden filing cases. R. 404. (22)

2221. CIRCULARS AND CIRCULAR LETTERS, 1908 - 1934. Carbon copies. (Frequently, official.) 8 x 12 covers, 5 ft. 1 in., in 27 wooden drawers of filing cases. R. 404. (31)

2222. CORRESPONDENCE, July 1, 1909 - Sept. 30, 1930. Deals with equipment in substations. Index. (Occasionally, official.) 9 x 11 folders, 1 ft., in wooden filing case. R. 404. (32)

2223. LETTERS, 1912 - 1935. Correspondence with Weather Bureau in Washington and observers in state. (Occasionally, official.) 9 x 12 and 12 x 24 bundles, 2 ft. 2 in., in 9 filing drawers. R. 404. (13)

2224. LETTER FILES, 1914 - 1935. Correspondence with Washington officials and with observers in state. (Occasionally, official.) 11 x 14 folders, 22 ft., in 12 metal filing cases. R. 404. (29)
2225. ANNUAL REPORTS, 1889 - 1895. Reports of work done by the Section Center, names of substations in existence, number opened and number closed, new activities undertaken, changes in equipment, etc. (Daily, official.) 4 x 11 bundles, 1 ft. 6 in., in wooden filing case. R. 404. (15)
2226. MISCELLANEOUS DATA, 1886 - 1935. Tabulations based on reports from substations in North Carolina. (Rarely, official.) 8 x 12 folders, 1 ft., in wooden filing case. Dirty. R. 404. (30)
2227. MONTHLY SUMMARY OF VOLUNTARY OBSERVERS' METEOROLOGICAL REPORT, Jan. 1897 - Dec. 1904. Summary of weather conditions made up from daily meteorological reports sent in by cooperative observers in state. (Rarely, official.) 14 x 17 vol., 3 in., in wooden filing case. Brittle, bindings broken. R. 404. (9)
2228. DAILY RECORD BOOK, May 1895 - Dec. 1900. Record of the day's happenings including instructions, letters, maps, checks, meteorological forecasts, and station force. Indexed. (Occasionally, official.) 14 x 18 vols., 6 in., in wooden filing case. R. 404. (7)
2229. DAILY RECORD BOOK, Jan. 1901 - May 20, 1909. Record of correspondence received and maps distributed. Indexed. (Rarely, official.) 9 x 14 vols., 2 in., in wooden filing case. R. 404. (25)
2230. CLIMATE CHARTS, 1887 - 1889. Copies of climate charts, showing average rainfall, temperature, sunshine, frost periods, etc., sent from Washington. (Occasionally, official.) 19 x 24 vols., 1 in., in wooden filing case. R. 404. (39)
2231. MONTHLY AND ANNUAL SUMMARY OF METEOROLOGICAL DATA, 1887 - 1904. Summary of rainfall, snowfall, wind direction and velocity, temperature, clouds, etc. (Rarely, official.) 10 x 12 vols., 1 in., in wooden filing case. R. 404. (27)
2232. WIND MOVEMENT, 1889 - 1895. Hourly record of wind velocity and direction. (Daily, official.) 4 x 11 bundles, 1 ft. 6 in., in wooden filing cabinet. R. 404. (17)
2233. ANEMOMETER RECORDS, WIND DIRECTION, SUNSHINE, RAINFALL, 1889 - 1931. Daily record of wind, sunshine, and rainfall. (Occasionally, official.) 6 x 18 vols., 7 ft., in 42 wooden filing cases. R. 404. (37)
2234. DAILY RECORD BOOK, RALEIGH, Jan. - Dec. 31, 1894. Daily record of rainfall, sunshine, temperature, and other meteorological phenomena. Indexed. (Rarely, official.) 9 x 14 vols., 1 in., in wooden filing case. R. 404. (38)

