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Inventory of Town and City Archives of Massachusetts

Prepared by

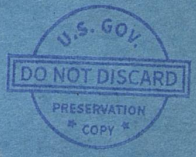
The Historical Records Survey
Division of Professional and Service Projects
Work Projects Administration



GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES

No. 13. Suffolk County
Vol. I. Boston
Part 5



The Historical Records Survey
Boston, Massachusetts
1940

INVENTORY OF TOWN AND CITY ARCHIVES

OF MASSACHUSETTS



Prepared by

The Historical Records Survey
Division of Professional and Service Projects
Work Projects Administration

No. 13. Suffolk County

Vol. I. BOSTON

Part 5

XXIII Law Department
XXIV Market Department
XXV Weights and Measures Department
XXVI Building Department
XXVII Public Buildings Department
XXVIII School Buildings Department
XXIX Printing Department
XXX Supply Department
XXXI Art Department
XXXII Boston Port Authority
XXXIII Boston Housing Authority

* * * * *

The Historical Records Survey
Boston, Massachusetts
February, 1940

The Historical Records Survey Program

Sargent B. Child,	National Director
Carl J. Wennerblad,	State Supervisor

Division of Professional and Service Projects

Florence Kerr,	Assistant Commissioner
Robert Y. Phillips,	Regional Supervisor
Harold G. Dunney,	State Director

WORK PROJECTS ADMINISTRATION

F.C. Harrington,	Commissioner
John J. McDonough,	Regional Director
Denis W. Delaney,	State Administrator

PREFACE TO PART 5

By authority of a Presidential Letter, the Historical Records Survey of the Works Progress Administration (now Work Projects Administration) was established in January 1936 as part of Federal Project No. 1 under the national direction of Dr. Luther H. Evans. It continued as a federal project until August 31, 1939 when its sponsorship was undertaken by Frederic W. Cook, Secretary of the Commonwealth of Massachusetts. In fulfillment of its purpose to preserve historical source materials and render them accessible to scholars and the public, it has laid emphasis upon its survey of public archives of state, county and local units of the government; upon the American Imprints Inventory, a comprehensive recording of the early products of the printing press in each state; upon its survey of historical manuscript collections and upon its inventories of church records and those of business, labor and social organizations. In Massachusetts, a catalogue of early American portraits has also been published. For a complete record of the publications of the Historical Records Survey in Massachusetts, see List of Publications at the end of this volume.

The present volume, covering the archives of eleven departments of the government of the City of Boston is the first to reach the stage of publication. An inventory of the archives of all departments of so large a city will necessarily occupy several volumes. Nor would it be wise to delay the publication of the various sections until the whole had been completed. The exigencies of the work relief program no less than the volume of accumulating data dictate a policy of continuous publication as the work goes forward.

A grouping of the city and town departments into logical and natural divisions was necessary even before the work commenced. The main divisions, of the inventory of the archives of the city, which are, of course, subject to change, appear at this time to be as follows:-

Part 1 - TOWN OF BOSTON, 1630-1821

Part 2 - CITY OF BOSTON, 1822 to date

I	Mayor	VI	Registry Department
II	Board of Aldermen (1822-1909)	VII	Election Department
III	Common Council (1822-1909)	VIII	Licensing Department
IV	City Council (1910 to date)	IX	City Censor
V	City Clerk	X	Statistics Department

Part 3 - CITY OF BOSTON, (cont'd)

XI	Assessing Department	XV	Budget Department
XII	Collecting Department	XVI	Sinking Fund Department
XIII	Treasury Department	XVII	Retirement Board
XIV	Auditing Department	XVIII	George Robert White Fund
		XIX	Finance Commission

Part 4 - CITY OF BOSTON, (cont'd)

XX Department of the School Committee
XXI Library Department
XXII Franklin Foundation

Part 5 - CITY OF BOSTON, (cont'd)

XXIII Law Department
XXIV Market Department
XXV Weights and Measures Department
XXVI Building Department
XXVII Public Buildings Department
XXVIII School Buildings Department
XXIX Printing Department
XXX Supply Department
XXXI Art Department
XXXII Boston Port Authority
XXXIII Boston Housing Authority

Part 6 - CITY OF BOSTON, (cont'd)

XXXIV City Planning Department
XXXV Board of Zoning Adjustment
XXXVI Street Laying Out Department
XXXVII Park Department
XXXVIII Transit Department
XXXIX Traffic Commission
XL Boston and Cambridge Bridges Commission

Part 7 - CITY OF BOSTON, (cont'd)

XLI Public Works Department

Part 8 - CITY OF BOSTON, (cont'd)

XLII Police Department
XLIII Fire Department

Part 9 - CITY OF BOSTON, (cont'd)

XLIV Public Welfare Department
XLV Soldiers' Relief Department

Part 10 - CITY OF BOSTON, (cont'd)

XLVI Health Department
XLVII Hospital Department
XLVIII Institutions Department
XLIX Penal Institutions Department

The eleven departments, the records of which appear in this volume, present an interesting group. The law department, which handles all legal affairs of the city, naturally performs functions of the greatest

importance. The public market of which the present-day market department is in charge has a long and interesting development reaching back to the seventeenth century. The office of sealer of weights and measures represents probably the earliest form of consumer protection attempted by the colonial authorities. Immediately following these records in this volume is placed the building department which is concerned with the enforcement of building regulations both in the construction of new, and the upkeep of old buildings. The public buildings department has jurisdiction of city-owned buildings housing two or more departments, while the school buildings department is charged with new construction as well as maintenance of all school buildings. The printing department constitutes a municipal printing plant; the supply department is essentially a purchasing bureau for supplies and materials except printing; the art department passes judgment upon art objects on city property. Finally there are included two authorities created for special purposes: The port authority which promotes the interests of Boston as a port; and the housing authority, created as a vehicle for the construction of better housing under the present housing program of the federal government. For a chart showing the relationship of the heads of these departments to the electorate, the governor and the mayor, see page 8.

The original field work for the present volume was done principally by Louis M. Alden, Hugh E. Allen, Clarence Brown, Frank Emery, Charles P. Clark, Joseph Corkery, Ronald Underwood, Alice P. Walton, Arthur W. Cox, George Gloss, Leon Levy, Simon Perin, Michael Salvaggio, Fredrick M. Wellbrock, Florence L. Willis, and George W. Wilson. The editing of the field forms was primarily the work of James S. Hindlian under the supervision of Morris I. Wartow, editorial supervisor of the survey. The research for, and writing of, the departmental sketches which precede the inventory of records in each department was done by Meyer G. Reines except in the case of the market department, the sketch of which was written by Jay Needham. Typing and multigraphing were done under the direction of Ralph Kahn. The index was prepared by Charles B. Haskell and Leon E. Ryther. Final editorial scrutiny was given the volume by Sargent B. Child, formerly regional supervisor but now director of the nation-wide survey program.

The assistance of the Honorable Maurice J. Tobin, Mayor of Boston, and of the department heads and supervisory officials of the various city departments is gratefully acknowledged. Among the latter the following have been especially helpful: Henry Parkman, Jr., until recently corporation counsel; Rudolph Robinson, assistant corporation counsel; Daniel B. Carmody, clerk of the law department; James E. King, chairman, and Major Edward F. O'Dowd, secretary of the statistics department; John F. McCarthy, sealer, and Walter L. Finnigan, chief clerk of the weights and measures department; James H. Mooney, building commissioner, and John H. Glover, chief clerk of the building department; Leo F. Power, superintendent of public buildings and Thomas A. Callahan, chief clerk of the public buildings department; James J. Mahar, superintendent of construction and John A. Noonan, executive secretary of the board of commissioners of school

buildings; John Twomey, acting superintendent of printing; John A. Breen, superintendent of the supply department and chairman of the Boston Housing Authority, also Charles E. Thornton, chief clerk of the supply department; and Daniel Sargent, secretary of the art commission.

The Historical Records Survey also wishes to express its indebtedness to the Honorable Frederic W. Cook, Secretary of the Commonwealth, without whose sponsorship this volume would not have been possible.

CARL J. WENNERBLAD
State Supervisor
Historical Records Survey

FOREWORD

This Inventory of the Town and City Archives of Massachusetts is one of a number of bibliographies of historical materials prepared throughout the United States by workers of the Historical Records Survey of the Work Projects Administration. The publication herewith presented, an inventory of the archives of eleven departments of the City of Boston is Part 5 of the Boston series.

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

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

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

The survey was organized by Luther H. Evans, is now under the direction of Sargent B. Child and operates as a nation-wide project in the Division of Professional and Service Projects, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

F. C. Harrington
Commissioner of Work Projects

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ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

Abbreviations and Foreign Terms

alph.	alphabetically	ff.	and following pages
approx.	approximately	fl.	floor
arr.	arranged, arrangement	gen.	general
asst.	assistant	hdw.	handwritten
bdl.(s)	bundle(s)	ibid.	in the same place
bldg.(s)	building(s)	idem	the same reference
bsmt.	basement	incl.	inclusive
ch.	chapter	Lib.	Library
C.H.	City Hall	no.(s)	number(s)
chron.	chronologically	numer.	numerically
cl.	clerk	off.	office
co.	company	op. cit.	work cited
comm.	commissioner	ord.	ordinances
corp.	corporation	p., pp.	page, pages
corr.	corridor	ptd.	printed
dept.(s)	department(s)	ref.	reference
discont.	discontinued	rev.	revised
dist.	district	rm.(s)	room(s)
div.	division	sec.	section
doc.(s)	document(s)	secy.	secretary('s)
ed.	edited, editor	st.	street
eng.	engineer	stat.	statute
env.(s)	envelope(s)	subsec.(s)	subsection(s)
estab.	established	supt.	superintendent
etc.	and so forth	va.	vault
		vol.(s)	volume(s)

Symbols

x	by	"	inches
--	continues to date	....	denotes omission in quoted matter
'	feet		
		:	equivalent to

Explanatory Notes

Inventory Arrangement

Records within an office are classified by subject. Within each subject classification, entries are listed in the order of their importance and for records considered of equal importance, a chronological sequence is used.

Office Sketches

A brief sketch of the development of each office since its inception precedes the inventory of its records. The statutory origin, and general state-wide development and functions of each office are discussed in a companion volume to this series of inventories soon to be published by the Historical Records Survey under the title Town and City Government in Massachusetts.

Titles

Exact titles of records are shown in upper case without parentheses. The contents of untitled records are indicated by assigning titles to them. Titles of this kind are shown in upper case enclosed by parentheses. When an exact title does not adequately describe the true nature of the record, such information is inserted in the title line but in lower case and enclosed within parentheses. The current or most recent title of a record is used as the entry title, and any variation of title within the record series is also noted.

Labeling

The numbering, lettering or other markings on a record are shown in parentheses following the quantity.

Indexing

If there is no index to a record, the fact is stated in the entry. If no mention is made of the absence of an index, it is either contained in the record covered by the entry or described in a separate entry, immediately following, if possible.

Dimensions

Except where otherwise indicated, dimensions of volumes, file boxes, or maps are shown in inches; those of volumes in the order of length along binding edge, width, and thickness; those of file cases, boxes and drawers in the order of height, width and depth.

Condition of Records

If no comment is made regarding the condition of records, it may be assumed to be satisfactory.

Explanatory Notes

Location

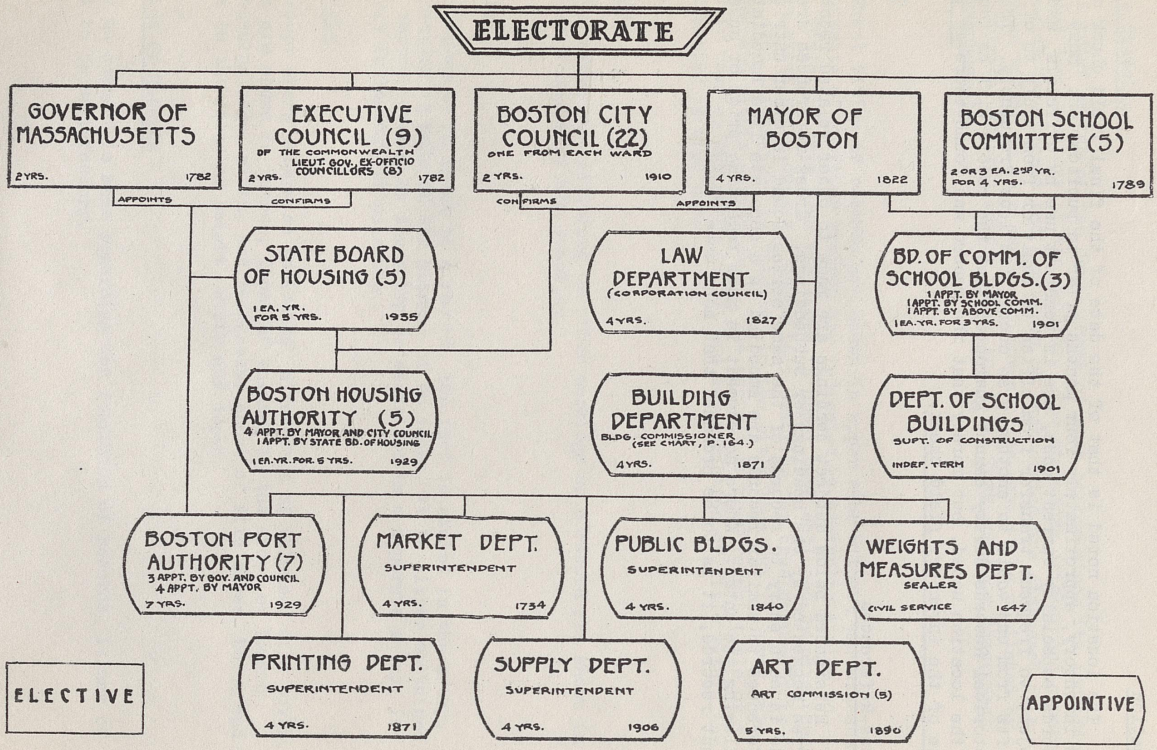
The location noted is that of the date of the final field check of the inventory, approximately four months prior to publication. Many records especially current ones, are in constant use by officials, and subject to frequent transfer from office to vault or from vault to office. Shifts from one vault to another also occur, but less frequently. The Historical Records Survey cannot guarantee that the record will be found in the location noted, but merely that the record was found there at the date of the inventory field check.

Cross-References

References below subject headings are made to other related record series suggested by the headings or subheadings. Cross-references are made in each entry to records of the same series found in other entries. References to similar records are embodied in a separate line immediately following the entry. Where no comment is made regarding prior or subsequent records, it is to be presumed that none were found.

ORGANIZATIONAL CHART

SHOWING RELATIONSHIP OF THE ELEVEN DEPARTMENTS IN THIS VOLUME TO THE ELECTORATE



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XXIII LAW DEPARTMENT

Historical Sketch

Prior to 1822 the legal business of Boston was performed by a town attorney or town counsel who was engaged by the selectmen to perform particular services as occasion arose.[1] This arrangement carried over into the early years of the city period but was replaced in 1827 by a more permanent system with the passage of an ordinance establishing the office of attorney and solicitor, the incumbent of which was to be chosen annually by concurrent vote of both branches of the city council from among members of the bar resident in the city.[2] The attorney and solicitor, or solicitor, as he was more commonly known, was to draft all bonds, obligations, contracts, deeds, leases, conveyances, assurances and other legal instruments that might be required of him; he was to commence and prosecute all actions and suits brought by the city government and to defend all suits brought against the city or any officer of the city; he was to furnish the mayor, city council or any of its committees, and any officer of the city government who might require it, with his opinion on any legal subject submitted to him bearing on their official duties; and, finally, he was to perform "every professional act incident to the office, or which may be required of him by the city government."[3] These functions, it may be noted in passing, have remained essentially unchanged through the years and form the basis of the work of the department today. Section 3 of the ordinance provided for the hiring of additional counsel in extraordinary cases.

A permanent, full-time assistant, known as the city attorney, was appointed in 1839 to act as junior counsel to the solicitor.[4] The position was established partly because of the belief that the legal burdens of the city had become too heavy for one man to bear alone, and partly from a hope that the new arrangement would so reduce the amount expended for extra legal counsel under Section 3 of the Ordinance of 1827 that a net savings would accrue to the city on the score of legal costs.[5] The new office enjoyed but a brief existence, however. In 1844 it was abolished and the legal work of the city devolved again upon one man, the solicitor.[6]

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1. For an account of the office of town attorney, see Inventory of the Town and City Archives of Massachusetts, No. 13 - Suffolk County, Vol. I - Boston, Part I - Town of Boston, 1630-1821, to be published by the Historical Records Survey in Massachusetts.
2. Ord. of June 18, 1827, in Revised Ordinances, 1834, ch. IV
3. Idem
4. Ord. of April 16, 1839 in City Doc. 3, 1842, p. 21
5. City Doc. 20, 1839, pp. 5, 6
6. Ord. of June 24, 1844, in City Doc. 2, 1850, p. 48

The reason for this action is not clear but it may have been due to the failure of the costs for extra legal counsel to drop as expected, $5,350 being paid for extra legal services in the three-year period following January, 1843.[1] A special investigating committee in 1846 recommended the reestablishment of the office of city attorney but the recommendation was disregarded[2] and not until 1866 was the solicitor again given a permanent assistant.[3]

The committee's investigation bore some fruit, however, with the passage of an ordinance on April 29, 1846 redefining the duties of the solicitor.[4] In essence these duties were the same as those laid down in 1827 with the sole exception that the solicitor was now expressly required to appear before the legislature or any of its committees to defend and advance the interests of the city.

The $600 per year paid the solicitor in 1827 had risen to $3000 by 1859,[5] when it was increased to $4000 with the understanding that out of this sum he was to pay the fees of such counsel as he employed as his substitute when unable to attend to his work in person, except in those cases where the committee on claims of the city council saw cause to make him an extra allowance.[6]

The following year (1860) the city council made a thorough investigation of the law department to ascertain whether the department was adequately staffed. The order setting in motion the inquiry originated in a feeling of dissatisfaction with recent heavy verdicts against the city and from a doubt that the solicitor had sufficient time to prepare his cases.[7] The investigators, however, found no need to change the existing arrangement, a conclusion concurred in by the solicitor.[8] Commenting upon the practice whereby the solicitor performed professional services for private individuals when it did not interfere with his official duties, the investigating committee justified the continuation of such a practice on the ground, chiefly, that the city would be unable to obtain a man of sufficient eminence and ability to assume the office of solicitor with its precarious one-year tenure if acceptance of the office involved giving up one's clients.[9]

Not long after this investigation the situation with regard to the need for assistants in the law department must have changed materially,

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1. City Doc. 11, 1846, p. 3
2. Ibid., pp. 4, 5
3. Ord. of April 2, 1866 in City Doc. 45, 1866, p. 5; also City Doc. 2, 1866, p. 99
4. Ord. of April 29, 1846 in City Doc. 2, 1850, pp. 51-53
5. Rev. Ord., 1834, ch. IV, sec. 3; City Doc. 53, 1860, p. 14
6. City Doc. 53, 1860, p. 14
7. Ibid., p. 9
8. Ibid., pp. 3, 15
9. Ibid., p. 4

for in the decade following 1866 no less than four men were added to the permanent staff of the department.[1] The only previous permanent assistant in the solicitor's office had been the city attorney, from 1839 to 1844. The four new aides who were known officially as the first, the second, the third, and the fourth assistant solicitors, respectively, were appointed by the mayor with the advice and consent of the committee on ordinances of the city council, for one-year terms.[2] Like the solicitor, their chief, they were to be members of the bar, resident in Boston, and were forbidden to hold any other office during the period of their incumbency. In addition to expanding the permanent personnel the ordinances continued to provide for the hiring of assistance on a temporary basis.[3] The legal taxable costs that were collected of losing parties in suits were to be divided among the solicitor and the assistant solicitors in the proportion of their respective salaries.[4]

In December, 1879, as the result of the complaint of the third assistant solicitor who was in charge of the conveyancing work of the law department that his $2000 a year salary was inadequate and that he would have to resign unless the compensation were increased, an ordinance was passed establishing the office of city conveyancer in the law department at a salary of $3000 a year.[5] There was no increase in personnel as one of the assistant solicitors was placed in the new position.[6] The conveyancer was to examine all titles to real property and to have the care and custody of all records relating to the same; to draft all deeds and other legal papers pertaining to real estate which by law, usage, or agreement the city might be at the expense of drawing; and to perform any other legal duty required of him by the solicitor.[7]

The conveyancer and the three assistant solicitors were, by the terms of this same ordinance (December 26, 1879) to be appointed by the solicitor with the approval of the mayor instead of, as formerly, by the mayor with the approval of the committee on ordinances of the city council.[8] However,

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1. See ordinances passed on April 2, 1866 (in City Doc. 45, 1866), on April 11, 1868 (in City Doc. 42, 1868), on April 29, 1873, and on February 13, 1875 (in City Doc. 18, 1875)
2. Idem
3. Ord. of Feb. 13, 1875, sec. 2, in Ordinances of the City of Boston and Acts of the Legislature of Massachusetts on Municipal Subjects, Passed in 1875, p. 97; Boston, Rockwell and Churchill, City Printers, 1876
4. Ord. of April 2, 1866, sec. 9; of April 11, 1868, sec. 1; of April 29, 1873. See footnote 1
5. City Council Minutes, 1879, pp. 213, 493, 733, 739; ord. of Dec. 26, 1879, in Ordinances of the City of Boston and Statutes of the Legislature of Massachusetts on Municipal Subjects, Passed in 1879, Boston, Rockwell and Churchill, 1880, p. 100
6. City Council Minutes, p. 662
7. Ord. of Dec. 26, 1879, sec. 7
8. Ibid., sec. 2

in the following year the power of confirmation was returned to the committee on ordinances, the solicitor retaining the power to nominate.[1]

From 1827 to 1881 the solicitor was the sole head of the city's law office. For 25 of these 54 years the position was occupied by John Plummer Healy, a former law partner of Daniel Webster, who filled the office capably if not brilliantly.[2] In 1881, due to advancing age, Mr. Healy became incapable of performing the active duties of his office, making necessary the appointment of a new solicitor.[3] But so great was Mr. Healy's reputation as an expert on city of Boston legal matters that it was thought best to retain him in some capacity and secure the benefits of his accumulated experience and wisdom. Accordingly an ordinance was passed on March 30, 1881 establishing the office of corporation counsel especially for Mr. Healy and investing it with exclusively advisory functions.[4] Specifically, the corporation counsel was to furnish legal opinions on any subject submitted to him by the mayor, the board of aldermen, the common council, the school committee, any committee of the city council, any board elected by the city council, or any officer of the city government.[5] The solicitor, on the other hand, was responsible for the working practice of the department. He was to commence and prosecute all actions and suits begun by the city; to defend all actions brought against the city; to appear as counsel before the legislature on behalf of the city, under the direction of the joint standing committee of the city council on legislative matters, and not otherwise; to examine all titles as to real property; to draft all deeds, etc.[6] The solicitor appointed the assistant solicitors and conveyancers and supervised their work.[7] The solicitor and corporation counsel were to be annually elected by concurrent vote of both branches of the city council.[8]

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1. Ord. of July, 1880, in City Doc. 95, 1880; see also, City Council Minutes, 1880, p. 400

2. Memoir of John Plummer Healy, LL. D. Late City Solicitor and Corporation Counsel of the City of Boston, prepared by Godfrey Morse, LL. B. (In City Doc. 2, 1882, pp. 253-276)

3. City Council Minutes, 1882, pp. 133, 135

4. Ibid., p. 135; ord. of March 30, 1881, in Ordinances of the City of Boston and Statutes of the Legislature of Massachusetts on Municipal Subjects, Passed in 1881, Boston, Rockwell and Churchill, 1882, p. 209

5. Ord. of March 30, 1881, sec. 5

6. Ibid., sec. 6

7. Ibid., sec. 2, 7. The solicitor's appointments had to be approved by the committee on ordinances of the city council, (ibid., sec. 2). The next year (1882) approval by the corporation counsel was also required (City Doc. 36, 1882, sec. 2). In 1884 the committee on ordinances lost its confirming power (Ordinances of 1884, ch. 14, in Rev. Ord., 1885, ch. 25, sec. 2) and from then until the abolition of the solicitor's office in 1904, the assistants in the law department were appointed and could be removed by the solicitor and corporation counsel acting jointly.

8. Ord. of March 30, 1881, sec. 1. In 1885, the appointing power was placed in the hands of the mayor, subject to confirmation by the board of aldermen. (Rev. Ord., 1885, ch. 25, sec. 1). Annual tenure was retained.

The ordinance of 1881 placed the law department under two officials without specifically designating either as superior in authority. In 1882 this indefinite arrangement was corrected and the corporation counsel was named as head of the department with the right to perform personally, at his discretion, the duties of any other member of the department.[1] The Revised Ordinances of 1885, however, said nothing about a head of the law department but the primacy of the corporation counsel might, perhaps, be inferred from the fact that he received a larger salary than did the solicitor, and that he could, at his discretion, personally take over any of the duties of the solicitor, assistant solicitors, or conveyancers.[2] These conditions held true also in the Revised Ordinances of 1890, but on the other hand it was now specified that the law department was to be under the control of the two officials acting "jointly."[3] In 1898 the corporation counsel's powers were increased at the expense of his colleague's when he was given the responsibility of appearing as counsel for the city before the legislature, a function that had been attached to the solicitor's office since 1846.[4]

The system of dual administration established in 1881 came to an end in 1904 with the abolition of the office of city solicitor and the accompanying centralization of control in the hands of the corporation counsel.[5] In the words of Mayor Collins the organization of the law department under two heads was "unscientific, wasteful of time and energy, and not now justified by any advantage that could be imagined."[6] During the 77 years of its existence the office of city solicitor had been filled by the following nine men:[7]

Charles Pelham Curtis.....1827-1829
John Pickering.....1829-1846
Peleg Whitman Chandler.....1846-1853
George Stillman Hillard.....1853-1855
Ambrose Arnold Ranney.....1855-1856
John Plummer Healy.....1856-1881
Edward Payson Nettleton.....1881
Andrew Jackson Bailey.....1881-1895
Thomas McCrate Babson.....1895-1904

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1. City Doc. 36, 1882, sec. 5. See also City Council Minutes, 1882, p. 135
2. Rev. Ord., 1885, ch. 6, sec. 1; ch. 25, sec. 3
3. Ibid., 1890, ch. 3, sec. 6; ch. 12, sec. 1, 2
4. Ibid., 1898, ch. 23, sec. 2. In his appearances before the legislature, the corporation counsel was subject to the direction of the mayor or any committee of the city council having charge of matters before the legislature. Idem
5. Ord. of 1904, ch. 2. An attempt many years earlier to abolish the dual setup had failed. See p. 1 of City Doc. 36, 1882
6. City Council Minutes, 1904, p. 46
7. The list is taken from City Doc. 23, 1905, p. 1. Mr. Babson, upon the abolition of his office in 1904, became corporation counsel and served in that capacity until 1912. City Doc. 19, 1913, p. 1

The decades immediately before and after the turn of the century witnessed a great increase in the amount of work handled by the law department though there was little change in the character of the department's business. "With the growth of the city in wealth and population", read the annual report of the law department for 1892, "municipal problems grow more numerous and complicated, and the litigation to which the city is a party is more varied."[1] There were pending for or against the city in various courts:

On January 31, 1890.....348 cases,
On January 1, 1895.....755 cases,
On January 25, 1904.....1874 cases.[2]

The number of matters in which the City of Boston was interested which came up before the legislature doubled in the decade following 1898.[3] Other phases of the department's work similarly experienced substantial increases during this period.[4]

To handle the growing needs of the department there was a parallel growth in personnel. In 1865 the department boasted but one permanent official. By 1875 four assistants had been added.[5] Only one more was added in the twenty years between 1875-1895,[6] but the decade following 1895 saw the addition of four more permanent staff members, bringing the total, in 1905, to ten: The corporation counsel, six assistant corporation counsels, and three conveyancers.[7]

There has been little real change in the functions of the law department as provided in the ordinances since its inception in 1827. The Revised Ordinances of 1914 fix these functions as they are today.[8] The department, under the supervision of the corporation counsel, has general charge of the legal work of the city; it furnishes, on request, legal opinions to the mayor, the city council or any four members or committee thereof, the school committee, and department heads, and supplies legal advice to any officer or employee of the city, on any question of law

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1. City Doc. 20, 1893, p. 1
2. City Council Minutes, 1904, p. 46
3. City Doc. 22, 1909, p. 1
4. Ibid., pp. 1, 2
5. See the footnote 1, p. 11 for the dates, when the additions were made. Clerical and other subordinate staff members are not included in these figures.
6. City Doc. 41, 1895, p. 132
7. Ibid., 45, 1905, p. 63
8. Rev. Ord., 1914, ch. 20. The latest revision of the ordinances, that of 1925, left the ordinance on the law department unchanged. Rev. Ord., 1925, ch. 19

connected with the discharge of his or their official duties; it represents the city before the various committees of the General Court, whenever the interests of the city are involved, under the direction of the mayor or appropriate committee of the city council; it drafts and approves the form of all written contracts; it performs the conveyancing work of the city; it institutes, subject to the direction of the mayor, any suit or proceeding in behalf of the city which is deemed necessary; it defends officers of the city in suits brought against them for their official actions; and, in general, it represents the city in all litigation to which it is a party.[1]

Claims against the city must be referred to the law department for investigation.[2] The department makes a report on each case to the committee on claims of the city council recommending a settlement and specifying the amount, or disapproving the claim. Such settlements may not exceed $500. To recover more than this amount, claimants must institute court proceedings against the city. The corporation counsel is authorized to settle any such suit when settlement is recommended by the committee on claims and approved by the mayor, provided it can be effected for a sum not exceeding $4,000.[3]

In accordance with Section 31 of the revised city charter, all proceedings involving the taking of land by the city for municipal purposes are carried out under the advice of the law department.[4]

The department's annual report for 1937 (the latest report available) presents a typical sample of the work of the department during recent years. Approximately 280 opinions in writing were rendered to the mayor, the city council, the school committee and various department heads during the year.[5] In addition the department gave oral advice to city officials on innumerable occasions. Approximately 1,000 contracts and contract bonds were prepared and approved by the department for municipal needs, and approximately 460 surety bonds for various city and county employees During 1937 the department prepared and filed with the General Court thirty-one petitions on behalf of the mayor seeking the passage of legislation to benefit the city.[6] Quite as important as its positive action before the legislature are the department's defensive proceedings before the same body in the matter of legislation that might adversely affect the interests of the city. Tort actions to the number of 832 were disposed of during the year, involving payments totaling $93,921.71.[7] On January 1, 1937 there

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1. Rev. Ord., 1914, ch. 20; Rev. Ord., 1925, ch. 19
2. Ibid., 1914, ch. 3, sec. 17
3. Ibid., ch. 20
4. Acts, 1909, ch. 486, sec. 31. The department is required to keep a record of the proceedings.
5. City Doc. 16, 1938, p. 2 ff.
6. Ibid., p. 9 ff.
7. Ibid., p. 15

were pending in the department 1,214 claims against the city.[1] During the year, 594 additional claims were referred to the department by the committee on claims of the city council. Of this total of 1,808, 160 were approved and 253 disapproved, leaving 1,395 claims pending on January 1, 1938.

Claim investigation procedure has been greatly improved in the past decade. Prior to 1930 claims for damages against the city were investigated by the claims division of the Boston Police Department.[2] In that year it was deemed advisable to transfer this work to the law department where an investigating division was organized for the purpose. Substantial savings to the city in the form of reduced damage payments are credited to the new arrangement.[3]

Photography is extensively used by the department in its claim-investigating work. Arrangements have been made whereby the police and other city departments notify the photographer (who has been permanently attached to the department since June 1, 1936), immediately, whatever the hour of day or night, of any accident or injury for which the city may be liable, thus enabling photographs to be taken that might establish the nonliability of the city.[4] During 1937 more than 7,215 photographs were taken by the department photographer.

Closely related to the photographic work of the department in determining the validity of claims against the city and in reducing the city's liability to a minimum is the work of the medical examiner who has been a permanent member of the department since 1936.[5] He makes a large proportion of the examinations previously made by outside physicians and is, in addition, available to give medical advice to the department's trial men where necessary.

During 1937, as on many earlier occasions, the law department appeared on behalf of the city before the Interstate Commerce Commission and the United States Maritime Commission, and attended various conferences and hearings, all in connection with matters affecting the Port of Boston.[6]

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1. City Doc. 16, 1938, p. 16
2. City Council Minutes, 1931, p. 4. For a very interesting account of the difficulties encountered by the city, eighty years ago, in defending itself against claims for injuries due to alleged highway defects, see City Doc. 53, 1860, p. 8
3. City Council Minutes, 1931, pp. 4-5. See also p. 7 of a typewritten copy of a radio address delivered by Corporation Counsel Samuel Silverman on Nov. 14, 1932, in the files of the law department.
4. City Doc. 16, 1938, p. 17. The photographer is paid a fixed rate for each "photo" that he takes. He may perform outside work but his law department work takes precedence.
5. Idem
6. City Doc. 16, 1938, pp. 24-26; ibid., 16, 1935, p. 20 ff.; ibid., 15, 1924, pp. 5, 6

Its efforts on behalf of the port are carried on in close collaboration with the Boston Port Authority.[1] The department also represents the city before other public boards and commissions, notably the state Department of Public Utilities in relation to rates and other matters.[2]

The department disposed of nine contract actions against the city during the year and eight cases involving land damages for which the city was liable.[3] Violations of the building laws are referred to the department for settlement. In the great majority of cases (462 in 1937) the causes giving rise to the complaints are remedied voluntarily, after the law department has entered the proceedings, but some cases (55 in 1937) require resort to legal action before compliance with building regulations is effected.[4] Though almost all of the department's work is of a civil nature it is sometimes called upon to prosecute certain criminal actions as, for example, welfare frauds (for which there were three prosecutions in 1937) and certain violations of the building code.[5]

Conveyancing work in 1937 - of a kind that recurs year in and year out - included examination of the titles involved in 37 land damage cases; investigation of 32 cases pending in the land court to determine the rights which the city might have in property sought to be registered with the court; preparation of orders relating to the sale of property acquired by the city through the foreclosure of tax titles; and the preparation and approval of numerous deeds, leases, releases and other instruments relative to real property matters for various municipal departments, and the examination of numerous titles and documents in connection therewith.[6] Out of the ordinary run of conveyancing was the investigation undertaken by the department to protect the city's interest in the flats and filled land in the section of Boston known as the South Bay. The work, carried on for several years, involved a thorough study of early colonial records, on the basis of which the department, on September 13, 1937, laid claim to about 45 acres of the South Bay on behalf of the city.[7] The examiner, who was appointed by the land court to report on the matter, upheld the city's right to approximately 37 acres of the area claimed.[8]

Of the activities of the law department today none, perhaps, required the attention of so many staff members as those connected with protecting the city's interest in tax-delinquent real estate.[9] This important phase

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1. City Doc. 16, 1936, pp. 28, 29
2. Ibid., 38, 1939, p. 57
3. Ibid., 16, 1938, p. 18
4. Ibid., p. 21
5. Ibid., p. 20; ibid., 16, 1936, pp. 24, 25
6. Ibid., 16, 1938, p. 7
7. Ibid., p. 8
8. Idem
9. Mr. Walter J. O'Malley, the late city conveyancer, is the authority for this statement and for the account of the tax title work of the law department that follows.

of the department's work is wholly the outgrowth of the economic depression that began in 1929. Prior to that time the number of people who lost their real property because of inability to pay tax assessments was inconsequential and, where default did occur, the city did not take over title for itself but sold such properties to professional tax-title buyers who were available in large numbers. The advent - and persistence - of the depression, however, changed the situation fundamentally. The amount and value of real estate in tax-arrears rose to unprecedented proportions, which, with the concomitant disappearance of the private market, forced the city to assume title to these properties. The law department was ill-prepared to cope with the mass of legal detail accompanying the transfer of so much real estate, a single man handling ten times the normal amount of work. Conditions finally forced the establishment in March, 1934, of a special division within the department, the tax-title division, to facilitate the work of foreclosing tax-titles for nonpayment of taxes, a process which is mandatory upon the city after the lapse of a prescribed period of time. The division was operated on a temporary basis until 1938 when the continuing importance of the division's work made feasible its establishment as a permanent unit with a staff consisting, in 1939, of two assistant corporation counsel, one junior assistant corporation counsel, nine law clerks, and four stenographers.[1]

The depression which has so signally affected the department's activities in the matter of tax-delinquent real estate has also enhanced the department's role in opposing assessment reductions on real estate located in Boston before the state board of tax appeals.[2] The city spends large sums to fight such reductions, staff members working in conjunction with outside experts to this end.[3]

The department has recently completed a compilation, in two volumes, of the special laws of the Commonwealth of Massachusetts relating to the City of Boston and its predecessor, the Town of Boston.[4] The laws are

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1. City Doc. 38, 1939, p. 57

2. The board of tax appeals was replaced in 1937 by the appellate tax board. Acts, 1937, ch. 400

3. Finance Commission of the City of Boston, Report to the Legislature for the Year Ending Dec. 31, 1938, City of Boston, Printing Dept., 1939, p. 21. See Also City Council Minutes, 1937, p. 346; 1938, p. 60

4. Special Laws of the Commonwealth of Massachusetts Relating to the City of Boston, enacted prior to Jan. 1, 1938, compiled and edited by H.E. Foley, Corp. Counsel. The compilation was authorized by the city council on June 14, 1926. City Council Minutes, 1936, p. 309. Earlier compilations of a similar sort were made under the direction of the corporation counsel in 1885, in 1897, and in 1908.

arranged in chronological order from 1692 to January 1, 1938. Laws still in effect are quoted in full; those that have been repealed are indicated by title only. The value of the compilation is greatly enhanced by the notes which are appended to each law indicating amendments, repeals, and other changes, and referring to pertinent court decisions.

Since the abolition of the office of solicitor in 1904, the corporation counsel has been sole head of the law department. He is appointed by the mayor for a four-year term, and may be removed at the mayor's pleasure.[1] The department consists, in addition, of eighteen assistant corporation counsel, two junior assistant corporation counsel, a medical supervisor, a legislative agent, and forty other employees comprising the investigating, tax-title, secretarial and clerical staff.[2] Among the many men who have been connected with the department during its 112 years, several stand out for the length of their service. John P. Healy has already been mentioned. Of the others, Thomas M. Babson was connected with the department for 33 years, as assistant solicitor (1879-1891), as corporation counsel (1891-1895), as solicitor (1895-1904), and as corporation counsel (1904-1912).[3] Roscoe P. Owens was a conveyancer for 34 years, from 1880-1914.[4] Longest service of all was rendered by Fisher Ames, who entered the department as clerk in 1866, later became secretary, and served until 1914, a period of 48 years.[5] Daniel B. Carmody entered the department as a messenger in 1894 and is still in service today, as clerk of the department.[6]

Since 1882 employees of the department have been forbidden to appear in court in cases to which the city was not a party.[7] This restriction on the private legal practice of law department officials does not extend, however, to such work as drawing up wills, giving advice, etc.[8]

The department's regular expenditures for the past three years, with the amount spent for salaries, were:

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1. Acts, 1909, ch. 486, sec. 9, 13. Approval of the appointment by the state civil service commission was required by sec. 10, 11, but the requirement was repealed by Acts, 1930, ch. 167
2. These figures are for 1939. City Doc. 38, 1939, p. 57
3. City Doc. 86, 1905, p. 50; ibid., 19, 1913, p. 1
4. Ibid., 65, 1914, p. 83
5. Idem
6. "Officials and Employees of the City of Boston, June 1, 1939" vol. I, p. 141. This work is typewritten and may be consulted in the auditor's office, room 20, City Hall, Boston.
7. City Doc. 36, 1882, sec. 11
8. City Council Minutes, 1882, p. 136

Year	Total Expenditures	Salaries
1936	$136,407.13	$128,093.42[1]
1937	138,960.13	130,394.88[2]
1938	151,142.75	142,784.14[3]

The department also spends considerable sums outside of its official budget. In 1936 and 1937, for example, there was spent for:

	1936	1937
Abatement service experts	$35,588.30	$11,586.20
Legal expenses, expert witnesses, etc.	39,420.57	31,675.64
Land court tax lien foreclosures	31,677.70	33,872.20
Examination of tax titles	8,176.50	6,130,95
	$114,863.07	$83,264.99[4]

In 1938 there was spent for these same purposes a total of $99,811.82.[5]

Beginning in 1868 semi-annual reports of its activities were published by the department, though only intermittently.[6] Since 1890 reports have been published annually with regularity.[7]

Except where otherwise noted, all records are in the Lawyers' Building, tenth floor, 11 Beacon Street.

Corporation Counsel

(See also entries 95, 154, 159-v, -viii, -x, 168-i o, p, 180-ii b, d, 180-iv a, 183-iv)

Reports (See also entries 12-iv, 23, 79, 130)

1. ANNUAL REPORT OF THE LAW DEPARTMENT, 1686-74, 1877, 1879, 1890, 1892--. 61 vols. (dated). Title varies: Report of the City Solicitor, 1868-74, 1877, 1879, 11 vols.

Semiannual reports, 1868-71, 1874, 1879, annual reports, 1869, 1872-73, 1877, 1879, 1890, 1892--, giving a brief history of departmental activities,

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1. City Doc. 4, 1937, p. 62
2. Ibid., 4, 1938, p. 66
3. Ibid., 4, 1939, pp. 72, 73
4. City Council Minutes, 1938, p. 60. There are several discrepancies in the figures for 1937 as given in the Minutes, on the one hand, and as given in the Auditor's Report for 1937 (City Doc. 4, 1938, p. 48), on the other. However, the totals are practically the same in both cases.
5. City Doc. 4, 1939, p. 56
6. For a list of those published, see, Index to the City Documents, 1834 to 1909, City of Boston, Printing Department, 1910, p. 59ff
7. They may be found in the city documents. No report was published in 1891.

with outline of functions and duties: Name of mayor; lists of suits, legal proceedings to which the city is party; nature, causes of action; names of court cases pending, decisions of important cases, description of other work performed in line with regular duties. Includes statistical tables showing work of different divisions; lists of operating costs, department personnel, bills presented to the legislature. Also includes yearly comparison of collections for the city: Total collections from delinquent taxpayers, number of properties foreclosed for unpaid taxes; signature of city solicitor, corporation counsel; date of report. No arr. No index. Ptd. 6 pp. to 28 pp. 9 x 5½ x ¼. 56 vols., 1868-1935, in City Document Series, statistical dept., seventh fl., C.H.; 5 vols., 1936--, secy. desk, gen. off. (Also 56 vols., 1868-1935, found in State Lib., State House, Boston.)

2. BUDGET - MONTHLY REPORTS - MISC. OFFICE ROUTINE, 1927--. 1 file drawer.

Contains:

i. Annual summaries of payments to departmental employees: Number of employees; annual salary, total payments under each employee classification; year of summary. Includes data regarding salaries: Name, address of department; name of division official; number, amount of pay roll of permanent, temporary employees; number of vacancies not filled; number of CWA, ERA, WPA workers employed.

ii. Copies of notes on department activities prepared for inclusion in the City Register, 1934--: Brief sketchy history of the establishment, functions, and accomplishments of department; number of personnel; name of corporation counsel; name of assistant corporation counsel, secretary, clerk; date of report.

iii. Data - Requisitions - Current Fiscal Year - Law Dept. and Reserve - Special Appropriations - Current Requisitions - Petty Cash - G. O., 1934--, entry 159.

iv. Reports from each assistant corporation counsel to corporation counsel, reviewing progress made at various intervals in tort cases, 1934--: Names of plaintiffs, amount of settlement; number of cases settled, discontinued, dismissed; number of cases resulting in verdict for plaintiff, defendant, city; amount of damages claimed, amount of verdict against city; total cases disposed of; amount paid in settled cases, verdicts against city; totals for previous year; number of contract cases, amount of settlements; period covered by summary, signature of attorney, date report filed.

v. Reports on employment made to state department of labor and industries, July 1937--: Names, position or duties of employees; amount of pay, increase in pay; total number employed, amount of weekly wages; date of report.