2235. ORIGINAL MONTHLY RECORD OF OBSERVATION, 1893 - 1935. Hourly record of weather conditions with a summary by month and year. (Daily, official.) 10 x 12 vols., 5 ft., in bookcase. R. 404. (19)
2236. DAILY JOURNAL, Jan. 1887 - Dec. 1904. Record of weather conditions: rain, snow, sleet, wind, temperature, and character of the day. Indexed. (Occasionally, official.) 9 x 14 vols., 1 ft. 6 in., in bookcase. R. 404. (3)
2237. CLIMATOLOGICAL RECORD BOOK FOR RALEIGH, 1887 - 1935. (Daily, monthly, and annual record of means and extremes of rain, snow, sleet, temperature, wind velocity, relative humidity, sunshine, and clouds. This is a summary of all other records. Indexed. (Frequently, official.) 8 x 9 vol., 4 in., on desk. R. 405. (35)
2238. COPIES OF THERMOGRAPH RECORDS, 1896 - 1918. (Rarely, official.) 4 x 11 bundles, 2 ft., in wooden filing case. R. 404. (24)
2239. THERMOGRAPH SHEET FROM EXPERIMENT STATION WEST RALEIGH, 1914 - 1932. (Occasionally, official.) 4 x 11 bundles, 1 ft. 6 in., in wooden filing case. R. 404. (28)
2240. WEATHER MAPS MADE AT RALEIGH, May 1892 - Aug. 1893; Jan. 1, 1894 - Oct. 16, 1896; Nov. 18, 1929 to date. Daily maps made at Raleigh station based on telegraphic reports on weather conditions in country. (Daily, official.) 12 x 24 loose-leaf books, 3 ft. 2 in., in 15 wooden filing cases. R. 404. (12)
2241. STATION MEMORANDA, Jan. 1, 1905 - Dec. 29, 1919. A journal of daily events at the station. Indexed. (Occasionally, official.) 8 x 10 vols., 1 in., in wooden filing case. R. 404. (18)
2242. REGISTER OF METEOROLOGICAL OBSERVATION RECORDS, 1887 - 1908. Tabulations of rain, snow, clouds, and winds, reported by climatological stations in state. See addenda for list of stations. (Rarely, official.) 18 x 18 bundles, 6 in., in wooden filing case. R. 404. (11)
2243. COOPERATIVE OBSERVERS' METEOROLOGICAL RECORDS, 1890 to date. Daily and monthly records of temperature, precipitation wind direction, character of day, and msc. information collected by sixty-six climatological stations in North Carolina. See addenda for list of stations and dates. (Occasionally, official.) 10 x 12 envelopes, 2 ft., in wooden filing case. R. 404. (10)
2244. RECORD BOOK OF NORTH CAROLINA WEATHER SERVICE, 1891 - 1896. Gives atmospheric pressure, air temperature, winds, remarks, etc., as reported by cooperative observers in North Carolina. (Rarely, official.) 12 x 14 vol., 2 in., in bookcase. R. 404. (8)
2245. METEOROLOGICAL RECORDS OF MANTEO STATION, June 1, 1910 - June 1, 1929. (Occasionally, official.) 9 x 12 envelopes, 2 ft., in 19 wooden boxes. 5th floor storeroom. (36)

2246. COOPERATIVE OBSERVERS' METEOROLOGICAL RECORDS, 1911 - 1935. Daily and monthly records of temperature, precipitation, wind direction, character of the day, and msc. information sent in daily by observers at 52 substations in state. See addenda for list of stations and dates of individual records. (Occasionally, official.) 10 x 12 loose-leaf books, 5 ft., in 2 wooden filing cases. R. 404. (1)

2247. RIVER STAGES, Mar. 1918 - Dec. 1933. Tabulations showing rise and fall of chief rivers in North Carolina. (Occasionally, official.) 9 x 12 bundles, 3 in., in wooden filing case. R. 404. (2)

2248. PERMANENT LIST OF BOOKS AND PUBLICATIONS, 1887 - 1912. Lists of publications of the U.S. Weather Bureau. (Rarely, official.) 9 x 14 bundles, 1 in., in wooden filing case. R. 404. (21)

2249. SOIL MAPS, 1900 - 1901. (Rarely, official, public.) 8 x 10 maps (24), 5 in., in wooden boxes on filing case. R. 405. (41)

2250. MICRO PHOTOGRAPHS OF SNOW CRYSTALS, 1900. (Rarely, official.) 18 x 24 sheets, 1 in., in filing case. R. 405. (40)

REIDSVILLE

DIVISION OF CLIMATE AND CROP WEATHER COOPERATIVE OBSERVER

Home of C. A. Whitsett, Main St.