Arr. by date of report. No index. Various types of recording. 12 x 12 x 22. Gen. off.

Legal Opinions (See also entries 50-xiv, -xxii, 51, 168-i b, h, j, m, t, -ii c(2), ii e(2)

3. CIVIL SERVICE FILE - CORRESPONDENCE (Reports), 1934--. 1 file drawer (dated).
Assistant corporation counsels' reports to corporation counsel on cases resulting in verdicts and judgments against the city: Name of court, plaintiff, plaintiff's attorney; docket number of case; names, addresses of injured persons; details of injury, description of accident, statements of witnesses, photographs of locus of accident; statement of assistant corporation counsel as to advisability of settling, fairness of verdict, amount of judgment entered by agreement; signature of plaintiff's attorney, date of report. Arr. by date of report. No index. Typed on ptd. form. 12 x 12 x 22. Gen. off.

4. LETTERS (Legal Opinions), 1874--. 31 vols. (A-Z).
Copies of legal opinions in reply to requests from mayor, city council or committees thereof, school committee, city department heads: For description, see entry 5. Arr. by date opinion rendered. Indexed alph. by name of correspondent, city dept., subject of opinion. Hdw. and typed until 1897, typed thereafter. 500 pp. 12 x 10 x 1½. Shelf, corr. ref. rm.

5. LEGAL OPINIONS - CITY LAW DEPARTMENT, 1895--. 29 vols. (8-36, dated).
Legal opinions rendered by corporation counsel on request of mayor, city council or committees thereof, school committee, and heads of city departments: Name of department; interpretations of City Charter, statutes affecting the city; instructions for correct procedure in specific cases, with citations of law and reference to court decisions; opinions on validity of contracts, leases, ordinances, laws, rights of parties; city's liability under land takings, foreclosure proceedings, action of courts; construing of acts and rights of litigants; signature of corporation counsel, date of opinion. Arr. by date opinion rendered. Indexed alph. by subject; for separate index, see entry 6. Hdw. to Mar. 1902, typed thereafter. 500 pp. 12 x 10½ x 2½. Shelf, corp. counsel's off., rm. 1001.

6. (Card Index to Legal) OPINIONS, 1895--. 6 file drawers (A-Z).
Name of correspondent, department; subject, nature of opinion; volume, page reference. Arr. alph. by name of correspondent, city dept., or subject of opinion. Typed. 4 x 5½ x 16. Cabinet, gen. off.

7. LETTERS - MISCELLANEOUS (Legal Opinions), Aug. 31, 1897-1900, 1904--. 18 vols. (9 vols., Aug. 31, 1897-1900, Aug. 1906-7, 1910-15, 1919-22, dated; 9 vols., 1904-6, 1908-9, 1916-18, 1923--, unlabeled).
Copies of letters containing legal advice or opinions to city department officials: Name of official, department, subject discussed; advice on pensions, damage claims, franchises, ordinances, statutes, leases, powers of special commissions; opinions on street widenings, assessments, tax

levies, titles, land takings; signature of corporation counsel, date thereof. Arr. by date of letter. Indexed alph. by name of addressee. Hdw. and typed. 750 pp. 11 x 9½ x 2½. 16 vols., 1897-1900, 1904-July 24, 1930, Sept. 20, 1938--, corr. ref. rm.; 2 vols., 1910, Oct. 8, 1930-Aug. 4, 1938, gen. off.

8. LETTERS (to) MAYOR, STREET COMMISSIONERS, (and) PARK COMMISSIONERS, 1904--. 8 vols. (3 vols., 1904-Jan. 1922, dated; 5 vols., Feb. 1922--, unlabeled).

For description, see entry 7. Arr. by date of letter. Indexed alph. by name of addressee. Hdw. and typed. 750 pp. 11 x 9½ x 2½. 5 vols., 1904-34, corr. ref. rm.; 3 vols., Sept. 6, 1927--, gen. off.

9. LETTERS (to) SUPT. OF STREETS - BUILDING DEPT., 1904-23. 3 vols. (2 vols., 1904-Feb. 10, 1913, dated; 1 vol., Feb. 11, 1913-23, unlabeled).

For description, see entry 7. Arr. by date of letter. Indexed alph. by name of addressee. Hdw. and typed. 750 pp. 11 x 9½ x 2½. Corr. ref. rm.

10. GENERAL OFFICE MATTERS - GEO. ROBERT WHITE FUND, 1934--. 1 file drawer.

Legal opinions, interpretations, advice relative to specific phases of instruments, and the powers, functions, liabilities, restrictions of municipal officers; also includes drafts of contracts, leases, ordinances, rules, regulations, legislative bills. Arr. alph. by name of city dept. or subject covered. No index. Hdw. and typed, hdw. on ptd. form, typed on ptd. form. 11 x 16½ x 26. Cabinet, Mr. Robinson's off.

11. INTER - OFFICE MEMOS., JUDGMENTS, 1937--. 3 file boxes. Title varies: Judgments, G.O., 1937, 1 file box; Executions, G.O., 1938, 1 file box.

Opinions from assistant corporation counsel to corporation counsel: Name of assistant corporation counsel, examiner; names of parties, attorneys; subject of memo; assistant corporation counsel's opinion of case; date, amount of judgment, if any; general statement of case; date of memorandum, docket number of case. Arr. alph. by name of addressor. No index. Typed under ptd. head. 12 x 11½ x 3. 2 file boxes, 1937-38, gen. off., 1 file box, 1939--, corp. counsel's off., rm. 1001.

Probate Cases (See also entries 35, 50-iv, -v, -vi, -xxviii, -xxix, 51, 60, 168-i s, -i y(1), -i y(3), -i cc)

12. (ACTIVE CASE HISTORIES - CITY WARD ADOPTIONS), 1937--. 1 file drawer.

Case jackets, marked by name of child, containing one or more of the following papers:

i. Copy of petition for adoption of welfare child, as filed in probate court: Name of city, commonwealth, county court judge, city department having custody; name, address of petitioner,

(ACTIVE CASE HISTORIES - CITY WARD ADOPTIONS), (Cont'd)

i. Copy of petition for adoption of welfare child, as filed in probate court: (Cont'd)
visitor, child, child's mother; date and place of birth, age of child; period of residence in home of petitioners; recitation of petition, citation of laws in support thereof; prayer for a change of child's name to that of petitioner's; signature of child consenting to adoption, if over fourteen years old; date of petition; signatures of parent, petitioners.

ii. Correspondence with institutions and child welfare departments, mother of child, probate court, relative to petition for adoption of child; with newspaper publisher relative to publishing of citation issued from the probate court in order to locate the mother of the child. Includes newspaper clippings of citation and notices to parties interested in adoption proceedings, naming time and place for hearing.

iii. Notice from institutions department to law department enclosing applications for legal adoption of welfare child now boarding with applicant at expense of city: Name of child, acting commissioner; name, address of applicant; request for early action by the department, signature of commissioner, date of notice. Includes letter from applicant requesting permission to adopt and change name of child.

iv. Original and copy of report to department from visitor of the child welfare division: Name of city, department, division, commissioner, applicant, child's mother; description, condition of health, age, weight of child; appearance at present, on date of application; history of mother, date child entered home of applicant; character, reputation, financial ability of applicant to provide good home; signature of visitor, date of report.

Arr. alph. by name of child. No index. i, typed and hdw.; ii, typed under ptd. head; iii, typed; iv, typed on ptd. form. 12 x 12 x 20. Mr. Graham's off., rm. 1019.

13. (CLOSED CASE HISTORIES - CITY WARD ADOPTIONS), 1933-36. 1 bdl.
System estab. 1933.

For description, see entry 12. Also contains: Final decree of adoption issued by probate court: Name of city, commonwealth, county court judge, city department having custody; name, address of petitioner, visitor, child; period of residence in home of petitioners; recitation of petition, prayer for change of child's name to that of petitioner's; date of hearing, decree of court, new name of child; signature of probate judge, date thereof. Includes appointment of temporary guardian in those cases where no person appears to consent or object to granting of petition: Name of person appointed, date of sitting, signature of judge. Arr. alph. by name of child. No index. Hdw. and typed on ptd. form. 6 x 10 x 19. Rm. 1019.

Correspondence (See also entries 102-v, 168, -i z, 180-ii d)

14. CIVIL SERVICE FILE - CORRESPONDENCE, 1923--. 12 folders (dated). Folders containing correspondence with mayor, city auditor relative to temporary appointment of an assistant to serve as acting corporation counsel; 1925--, advising of appointment of assistant corporation counsel; 1935--, with commissioner of civil service relative to appointment of constables, clerks, messengers, telephone operators and others required by department. Includes list of eligible persons notified by the state civil service commissioner for interview with corporation counsel. Arr. by date of correspondence and thereunder by subject of contents. No index. Typed, typed on ptd. form, typed under ptd. head. 12 x 12 x 22. Gen. off.

15. (Corporation Counsel's) MISCELLANEOUS CORRESPONDENCE, 1933--. 1 file drawer.
General correspondence with various individuals relative to their inquiries on matters of law; legal opinions. Arr. alph. by subject covered. No index. Typed, typed under ptd. head. 12 x 12 x 22. Gen. off.

16. (Correspondence Concerning) U. S. CONF(erence) OF MAYORS #350-- INST(itute) OF MUNIC(ipal) LAW OFF(icers) #351-- AND BANKER & TRADESMAN, BOSTON PORT SPOKESMAN (Bulletins), 1934--. 1 file drawer.
Correspondence between corporation counsel and directors of the United States conference of mayors and law officers of various American cities relative to problems of administration; with corporation counsel or city solicitors of other cities, exchanging information and data on public utility rates and regulations, unemployment and relief problems, rights of cities to condemn property, granting of franchises, local sponsorship for federal relief projects, preparation of program of discussion for annual conference; with the secretary of the national institute of municipal law officers exchanging views, opinions, interpretations of legislature matters bearing on municipal laws, codes, ordinances, regulations; with the publisher of the monthly bulletins of the institute reporting cases against cities where municipal liability is involved, giving results of trials and suggestions for new laws or ordinances. Includes copies of Banker and Tradesman magazine and Boston Port Spokesman bulletin. Arr. by date of correspondence. No index. Typed, typed under ptd. head. 11 x $17\frac{1}{2}$ x 24. Gen. off.

Docket Clerk's Office

Trial of Cases

17. GENERAL DOCKET - CITY OF BOSTON LAW DEPARTMENT, 1852--. 20 vols. (5 vols., 1852-1896, dated; 12 vols., 1883-1901, 1909--, marked 7, 8, 11-20, dated; 3 vols., 1883-99, 1901-9, unlabeled). Title varies slightly.

Entry book giving case data needed for quick reference of all cases filed in court by or against the city: Name of court; names of plaintiff, defendant, opposing counsel; docket number of case; cause, nature of action; notation of removal to higher court or other change in jurisdiction; date of appearance, dismissal of bill or petition; date of withdrawal or nonsuit; nature of verdict, amount of judgment, if any. Arr. by date suit entered. 15 vols., 1852-85, no index; 5 vols., 1927--, indexed alph. by name of plaintiff, defendant; for separate index to pending cases 1907--, see entry 19; to closed cases, 1886--, see entry 21. Hdw. on ptd. form. 560 pp. 16 x 12 x 3. Docket cl. off.

18. PENDING (Cases), 1897--. 15 file drawers (A-Z).

Individual case folders marked by name, address of claimant; name of city, court, judge, plaintiff's counsel; ad damnum, cause of action; date bill of complaint filed by plaintiff, notice of suit served on city clerk, writ of attachment served on city treasurer; date answer, appearance filed; docket number of case and numerous other notes varying with progress of each case. Case folders contain one or more of the following papers:

i. Abstracts and plans taken from records in county registry of deeds: Notes concerning prior and present title holders, original deeds, subsequent incumbrances to parcels of land subject to tax sale. Includes plans and surveys showing street locations of properties.

ii. Admission of facts by the defendant (copy): Name of court, county, plaintiff, defendant; admission of certain facts, refusal to admit other statements by plaintiff as facts, reasons therefor; docket number of case, signature of attorney for defendant.

iii. Agreed statement of facts: Name of court, county, plaintiff, defendant; statement that certain facts be accepted as true; docket number of case, signatures of attorneys for both parties.

iv. Agreement for judgment: Name of court, county, plaintiff, defendant; agreement of parties upon amount as judgment for damages, docket number of case; date of agreement, signatures of attorneys for both parties.

v. Amendment to report: Name of court, county, plaintiff, defendant; recital of amendment, reasons therefor; reference to status of report of case enabling trial judge to allow amendment; docket number of case, signature of associate justice.

PENDING (Cases), (Cont'd)

vi. Appraisal by expert of value of real estate parcel to be taken for public use by the city: Locus of property; statement of assessed valuation, tax levy on property; appraiser's estimate of fair value of property as basis for award of damages; number of appraisal, signature of real estate expert. Includes photographs of property and buildings; sketches of nearby streets, adjoining properties.

vii. Assistant corporation counsel's recommendation to board to street commissioners to pay compromise amount as damages to settle claim of plaintiff against city for land taken for street widening (copy): Name, address of board; name of plaintiff, locus of property; reservation for approval of mayor, board of street commissioners, corporation counsel for city; signature of assistant corporation counsel, date of notice.

viii. Bill of complaint (copy): Name of court, names of litigants; recitation of bill, list and description of injuries and damages sustained; prayer that respondent be enjoined both temporarily and permanently from doing certain things, docket number of case, signature of plaintiff's counsel; date of filing, return. Includes court order of notice to respondent, naming time limit for appearance. Also includes certification: Attestation, signature of clerk; date of act.

ix. Board of street commissioners' award of damages for land taken by city: Name of property owner; title, address of commission; amount of award, signatures of commissioners; approval, signature of mayor; date of award. Includes attestation: Signature of secretary of board, date of act.

x. Confirmation of verbal agreement reached between counsel for parties in case of land taking by city: Name, address of corporation counsel; computation of taxes due city, amount of allowance for part of land required for street widening, net amount to be paid to city by plaintiff; offer to pay this amount upon formal acceptance of this agreement by city, signature of plaintiff's counsel.

xi. Contract for sewerage works (copy): Names of contracting parties, address of contractor, location of sewer to be built; details, specific requirements of construction; amount of consideration and penalties, conditions, date of contract; signatures of officials of contracting company, bonding company agent, corporation counsel, mayor, commissioner of public works; date suit entered in superior court, docket number of case. Also includes.

a. Certificate of compliance with NRA in connection with PWA projects: Description of wage, hour regulations of PWA; signature of contractor.

b. Construction regulations which are mandatory in all cases wherein the federal government pays part of cost, giving the hourly wage rates for various types of labor.

PENDING (Cases), (Cont'd)

xi. Contract for sewerage works (copy): (Cont'd)

c. Grant agreement between the city and Federal Government: Terms, conditions of agreement; percentage of costs to be borne by the Federal Government, reference to the National Recovery Act in support thereof; attestation, signatures of parties to the agreement.

d. Letter from contractor to chief engineer of the sewer division stating difficulties encountered and not shown on plan, with request for reimbursement for extra cost.

e. Printed notices, instructions, excerpts of new laws or changes in laws and regulations relative to construction.

xii. Decree:

a. Final (copy): Name of court, county, plaintiff, defendant; recital of decree dismissing bill without costs by consent of parties; signatures of justice, attorney for each party; docket number.

b. Interlocutory for completion of pleadings (copy): Name of court, county, plaintiff, defendant; decree of court with consent of counsel for both parties; docket number of case; signature of judge, counsel for both parties. Includes certification: Attestation, signature of clerk of court; seal of court, date of act.

xiii. Defendant's answer to plaintiff's interrogatories (copy): Name of court, county, plaintiff, defendant; recital of answer, docket number of case, signature of mayor. Includes attestation, date of act; signature, seal of notary.

xiv. Discharge of city as trustee (copy): Name of plaintiff, defendant; statement of discharge, docket number, signature of plaintiff's attorney.

xv. Estimate by a real estate expert of cost of building to be torn down by city to widen street, for use in determining damages to be paid. Includes cost of architect's fees, surveyor's plans.

xvi. Estimate of suggested alteration to building: Name of plaintiff, location of property; amount of damages caused by street widening, reference to partial demolishing of building, estimated cost of reconstruction.

xvii. Judgment of court on criminal complaint: Name of defendant, court, county; reference to complaint under oath alleging a certain offense; statement, date of arraignment; plea of guilt, order for probation, signature of clerk, attestation of true copy by assistant clerk. Includes on reverse side: Name of complainant, defendant; docket number; notation, date of judgment.

xviii. Jury claim: Name of court, county, plaintiff, defendant; recital of claim for trial by jury; date of court session, filing of claim; signature of plaintiff's attorney.

PENDING (Cases), (Cont'd)

xix. Motion by:

a. Administratrix to prosecute action suggesting death of plaintiff (copy): Name of court, county, plaintiff, defendant, administratrix; name, address of defendant's attorney; statement by attorney for administratrix setting forth death of the plaintiff, date of death; recital of motion that administratrix be allowed to appear and prosecute action, signature of attorney for administratrix, docket number.

b. Defendant for bill of particulars (copy): Name of court, county, plaintiff, defendant; recital of motion relative to each count in plaintiff's declaration, signature of attorney for defendant, date of motion. Includes statement of notice to plaintiff: Name of plaintiff, defendant; place, date, time designated for hearing, signature of attorney, date of notice enclosing copy of motion.

c. Defendant to amend report (copy): Name of court, county, plaintiff, defendant; reference to present status of report of case enabling either party to move for its amendment, recital of motion to amend by the defendant, reasons therefor; signature of attorney for defendant, docket number of case.

d. Defendant to dismiss (copy): Name of court, county, plaintiff, defendant; prayer of defendant for dismissal for want of proper and sufficient service of plaintiff's writ, citation of statutes in support thereof; docket number of case, signature of defendant's attorney.

e. Defendant to dismiss draft report (copy): Name of court, county, plaintiff, defendant; recital of motion, reason therefor; docket number of case, signature of attorney for defendant.

f. Defendant to vacate decree of pro confesso entered against the defendant (copy): Name of court, county, plaintiff, defendant; recital of motion, docket number of case, signature of defendant's attorney.

g. Either party to amend answer: Name of plaintiff, defendant, party filing motion; recital of motion, reason therefor; signature, business address of attorney making motion; notation, date of allowance or disallowance.

h. Plaintiff and amended petition (copy): Name of court, county, plaintiff, defendant; prayer of petitioner, reference to prior petition, recitation of revised petition; docket number of case, signature of plaintiff's attorney.

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PENDING (Cases), (Cont'd)

xix. Motion by: (Cont'd)

i. Plaintiff for entry of a finding (copy): Name of court, county, plaintiff, defendant; statement of prior trial of case in same court, and that all questions were heard and decided; recital of motion, reason therefor; municipal court, appellate division docket numbers; signature of attorney for plaintiff. Includes attestation, date of act; signature, seal of notary. Also includes notation of denial of motion.

j. Plaintiff for further answers to interrogatories (copy): Name of court, county, plaintiff, defendant; recital of motion, docket number of cases, signature of attorney for plaintiff.

k. Plaintiff for further proceedings in accordance with order of appellate division (copy): Name of court, county, plaintiff, defendant; recital of motion, request for finding in accordance with law and evidence, reference to order of appellate division in support thereof; municipal court, appellate division docket numbers; signature of attorney for plaintiff.

l. Plaintiff for receiver or security: Name of court, county, plaintiff, defendant; recital of motion, reason therefor; docket number of case, signature of attorney for plaintiff.

m. Plaintiff to default defendant for failure to answer interrogatories (copy): Name of court, county, plaintiff, defendant; prayer of plaintiff, docket number of case, signature of attorney for plaintiff.

n. Plaintiff to default defendant for failure to appear and answer (copy): Name of court, county, plaintiff, defendant; prayer of plaintiff, docket number of case, signature of plaintiff's attorney. Includes certification of notice to defendant: Name, address of defendant's attorney; date of notice, signature of plaintiff's attorney.

o. Plaintiff to exclude new evidence (copy): Name of court, county, plaintiff, defendant; recital of request that if the court decides to receive evidence that it be limited to new evidence and considered with the evidence offered at first trial and if such evidence was or could have been presented at first trial it should be excluded, citation of statutes in support thereof; municipal, appellate court docket numbers; signature of attorney for plaintiff.

p. Plaintiff to limit new trial to assessment of damages (copy): Name of court, county, plaintiff, defendant; statement that question of liability has been settled by the appellate division, order for new trial is

PENDING (Cases), (Cont'd)

xix. Motion by: (Cont'd)

p. Plaintiff to limit new trial to assessment of damages (copy): (Cont'd)
based on assessment of damages; recital of motion; municipal, appellate court docket numbers; signature of attorney for plaintiff.

q. Plaintiff to restore case to trial list (copy): Name of court, county, plaintiff, defendant; recitation that petition to vacate judgment for defendant was allowed and that said judgment was vacated; request that case be now placed on trial list as though no judgment had been entered; docket number of case, signature of counsel for plaintiff.

r. Respondent for specifications (copy): Name of court, county, plaintiff, defendant; prayer that plaintiff be required to be more specific in certain paragraphs in his bill of complaint; docket number of case, signature of counsel for respondent.

xx. Notice from:

a. Counsel of record of withdrawal: Name of court, names of litigants; statement of withdrawal, docket number of case, signature of counsel; name of new counsel, date of appearance.

b. Defendant's counsel to commissioner of public works advising that he has signed a stipulation with plaintiff in court (copy): Name, address of commissioner; names of litigants; recital of agreement pending trial of case, request that city employees be ordered to observe this promise; signature of counsel for defendant, date of notice.

c. Municipal court of appellate court order for new trial: Name of court, plaintiff, defendant; name, address of corporation counsel; quotation from appellate court order stating cause of finding; date of notice, docket number of case, signature of clerk.

d. Municipal court to defendant to answer, as defendant's motion to dismiss has been overruled: Name of city, court, county; name, address of department; names of parties, recital of notice giving closing date for answer; signature of clerk of court, date of notice.

e. Plaintiff of motion to default defendant for failure to answer interrogatories: Name of court; name, address of plaintiff's attorney, defendant's attorney; recital of notice giving date, time, session of court when motion will be made; statement whether with or without jury, date of notice, signature of attorney for plaintiff.

PENDING (Cases), (Cont'd)

xx. Notice from: (Cont'd)

f. Plaintiff of motion to default defendant for failure to answer: Name of court, names of parties; name, address of counsel for defendant; recital of notice giving date, time, session of court when motion will be made; date of notice, signature of plaintiff's attorney.

g. Plaintiff to defendant to admit facts (copy): Name of court, county, plaintiff, defendant; request that defendant admit or deny specified facts, numbered list of facts requiring answer, citation of statute in support thereof; time provision for answer, signature of attorney for plaintiff. Includes: Certification of notice to adverse party; place, date, time designated for hearing of motion; signature of attorney, date of notice, enclosure of copy of motion.

xxi. Order:

a. Of board of street commissioners' for land taking for public use (copy): Locus, area, dimensions of land; authorization to city engineer to take over property in name of city; signatures of street commissioners, date of signing. Includes approval, signature of mayor.

b. Of court on plaintiff's motion for further answer to interrogatories (copy): Name of court, judge, county, plaintiff, defendant; recitation of order, reference to motion of plaintiff; date of entry, docket number of case, signature of clerk.

c. Of superior court: Name of court, county; names of parties; recitation of order, reference to award by jury; signature of assistant clerk of court, judge; signatures of attorneys for plaintiff, respondent, mortgagee; date of order, docket number of case.

d. Subpoena and restraining order (copy): Name of petitioner, respondent, court, county; date of subpoena, appearance, answer; reference to application for a preliminary injunction, statement of temporary restraining order, itemization of things or acts enjoined; at test of chief justice, date thereof; signature of assistant clerk; attestation as to true copy by deputy sheriff. Includes on reverse side: Name of petitioner, respondent, attorney for petitioner; case number; date stamp indicating receipt of notice by officer of respondent showing date, hour, and minute.

e. To have report committed to trial judge: Name of court, county, plaintiff, defendant, appellate division; recitation of order recommitting report, reasons therefor; signature of clerk of appellate division, date of instrument.

PENDING (Cases), (Cont'd)

xxii. Petition by:

a. Mortgagor to be made a party (copy): Name of court, county; names of parties, prayer of mortgagor to be made a party in proceedings so as to recover damages, reference to mortgages held; docket number of case; signature of petitioner, petitioner's attorney.

b. Petitioner that respondent be adjudged in contempt and order thereon: Name of court, county, petitioner, respondent; recital, date of petition; reasons therefor; signature of attorney for petitioner, date of filing, petition; case number. Includes order to respondent to appear and show cause why petition should not be granted: Name of court, county, petitioner, respondent; place, date order issued; place, time, date of hearing; attestation of clerk, date thereof.

c. Plaintiff to vacate judgment by default entered against respondent: Name of court, names of litigants; prayer that default against plaintiff be removed and case restored to the docket for trial and disposal; docket number of case, signature of counsel for plaintiff. Includes assent, signature of counsel for respondent.

xxiii. Petitioner's remitter (copy): Name of court, county, plaintiff, defendant; amount of remittance of all damages in excess of the verdict by order of the court; docket number of case, signature of plaintiff's attorney.

xxiv. Plaintiff's bill of complaint and application for temporary injunction (copy): Name of court, county, plaintiff, defendant; recital of grievances and damages sustained; recital of prayer of plaintiff that temporary injunction issue against defendant; docket number of case, date of application, signature of plaintiff's counsel.

xxv. Plaintiff's questions and answers at private hearing before the Boston Finance Commission (copy): Name of plaintiff, location of property; nature, amount of damage suit against city; questions asked by chairman of commission in examination of plaintiff, plaintiff's answers; date of hearing.

xxvi. Plaintiff's request to respondent's attorney for assent to filing of petition to vacate judgment: Name, address of counsel for respondent; request that petition be signed and returned; signature of counsel for plaintiff, date of request.

xxvii. Plaintiff's statement of material facts with demand that defendant admit such facts (copy): Name of court, county, plaintiff, defendant; recitation of facts, request to the defendant to admit the facts, citation of statutes in support thereof; docket number of case, signature of attorney for plaintiff. Includes certification of notice to defendant: Name, address of defendant's attorney; date of notice, signature of plaintiff's attorney.

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PENDING (Cases), (Cont'd)

xxviii. Report of case by municipal court to appellate division (copy): Name of court, county, plaintiff, defendant; cause of action, date of writ, date writ returnable; reference to pleadings and docket entries; statement that motion to dismiss being overruled is basis for report; notation of report of case for determination, signature of judge.

xxix. Request for instructions to the jury by defendant (copy): Name of court, county, plaintiff, defendant; numbered list of instructions requested, signature of attorney for defendant.

xxx. Request for report (copy): Name of court, county, plaintiff, defendant; statement of grievance, reasons therefor; request for report to appellate division; case number, signature of defendant's attorney.

xxxi. Request to city auditor to draw draft on city treasurer: Name of department, division, payee; nature of service rendered, date work completed; name of appropriation to be charged, reference to statute in support thereof; date, number of request; signature of department official. Includes approval of city auditor.

xxxii. Respondent's answer to plaintiff's bill of complaint and application for injunction: Name of court, county, plaintiff, defendant; denial of allegations contained in bill, reasons why plaintiff's application should not be granted; docket number of case, signature of counsel for defendant; date of filing. Includes certification: Attestation, signature of clerk of court; date of act.

xxxiii. Subpoena and order of notice to show cause why injunction should not issue: Name, address of complainant, respondent; name of chief justice, nature of action, prayer for restraining order; place, date of sitting; signature, business address of attorney for complainant; signature of clerk. Includes officer's return: Place, manner, date of service; itemization of process fees; signature, title of officer; date of return.

xxxiv. Summary of tax assessors' record: Area, locus of property; valuation of land, buildings or improvements; total value of parcel for tax purposes; signature of chief investigator for law department.

xxxv. Stipulation entered into by both parties to a suit in the presence of the court (copy): Name of court, names of litigants, recital of agreement, docket number of case, signatures of counsel for both parties. Includes certification: Attestation, signature of clerk of court; date of act.

xxxvi. Waiver of jury trial: Name of court, county; names of parties; recital of waiver of right to trial by jury; docket number of case, signature of petitioner's attorney. Includes copies of briefs filed by defendant, plans of lots and blueprints of construction involved in land taking.

Arr. by year and thereunder alph. by name of plaintiff or defendant. 1897-1906, no index; for index 1907--, see entry 19. Various types of recording. 11 x 17 x 24. Docket cl. off.

For pending cases returned for further information to investigating division, see entry 65.

19. (Index to) PENDING (Cases), 1907--. 5 file drawers (A-Z). Card index to General Docket - City of Boston Law Department, entry 17; Pending (Cases), entry 18; Tax Appeals Docket - City of Boston Law Department, 1931--, entry 25: Name of plaintiff, defendant, court, attorney for each party; amount, cause of action; date of filing, return date; volume, page reference; docket number. Arr. alph. by name of plaintiff or defendant. Hdw., typed. 3½ x 5½ x 16. Docket cl. off.

20. DISPOSED OF (Cases), 1872--. 244 metal file boxes, 80 wooden boxes, 15 wooden file drawers (A-Z).

Case jackets marked by names of litigants, counsel; name of court, presiding judge; cause of action; amount of damages claimed, awarded by court; date, manner of final disposition of case; department serial, docket number of case. Among the papers found in these jackets is a wide variety of scientific sketches and photographs used for evidence, each jacket containing one or more of the following instruments and case papers:

i. Admission of facts by defendant (copy): Name of court, names of litigants; name, address of plaintiff's attorney; citation of law pursuant to which this admission is made in advance of trial; list of questions propounded to defendant, admittal or denial of facts at issue; docket number of case, signature of corporation counsel, date of instrument.

ii. Agreed statement of facts presented for consideration and instructions by the supreme judicial court: Name of court, names of litigants; citation of certain clauses of a will and the restrictions placed upon the uses of a bequest; prayer for instructions by the court more clearly defining the duties of the trustees; docket number of case, signature of counsel for both parties.

iii. Agreement, in cases of personal injury under workmen's compensation act, for redeeming liability by payment of lump sum: Name, address of adjustment office, employee, witness; name of employer, insurer; number, date of policy, claim; lump sum of present payment, past weekly payments, total of all payments; nature, place, time injury received; recital of agreement, signature of insurer, employee or employee's dependent; date of agreement.

iv. Assignment of account by a vendor, city employee transferring money due from the city: Name, address of assignor, assignee; amount of consideration, assignment; stipulation that assignee shall be saved harmless from all expense of collecting the sums so assigned to him; signature of assignor, assignee, witness, attorney for city; corporate seal, if assignor is a corporation; date of signing; page, volume reference to entry in record of assignment; signature of assistant city clerk.

v. Certification of taxes assessed, issued by board of assessors: Name, address of property owner; name of department, city; nature, amount of taxes levied; date land taken by city for public use, ending tax liability; signature of board secretary, date of issue.

DISPOSED OF (Cases), (Cont'd)

vi. Civil service law and rules governing employees of city: Published pamphlet containing rules of procedure in selection, promotion, dismissal, pension, payment of employees of the city.

vii. Defendant's answer in abatement opposing plaintiff's motion for writ of mandamus: Name of court, names of litigants; plea that defendant be excused from answering this writ of mandamus, reason therefor; docket number of case, signature of defendant's attorney.

viii. Defendant's appeal (copy) to the supreme judicial court: Name of court, names of litigants; mention of decree from which appeal is taken; docket number of case, signature of attorney for defendant.

ix. Defendant's demurrer: Name of court, names of litigants; citation of causes for demurring to plaintiff's allegations in his petition for a writ of mandamus; arguments supporting defendant's request that plaintiff's motion for mandamus be denied; docket number of case, signature of counsel for defendant.

x. Defendant's memorandum (copy) in opposition to plaintiff's motion for further answer to interrogatories: Name of court, names of litigants; recitation of defendant's arguments in opposition to plaintiff's motion for further and proper answers to the specific numbered questions involved, reasons therefor; signature of counsel for defendant, docket number of case, date of motion.

xi. Demand (copy) for admission of facts: Name of court, names of litigants; recitation of fairly obvious facts which if admitted by the defendant in advance of trial would save the time and expense of the court; refusal or admission of facts by counsel, signature of plaintiff's counsel, docket number of case.

xii. Docket list for supreme judicial court showing list of cases ready for trial in present term: Names of litigants, opposing counsel; name of judge who will sit to hear each case; date, period of list.

xiii. Employee's claim (copy) for compensation for injury, filed with industrial accident board in compliance with workmen's compensation act: Name, address of insurer, employer; place, cause, nature, time and date of injury; name, address of attorney, if any; recital of claim, citation of statutes in support thereof; address, signature of employee or claimant; date of claim.

xiv. Employer's first report (copy) of injury, sent to industrial accident board and to insurer within 48 hours after accident: Name, address, business of employer; name of firm, location of plant, statement whether insured or self-insuring; name of insuring firm, if insured; names, addresses of witnesses; name of foreman, department; name, address, sex, marital status, nationality, color, age, employment status of injured person; branch of work in which regularly employed; occupation, hours of labor when injured; statement whether regular or temporary employment; amount of daily, weekly wages; daily, weekly or

DISPOSED OF (Cases), (Cont'd)

xiv. Employer's first report (copy) of injury, sent to industrial accident board and to insurer within 48 hours after accident: (Cont'd) monthly value of any extra consideration granted; description of accident, machinery used, safety appliances provided; statement whether safety appliances were in use at time of injury; time of first discovery of accident; date, day, hour, nature of injury; beginning, probable duration of disability; date, rate of pay of new work assigned, if injured person returned to work; date of death, if death resulted from accident; title, signature of reporting official; date of report.

xv. Employer's supplemental report (copy) of injury filed with industrial accident board and with insurer: Name, address of employer, insurer, person injured; firm name; date, day, hour of injury, start of disability; day and hour of return if injured has returned to work; statement of change in rate of pay, reason therefor; statement whether disability still continues, probable date of termination; date of death, if death resulted from accident; instructions for filing, date of report; title, signature of reporting official.

xvi. Final decree after rescript from supreme judicial court: Name of court, names of litigants; recitation of case history, including instructions and orders from higher court and agreement of settlement between parties with approval of industrial accident board; court's final order and decree, naming total amount of compensation awarded to plaintiff, and stipulating the exact amount to be apportioned for legal fees and hospital expenses; name of judge, assistant clerk of court; date of entering decree, docket number of case. Includes assent to agreement: Signatures of attorneys for both parties, waiving all rights of appeal; signature of clerk of court, attestation of act.

xvii. Final decree of superior court fixing damages under workmen's compensation act: Name of court, names of litigants; finding and order of court as to amount of weekly compensation due for total disability from day of injury to date specified; finding as to incapacity for work resulting from injury in course of work, citation of act in support thereof; signature of judge, date of decree, docket number of case.

xviii. Findings and decision of the industrial accident board, sitting in response to defendant's claim for review of a decision reached in a case heard by a single board member: Name of tribunal, injured employee, employer, insurer; names of board members presiding at hearing, and counsel for all parties; confirmation of previous finding by single board member, recital of decision, stipulation as to further payments of specified amounts by insurer to plaintiff, plaintiff's attorney covering costs of review; docket number of hearing, signatures of board members, signature of board secretary, date of entry.

DISPOSED OF (Cases), (Cont'd)

xix. Motion by:

a. Defendant for a stay of judgment (copy): Name of court, names of litigants; defendant's statement that this case was tried with another case of same plaintiff against another defendant; name of the other defendant; request for stay of judgment pending action of presiding justice on this defendant's motion for reduction of witness fees and costs assessed; docket number of case, signature of defense counsel. Includes certificate of notice filed in court, certifying that notice has been given to opposing party, advising that a certain motion will be filed in court at a certain time: Name of court, attorney filing certificate; names of litigants; name, address of opposing counsel; time of mailing notice; description of motion; docket number of case, signature of attorney filing certificate.

b. Defendant for return of exhibit (copy): Name of court, names of litigants; defendant's statement that the exhibit was introduced in evidence at a hearing before a master and was attached to his report, and that plaintiff's petition has now been dismissed with his consent; request for a court order directing clerk of court to detach said exhibit and return it to defendant; docket number of case, signature of counsel for defendant.

c. Defendant to advance (copy): Name of court, names of litigants; motion of defendant that case be advanced for speedy trial; signature of counsel for defendant, docket number of case.

d. Defendant to amend answers to plaintiff's interrogatories: Name of court, names of litigants; defendant's motion to strike out answers contained in interrogatories previously filed in court and to insert certain more detailed replies in its place; signature of corporation counsel, docket number of case. Includes oath by mayor: Attestation, date of act; signature, seal of justice of the peace.

e. Defendant to amend defendant's further particulars of defense (copy): Name of court, names of litigants; defendant's motion to strike out certain further particulars of defense as previously filed in court and to substitute certain answers providing further details; docket number of case, signature of defense counsel.

f. Defendant to expunge from the record defendant's interrogatories erroneously propounded to the plaintiff: Name of court, names of litigants; date of filing interrogatories, reason for error in filing; docket number of case, signature of counsel for defendant.

DISPOSED OF (Cases), (Cont'd)

xix. Motion by: (Cont'd)

g. Defendant to nonsuit plaintiff for failure to specify (copy): Name of court, names of litigants, recitation of defendant's motion, reference to failure of plaintiff to comply with court order; signature of defendant's attorney, date of motion, docket number of case.

h. Defendant to vacate allowance of plaintiff's motion to amend: Name of court, names of litigants; statement that defendant having learned that plaintiff made a motion in court to amend his original petition and that court allowed same without having notice or opportunity to be heard in the matter, now moves that said allowance be vacated; docket number of case, signature of counsel for defendant.

i. Petition to amend petition for certiorari (copy): Name of court, names of litigants, recitation of text to be stricken from the original petition, text to be substituted in amended petition, citation of laws in support thereof; name of judge, signature of corporation counsel, docket number of case, date of motion.

j. Petitioner to expunge from the record the respondent's amendment to return on petitioner's prior motion (to further extend return) and to order the said return extended in conformity with the petitioner's prior motion (to further extend return): Name of court, petitioner, respondent; recitation, date of motion; signature of petitioner's counsel, docket number of case.

k. Plaintiff to amend writ (copy): Name of court, names of litigants; plaintiff's motion to strike out certain paragraphs from text of writ previously filed, and to insert substitute paragraphs in their place; docket number of case, date of motion, signature of plaintiff's attorney.

l. Respondent for new trial: Name of court, names of litigants; statement that prior finding of court was against the weight of evidence, against law involved, and that damages awarded were excessive; docket number of case, signature of counsel for respondent.

m. Respondent to extend time for filing respondent's bill of exceptions (copy): Name of court, names of litigants; statement that respondent has been unable to prepare his bill of exceptions before the expiration of the time allowed by the court, plea for extension of time to a given date; docket number of case, signature of plaintiff's attorney in assent; signature of counsel for respondent.

DISPOSED OF (Cases), (Cont'd)

xx. Notice of court's decision: Name of court, names of litigants; notice that court has found for party named; name of judge directing verdict, clerk of court issuing notice to both parties; name of counsel to whom directed, docket number of case, date of notice. Includes notice to call for any exhibits introduced at trial and left with court for consideration.

xxi. Notice of finding of superior court: Name of court, names of litigants; recital of court finding, docket number of case, date of notice; facsimile signature of clerk of court, initials of acting assistant.

xxii. Notice of motion that case be added to trial list: Name of opposing counsel to whom addressed, court; names of litigants; notice of intention to make a motion; name, place of court session; day, date, hour for filing such motion; date of notice, signature of counsel sending notice, docket number of case. Includes copy of motion to be offered.

xxiii. Notice of order for further particulars: Name of litigants, name of court, attorney addressed; statement that opposing party has filed request for an order for further particulars in a pending action before the court; citation of court rule 13 requiring that a further answer must be filed within 2 days of receipt of this notice; court order to file further particulars, signature of acting clerk, docket number of case, date of notice.

xxiv. Notice under superior court rule 75: Name of court; names of litigants, counsel for both parties; date draft report signed by the proper justice was filed; statement of court procedure, penalties for failure to file affidavit within 30 days, governing reservation for report; docket number of case, facsimile of signature of clerk of court.

xxv. Petition for certiorari (copy), filed with justices of supreme judicial court, requesting order and instructions to lower court: Name of court, names of litigants; recitation of discharge of an employee by state commissioner of institutions, steps taken by employee to obtain public hearing before commissioner who confirmed prior hearing as to discharge; employee's petition to municipal court to review the foregoing proceedings, finding of special justice reversing commissioner's order; request for rulings on points of law by commissioner, denial of request by trial justice; prayer of commissioner that a writ of certiorari be issued requiring justice of the lower court to certify the record of the proceedings in this case to the supreme judicial court and that the decision of the lower court be set aside and an order be entered affirming the decision of the commissioner of institutions; docket number of case, signature of counsel for petitioner.

xxvi. Petitioner's substitute bill of exceptions: Name of court, names of litigants; recitation of prior case history as cause for petitioner's aggrievement; prayer for allowance of bill of

DISPOSED OF (Cases), (Cont'd)

xxvi. Petitioners substitute bill of exceptions: (Cont'd) exceptions; signature of counsel for petitioner, docket number of case. Includes assent and signature of counsel for respondent; date of assent. Also includes notation that petition is allowed; signature of judge, date of decision.

xxvii. Plaintiff's petition (copy) for contempt: Name of court, names of litigants; recital of nature and date of plaintiff's prior bill requesting temporary injunction; allegation that respondent has proceeded in defiance of court and in contempt thereof; prayer by petitioner that respondent be adjudged in contempt of court; docket number of case, signature of plaintiff. Includes acknowledgment: Attestation, date of act; signature, seal of notary public.

xxviii. Release of defendant from all claims: Names, addresses of persons involved in accident or injury; amount received in consideration of release; name of person released from all claims, demands or actions present or future; date of accident; statement that releasors are over 21 years of age and have received no promises other than the consideration named; signature, seal of releasors; signatures, addresses of witnesses; date of signing.

xxix Report of single member of industrial accident board: Name of tribunal, employee, employer, insurer; name of board member sitting to hear case; place, date, time, docket number of hearing; citation of law governing procedure; summary of employees injuries and finding as to amount of damages due; signature of board member, secretary of board; date report filed.

xxx. Waiver: Name of court, names of litigants; respondent's entry of withdrawal of exceptions to rulings formerly filed; docket number of case, signature of counsel for respondent.

Arr. by year and thereunder alph. by name of plaintiff, or defendant in cases where city is plaintiff. 1872-85, no index; for index 1886--, see entry 21. Various types of recording. Metal file boxes, 7 x 4½ x 9; wooden file boxes, 9 x 16 x 24; wooden file drawers, 10 x 17 x 24. 244 metal file boxes, 1875-1910, 80 wooden file boxes, 1911-34, va. subbsmt., C. H. Annex, 24-26 Court St.; 15 wooden file drawers, 1898--, docket cl. off.

21. (Index to) DISPOSED OF (Cases), 1886--. 11 file drawers (A-Z). Card index to General Docket - City of Boston Law Department, entry 17; Disposed of (Cases), entry 20: Name of plaintiff, defendant, court, attorney for each party; amount, cause of action; date of filing; volume, page reference to record; method of closing case; amount, date of verdict; department serial, docket number of case. Arr. alph. by name of plaintiff or defendant. Hdw., typed. 3½ x 5½ x 16. Docket cl. off.