This station was established about 1900. Records are kept in a box in the yard of C. A. Whitsett. Reports are sent to Raleigh. There are no useless papers.

2251. WEATHER RECORDS, 1900 to date. Daily reports on high, low, and mean temperature, and on rainfall or snowfall. (Daily, official.) 11 x 14 books, 3 in., in weather box in yard. (11)

ROCKINGHAM

DIVISION OF CLIMATE AND CROP WEATHER COOPERATIVE OBSERVER Residence of C. E. D. Edgerton, Scales St.

This station was established in 1892. All reports are sent to state headquarters in Raleigh.

2252. WEATHER RECORDS, 1892 to date. Reports on temperature and monthly rainfall. (Daily, official.) 9 x 12 vols., 1 ft. Living room. (1)

SALISBURY

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
S. Lincolnton Rd.

This station was established in 1882. It is located in the J. D. Link dwelling on S. Lincolnton Road. A few records between 1882 and 1928 have been lost in transfer between officials but their exact date is unknown. Useless papers are destroyed.

2253. WEATHER BUREAU REPORTS, 1882 to date. Daily weather reports showing minimum and maximum temperature, direction of wind, rainfall, and character of day. Filed chronologically. (Daily, official.) 10 x 12 vols., 3 in., on wooden shelf. Living Room. (52)

SCOTLAND NECK

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of J. H. Applewhite
1 mi. N. of Scotland Neck

This station was established in 1904. No records have been lost or destroyed. Reports are sent to Raleigh and useless papers are destroyed because of lack of storage space.

2254. METEOROLOGICAL RECORD, 1904 to date. These records contain daily reports and tabulations of rainfall, snowfall, sleet, hail, temperature, and wind. Copies of daily reports are sent to Raleigh. (Occasionally, official.) 10 x 12 covers, 6 in., on shelf in closet. Dirty, sooty. Office. (1)

SHELBY

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of Mrs. John Phifers
217 E. Sumter St.

This station was established in 1927. Useless papers are destroyed.

2255. WEATHER REPORTS, 1927 to date. Monthly reports of temperature and rainfall. Form 1069 formerly used but Form 1005 now in use, showing daily record of weather conditions. (Daily, official.) 10 x 12 folders, $\frac{1}{4}$ in., in filing case. Living Room. (42)

SILER CITY

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of C. A. Shelton

This station was established about 1930.

2256. DAILY READINGS, 1930 to date. Give means and extremes of temperature and time and amount of precipitation. (Daily, official.) 12 x 14 vols., 10 in., in desk drawer. (6)

WASHINGTON

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Residence of Mrs. M. E. Gallagher
629 E. Main St.

This station was established in 1896. The agency was in Dr. J. M. Gallagher's drug store on Main Street until 1900, when it was moved to its present location. Reports are sent to Norfolk, Va.

2257. MONTHLY RECORD OF WIND SIGNALS, 1896 to date. Shows date, information received, when signal was received, when hoisted, when lowered, and remarks. Arranged chronologically. (Daily, official.) 9 x 11 vols., 9 in., on desk. Living Room. (139)

WAYNESVILLE

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Haywood County Court House, Main St.

This station was established in Waynesville in 1923. It was located in the old court house until 1931, when it was moved to the new court house. The county agricultural extension agent is in charge of the station, and its records are kept in his office.

2258. METEOROLOGICAL RECORD, 1923 to date. Gives range between maximum and minimum temperatures of the day, time precipitation began and ended, record of total depth of rain, sleet, or snowfall, prevailing wind direction, and character of the day as to fog, hail, smoke, sleet, thunder, drought, floods, etc. (Occasionally, official, public.) 11 x 11 pads of duplicate forms, 1½ in., on open wooden shelf. Damaged by careless handling, dirty, torn, scattered, and bindings broken. 2d floor, W. room. (36)

WILLARDDIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Office of Coastal Plain Station

This station was established in 1910. It is located in the office of the Coastal Plain Experiment Station. Useless papers are destroyed by official permission. The office is responsible to the Section Center at Raleigh.