22. NOTICES TO DEFEND - LAW DEPARTMENT, CITY OF BOSTON, Dec. 13, 1913--. 5 vols. (1 vol., Dec. 13, 1913 - Dec. 21, 1917, dated; 4 vols., Jan. 3, 1918--, dated, numbered 3, 3, 6, 7). Missing: Prior records and Feb. 5, 1928 - Jan. 7, 1931.

Stubs of notices sent to parties probably liable, warning them to join in defense of said action and that such party will be held responsible for all expenses to which city may be put by reason of said action: Name, address of party assumed to be liable; name of plaintiff, description of suit filed against city; date, nature of accident; description, street location of defect on highway as alleged by plaintiff; signature of assistant corporation counsel, date of notice. Includes certification by officer that a true copy of notice has been served on party named: Signature of constable serving notice, date of service. Arr. by serial no. of notice. Indexed alph. by names of parties notified. Hdw. on ptd. form. 500 pp. $9\frac{1}{2}$ x 12 x $3\frac{1}{2}$. Desk, docket cl. off.

23. (ANNUAL SUMMARIES OF CASES HANDLED), 1935--. 1 file drawer (labeled Constables). System estab. 1935.

Summaries of cases handled or disposed of by the department showing the record of the department's trial lawyers: Name of court, plaintiff, city's trial lawyer; amount of damages claimed, awarded plaintiff; cases classified as disposed of through verdict for defendant, dismissed, discontinued, verdict for plaintiff, nonsuit or neither-party verdict. Includes list of suits against employees of various city departments, where city is only concerned with legal defense of such employee: Name of plaintiff, defendant, court; name of trial lawyer furnished by city law department to represent defendant; cause of action, result of trial. Arr. by year case disposed of and thereunder by classification of case. No index. Typed. 2 x 10 x 16. Docket cl. off.

Tax Appeals

24. (TAX APPEAL CASES), 1928--. 20 file drawers, 70 bdls., 1 env. (18 file drawers, 1928--, unlabeled; 2 file drawers, 1937, dated; 70 bdls., 1 env., 1937--, marked by incl. case docket nos. 7707-9929, 12899-18376).

Case jackets marked by title of tribunal, names of litigants, docket number of case, date of filing appeal and containing the following papers:

i. Appeal from refusal of board of assessors of the city to abate a tax on real estate owned by appellant: Name of tribunal, names of litigants, docket number of case, year of tax levy, date appeal notice served on board of assessors; location, description of property; date appellant last cited as owner of property, value of property as fixed by assessors; rate, amount of tax assessed; date tax paid in full or in part; amount of tax, interest so paid; date appellant asked board of assessors for reduction, date of assessor's action on request; recitation of appellant's aggrievement by such action; assertion of fair cash

(TAX APPEAL CASES), (Cont'd)

i. Appeal from refusal of board of assessors of the city to abate a tax on real estate owned by appellant: (Cont'd) value of property, amount of alleged overvaluation entitled to an abatement of tax; signature of person on whom papers may be served in this case, appellant or appellant's attorney.

ii. Appellee's deposit slip for transfer fee, held temporarily awaiting draft from city treasurer, to be forwarded to state appellate tax board in those cases where it has been requested by appellee that case be tried under formal instead of informal procedure (see Acts of 1933, ch. 321, sec. 3): Name of law department secretary, appellant in case; amount of fee, date of presentation, signature of law department docket clerk. (Formal procedure requires that at least three members of the board sit at the hearing on appeal in cases where property is assessed for $20,000 or more, as provided in sec. 3, ch. 321, Acts of 1933, and ch. 447, Acts of 1935).

iii. Appellee's election of a formal hearing: Name of tribunal, names of litigants, statement that appellee desires to have the case heard under formal procedure; informal docket number of case; signature of corporation counsel for the city, appellee; date of request.

iv. Copy of application for abatement of real estate tax filed with board of tax assessors: Jurisdiction, name of tribunal; amount, year of tax levy; serial number of tax bill; ward, street location of property; page and line reference to property entry in assessors' book; description, assessed valuation of property; amount, time of payment; name of person making payment, name of assessed owner, estimated fair cash value of property as of January 1; date, manner of acquiring property; amount paid; gross income, expenses, net income from rentals for twelve months preceding January 1 of current year, if rented; name of lessee; value, terms date of expiration of lease, if leased; amount, type of mortgage, if mortgaged; amount of insurance carried; detailed list of property maintenance expenditures. 1937 applications includes verification of current tax bill: Amount of tax, by whom checked, date of verification; date, amount of payments received, abatements granted, balances due; signature, address of present owner or attorney; date of signature; name of assessor receiving application, date received. In case abatement is granted the following information is given: Amount of tax abated, valuation reduced; serial number of application, date of decision; signature of secretary of board of assessors, initials of assistant checking for correctness. Also includes comparative table giving area, price per foot and value of land; value of buildings for current and prior tax year.

v. Copy of letter from board of assessors enclosing and listing several tax appeal cases by assigned docket case numbers, date of receipt by department.

(TAX APPEAL CASES), (Cont'd)

vi. Copy of part of original tax bill issued to property owner by collector of taxes: Name, address of person assessed (presumably owner of property); ward, street location of property; page, line reference to entry in tax collector's ward record book; year of tax levy, valuation of property, amount of assessment.

vii. Copy of petition to state board of tax appeals asking for hearing under formal procedure for abatement of real estate taxes: Name, jurisdiction of tribunal; docket number of case; name of appellant, appellee; given street location of property and description of buildings thereon; recitation of petition, date on which appellant was owner of property or tenant under obligation to pay more than one half the taxes; amount of valuation set by appellee; amount, rate of tax; statement of payments made on said tax, amount of balance due with interest; date appellant applied in writing for abatement; date notice received from appellee refusing to abate or giving notice of abatement; appellee's action considered inadequate by appellant who is aggrieved by decision and asks for hearing and appropriate relief; name, address of person on whom service of appeal papers was executed.

viii. Memorandum from board of tax assessors recommending that petition for abatement be denied or granted for certain amount: Location of property; page, line reference to entry in assessors' ward record book; signature of assistant or deputy assessor.

ix. Notice to board of assessors from board of tax appeals advising that petition for abatement under formal procedure has been filed: Name, jurisdiction of tribunal; docket number of case assigned by tribunal; name of appellant, appellee (board of assessors); statement of necessity for answer, signature of clerk of board, date of receipt by assessing department.

Arr. by date of receipt and thereunder by docket no. of case. No index. Hdw. and typed under ptd. head, hdw. and typed on ptd. form; iv, 1938--, photostatic copies. Bdls., 8½ x 11 x 4; file drawers, 11½ x 7 x 26; env., 12 x 18 x 3½. 20 file drawers, 1 bdl., 1928--, Mr. Leonard's off; 69 bdls., 1 env., 1937--, docket cl. off.

25. TAX APPEALS DOCKET - CITY OF BOSTON LAWS DEPARTMENT, Jan. 5, 1931--. 8 vols. (1-8, dated). Last entry May 3, 1937. Tax appeal board created 1931.

Record of petitions to board of tax appeals, filed by property owners who are aggrieved by refusal or by inadequate abatement of taxes by board of tax assessors: Name, jurisdiction of tribunal; name of appellant, appellee (board of tax assessors), counsel for appellant; docket number of case; designation, by use of letter x, for cases under informal procedure; location of property, year of disputed tax levy, cause of complaint, manner of closing case, amount of any abatement or expense items allowed; date of filing petition, closing case. Arr. by date petition reported to dept.

and thereunder by docket no. of case. Indexed alph. by appellant; for separate index to pending cases, see entry 19; for separate index to closed cases, see entry 26. Hdw. 400 pp. 15½ x 11½ x 2. Cabinet, docket cl. off.

26. (Card Index to) DISPOSED OF (Cases), Jan. 5, 1931--. 1 file drawer (1-1257).

For description, see entry 21. Arr. by dept. serial no. of case. Hdw., typed. 3½ x 5½ x 16. Docket cl. off

Claims

27. (DATA ON OVERDUE CLAIMS READY FOR COURT ACTION), 1930--. 6 file boxes.

Case envelopes marked by name, address of debtor, city department where claim originated; serial number of case, amount due; amount, date of part payments; report of sheriff or constable; return date in court if suit is entered. Contain one or more of the following papers:

i. Collectors' warrant to distrain or commit debtor for failure to pay poll or property tax: For description, see entry 111-ii.

ii. Correspondence with clerk of court relative to defendant's answer, nature thereof; request for execution, if defendant defaults; date case returnable to court.

iii. Defendant's answer: For description; see entry 106-iii.

iv. Itemized hospital bill: For description, see entry 111-v.

v. Police journal report of accident causing damage: Name of operator, officer making report; date, time, place of accident; registration number, description of automobile; license number of operator, cause of accident, description of damage to city property.

vi. Plaintiff's declaration: Name of plaintiff, defendant; cause of action, statement of plaintiff's allegations, signature of plaintiff or attorney, date of instrument.

vii. Plaintiff's writ: For description, see entry 117-iv.

viii. Statement by Boston City Hospital: Name, address of patient, hospital; social, marital, financial status of patient; report of hospital's attempts to contact and collect bill due, hospital number of case, amount of bill; request for law department to collect amount due, date of statement, signature of hospital collection department official.

ix. Statement of damages to city property: Name, address of defendant; name of department, department official making claim; itemization of charges; amount of damages sustained, date notice mailed; date of charges, demand.

Arr. by date case returnable in court. No index. Hdw. and typed on ptd. form, hdw. and typed under ptd. head. 8 x 4½ x 9½. Docket cl. off.

28. (LIST OF SUITS FILED TO COLLECT OVERDUE CLAIMS), 1935--. 4 envs. (dated).

Record of collection suits filed in municipal court by the city: Name of court; names of parties, attorneys; date of entry, docket number of case. Arr. by date of return in court and thereunder by docket no. No index. Typed. 9 x 12 x ½. Cabinet, docket cl. off.

29. INFORMAL NOTICES (of Damage Claims), 1913-25. 1 file box. Prior records destroyed; system discont. 1926.
Letters from persons demanding compensation for alleged injury or damages caused through the alleged neglect or carelessness of the city: Name, address of injured person; location, date, time of accident; nature of loss or injury, list of expenditures made necessary by same; detailed complaint concerning neglect, carelessness, failure on the part of the city to maintain highways in a condition safe for travel; amount of compensation requested, date of notice. No arr. No index. Hdw., typed. 11 x 4½ x 9. Docket cl. off.

Attachments and Liens

30. WRITS (of Attachment), 1928--. 4 file boxes. Prior records destroyed.
Writ of attachment instructing sheriff or deputies to seize or attach certain goods or estate for purpose of collection of indebtedness to the city: Name, address of defendant; name of court, judge; date, hour for appearance, answer; nature, amount of claim; cost of legal, service fees. Includes authority for, date of attachment; signature of judge. Also includes officer's return, listing of fees and expenses for serving writ, signature of serving officer, date of service. Arr. by date of service. No index. Hdw. and typed on ptd. form. 8½ x 5½ x 9½. Desk, docket cl. off.

31. (NOTICE OF LIENS FOR UNPAID WATER BILLS), 1920-22. 2 file boxes. Prior records destroyed; system discont. 1923..
Notice of unpaid water bills filed in county registry of deeds, as lien against property titles: Name, address of property owner; location, ward number of property; period of service; amount, rate, period of water service; amount due for water, cost of summons and other expenses; meter number, dates of quarterly readings. Includes receipt issued by registry of deeds for recording lien: Date, time of recording; name of grantor, grantee of property; location of property involved; attestation, signature of recording clerk. Arr. by date of filing notice of lien. No index. Hdw. and typed on ptd. form. 8 x 4½ x 9½. Desk, docket cl. off.

Conveyancing Division

Property Titles

32. (ABSTRACTS OF TITLES), 1732--. 4240 vols. in 212 boxes, 41 folders, 22 vols. in 2 bdls., (208 boxes, 1732--, marked by incl. series nos. of vols.; 4 boxes, 1732--, marked D1-80; 41 folders, 1732--, marked by location of property; 2 bdls., 1736-1909, unlabeled).
Volumes marked by names, addresses of property owners; page number where each owner appears, and serial file number, and containing summaries of successive conveyances, emcumbrances, liens and other records affecting title to

lands under consideration by the city: Name of original, present title holder; names of successive purchasers, mortgagees; names of adjoining property owners; location, description, dimensions, boundaries, area of property; volume, page reference to successive conveyances, encumbrances, discharges in property records in county registry of deeds, dates thereof; amount of consideration in various transactions; plan of land subdivision containing measurements, boundaries of adjoining properties; citation of probate court decree affecting title. Arr. by serial file no. 1732-1847, no index; for index to abstracts of titles 1848--, see entry 34; for index to abstracts of titles requiring probate court decisions, see entry 35. Hdw. Boxes, 11½ x 2½ x 9¼; folders, 9½ x 7½ x ¼; bdls., 12 x 9 x 3. 147 boxes, 2 bdls., 1732--, safe, gen. off.; 65 boxes, 1732--, cabinet, 41 folders, 1732--, safe; rm. 1017.

33. (SUPPLEMENTARY DATA ON ABSTRACTS OF TITLES), 1811--. 2 file drawers.

Additional data pertaining to involved or important title abstracts found in (Abstracts of Titles); entry 32. For description, see entry 37. Also includes memorandums relative to the abstract of title, reports of investigation of title, copies of various instruments affecting title. No arr. 1811-47, no index; for index to abstracts of title 1848--, see entry 34; to abstracts of titles requiring probate court decisions 1848--, see entry 35. Typed, hdw. 18 x 15 x 22. Rm. 1017.

For opinions and data on titles to foreclosures and land takings 1832--, see entry 43.

34. (CARD INDEX TO ABSTRACTS OF TITLES), 1848--. 14 file drawers (A-Z).

Index to (Abstracts of Titles), entry 32; (Supplementary Data on Abstracts of Titles), entry 33: Name of owner; description, location of property; serial number of title abstracts. Arr. alph. by name of st. location of property. Typed. 3½ x 5½ x 16. Cabinet, rm. 1017.

35. (INDEX TO ABSTRACTS OF TITLES TO LANDS REQUIRING PROBATE COURT DECISIONS), 1848--. 6 file drawers (A-Z).

Card index to (Abstracts of Titles), entry 32; (Supplementary Data on Abstracts of Titles), entry 33: Name of person whose estate is cited for probate court, assumed present titleholder of property; serial number of abstract of title, symbol letter indicating nature of citation or other probate court actions affecting property. Arr. alph. by name of owner. Typed. 3½ x 5½ x 16. Cabinet, rm. 1017.

36. (LAND COURT CASES - INSTRUMENTS), 1903--. 9 file boxes, 3 bdls.
(3 file boxes, 1903-24, marked 10-i, 11-ii, 12-iii, dated;
4 file boxes, 1907-27, 3 bdls., 1926-37, dated; 1 file box, 1924-25, marked 6 cr-do, dated; 1 file box, 1938--, unlabeled).

Individual case folders and envelopes marked by name, address of petitioner; location, description of property; land court docket number, name of court, recitation of complete and foreclosure proceedings; notes relative to correspondence; date of filing application, appearance, withdrawal of appearance, stipulation; return date of process. 1938-- includes land court registration number. Folders contain one or more of the following

(LAND COURT CASES - INSTRUMENTS), (Cont'd)

i. Defendant's answer to petitioner's request for registration of land: Name of court; names of petitioners, respondents; description, location of land; assertion of title, denial of right to registration of land except as subject to rights of respondent, docket number of case, signature of respondent's attorney. Includes acknowledgment: Attestation, date for final hearing; signature of city conveyancer, date of notice. Also includes letter to petitioner's attorney notifying him of court's approval of his selection by the petitioner as attorney and also approval by the city conveyancer of the date and time set for final hearing.

ii. Land court's citation to appear in answer to petition for foreclosure of tax lien, or forfeit all rights of redemption under said lien: Name of court, judge; name, address of petitioner, respondent; names of adjoining property owners; location, description, boundaries, dimensions, area of land; volume, page reference to record in county registry of deeds; date thereof; docket number of case, certification by court recorder of service of copy of citation upon respondents by registered mail; attestation as to true copy by recorder, seal of court, date thereof.

iii. Letter from public works department or other interested city department to corporation counsel regarding petition for registration of certain land: Name of court; name, address of petitioner; location, description of land; statement as to whether or not this department objects to granting of said petition, with reasons if any; petition number, signature of correspondent, date of letter.

iv. Memorandum concerning tax lien on property involved in foreclosure proceedings: Type, nature, amount, date of lien; volume, page reference to recording in county registry of deeds; building restrictions, sales or transfers of title, if any. Includes sketch of property and adjoining lands.

v. Motion (copy) to file late answer: Name of court, case, petitioner, respondent; recitation of motion, docket number of case, signature of respondent's attorney.

vi. Notice by registered mail from land court to mayor of pending petition for registration of land: Name of mayor, petitioner; location, description of property; recitation of notice, citation of statute requiring notice; signature of land court recorder, date of notice. Also contains envelope retained as evidence of notification.

vii. Notice from mayor relative to petition for confirmation of title: Names of petitioner, respondents; name of court, corporation counsel; statement of necessity for protection of city's interests, docket number of case, date of notice, signature of mayor's secretary.

(LAND COURT CASES - INSTRUMENTS), (Cont'd)

viii. Notice of vote by board of street commissioners to take land for school purposes: Names of street commissioners, property owners affected by land taking; location, description, boundaries, dimensions, area of property to be taken; statement of purpose of land taking, citation of statute in support thereof; order of notice; date, time, place of public hearing; order for publication of notice; date, number of taking. Includes mayor's approval: Date thereof, signature of mayor; attestation as to true copy by secretary of board, date of vote.

ix. Petitioner's motion (copy) for default: Name of land court, petitioner, respondent; recitation of failure of respondent to file answer within required time, motion that said respondent be defaulted by court; docket number of case, signature of attorney for petitioner.

x. Petitioner's motion (copy) for hearing upon the answers of respondents as filed: Name of court, names of trustees for petitioners; request for hearing, docket number of case, signature of petitioner's attorney.

xi. Photostat copy of plans of land showing location of streets, filed in land registration office: Name of owner, land court engineer; names of streets; dimensions, area of property, abutting properties; registration office plan number, date of plan.

xii. Proof of newspaper notice of petition to land court to have land registered: Name of court, judge, recorder; names, addresses of petitioners, respondents; purpose of petition; description, location of land; reference to plan of land filed with petition; citation to interested parties to appear at land court to answer petition; date, time, place of appearance; attestation by land court recorder, date thereof. Includes attestation as to true copy by recorder; date referred to city engineer, signature of city engineer.

xiii. Respondent's (city) answer (copy) to petition for registration of land: Name of court, petitioner, respondent; request that portion of land mentioned be excluded from registration; assertion of title, land court docket number, date of filing, signature of corporation counsel.

xiv. Stipulation (copy) filed in land court relative to registration decree: Name of court, petitioner, and city as respondent; recitation of stipulation or joint motion; description, location of land; docket number of case, signature of petitioner, respondent, or their attorneys.

xv. Stipulation and agreement (copy) between the petitioner and respondent: Name of court, petitioner, respondent; description of plan of land filed, dimensions and area of the land, agreed modifications to be incorporated in said plan before registration be decreed, docket number of case, signature of parties.

Arr. alph. by name of petitioner. No index. Hdw., typed on ptd. form.

File boxes, 7½ x 4½ x 10 to 10½ x 4½ x 9½; bdls., 8 x 11 x 13. 4 file boxes, 1903-25, 3 bdls., 1926-37, center corr. ref. rm.; 4 file boxes, 1907-27, safe, rm. 1017; 1 file box, 1938--, rm. 1018.

37. ABSTRACT OF CITY TITLES - THE PROPERTY OF THE CITY OF BOSTON - CITY SOLICITOR'S OFFICE, 1868-89. 1 vol. (marked 1868).

Summary of records and transcription of instruments relating to titles to property now owned by the city: Names of parties; location, description, plan of property; amount of consideration; transcription of original wills and codicils, mortgages, discharges of mortgages, mortgages with power of sale, warranty deeds, quitclaim deeds, executions, marriage contracts, power of attorney, acceptance of doings of committees, deeds upon sale by license of probate court; sketches of lands pertaining to certain titles; date of deeds, acknowledgments, recordings. No arr. No index. Hdw. 198 pp. 12 x 10 x 2¼. Safe, gen. off.

38. (Record of) CITY CONVEYANCES (of Land), 1848-99. 4 vols. (dated). No title, 1873-99, 1 vol.

Record of transfer of title to property to the city, including land acquired for public purposes: Name of grantor, grantee, conveyancer; name of city engineer or official, surveyor of property; location, description of property; nature, date of instrument of conveyance; statement of delivery of instrument, signature of grantor; date of instrument; name of obligee, date of former agreement. Arr. by date of entry of instrument. No index. Hdw. on ptd. form. 130 pp. 15 x 10½ x 1¼. Cabinet, lobby, rm. 1017.

Tax Title Records

39. PENDING (Foreclosure Sales of Unredeemed Tax Deeds), 1936--. 1 file drawer.

Folders marked by name of property owner or prospective buyer, street location of property, and containing copies of the following papers:

i. Record of vote of board of directors to deliver partial release of mortgage on land taken by the city for the widening of a street: Name of corporation; record of vote of board of directors authorizing agent to sign, seal and deliver a partial release of mortgage of a specified portion of land covered by said lien; area and exact location of portion so released; release of the city from all claims and demands caused by widening of said street; reference to order of board of street commissioners and approval of order by the mayor, date of approval; date of meeting. Includes attestation as to true copy; signature of secretary of board.

ii. Stipulation by respondent asserting rights in and to easements of land petitioned for registration in land court: Name of court, names of parties; recitation of stipulation or joint motion; reference to plan of land filed with petition; assertion of title, docket number of case; signatures of petitioner and respondent, or their attorneys.

Arr. alph. by name of st. location or owner of property. No index. Typed. 12 x 16½ x 26. Rm. 1018.