2259. METEOROLOGICAL RECORDS, 1910 to date. Form 1009-Met'l, co-operative observers' meteorological record, giving month, year, station, county, state, latitude, longitude, hour of observation, time used on form, day of month, temperature variations, precipitation, prevailing wind direction, character of day, msc. phenomena, signature and address of co-operative observer, monthly summary of temperature, precipitation, and msc. phenomena, and remarks. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. 1st floor room. (13)

WILMINGTONGENERAL WEATHER STATION
Customhouse, 1 Market St.

A general weather service and research station was established at Wilmington about 1870. It was transferred from the Signal Corps of the United States Army to the Department of Agriculture July 1, 1891. It has been located at the following places: from 1870 to 1874 at the corner of Market and Water streets, from 1874 to 1880 at the corner of Princess and Front streets, from 1880 to 1890 on Front Street between Market and Princess, from 1890 to 1931 in the post office building at Front and Chestnut streets, and since 1931 in its present location. Useless papers are filed and stored until orders are received from Washington for their destruction. Original records are kept in office and reports are sent to Washington.

2260. GENERAL CORRESPONDENCE, 1871 - 1874; 1882 - 1919. Correspondence with farmers and others. Earliest records, not indexed; others are indexed alphabetically. (Seldom, official.) 9 x 14 and 10 x 12 vols., 1 ft. 8 in., in bookcase and in wooden box. R. 327. (76, 77)

2261. MISCELLANEOUS CORRESPONDENCE, 1873 - 1884; 1912 - 1928; 1931 to date. Correspondence, circulars, resignations, authority for expenses, records of property returned, forecast distributed, weather conditions, expenses, leaves of absence, lease renewals, etc. Filed by Dewey Decimal System. (Frequently, official.) Various sized folders, loose sheets, and vols., 4 ft. 11 in., in 3 filing drawers and wooden box. R. 327. (39, 43, 79)

2262. LETTERS RECEIVED, 1913 to date. Circulars, records of absences and resignations, authority for expenses, property records, forecast distribution by telegraph, and letters from Weather Bureau, Washington, D. C., central office, Raleigh, N. C., assistant meteorologists at other stations, and individuals. Filed by Dewey Decimal System. (Occasionally, official.) 12 x 16 folders and 8 x 11 loose-leaf books, 4 ft. 2 in., in 5 wooden filing drawers. R. 327. (38, 42)

2263. CIRCULAR LETTERS, 1871 - 1906; 1909 - 1912. Mimeographed circular letters giving detailed information concerning weather and crops, and correspondence concerning meteorological data and operations of station. Older records; indexed; later records, filed by date. (Seldom.) Various sized folders, loose sheets, envelopes, and bundles, 3 ft. 5 in., in metal document holders, in wooden filing drawer, and on open shelf. R. 327. (90, 48, 61)

2264. EXPENSE BOOKS, 1875 - 1920. Statements of station expenses. (Never.) 8 x 11 vols., 3 in., in bookcase. R. 327. (74)

2265. PROPERTY REPORTS, 1920 to date. Reports on equipment listing equipment in each substation. Filed chronologically. (Occasionally, official.) 9 x 11 vols., 6 in., in small open wooden cabinet. R. 327. (53)

2266. TELEGRAMS, SIGNAL WEATHER REPORTS, 1932 to date. Telegrams received daily from Washington concerning reports to be published. (Daily, official.) 8 x 11 bundles, 6 ft., on open wooden shelf. R. 327. (51)

2267. TELEGRAMS, MISCELLANEOUS TELEGRAPHIC WEATHER REPORTS, 1932 to date. Form 3070-Tel., telegraphic coded report of observation received daily from Washington, giving weather conditions on the coast, storm warnings, forecasts, time and date observations were taken. Form attached. (Daily, official.) 7 x 9 bundles, 6 ft., on open wooden shelf. R. 327. (45)

2268. CLIMATOLOGICAL DATA FOR THE U.S., 1914 to date. Reports sent from Washington. (Frequently, official.) 9 x 11 vols., 3 ft. 4 in., on open wooden bookshelf. R. 327. (41)

2269. SUMMARY OF THE CLIMATOLOGICAL DATA OF THE U.S., 1916 - 1922. Information concerning climatic conditions throughout the U.S. (Never.) 9 x 12 unbound forms, 1 ft. 1 in., on open wooden shelves. Dirty. R. 327. (40)

2270. CLIMATOLOGICAL INSTRUMENTAL RECORD BOOKS, 1872 - 1930. (Frequently, official.) 4 x 14 and 6 x 18 vols., 10 ft., in wooden cabinet. R. 327. (78)

2271. CLIMATOLOGICAL RECORD BOOKS (SUMMARY), 1870 - 1904. Yearly summary of weather conditions at this station giving record of temperature, sunshine, rainfall, wind velocity; averages, extremes, and total for each year shown. Indexed. (Never.) 11 x 12 vols., 2 in., in wooden bookcase. R. 327. (69)

2272. CLIMATOLOGICAL RECORD BOOKS, 1870 to date. Yearly summary of weather reports. Filed alphabetically. (Occasionally, official.) 11 x 13 vols., 3 in., in bookcase. R. 327. (71)

2273. WEEKLY METEOROLOGICAL RECORD, 1871 - 1881. Weekly summary of weather conditions including rainfall, snowfall, wind velocity, frosts, and means and extremes of temperature. (Rarely, official.) 9 x 14 and 10 x 15 vols., 10 in., in bookcase. Damaged by faulty containers, bindings broken. R. 327. (67)

2274. DIVISION OF METEOROLOGICAL RECORDS, 1905 - 1935. Daily, monthly, and annual weather records. Index in all but 1905 vol. (Occasionally, official.) 10 x 12 vols., 3 ft. 5 in., in wooden bookcase. R. 327. (37)

2275. MISCELLANEOUS METEOROLOGICAL SCRATCH PAPERS AND GRAPHS, 1871 - 1935. (Occasionally, official.) 10 x 12 envelopes, 2 in., in wooden cabinet. R. 327. (75)

2276. DAILY JOURNAL OF METEOROLOGICAL NOTES, 1870 - 1904. Weather reports and barometer readings. (Rarely, official.) 11 x 13 vols., 1 ft. 2 in., in bookcase. Dirty, bindings broken. R. 327. (68)

2277. MONTHLY METEOROLOGICAL REPORTS, Sept., Oct., and Nov. 1881. Summary of weather conditions. (Rarely, official.) 5 x 11 folders, $\frac{1}{4}$ in., in wooden boxes. Brittle, dirty. R. 327. (80)

2278. MONTHLY METEOROLOGICAL SUMMARY, 1904 - 1918. Mimeographed copies of monthly meteorological reports. (Rarely.) 4 x 9 bundles, 6 in., on wooden shelf. Damaged by vermin, brittle, dirty. R. 327. (57)

2279. SPECIAL OBSERVERS' METEOROLOGICAL RECORDS, 1931 to date. Monthly report of daily weather conditions: cooperative records sent from Greensboro. (Rarely, official.) 3 x 8 bundles, 2 in., on wooden desk. R. 327. (60)

2280. ANNUAL METEOROLOGICAL SUMMARY, 1871 - 1905. (Rarely, official.) 9 x 14 vols., 2 in., in bookcase. R. 327. (72)

2281. THERMOGRAPH READINGS, Aug. 1888 - Dec. 1890. Hourly readings of thermograph recorded on Form 118-Met'l. (Never.) 4 x 11 pockets, 1 in., on open wooden shelf. R. 327. (89)

2282. THERMOGRAPHIC AND BAROGRAPHIC RECORDS, 1896 - 1898. Form 1068-Met'l., and Form 1072-Met'l. Forms attached. (Never.) 4 x 8 bundles, 4 in., in wooden boxes. R. 327. (63)

2283. THERMOGRAPHIC AND BAROGRAPHIC SHEETS, 1896 - 1909. Trace sheets showing temperature and barometer pressure. (Never.) 4 x 14 bundles, 1 ft., on open shelf. Dirty. R. 327. (85)

2284. COMPARISONS, 1913 - 1934. Comparisons of yearly summaries of barometer readings. (Seldom, official.) 14 x 16 vols., 2 in., in bookcase. R. 327. (46)

2285. COMPARATIVE MONTHLY BAROMETER READINGS, 1920 to date. Form 1027-Met'l., giving actual readings, corrections, and corrected readings and differences. Form attached. (Frequently, official.) 8 x 11 bundles, $1\frac{1}{2}$ in., in wooden boxes. R. 327. (54)