40. SETTLED (Foreclosure Sales of Unredeemed Tax Deeds), 1937--.
2 file drawers.

Folders marked by name of court, former owner, new purchaser, counsel for city, person to whom deed given; amount of payment, docket number of case; date, time sent to city collector for passing of papers. Contains copies (with exception of i, an original) of one or more of the following papers:

i. Acknowledgment of purchase at auction of the city's rights, title to certain property acquired by tax deed and land court decree of foreclosure, 1938: Name of official agent for city; name, address of grantee; sale price and conditions of payment; recitation of agreement to buy; signature of buyer, seller's agent; date of purchase. Includes published advertisement of auction: Name of acting city official; conditions, date, time, place of sale; location of properties; volume, page reference to recording in county registry of deeds; minimum price, required deposit for each parcel listed; date of advertisement.

ii. Decree of foreclosure by land court barring all future rights of redemption under tax deed: Name, seal of court; name of petitioner, respondent; description of tax deed affected; docket number of case. Includes attestation as to true copy: Signature of recorder, date thereof.

iii. Deed of property acquired by the city through tax sale and land court foreclosure, 1938: Name of buyer; location, purchase price, of property; date of auction sale; statement granting all rights title and interest of the city to buyer; volume, page reference to recording of deed in county registry of deeds; signature of city's agent as seller, date of deed. Includes memos on status of title: Name of land court; years for which taxes remained unpaid, amount due; name of assignee, date of assignment of title; date of original, adjourned tax sale; name of buyer, memorandum of failure to pay, taking of deed by city; volume, page reference to registration of deed to city in county registry of deeds; docket number of case, date of filing petition for foreclosure, citations, default, entry of foreclosure decree.

iv. Letter to the mayor, requesting his approval and introduction of order in city council authorizing sale of property for unpaid taxes.

v. Order in city council authorizing sale of city's rights, titles, interest in certain parcels of land taken by decree of land court foreclosing all right of redemption under city's tax title deeds, 1937--: Description, location of land; volume, page reference to recording of tax deed in county registry of deeds; date of land court decree of foreclosure; name of bidder, amount of bid; name of official authorized to act in behalf of the city to sell to highest bidder at public auction; execution and delivery to purchaser of instrument conveying all rights and title upon payment of amount bid; record of first and second reading, vote, passage of order; signature of approval by mayor, date thereof; attestation by city clerk, date thereof.

SETTLED (Cont'd)

vi. Petition for new certificate after decree of tax lien foreclosure, 1938: Name of land court, docket number of case, document mortgage tax deed held by city, number of certificate of title on which deed is recorded in county registry of deeds, docket number of city's petition in land court to foreclose rights of redemption, statement of land court decree granting petition giving absolute title to the city, request for cancellation of former certificate of title; request that new certificate of title be issued to the city, omitting encumbrances recorded in former certificate and giving force to present rights of title holder as granted in land court's final foreclosure decree; signature of corporation counsel for petitioner. Includes acknowledgment: Attestation; date of act; signature, seal of notary public.

Arr. alph. by name of st. location or by name of owner or by purchaser of property. No index. Hdw., typed. 12 x 16½ x 26. Rm. 1018.

41. (Record of) RESIDUES FROM TAX SALES, 1880-1915. 10 vols. (1 vol., 1880-84, unlabeled; 5 vols., 1880-98, numbered 11-15; 4 vols., 1899-1915, numbered 19-22, dated, and marked by name of dept., city). Title varies: No title, 1880-84, 1899-1915, 5 vols; posted, 1896-98, 1 vol.

Record of residues from tax sales repaid on account of defects in city's title, rendering sale void: Name of person assessed, purchaser at tax sale, person to whom money refunded; names of claimants of residue, interested parties; location, description, plan, area of property sold; recital of all sales, liens, encumbrances, suits, attachments affecting title; amount of any outstanding mortgages, assessment, consideration paid at tax sale; date of discharge of mortgages; statement of refund of purchase price, amount thereof; citation of causes of defective title. Arr. chron. For index, see entry 42. Hdw. 200 pp. 19 x 6½ x 1¼. Corr. ref. rm.

42. PETITIONS IN RETAX SALES - INDEX OF STREETS, 1880-1915. 1 vol. Index to (Record of) Residues from Tax Sales, entry 41: Name of street where property is located; volume, page reference. Arr. alph. by name of st. Hdw. 200 pp. 7½ x 5½ x ½. Cabinet, lobby to rm. 1017.

43. (OPINIONS AND DATA ON TITLES TO FORECLOSURES, LAND TAKINGS), 1831--. 7 file drawers (3 file drawers, 1831--, A-Z; 4 file drawers, 1831--, unlabeled).

Case folders marked by name of property owner or title of case, and containing copies of instruments, opinions or memoranda bearing on title to land damaged or taken by the city: Copies of instruments affecting title, summaries of title examinations and investigations, court decisions in land damage cases; data relative to public property, building sites; city council orders relative to disposal of properties obtained by foreclosure sales; opinions regarding validity of titles to land under consideration by the city. Arr. alph. by name of property owner or title of case. No index. Hdw., typed. 12 x 16 x 26. Rm. 1017.

For supplementary data on abstracts of titles, 1811--, see entry 33.

44. SCRAP BOOK (of Data on) TAX TITLES - POSTED, 1811-99. 11 vols. (7 vols., 1811-84, marked by incl. case nos., and 1-7; 3 vols., 1861-1887, 8-10; 1 vol., 1878-99, unlabeled). Title varies slightly.

Supplementary data on validity of tax titles and record of successive transfers, encumbrances, foreclosures, sales, tax sales, redemptions, actions affecting title: Names of successive grantees, mortgagees, purchasers at foreclosure and tax sales; location, description, dimensions, boundaries, area of property; amount of consideration; volume, page reference to recording of transfers, encumbrances, sales in county registry of deeds; dates thereof; data pertaining to land takings, other proceedings affecting title. Includes plan of land subdivision giving measurements, boundaries of adjoining properties. No arr. No index. Hdw. 80 pp. 11½ x 8½ x ¼. Safe, gen. off.

45. RECORD OF TAX TITLES, 1880-87. 1 vol. (No. 2).

Name of person assessed, year of assessment; ward number; volume, page reference to recording in county registry of deeds; location, description, boundaries, dimensions of property; summary of conveyances, encumbrances, records affecting title; date of instrument. Includes copy of property plan. No arr. No index. Hdw. on ptd. form. 388 pp. 14 x 9½ x 2½. Safe, gen. off.

Land Takings

46. (PAPERS RELATING TO LAND TAKINGS - PENDING CASES), 1930--. 2 file drawers (A-Z).

Case folders marked by name, address of land owner; serial number of case, and containing the following records:

i. Correspondence with secretary of board of street commissioners relative to awards for damages.

ii. Itemized statement of municipal liens: Name, address of property owner; location, ward number of property; serial number of lien, board of survey plan number; assessed valuation of property; year, amount of assessment; amount due; amount of special assessments for sewer, edgestone, sidewalk, moth suppression, improvements to parks, streets, sewerage works; amount due for water supply service, total of municipal liens due to date; name of person paying, copy of receipt for payment of fee for itemized statement; statement whether or not building lien has been established, signature of city collector, date of statement.

Arr. alph. by name of owner or st. location of property. No index. i, typed under ptd. head; ii, hdw. 12 x 16½ x 26. Rm. 1018.

47. (PAPERS RELATING TO LAND TAKINGS - SETTLED CASES), 1854-1929. 16 file boxes (5 file boxes, 1854-94, 1900-1905, 1911-29, 6-9, 13; 11 file boxes, 1869-1923, A-Z, 14-24).

Case envelopes marked by name, address of property owner; serial number of case; date deed to land approved, passed; date of approval, payment of

(PAPERS RELATING TO LAND TAKINGS - SETTLED CASES), (Cont'd)
award for land taking; date release approved. Contains the following records:

i. Mayor's order for payment of land-damage award, subject to owner's conveyance of land to city and general release of city from liability: Name, address of property owner; location, purpose of land taking; reference to order passed by board of park or street commissioners in favor of award, date thereof; statement of approval by board of aldermen, date thereof; signature of mayor, attestation by assistant city clerk, date of order.

ii. Notice of vote to award damages for land taking: Name of property owner, city department voting for award; location, district number, purpose, date of land taking; amount, date of award; record of vote of board of street commissioners; order for special draft for payment of award; signature of chief clerk. Includes request to auditor to draw special draft in accordance with vote of board, signature of approval of chairman of board. Also includes intermittently acknowledgment of receipt of special draft by city auditor, date of receipt.

iii. Park commissioners' notice to corporation counsel of damages awarded for land taken for public park: Names of property owners; locations, description of land taken; reference to vote of board of park commissioners authorizing land taking, and amount of damages awarded, subject to deed or general release of land from the owner to city, date thereof; approval by corporation counsel, signature of board secretary, date of notice.

iv. Record of vote to pay award for land taken for school buildings: Name, address of property owner; location, description of property taken for schoolhouse purposes; record, date of vote for payment; amount of damages awarded, approval of award by mayor, request for issuance of special draft chargeable to schoolhouse department appropriation; signature of chairman, attestation by assistant secretary of schoolhouse department.

v. Street commissioners' notice of award of land taking to city department for which taking was made: Name of property owner; location, purpose of taking; amount of award, statement of acceptance by interested parties, signature of secretary of board of street commissioners, date of notice.

vi. Street commissioners' order for land taking: Name of street; location, description of desired land; name of land plan, designing engineer; recital, purpose of order; reference to land plan filed in street commissioners office; notice of intention to pass order for land taking, giving time, place, date of public hearing; year, page reference to record of order for public hearing in street commissioners' records; name of newspaper publishing notice; recital of order passed for taking of designated parcel of land, citation of statute in support

(PAPERS RELATING TO LAND TAKINGS - SETTLED CASES), (Cont'd)

vi. Street commissioners' order for land taking: (Cont'd) thereof; statement of approval by mayor, city officials; signatures of street commissioners; signature of mayor, attestation by secretary of board of street commissioners; date of order, approval thereof.

Arr. alph. by name of owner or location of property. No index. Various types of recording. 10½ x 4½ x 12. Rm. 1017.

48. (Record of) DEEDS (to Lands Taken or Released), 1900-Apr. 1926. 1 vol.

Record of conveyances and settlements for land released or taken for public use by the city: Name of grantor, grantee; location, description of property; type, nature of instrument of conveyance; amount of consideration, reason for release, purpose in taking designated property; date of instrument. Arr. by date of deed. No index. Hdw. on ptd. form. 300 pp. 15 x 10½ x 2. Cabinet, lobby to rm. 1017.

49. REPORT OF EXAMINATION OF TITLES TO LAND TAKEN BY BOSTON WATER BOARD IN MARLBORO AND SOUTHBORO, 1890-Apr. 30, 1894. 1 vol.

Record of city conveyancer's examinations of titles to lands taken in Middlesex and Worcester counties: Name of land owner, county; boundaries, numbers of parcels, acreage of land taken; date of taking, record. Arr. alph. by name of holder of record. No index. Hdw. 10½ x 8¼ x 1. Corr. ref. rm.

Miscellaneous

50. (MISCELLANEOUS DOCUMENTS, OPINIONS, CORRESPONDENCE), 1874-1926. 1 file box, 4 bdls., 2 vols. (dated).

Contains miscellaneous papers pertaining to properties taken, conveyed, or under consideration by the city:

i. Agreement (copy) between city and Boston Elevated Railway Company, wherein the city is given the use of boiler room in company's power-house, Feb. 1919: Name, location of power-house; description of mechanical equipment to be installed, purpose of installation; rate to be paid by city for steam used in operating pumps, limitations as to amount of water to be pumped; approval, signature of mayor, city conveyancer; date thereof. Includes acknowledgment: Attestation, date of act, signature of justice of the peace.

ii. Application for loan upon mortgage with power of sale, 1911-13: Name, address of applicant, loan company, insurance company; statement of application for loan; rate of interest, duration, amount of loan; location, description, area of property; type, dimensions, use of building; assessed valuation, estimated fair value of land, buildings; present rental receipts from property; amount of insurance on building, statement of terms agreed upon by applicant; reference to applicant's character, standing; signature of applicant, date of application.

(MISCELLANEOUS DOCUMENTS, OPINIONS, CORRESPONDENCE), (Cont'd)

iii. Application to city collector for summary of unpaid taxes and other assessments which constitute a lien against applicant's property, 1921-25: Name, address of city collector; name of person assessed, year of tax, citation of statutes requiring that such summary be prepared upon payment of one dollar with application; signature of applicant, date of request.

iv. Appointment of appraisers of trustees' or administrators' inventory, 1900, 1904: Name of court; names of appraisers, trustees, beneficiaries under will; court order to appraise estate of deceased and deliver order with true findings thereon to trustees (or administrators) of estate; schedule of real, personal property; signatures of appraisers, trustees; signature of register of probate court; date of appointment, appraisal. Includes appraisers' acknowledgment of faithful discharge of trust: Attestation, date of act; signature, seal of justice of the peace.

v. Bond given to probate court by administrator of estate, 1906, 1907, 1914: Name, address of administrator, judge of probate; names, addresses of sureties, if any; amount, terms, conditions, date of bond; statement of examination, approval of bond by court; signature, seals of obligors; signatures of witnesses, signature of judge of probate. Includes: Certificate of valuation of real, personal estate, total valuation; signature of administrator, witness.

vi. Certificate of appointment of administrator; 1904, 1906: Name of court, register of probate court; date, number of court session administrator appointed; names, addresses of administrators then appointed; name, last address of deceased intestate; date of bond, approval by judge; certification that said appointment remains in full force. Includes attestation of register, seal of court.

vii. City council order (copy) authorizing board of street commissioners to execute and deliver lease of certain property, 1912, 1915: Location, description of property; terms, provisions of lease, bond; volume, page reference to order in council minutes; citation of legislative acts in support of this action. Includes copy of special act of legislature granting council right to lease such property with the approval of mayor.

viii. Covenant between city and owners of property abutting on public park frontages, agreeing to restrictions upon such property, 1894, 1910-11, 1915: Names of parties; location, dimensions, boundaries of restricted area; location, description of abutting property; nature, amount of consideration; purpose, duration of restrictions; recital of covenants, restrictions binding abutting property owners; recital of mutual rights, privileges of parties; statement of conveyance, mortgage indebtedness; statement, date of approval by city conveyancer; date of instrument. Includes vote for restrictions by board

(MISCELLANEOUS DOCUMENTS, OPINIONS, CORRESPONDENCE), (Cont'd)

viii. Covenant between city and owners of property (Cont'd) of directors, if properties owned by corporation: Date, record of vote; attestation, signature of board secretary.

ix. Data on land taken for school purposes and released for reconveyance to former owner, as it is no longer required for purpose intended: Name of former owner; volume, page reference to recording in county registry of deeds; signature of schoolhouse commissioners, date thereof.

x. Formal order and vote (copy) of city council authorizing mayor to convey certain lands, Apr. 8, 1918: Record of first, second vote, dates thereof; recitation of order to convey for named consideration; approval, signature of mayor; attestation, signature of city clerk.

xi. Grant of easement to city in and to certain property for purpose of grading certain streets, 1906, 1907, 1911, 1913: Name, address of property owner, city engineer; names of streets to be graded; location, description of property affected by easement; volume, page reference to recording of deed in county registry of deeds, date thereof; statement of conveyance in fee simple, amount of consideration; reference to plan of streets, property filed with board of street commissioners; order of board of street commissioners establishing streets, date thereof; recital of grantor's covenant; signature of grantor, city conveyancer; date of instrument. Includes acknowledgment: Attestation, date of act; signature, seal of justice of the peace.

xii. Instrument (copy) granting right to a fraternal order to erect building on city land, 1921: Name of lodge; location, description of land; reservation of certain rights of entry for designated purposes by city without liability, approval by and signature of city conveyancer; request for execution of above instrument and signature of commissioner of public works, signature of mayor, signatures of witnesses. Includes acknowledgment: Attestation, date of act, signature of notary public.

xiii. Lease of certain property to city for reading room and branch of public library, 1916: Location, description of property; terms, conditions, date of lease; signature of president of trustees of Boston Public Library.

xiv. Legal opinion (copy) of corporation counsel given on request of board of street commissioners, covering land takings for school purposes, Feb. 7, 1919: Statement of correct procedure, comment, suggestions; citation of laws in support thereof, signature of corporation counsel.

xv. Memorandum of agreement for betterment finding, 1896: Name of court, names of parties; agreement that verdict may be entered fixing amount of betterment to certain premises caused by certain improvements in streets, one-half of said sum to be assessed against owner in abutting property, and that verdict is to be without interest or cost to either party; signatures of both parties, docket number of case.

(MISCELLANEOUS DOCUMENTS, OPINIONS, CORRESPONDENCE), (Cont'd)

xvi. Minutes (copy) of director's meeting, authorizing designated official to execute and deliver deed to the city, 1896: Name of grantor, grantee; recital of authority for conveyance, signature of corporate clerk, date of authorization.

xvii. Mortgagor's authorization to release city from all claims for damage or cost arising from certain street improvements, 1904, 1906, 1912, 1913: Names of mortgagors and board of investment or trustees; date, place of meeting; vote of board authorizing designated official to execute and deliver release, authorization to assign certain rights to city; volume, page reference to recording of mortgage in county registry of deeds; location, description of property; signature of official representing investment board, date of authorization, attestation by board secretary.

xviii. Notice from city collector of defects in tax title, 1896, 1911, 1913: Name of mortgagor, mortgagee; name, address of assignee; location, description of property; recital of faults or defects in tax title, signature of city collector, date of notice. Includes letters from mortgagor or mortgagees relative to tax title.

xix. Notice (copy) to chairman to board of schoolhouse commissioners, advising of reconveyance of certain lands to former owner, 1915.

xx. Notice to interested parties advertising transfer of title to certain land, 1915: Name, address of interested party; location, description, area of property conveyed; statement as to validity of title, signature of city conveyancer, date of notice.

xxi. Offer to surrender alleged faulty tax deed to city collector, giving reason for invalidity of title, 1908-21: Statement, date of purchase of tax deed from collector; volume, page reference to recording of tax deed in county registry of deeds; recitations, date of offer to surrender, discharge, or assign said deed as city may elect; signature of purchaser.

xxii. Opinions of corporation counsel relative to laws covering takings and redemption of property for nonpayment of taxes, 1919--: Interpretations of statutes providing for payment of taxes, sales of property on which taxes are in arrears; citation of laws in support thereof, signature of corporation counsel, date of opinion. Includes printed copy of legislative act referred to in opinion.

xxiii. Order in city council authorizing public works commissioner to convey city-owned water main to the Commonwealth, subject to mayor's approval, 1915, 1917, 1923: Location, dimensions, measurements of water main; text of order giving terms, conditions of conveyance subject to approval by law department; date order passed, approved by mayor, attestation by city clerk.

(MISCELLANEOUS DOCUMENTS, OPINIONS, CORRESPONDENCE), (Cont'd)

xxiv. Order (copy) passed in city council for lease of city property, 1915: Name of lessor, lessee; location of property; duration, terms, provisions of lease; approval by city council of terms, amount of consideration, provisions of lease; order by the council authorizing execution, delivery of lease; recital of covenants by lessor, lessee; acceptance of lease by lessee, mayor; date of lease Includes acknowledgment: Attestation, date of act; signature of justice of peace

xxv. Owner's duplicate certificate of title to land registered in land court, 1918, 1921: Name, address, marital status of property owner; volume, page reference to recording of certificate of title in land court registry, date thereof; location, description of property; recitation of ownership, certification that owner's title is registered in accordance with law, citation of laws in support thereof; number, date of certificate; summary of liens, encumbrances affecting title; signature, seal of land court judge; attestation by assistant recorder, date of registration.

xxvi. Petition by board of park commissioners to property owners requesting modification of restrictions on land abutting on public parks, 1912: Names of abutting property owners, citation of authority granted by order of city council, approval by mayor; volume, page reference to recording of covenant for restrictions in county registry of deeds, date of recording; nature of alterations desired, signatures of park commissioners; signature of approval by mayor, city conveyancer, date thereof. Includes acknowledgment: Attestation, date of act; signature, seal of justice of the peace

xxvii. Petition by owner to city council to reconvey tax title deed to city collector in return for price paid, 1874, 1885, 1889-90, 1897-99, 1906, 1910-11: Name, address of petitioner, former owner of property; recital of ownership and purchase of tax title alleging invalidity of deed; offer to surrender discharge, collector's deed; citation of statute providing for same, signature of petitioner or his attorney; date of petition.

xxviii. Petition to probate court for administration of estate without sureties, 1896-1914: Name, address, relationship of petitioner; name, last address of deceased intestate; date of decease; name, address, relationship of heirs-at-law, next of kin; formal request for appointment, consent of interested parties to appointment without sureties; date of petition, signature of petitioner, signatures of witnesses; attestation, date of act. Contains citation addressed to heirs-at-law, next of kin, creditors, all persons interested in remaining estate to appear to contest appointment; designated place, time, date for appearance to show cause for contest of appointment; order, instructions for publication of citation in designated newspaper; officer's attested return of service; signature of judge, register of probate, date of citation. Includes acknowledgment:

(MISCELLANEOUS DOCUMENTS, OPINIONS, CORRESPONDENCE), (Cont'd)

xxviii. Petition to probate court for administration of estate (Cont'd) Attestation, date of act; signature, seal of justice of the peace. Also contains decree of appointment: Name of court, name, address, relation to decedent of petitioner; names, addresses of interested parties and statement by them that there is no objection; recitation, date of decree; signature of probate court judge.

xxix. Probate court license for guardian to sell real estate, 1912: Name of guardian, court; names, addresses of wards; location, description of real estate; permission to sell at or more than stated sum, time limitation for sale, instructions as to reinvestment of funds, date of license; signature of register of probate, judge of court. Includes order of court to advertise any auction sale in specified newspaper: Name of paper, place of publication.

xxx. Power of attorney, 1923-24: Name of appointor, appointee; recital, duration of appointment; powers, duties of appointee; signature, seal of appointor; signature of witness, date of instrument.