2286. ORIGINAL RECORDS OF OBSERVATIONS, 1936 to date. Readings taken three times a day, show humidity, wind directions, maximum and minimum temperatures, and unusual atmospheric conditions. (Frequently, official.) 3 x 6 folders, $\frac{1}{4}$ in., on desk. (64)

2287. MONTHLY RECORD OF OBSERVATIONS, 1881 - 1904. Monthly summary of daily observations. (Never.) 10 x 15 vol. and 10 x 12 vols. (16), 1 ft., in wooden bookcase. R. 327. (66)

2288. HOURLY WIND MOVEMENT, 1883 - 1890. Chart showing wind movements. Index inside of package pocket. (Never.) 4 x 9 pockets, $1\frac{1}{2}$ in., in wooden box. Brittle, dirty, ink faded. R. 327. (84)

2289. WIND SHEETS, 1886 - 1890. Copies of triple registers. Discontinued use in 1890. (Never.) 4 x 10 bundles, $9\frac{1}{2}$ in., on open wooden shelf. Damaged by vermin and faulty containers, brittle, dirty, faded. R. 327. (81)

2290. MONTHLY SUMMARY OF WIND DIRECTION AND VELOCITY, 1914 to date. Monthly summaries of daily observations of wind direction and velocity, ceiling height, visibility, general conditions, temperature and dew point, airway meteorological observations. (Frequently, official.) 11 x 14 loose sheets, $\frac{1}{2}$ in., in table drawer. R. 327. (59)

2291. WIND, RAIN, AND SUNSHINE RECORD, Oct. 1894 - Sept. 1895. Form 1017-Met'l., tissue press copies of wind, rain, and sunshine records. (Never.) 4 x 10 bundles, 4 in., on open wooden shelf. Damaged by vermin, brittle, dirty, torn, faded. R. 327. (86)

2292. CLOUD SHEETS (DAILY), 1921 - 1935. Charts designed in this office showing daily record of clouds. Chart attached. (Frequently, official.) 4 x 8 bundles, 1 ft. 3 in., in wooden boxes. Dirty. R. 327. (52)

2293. EXTREMES OF TEMPERATURE, SNOWS, AND EXCESSIVE RAINFALL, 1874 - 1905. Compilation chart noting the daily, monthly, and yearly extremes of temperature, snows, and excessive rainfalls. (Never.) 2 x 10 covers, 6 in., in table drawer. R. 327. (82)

2294. COMPARATIVE RAIN GAUGE READINGS, 1885 - 1886. Form 163-Met'l. Form attached. (Never.) 4 x 9 bundles, $\frac{1}{2}$ in., on shelf. Dirty. R. 327. (91)

2295. THUNDERSTORMS, Mar. 1887 - May 1888. Form 169B, record of thunderstorms, showing severity, time, duration, and dates on which storms occurred. (Never.) 4 x 9 pockets, $\frac{1}{2}$ in., on wooden shelves. Brittle, dirty. R. 327. (88)

2296. MONTHLY STATEMENT OF AVERAGES, 1899 - 1908. Monthly statement of averages of rainfall, sunshine, and wind. Averages are made up from past years' records. (Never.) 4 x 9 bundles, 4 in., in open wooden box. R. 327. (65)

2297. MISCELLANEOUS FILE OF WEATHER RECORDS, 1890 - 1901. Maps and weather reports of the U.S., Cuba, Canada, Bermuda, and Sable Island giving name of town station is in, whether dry or wet, fair or cloudy, wind directions, and general weather conditions. Indexed. (Rarely, official.) 11 x 14 vols., 6 in., on wooden bookcase. R. 327. (73)

2298. DAILY WEATHER MAPS, 1880 to date. Daily weather maps of the U.S. prepared daily at Weather Bureau office in Wilmington, N. C., weather maps printed in Washington, D. C., showing damp, wet, dry, cold, and hot locations, wind directions and sunshine areas, and mimeographed copies of maps, charts, and weather forecasts. Form attached. (Rarely, official.) 19 x 24 maps and vols., and 11 x 17 bundles, 5 ft. 6 in., on floor and open wooden shelf. Dirty. Rs. 325 and 327. (56, 58, 70)