xxxi. Release of city from all demands, damages, costs arising from certain sewer and street construction, 1886-87, 1903-4 1906, 1912-13, 1922-24: Names, addresses of owners, administrators trustees of property involved; amount of consideration received from city; location, description of construction work. Includes acknowledgment: Attestation, date of act; signature, seal of notary public; signature of owner.

xxxii. Release of mortgage, 1924: Name of owner or holder; amount, date of mortgage; volume, page reference to recording in county registry of deeds; recital of release to buyer of land of all rights under mortgage; date, plan of land approved; identification, description of land on plan; recital of covenants, acceptance of release; date of release. Includes acknowledgment: Attestation, date of act, signature of justice of the peace; attestation of recording in county registry of deed, signature of recorder, date of recording.

xxxiii. Record of outstanding, foreclosed mortgages, 1905, 1913: Name, address of mortgagor, mortgagee, newspaper publishing notice of sale; location, description of property; amount of consideration, period of payments, rate of interest; stipulation as to power of sale, right of grantee to purchase; recital of covenants, special provisions, dower rights; habendum clause; volume, page reference to recording in county registry of deeds; date of instrument, acknowledgment, recording; references to extensions of mortgage, release of dower rights by spouse.

xxxiv. Street laying-out department's order (copy) on city auditor, requesting draft to cover its award to property owner of damages, resulting from highway construction, 1907-8, 1910, 1922-24: Name of city department fixing damages, person to whom awarded; recital of construction work purpose

(MISCELLANEOUS DOCUMENTS, OPINIONS, CORRESPONDENCE), (Cont'd)

xxxiv. Street laying out department's order (copy) on city auditor, (Cont'd)
of land taking, amount of damages awarded, reference to general release of city upon payment of such award, request to auditor to draw draft on city treasurer; issue of draft on treasurer, date thereof; signature of chairman, secretary of board of street commissioners; signature of city auditor, date of instrument awarding damages.

xxxv. Tax collector's deed to property taken as security for unpaid taxes, 1911: Name of city, tax collector, person assessed as owner; location, description of property; amount of tax assessment; recital of demand for payment, advertisement for sale of property at public auction to satisfy debt due city; designation of place, date, time of sale; statement that no person appeared to make valid bid for property; recital of purchase of said property and of conveyance to city in fee, subject to specified right of redemption; signature, seal of collector; signature of witness, date of instrument. Includes intermittently press notice of auction sale.

xxxvi. Tax collector's duplicate water bills applying as claims and liens on property tax titles, 1912-16, 1918, 1920-23: Name, address, ward number of person service rendered; name of city; page, line reference to recording of bill in records of city collector; meter readings and dates thereof; rate for service, amount due. Includes stub of water bill. Intermittently includes letter from subscriber's attorney relative to amount of water charges.

xxxvii. Vote by city council's committee on claims (copy) of recommendation for settlement of land damages, 1910-13, 1915: Name of property owner; description of land taken, date of taking, amount for which approved; attestation, signature of clerk of committee; date of approval, signature of mayor; recommendation, signature of head of city department for which land was taken; signatures of corporation counsel, city conveyancer.

xxxviii. Vote of board of park commissioners to take certain described lands for park purposes, 1890, 1893, 1922-24: Citation of powers granted to board by acts of legislature and authority vested in them by city council, statement of board's decision and vote to take lands shown on certain plan, names of engineers drawing plans; location, description, dimensions, boundaries, area of parcels taken; volume, page reference to filing of plan in county registry of deeds, date thereof; signatures of park commissioners; date of plan, land takings.

No arr. No index. Various types of recording. File box, 9 x 4½ x 14; bdls., 7 x 9 x 11 to 7 x 11 x 15; vols., 200 pp. 11 x 9 x ½. 1 file box, 1874-1920, safe, city conveyancer's off.; 3 bdls., 1874-1913, safe, gen. off.; 1 bdl., 1874-1926, 2 vols., 1903-19, centre corr. ref. rm.

51. (DOCUMENTS RELATING TO ACTIONS AT LAW), 1933--. 1 file drawer. Folders containing case papers relating to taking, releasing, use of certain lands by the city or by concerns using city land or property: Interoffice memoranda, correspondence, leases, wills, legislative acts, deeds, respondent's and plaintiff's answers, releases, court order, land takings, mortgages, agreements, contracts, petitioner's brief, final decree, final court decision, order in city council, petitions, order in court to incorporate, notices of hearings, press notices, executor's inventory, executor's and trustee's accounting, trustee's bond reports, corporation counsel's opinions, testimony, questionnaires, excerpts from minutes of meetings of the city council, complaints filed in superior court, special permits, applications for permits. Arr. alph. by name of principal party concerned. No index. Hdw. and typed under ptd. head, hdw. and typed on ptd. form. 12 x 16½ x 26. Rm. 1018.

52. (MISCELLANEOUS PLANS), 1885--. 10 file drawers (A-Z). Copies of blueprints, drawings, tracings, photostat plans of parcels of land and city districts, prepared by various city departments for reference as to locations, measurements, abutting and adjoining properties of plots of land in which the law department, in behalf of the city, may be interested: Location, dimensions, area, boundaries of plats; name of engineer preparing plan, date of issue. Various authors. Blueprint, drawing, photostat. Scales vary. 3 x 43 x 30. Cabinet, rm. 1017.

53. (MISCELLANEOUS MAPS), 1814-1901. 26 file drawers (A-Z). Maps, blueprints, drawings, tracing of parcels of land taken for public purposes showing: Name of draughtman, surveyor or city engineer preparing map; names of property owners, abutting property owners; names of grantors, grantees; volume, page references to recording of deeds in county registry of deeds; serial number of title abstract, recital of proposed improvements; locations, dimensions, areas of parcels; location of boundaries, streets, waterways, hydrants, sewers, railway-surface and underground traction lines; notations as to scale of drawings; date of preparation. Arr. alph. by name of st. or other location of property. No index. Hdw., blueprint. Scales vary. 2½ x 56 x 28. Cabinet, lobby to rm. 1017.

54. ATLAS OF THE CITY OF BOSTON, 1873-75, 1883-85, 14 vols. (dated and marked by name of city dist.; 7 vols., 1873-75, and 6 vols., 1883-85, also numbered 1-7, 1-6, respectively).
Sectional maps of city and environs used for purpose of identifying and locating properties under consideration for public use, showing waterways, highways, public properties, boundary lines: Names of streets, name of district; ward number; location, identification, type of public buildings; location of water mains, fire hydrants; area, number of assessors' blocks; serial number of abstract of title to properties of interest to city; dates of maps, issue of maps; map, plate, index number. Arr. by map no. Indexed by block no. A. H. Mueller. Philadephia, Pennsylvania; G. W. Bromley and Company. Engraved. 52 plates. 20 x 15 x 1½. Cabinet, lobby to rm. 1017.

Investigating Division
(See also entry 1)

Reports (See also entries 64-ix, -xiv, xxiii, - xiv)

55. REPORTS ON PETITIONS (for Compensation), 1925--. 3 file boxes. System estab. 1925.

Folders marked by name of plaintiff; name, address of plaintiff's attorney; date petition received, returned, reported. Contains copies of investigators' reports on petitions to court claiming negligence by the city and compensation for damages or injuries:

i. Attending physician's answers to printed questionnaire prepared by department: Name, address of physician, claimant; date of first, last attendance; nature, extent of injury or operation, if any; place, inclusive dates, length of confinement; nature, period of disability; date of partial, complete resumption of occupation; number of visits, amount of bill, date of report

ii. Case report of department's examining physician: Name, address, occupation, age, date and place of birth, color, sex, height, weight of claimant; name, relationship, ages, dates of birth of nearest relatives; name, address of attending physician; name of examining physician; place, date of accident, examination; claimant's statement to physician giving cause, time, date of accident; statement of incidents prior to, time of, following the accident; nature, place of treatment; brief summary of case by attending physician, past medical history of claimant; diagnosis of head, chest, lungs, internal organs, extremities, blood pressure by examining physician; hospital report giving history of patient, disability on entrance day, chronological record; opinion of examining physician as to result of accident, convalescence of patient, length of disability. Includes intermittently number of X-rays taken, dates thereof; copy of tracing of X-ray views showing nature and extent of injury.

iii. Case summary: Name, address, occupation of plaintiff; names, addresses of witnesses; cause, location of accident; date notice of accident received by city official; date of hospital, medical, police and public works department reports. Includes photographs, interrogatories.

iv. Claimant's attitude when interviewed: Name of investigator, claimant; names of witnesses present; details of willingness or indifference of claimant to questions propounded, data relative to habits of claimant; date of interview.

v. Claimant's report (varies with each claimant, depending on statement issued by said claimant): Name, address of claimant; name of investigator, date of report.

vi. Department's final claim-data sheet: Name, home and business address, occupation, social status of claimant; name of

REPORTS ON PETITIONS (Cont'd)

vi. Department's final claim-data sheet: (Cont'd) attending physician, hospital; extent and duration of injuries, confinement, inability to pursue usual or other occupations; mechanical aids to recovery, period used, if any; number and dates of doctor's visits, whether at home, office, or hospital; amount of doctor's, hospital bills, other expenses; by whom paid, date of accident.

vii. Department's list of facts and opinions regarding claimant, 1929-30 (record discont. 1930): Name, maiden name, address, age, height, weight, birthplace, occupation, citizenship of claimant; color of eyes, hair, complexion; names of persons present, names and relationship of persons with whom claimant lives; name and address of nearest relative, employer; present indications of injuries, if any; physical defects of claimant before accident; ability to walk with or without cane, crutches; appraisal of claimant's truthfulness, knowledge of English; detailed description of time, place, conditions of interview. Includes list of city and state bureaus or departments referred to for further information relative to the claimant.

viii. Policeman's observations prior to, at time of, after accident (reports vary depending on report made by policeman). Name of investigator, policeman; location of accident; nature, date of report.

ix. Report by division captain to superintendent of police: Names, addresses of witnesses; names of police officers on route, name of division captain; findings of officer assigned to investigate; location, cause of accident; division number where accident occurred, date of report.

x. Statement by counsel for claimant: Name, address of attorney, client; name of investigator, summary of steps taken in filing claim or suit, date of interview.

xi. Statement by witnesses: Name of investigator; name, address, occupation of witness, claimant; date, location, cause, nature of accident; description of place of accident, description of events, conditions leading up to, during, following accident; manner in which witness observed accident, date of interview.

xii. Statement of claimant, witnesses: Name of claimant, case; names of witnesses; narrative account of accident, subsequent events. Includes intermittently copy of investigator's pencil sketch illustrating location of events, course of travel, position of parties; date of sketch.

xiii. Statement of physician attending claimant: Name, address of physician, claimant; name of investigator, diagnosis of injury; time, place, nature, number of treatments; amount of bill for services rendered, date of interview.

Arr. by date petition returned. No index. Typed; folders typed on ptd. form. $7\frac{1}{2}$ x $4\frac{1}{2}$ x $9\frac{1}{2}$. Cabinet, docket cl. off.

56. CLAIMS INVESTIGATED, NO SUIT (or Action) RESULTING, 1917--. 1 file cabinet, 1 file box. No title, 1917-18, 1923--, 1 file cabinet. Prior records destroyed.

Contains the following notes and reports:

i. Investigators' notes regarding accident: Names, addresses, statement of claimants, witnesses, informants to investigator. Observations before, during, and after accident; data relative to location, time of accident; description of weather and road conditions, vehicles involved; date information secured.

ii. Law department physician's report on examination of claimant: Name, address of examining physician; name, address, occupation, personal description of claimant; place, date of examination; cause, place, date of accident; hospital data, facts gathered from physical examination; claimant's version of accident; personal, family history; physician's prognosis, opinion of case; signature of law department physician, date of report.

iii. Reports of route officers concerning accident scene, report of division commander transmitting route officer's reports.

iv. Statements by owners of property or vehicles participating in or having knowledge of accident: Statement of facts concerning ownership of property involved; names, addresses of persons participating in accident; time, place, cause of accident; date thereof; signatures of informants, investigator.

1917-18, 1923--, arr. by year and thereunder alph. by name of claimant; 1919-22, no arr. 1917-24, no index; for index 1925--, see entry 70. Hdw., typed on ptd. forms. File cabinet, 60 x 36 x 16; file box, 13 x 10 x 13. 1 file cabinet, 1917-18, 1923--, rm. 1021; 1 file box, 1919-22, corr. ref. rm.

57. (SUMMARIES OF REPORTS AND DATA ON ACCIDENT CASES), 1929--. 50 vols. (dated, marked by incl. case nos.). Missing: 1928. System estab. 1929.

Contains transcription of papers described in Reports on Petitions (for Compensation), entry 55. Arr. by year and thereunder by serial no. of case. For index, see entry 58. Various types of recording. 1000 pp. 12 x 9½ x 4½. Cabinet, rm. 1021.

58. INDEX, 1928--. 11 vols. (dated).

Index to (Summaries of Reports and Data on Accident Cases), entry 57: Name of claimant; serial number, year of case. Arr. alph. by name of claimant. Hdw. 50 pp. 8½ x 10½ x ½ to 100 pp. 9 x 12 x 1. Cabinet, rm. 1021.

59. NOTICES OF CLAIMS, 1928-36. 3 vols. System discont. Jan. 8 1936.

Record of reports of accidents reported by city departments, or property damages, which may result in claim or suit against the city: Name of claimant, claimant's attorney, city examining physician; date, place, cause of accident; date notice received, checked for legal correctness; date of notice of claim, medical examination. 1930-36 includes

NOTICES OF CLAIMS (Cont'd)
name of photographer, date of photograph of locus of accident. Arr. alph. by name of claimant. No index. Hdw. on ptd. form. 250 pp. 11½ x 10 x 2½. Rm. 1021.

For subsequent records, see entry 68.

60. REPORTS - RYAN, 1933--. 1 file drawer.
Reports and notices from city departments of accidents causing injury to persons or damage to property: Name of division, department; name, address of person injured or killed; names, addresses of witnesses, if any; name, address of owner and operator of car (if motor vehicle accident); make, type, registration number of car; location, description, date, time, cause of accident; extent of damage or injury, place taken for treatment; date report or notice made, received by department; signature of reporting official. Includes: Copy of notice to claimant's attorney as to status of claim; copy of notice from subordinate, to department head, of accident causing injury or damage; estimate of cost of repairing damages caused by alleged negligence of city employees; intermittently diagramatic chart of the location of accident. Also contains: Notices from institutions listing money and property left by deceased city wards, Jan. 1933 - Sept. 1935 (system estab. 1933, discont. Sept. 1935): Name of city ward, date of death; name, address of public administrator; list of property of deceased city ward as determined by public administrator or register of probate court; list of services rendered by the city, amount due for the services; signature of institutions department official. Includes certification by register of probate court. Arr. alph. by name of dept. and thereunder by date. No index. Hdw. and typed on ptd. forms. Hdw. and typed under ptd head. 11 x 17½ x 25. Rm. 1021.

61. NOTICES OF CLAIMS (Submitted by) P(olice Department), 1930 - Jan. 25, 1938. 1 vol. System estab. 1930, discont. Jan. 25, 1938.
Record of reports from police department, to investigating division, of accidents which may result in claims or suits against the city: Name of claimant; date, place, cause of accident; date notice received. Intermittently includes name of medical examiner, date of examination. Arr. alph. by name of claimant. No index. Hdw. on ptd. form. 250 pp. 11½ x 10 x 2½. Rm. 1021.

62. (POLICE REPORTS OF ACCIDENTS THAT MAY RESULT IN CLAIMS AGAINST CITY), Nov. 1939--. 1 file box.
Reports destroyed at end of ninety days if no claim is filed within thirty days. Contains the following reports filed if claim is made within thirty days, in (Data on Claims and Investigated Cases), entry 64:

i. Answer to department questionnaire, by each of three route officers on duty before, during, after time of accident: Name, address of claimant, officer making report; statement as to whether conditions differ at time of investigation from time of accident; dimensions, composition of street, sidewalk,

(POLICE REPORTS OF ACCIDENTS THAT MAY RESULT IN CLAIMS AGAINST CITY), (Cont'd)

i. Answer to department questionnaire (Cont'd) roadway; description of lighting conditions (if accident occured at night), obstructions to good visibility, if any; general description of place, condition complained of; number of hours officer employed, times officer traversed scene day of accident; length of employment on force, on route in question; date of investigation, report; police division number, signature of officer.

ii. Copy of report of defective streets, including defective manhole and cesspool covers: Name of abutting property owner, occupant: Name of officer making report, official to whom report addressed; names of all route officers; location, description of defect; whether or not protected by guards or lights; police division number, signature of division captain or superintendent of police.

iii. Detailed description of place of accident by route officers on duty before, during, after time of accident: Description of place of accident, location of abutting areas or boundaries; measured distances from well-defined objects, description of objects referred to; statement of conditions just before and after accident, at time of investigation; date of report, signature of officer.

iv. Original and duplicate of division captain's report: Name, address of complainant; name of investigating patrolman; names, addresses of witnesses; names of three patrolmen on duty before, during, after time of accident; nature, place, time, date of damage or injury; signature of officer making report, date of report, police division number. Includes case wrapper stamped with date report received.

Arr. by date of receipt. No index. i, iii, hdw. on ptd. form; ii, iv, typed on ptd. form. 8 x 5 x 12. Rm. 1021.

63. (CERTIFIED UNITED STATES WEATHER REPORTS), 1930--. 9 vols. System estab. Jan. 21, 1930.

Reports of daily weather conditions for use in court trials only when attorney for plaintiff refuses to agree to accuracy of regular daily weather reports: Name of station; day of week, date of report; direction, hourly velocity of wind; time, character of sunrise, sunset, moonrise, moonset; record of maximum, minimum rainfall and barometric pressure, humidity; nature, velocity of clouds; general description of road, sidewalk conditions; chart recordings of barometric and temperature changes; record of maximum, minimum, mean, normal temperatures; summary of humidity, precipitation, sunshine, cloudiness, wind conditions. Includes statement certifying accuracy and truth of report: Name, address of station; date of report, date covered by report; signature of meteorologist in charge of station. Arr. by date of report. No index. Hdw. on ptd. form. 365 pp. 9 x 16½ x 2½. Rm. 1021.

Pending Cases (See also entries 131, 142, 144, 145)

64. (DATA ON CLAIMS AND INVESTIGATED CASES), June 1932--. 7 file drawers (marked by name, address of investigator). System estab. 1932.

Files of individual investigators assigned to claims, containing folders marked by name, address, telephone number of investigator; date of claim for personal injury or property damage in which the city is (or may be) named defendant, photograph for use in court, in case suit is filed. Folders contain one or more of the following papers:

i. Certificate of notice (copy) of motion in municipal court cases: Name of plaintiff's attorney, court in which action is pending; names of parties; statement certifying notice of proposed motion with copy of same sent to plaintiff, attorney; place, time, date of hearing; method, date of giving notice; signature of defense attorney.

ii. City hospital out-patient record (copy) of treatment of claimant for alleged injuries: Name, address, occupation, case number of claimant; names of hospital doctors; statement of medical diagnosis, first treatment, clinical diagnosis, X-ray examination, treatment prescribed for correction of conditions found; description of mechanical aids furnished, date to return for further inspection; date of record, examination.

iii. Claimant's signed request (copy), addressed to hospital superintendent, that copy of claimant's hospital record be furnished to counsel for defendant: Name of hospital; name, address of attorney; place, time, date of accident; signature, address of claimant.

iv. County medical examiner's record of autopsies made on accident victims: Name, address of deceased; statement of findings, condition of body, probable contributory causes of death; signature of medical examiner, date of autopsy.

v. Criminal record by police department, bureau of records: Name, alias of criminal; name of officer making arrest, number of record, statement as to whether photograph is obtainable or on file; description of offense, place of arrest, disposition of case; statement of other court records, dates thereof. Includes bureau's attestation of record, date thereof.

vi. Defendant's interrogatories (copy) to plaintiff to be answered under oath: Names, addresses of parties; name, address of court; list of questions bearing chiefly on cause of accident, nature and extent of injuries or property damage; docket number of case, signature of corporation counsel.

vii. Defendant's notice (copy) of motion in pending action: Name of court, plaintiff's attorney; names of parties, docket number of case; statement of motion to be made; specified place, time, date thereof; name of defense attorney, date of notice.

(DATA ON CLAIMS AND INVESTIGATED CASES), (Cont'd)

viii. Defendant's request (copy) to dismiss suit under rule 39 (for want of prosecution) of the city municipal court: Name of court, names of parties; name, address of department; formal request for dismissal, citation of court rule in support thereof; docket number of case, signature of defense counsel. Includes certificate of notice of request to dismiss: Name of defense, plaintiff's attorney; method used in giving notice, date thereof; statement certifying copy of request sent to plaintiff's attorney, signature of defense attorney.

ix. Department investigator's description of physical conditions at site of accident; Locus of accident, identification by measured distance from defined object; description of lighting, weather conditions; time, place, date of accident; notes on defects or obstructions observed, data secured from witnesses, signature of investigator.

x. Department physician's notice (copy) to claimant requesting appointment for examination of injuries: Name of physician; place, date of injuries allegedly sustained; request that claimant call or telephone at specified time, date of notice.

xi. Department physician's report of complete examination: Name, address, occupation, age, date and place of birth, color, sex, height, weight of claimant; names, relationship, ages, dates, of birth of nearest relatives; name, address of attending physician; name of examining physician; place, date of accident, examination; claimant's statement to physician giving cause, time, date of accident; statement of incidents prior to, time of, following the accident; nature, place of treatment; brief summary of case by attending physician, past medical history of claimant; diagnosis of head, chest, lungs, internal organs, extremities, blood pressure by examining physician; hospital report giving history of patient, disability on entrance day, chronological record; opinion of examining physician as to result of accident, convalescence of patient, length of disability. Includes intermittently number of X-rays taken, dates thereof; copy of tracing of X-ray views, showing nature and extent of injury.

xii. Department physician's report of physical examination of claimant: Name, address, occupation, height, weight, age, marital status of claimant; name, address of claimant's physician, employer; date, place of injury, examination; cause of accident, hospital record; past history of claimant, family; diagnosis by claimant's physician; results of physical examination, comments, signature of department physician.

xiii. Hospital medical report (copy): Name, address, age, birthplace of patient; name of examining doctor, surgeon; date of admission, discharge; serial number of surgical record; nature of claimant's injury, date thereof; past medical history of claimant, family; record of physical examination, diagnosis; number of X-rays taken, part of body claimed injured.