2299. DAILY WEATHER BULLETINS, 1915 - 1935. Form 1038-Met'l, daily weather bulletin, giving name and station, highest and lowest temperature for 24 hours, wind velocity and direction at 8 a.m., precipitation in last 24 hours, state of weather, weather forecast, and weather conditions. Form attached. (Occasionally, official.) 9 x 17 bundles, 1 ft. 5 in., in wooden box. Dirty. R. 327. (49)

2300. COTTON REGISTER BULLETINS (COPIES), Aug. 1887 - Nov. 1889. Copies of reports issued for public information, giving temperature and rainfall. (Rarely, official.) 4 x 9 bundles, 3 3/4 in., on wooden shelf. Dirty, damaged by water and faulty containers, ink faded. R. 327. (83)

2301. COTTON REGION BULLETIN, Aug. 1, 1917 - 1933. Form 1045-Met'l, cotton region bulletin giving stations of district, highest and lowest temperature, precipitation, state of weather, and summary for cotton region states. Discontinued in 1933. Form attached. (Daily, official.) 9 x 13 bundles, 1 ft. 2 in., in wooden boxes. Dirty. R. 327. (47)

2302. COTTON REGION REPORTS, Apr. - Oct. 1935. Mimeographed tabulations concerning weather conditions in southern district during cotton season. (Occasionally, official.) 6 x 8 loose-leaf books, 2 1/2 in., in wooden desk drawer. R. 327. (62)

2303. MARINE WEATHER REPORT, 1906 to date. Weather reports sent out for benefit of shippers, listing all weather conditions, wind directions and velocity, and storm warnings. (Frequently, official.) 14 x 16 vols., 2 in., in bookcase. R. 327. (55)

2304. AIRWAY OBSERVATIONS, 1930 - 1935. Form 1135-Aer., special data for airway observations, giving date, name of station, meridian time, time, thermometer readings, dew point, vapor pressure, barometer readings at station and sea level, pressure at station, sea level pressure, current temperature, barometer, 5,000 ft. plane (readings and corrections), clouds,

and thunderstorms. Form attached. (Monthly, official.) 5 x 8 bundles, 1 ft. 4 in., in open wooden cabinet. R. 327. (44)

2305. ANNUAL REPORT, SIGNAL SERVICE OF U.S. ARMY, 1888 - 1890. Pamphlets completed with pen and ink by enlisted detail. Original reports. (Never.) 5 x 11 bundles, $\frac{1}{2}$ in., on wooden shelf. R. 327. (87)

2306. COTTON REGION BULLETIN FILES, 1934 to date. Mimeographed information on weather conditions. Distributed to cotton farmers. (Rarely, official.) 4 x 8 bundles, 1 ft., in wooden boxes. R. 327. (50)

2307. POST ROUTE MAP, NORTH AND SOUTH CAROLINA, Jan. 1, 1920. Shows post offices and locations of the following Weather Bureau activities: Cotton Bulletin, Cotton Region stations, Storm Warning stations, River stations, and Regular Weather Bureau stations. (Rarely, official.) 4 x 5 (flat), 4 in., (rolled) on open wooden shelf. R. 327. (93)

2308. CUSTOMHOUSE, POST OFFICE, DRAWING NO. 12, Aug. 27, 1888. Drawing, signed by W. M. A. French (?), Supervising Architect of the Treasury, showing roof plan of the Post Office Bldg. (Never.) 5 x 11 sheet (folded), on wooden shelf. R. 327. (92)

WINSTON-SALEM

DIVISION OF CLIMATE AND CROP WEATHER
COOPERATIVE OBSERVER
Welfare's Drug Store, S. Main St.

This station at Winston-Salem was established in 1895. Instruments and records are kept in a small building located in the back yard of the Welfare Drug Store. No papers are destroyed, and reports are sent to Raleigh.

2309. METEOROLOGICAL RECORD, 1895 to date. Gives range of difference between maximum and minimum temperatures of the day; time precipitation began and ended; record of total depth of rain, sleet, and snow over 24-hour period; prevailing wind direction of the day; character of the day: fog, hail, smoke, sleet, thunder, drought, floods, etc. (Daily, official.) 12 x 15 vols., 3 ft., on wooden shelves. Small one-room bldg. (250)