(DATA ON CLAIMS AND INVESTIGATED CASES), (Cont'd)

xiv. Investigator's final case summary: Name, address, occupation of plaintiff; names, addresses of witnesses; name, title of city official first receiving notice of claim; date, cause, location, description of accident; weather report on day of accident, day previous; date of serving notice on city official, stamped record of receipt thereof.

xv. Investigator's outline of case: Name, address, occupation, marital status of claimant; name, address of employer, doctor, hospital; claimant's rate of pay, amount of wages lost; nature of injury; period of illness, confinement, incapacity; use of mechanical aids to recovery, duration thereof; number of doctor's visits; amount of doctor's, hospital bills; statement of past medical, hospital history; record of previous accidents, nature and disposition thereof; statement of property damage, nature and amount thereof; description of damaged automobile, in whose name registered; date of purchase, amount paid, fair value before accident; date, place, time of accident. Also includes plaintiff's description of accident: Location, cause of accident; list of injuries sustained, resulting disabilities, loss of time; signatures of plaintiff, investigator.

xvi. Letters from department investigator to insurance company requesting information relative to claimant who is believed to have been involved in claim by same claimant; to city council giving notice of injury and petition for redress; to claimant's physician requesting information regarding injuries, treatment rendered claimant; to claimant's attorney requesting interview with client by investigator or examination by department physician, for claimant's signature to enclosed request for his hospital record, advising counsel that notice of claim does not comply with law and is insufficient, also enclosure of interrogatories to be answered by claimant; to witness requesting answers to questions concerning location of accident; to police bureau of records requesting criminal record of claimant and witnesses; correspondence from claimant's attorney granting permission to interview client, notifying city clerk of claim for injuries to client, notifying law department of his withdrawal from case.

xvii. List (copy) of motions filed in court: Name of case, attorney marking up case for hearing; nature of proposed motion, docket number of case, date of list.

xviii. Miscellaneous memoranda: Name of claimant, gas company; statement whether permit for repairs issued; number, date of repairs; other information on cause of accident, date thereof. Includes index bureau report: Name, address, occupation, age of claimant; name of attending physician, cause of accident; gas company's records of repairs made, date thereof; bureau's key number of case; date information secured. (The bureaus report varies in content depending entirely upon case reported.)

(DATA ON CLAIMS AND INVESTIGATED CASES), (Cont'd)

xix. Motion to nonsuit plaintiff for failure to answer interrogatories: Name of court, names of parties, docket number of case, date of interrogatories, signature of corporation counsel. Includes affidavit of notice of motion in superior court cases: Name of court, plaintiff's attorney, defense attorney; names of parties; statement certifying notice of proposed motion, with copy of same, sent to plaintiff; place, time, date of hearing; method, date of giving notice. Includes acknowledgment: Attestation, date of act; name of justice of the peace or notary public.

xx. Notice from city clerk to public works commissioner: Name, address of claimant, claimant's attorney; location of defect in highway that has caused accident and claim against city; date of accident, request to division engineer for facts concerning defect; signature of city clerk, commissioner; date of notice.

xxi. Photographs of scene of accident, including the following information: Name of photographer, claimant; place, date, exact time of exposures.

xxii. Physician's report (copy) to claimant's attorney: Name, address of claimant, physician, attorney; statement of claimant's injuries, opinion as to extent and seriousness and the probable duration of disability; signature of physician, date of report.

xxiii Police officer's original and copy of reports to law department: Name, address of claimant, officer making report; statement as to whether conditions at time of investigation differ from time of accident; dimensions, composition of street, sidewalk, roadway; description of lighting conditions (if accident occurred at night), obstructions to good visibility, if any; general description of place, condition complained of; number of hours employed, times officer traversed scene day of accident; length of employment on force, on route in question; date of investigation, report; police division number; signature of officer.

xxiv. Police officers' reports of sidewalk and street condition at place of alleged accident: Location of alleged defect; distance from definite boundaries, markers; conditions at scene day before, during, day after accident; names, addresses of two persons living or working near scene, and familiar with street conditions described; time of accident, date of investigation; signature of police officer. Includes notation of any changes in street conditions since time of accident: Description of changes made, name of person making change, date thereof.

xxv. Questionnaire, filled in by party previously sued by same claimant, giving information relative to claimant now bringing suit against the city: Name, address, age, occupation, salary of claimant; name, address of informant, claimant's employer, attorney, attending physician; name of hospital,

(DATA ON CLAIMS AND INVESTIGATED CASES), (Cont'd)

xxv. Questionnaire, (Cont'd)
court, defense examining physician; informant's claim number; date, description of accident; statement whether claimant was a passenger, pedestrian; date-of-writ; date-of-settlement, recital of past medical history; signature of investigator, informant.

xxvi. Questionnaire of hospital receiving clerk: Name, address, marital status of claimant; name, address of employer, hospital clerk filling in questionnaire, persons who brought claimant to hospital; personal description of claimant; time, date of accident; location of accident, with street and number of building; sidewalk, curb, or building line; distance from nearest prominent object, intersection; cause of accident, manner of sustaining injury, entering diagnosis of patient, nature of first treatment given, estimated period of disability, signature of hospital official, date of questionnaire.

xxvii. Report from claimant's employer: Duration of claimant's employment, amount of weekly wages, signature of employer, date of report.

xxviii. Report (copy) of claim sent to index bureau: Name, address, age, occupation of plaintiff; name, address of plaintiff's doctor, attorney; name of person reporting accident, part of body injured; nature, date of accident.

xxix. Report (copy) of defective streets including defective manhole and cesspool covers: Name of abutting property owner, occupant; name of officer making report, official to whom report addressed; names of all route officers; location, description of defect; whether or not protected by guards or lights; police division number, signature of division captain or superintendent of police.

xxx. Report of paving division foreman to public works department: Name, address of claimant, claimant's attorney; date of first report of accident; statement of findings on examination of defects, conditions at scene of accident, signature of foreman, date of report.

xxxi. Request (copy) to hospital record of claimant: Name of hospital; name, address of claimant, chief investigator; time, place, cause, date of accident; nature and date of request.

xxxii. Request (copy) to the commanding officer of police division for examination and report by route officers of alleged defect in highway resulting in accident: Name, address of claimant; time, place, date, description of accident; nature of information desired; signature of chief investigator, date of request.

Arr. alph. by name of claimant. No index. Hdw. and typed on ptd. form, hdw. and typed under ptd. head. 11 x 16½ x 25. Rm. 1021.

For record of location of highway accidents awaiting assignment to investigator 1936--, see entry 75.

65. (COURT CASES RETURNED FOR FURTHER INFORMATION), May 1930--. 1 file drawer (marked O'Brien). System estab. May 1930. Transient file of cases returned to investigating division for further information, subsequently returned to docket clerk and filed in Pending (Cases) entry 18: Case jackets marked by name of plaintiff, court, judge; name, address of department, plaintiff's attorney; type, cause of action; filing dates of appearances, answers or denials; amount of damages in writ, settlement; date thereof, if settled; date of trial, party for whom verdict rendered; amount of verdict, costs; amount for which execution approved, date thereof; notation of neither party, suit dismissed, nonsuit, discontinuance, dates thereof; memoranda of instruction to close case, appeal to higher court; docket number of case; volume and page reference to entry in department docket book. Case jackets contains one or more of the following papers:

i. Copy of motion to remove case from municipal to superior court: Name of attorney making motion, names of parties, docket number of case, reason for motion for removal. Includes certification of notice of motion: Name of plaintiff, defendant; place, time, date designated for hearing; manner of service, reference to enclosure of copy of motion; signature of attorney for party making motion, date thereof.

ii. Copy of motion to remove default: Name of court, corporation counsel or assistant defense attorney; names of parties, motion to remove default, notation as to whether allowed or denied, signature of docket clerk of department.

iii. Copy of plaintiff's declaration: Name, address of court, plaintiff's counsel; names of parties; statement of time, place, cause of damage or injury; allegations as to negligence of defendant, denial of contributory negligence, prayer for judgment by plaintiff.

iv. Notice of default against defendant: Name of court, names of parties, title of person notified; date of default, issuance of notice; docket number of case, signature of clerk of court. Also contains postmarked envelope in which notice was mailed by city clerk to the department.

v. Notice of motion to remove case from municipal to superior court: Names of parties, pending case docket number, statement of intention to seek removal; date, time, place for hearing of motion; memorandum as to removal or consolidation with another case, whether or not motion to be opposed, signature of attorney, date of notice.

vi. Summons served on the city: Name, address of plaintiff, defendant, plaintiff's attorney, court; nature of action, amount of damages claimed; date of writ, return date thereof; filing date of appearance, answers in writing; date of issuance, witnessing of writ; attestation as to true copy, signature of clerk of court, seal of court.

vii. Writ of attachment served on defendant: Name, address of court, plaintiff, defendant, plaintiff's attorney; recital of court's command to sheriff or constable to attach, amount of attachment;

(COURT CASES RETURNED FOR FURTHER INFORMATION), (Cont'd)

vii. Writ of attachment served on defendant: (Cont'd) nature of action, amount of ad damnum; date, day, hour of appearance in court; date of issuance of writ, witnessing thereof; attestation as to true copy, signature of clerk. Includes officer's return: Name of defendant; itemization, total amount of process fees; amount of judgment.

Arr. alph. by name of plaintiff. For index, see entry 66. Hdw. and typed on ptd. form. 11 x 16½ x 25. Rm. 1021.

66. SUITS (Index Cards), 1930--. 1 file drawer. System estab. 1930.

Index to (Court Cases Returned for Further Information), entry 65; Cases to be Closed, 1937--, entry 72: Name of court, plaintiff, investigator; name, address, telephone number of plaintiff's counsel; serial number of case, date case assigned for investigation; nature of accident, injuries; amount of damages claimed, date of service of suit notice, date writ returnable to court. Arr. alph. by name of plaintiff. Typed, typed on ptd. form. 4 x 5½ x 16. Rm. 1021.

67. MISCELLANEOUS (Property) & MOTOR VEHICLES (and Personal Property Damage Claims), Aug. 1931--. 1 file drawer. System estab. Aug. 1931.

Card record of miscellaneous property, motor vehicle damage, and personal injury claims: Names of parties; name of plaintiff's guardian, defendant other than city (where city is involved), investigator; place, date, nature of accident; date of letter from welfare department requesting suit be filed on behalf of city wards for injuries; summary of case, amount of damages claimed, source of information; date of photograph, report of claim, medical report. Arr. alph. by name of plaintiff. No index. Typed, hdw. 4 x 5½ x 16. Rm. 1021.

68. NOTICES (Card Record of Case History of Claims), 1936--. 3 file drawers (A-Z). System estab. 1936.

Salmon, blue, white cards designating city department, automobile, highway defect cases respectively and recording successive stages of investigation: Name of investigator, date assigned to case; name, address of claimant, city's examining physician; date examination ordered, report received; name of photographer, date picture ordered, received; place, cause, time, date of accident; date notice or petition received; division number, date of police report; date interrogatories filed, answered; name of court; date of suit, return of writ, filing of motion, hearing; general remarks. Arr. alph. by name of claimant. No index. Typed on ptd. form. 5½ x 6½ x 16. Cabinet, rm. 1021.

For records of reports of claims submitted by city departments 1928-36, see entry 59.

69. (Data) NOT COPIED (Into All Cases Docket Book), 1934--. 7 file drawers (marked by incl. serial claim nos., 25366-26990). System estab. 1932. No title, 1937--, 3 file drawers. 1932-34 in (Expired Cases), entry 78.
Folders containing accident claims against the city that have been assigned for investigation and may result in court action or be outlawed by statute of limitations, show various markings dependent upon the extent of investigation or the progress of the case, generally as follows: Name of investigator, claimant, court (if court case); names of city and state bureaus or department referred to by investigator for further information relative to the claimant; date of accident, writ returnable to court; date investigation completed, signature of chief investigator, and various other markings relative to fact gathering: For description, see entry 64. Arr. by claim no. For index, see entry 70. Hdw. and typed on ptd. form, hdw. and typed under ptd. head. 11 x 16½ x 25. Rm. 1021.

70. (INDEX TO INVESTIGATORS' CASES AND CLAIMS AWAITING CONCLUSION), Jan. 1925-- 15 file drawers (A-Z). System estab. 1925.
Claims Investigated, No Suit (or Action) Resulting, entry 56; Index to (Data) Not Copied (Into All Cases Docket Book), 1934--, entry 69; (Expired Cases), 1932-34, entry 78: Names, addresses of parties, investigators, witnesses, plaintiff's attorney; date, place of accident; nature and extent of investigation, cause of action, amount of damages claimed; department serial number; date notice of claim served, received by law department; general memoranda, date of record. Arr. alph. by name of claimant. Hdw. and typed on ptd. form. 4 x 5½ x 16. Rm. 1021.

71. (RECORD OF TEMPORARY WITHDRAWALS OF CASE FOLDERS), Mar. 1934--. 2 vols System estab. Mar. 19, 1934.
Record of case folders temporarily withdrawn from files for reference in other divisions of department: Name of plaintiff, employee withdrawing case folder; date of withdrawal, return. Arr. alph. by name of plaintiff. No index. Hdw. 200 pp. 5 x 7½ x ½. Rm. 1021.

72. CASES TO BE CLOSED, July 1937--. 1 file drawer.
Cases ready to be copied into permanent case summary book, investigation completed: For description, see entry 18. No arr. For index, see entry 66. Various types of recording. 11 x 16½ x 25. Rm. 1021.

73. (Card Record of) INTERROGATORIES, 1931--. 1 file drawer. System estab. 1931.
Name, address of plaintiff's counsel; name of plaintiff, court, investigator; date case assigned for investigation; summary of accident, injuries, damages; cause of action, amount of damages claimed; date of filing plaintiff's, defendant's interrogatories; dates of correspondence between parties; date of trial, motion, service of notice of suit. Also contains card record of motions to nonsuit or dismiss cases for failure to answer interrogatories, 1937--, showing same information as above, and including date of filing of motion. Interrogatories arr. alph. by name of plaintiff; motions arr. by date of filing. No index. Hdw. and typed on ptd. form. 4 x 5½ x 16. Rm. 1021.

74. (Card Record of) DATES (of Accidents), Jan. 1, 1936--. 1 bdl., 2 file drawers. System estab. 1936. No title, 1937, 1 file drawer.

Copy of record of claims pending assignment to investigator: For description, see entry 68. Arr. by date of accident. No index. Hdw. and typed on ptd. form. Bdl., 4 x 6 x 10; file drawers, 5½ x 7 x 16. Rm. 1021.

75. LOCATIONS (Record of Accidents Awaiting Assignment to Investigator), Jan. 1936--. 2 file drawers. System estab. 1936.

For description, see entry 68. Arr. alph. by name of st. location of accident. No index. Typed on ptd. form. 5½ x 6½ x 15. Rm. 1021.

76. (PROGRESS SCHEDULE OF INVESTIGATION WORK), 1937--. 1 folder. System estab. 1937.

Work schedule kept by chief investigator: Name of claimant, investigator; serial number of claim; date of accident, notice to investigator; statement whether data relating to scene of accident and police report relative to claimant procured; statement whether claimant, witnesses interviewed name of examining physician, date of examination; claimant's probable loss of time; date hospital record ordered, received; name of photographer, date photograph ordered, received; date notice of claim received, date of schedule. Arr. by date of accident. No index. Hdw. on ptd. form. 12 x 12 x ½. Desk, rm. 1021.

Settled and Expired Cases

77. (RECORD OF ANSWERED OR SETTLED CASES), Oct. 1934--. 1 file drawer. System estab. 1934.

For description, see entry 18. Also contains statement as to case disposition. Arr. by month motion to nonsuit, dismiss, or adjust claim is settled. No index. Typed and hdw. on ptd. form. 4½ x 5½ x 16. Rm. 1021.

78. (EXPIRED CASES), Jan. 1932 - Aug. 1934. 16 metal boxes (6 boxes, 1932-34, labeled by incl. case nos., 24338-25365; 10 boxes, 1932-34, unlabeled). System estab. Jan. 1932.

Case containing reported accidents for which claims were dropped or expired through statute of limitations, marked by name of complainant; place, description, date of accident; names of three policemen on duty at or near accident, assigned case number when investigation completed; date case closed out, reason therefor: For description, see entry 64. Also contains:

i. Attending physician's replies to department questionnaire: For description, see entry 55-i.
ii. (Data) Not Copied (Into All Cases Docket Book), entry 69.
iii. Personal facts and opinions concerning claimant: For description, see entry 55-vii.

Arr. by serial no. assigned. For index, see entry 70. Hdw. and typed on ptd. form. 8 x 6 x 14. Rm. 1021.

Tax Title Division
(See also entries 1, 36-ii, -iv, 39-45)

Reports (See also entries 80-i, 82)

79 MONTHLY & ANNUAL REPORTS - MISCELLANEOUS REPORTS, 1934-- 1 vol (dated)

Contains reports from assistant corporation counsel to corporation counsel:

i Annual report on cases handled: For description, see v.

ii Comparative schedule of yearly accomplishment: Number of cases on hand at beginning of year, received during year; number of cases disposed of by redemption, foreclosure; total cases disposed of, number of cases pending at close of year.

iii Interim report (nine month) on cases handled: For description, see v.

iv Interim report (eleven month) on cases handled, 1938: For description, see v. Includes memoranda, recommendations relative to the requirements and work of the division.

v Monthly report on cases handled: Number of foreclosure petitions filed in land court, cases closed or withdrawn, cases settled without filing petition, cases disposed of in land court and total cases disposed of; amount of taxes due, collected; assessed value of foreclosed parcels, signature of assistant corporation counsel, date of report.

vi Narrative report of division's activities, 1938: Number of cases redeemed, foreclosed by land court; amount of money collected for overdue taxes, costs, interest; assessed valuation of parcels foreclosed; statement of years used for comparison; estimated amount of collections, results for the coming year; date of report, signature of division manager. Includes need for increased personnel and steps taken to secure the extra workers.

vii Recapitulation: Number of cases disposed of yearly, 1934-38; revenue received yearly, 1934-38; total yearly assessed valuation of foreclosed parcels, 1934-38; number of cases on hand 1939, received during year; amount of sale of April 1937, October 1936; total amount of sale, number of cases available for disposal during 1939.

Arr by date of preparing summaries. No index. Typed 112 pp. 11½ x 9 x 1. Secy desk, large record rm., tax title div.

Pending Cases

80 OPEN (Pending Tax Title Cases), Mar. 9, 1934-- 16 file drawers (1-4260, A-1 to A-3001; B-1 to B-2816; C-1 to C-2301; D-1 to D-3100)

Individual case folders marked by name of owner, address of property; file, land court docket number; date tax deed received from city collector, and numerous routine steps taken by department to obtain settlement of overdue taxes or absolute title to the property by foreclosure proceedings

OPEN (Cont'd)
in land court, barring all future rights of redemption. Folders contain one or more of the following case papers:

i. Investigator's report as to correctness of statements in tax title deed: Name of person to whom tax was assessed, proper owner on day of demand, assessment; names of present mortgagees or holders of other liens, locus of property, year of unpaid tax assessment; date of demand for payment, notice of tax sale, tax sale, tax deed; series letter, number of deed; volume, page reference to recording in collector's notice book, recording of instrument in county registry of deeds; date of recording; number of latest certificate, if registered land; date report completed, signature of investigator.

ii. Land court's citation on petition to foreclose tax lien: Name of court, docket number of case, notice to all interested parties, recital of petition; location, description of property; date for appearance, penalties for failure to appear; teste of judge, seal of court, date of instrument, name of recorder.

iii. Land court's final decree in tax lien case: Names of parties; date, description of tax deed; volume, page reference to recording in county registry of deeds; court order that all rights of redemption under said deed are foreclosed and barred; docket number of case. Includes attestation: Date of act, signature of land court recorder.

iv. Land court's finding in tax lien case: Name of court, names of parties given in petition; decree of the court, reasons therefor; docket number of case, signature of judge, date of finding.

v. Land court's notice of disposal in tax lien case: Name of court, county registry; names of parties given in foreclosure petition; description of tax deed; volume, page reference to recording in county registry of deeds; final decree of foreclosure; recording of decree in the county registry of deeds, citation of laws in support thereof; docket number of case. Includes attestation: Date of act, signature of land court recorder.

vi. Land court's notice of withdrawal of foreclosure petition in tax lien case: Name of court, county registry; names of litigants; description of tax deed, petition to foreclose rights of redemption; withdrawal of petition by petitioner, recording of notice in the county registry of deeds, citation of laws in support thereof; docket number of case. Includes attestation: Date of act, signature of land court recorder.

vii. Land court's notice to litigants setting date for trial of their case or new date in case of postponement: Name, location of court; name and address of petitioner, complainant; names of litigants, docket number of case, original or postponed date for trial, signature of assistant clerk of court, date of notice.

viii. Motion for general default, filed by petitioner in land court: Name of petitioner, respondent, court; docket number of case; recital of motion, reasons therefor; signature of petitioner or attorney.

OPEN (Cont'd)

ix. Notice from department to interested parties of property taken by the city under tax sale proceedings: Location, description of property; year for which taxes were unpaid; series letter, number of tax deed; date of notice, signature of assistant corporation counsel.

x. Notice to owner of property to which city has taken tax title for overdue taxes: Location of property, statement that foreclosure proceedings will be instituted at once unless a satisfactory payment on account is made by certain date, reference to series letter and number of tax deed; signature of assistant corporation counsel, date of notice.

xi. Notice to owner whose property has been deeded to city under tax sale proceedings: Name, address of owner, department; name of corporation counsel, assistant corporation counsel; amount due city for unpaid taxes, including interest at a given future date, being the amount demanded for release of tax title; date of notice, signature of assistant corporation counsel.

xii. Petition to foreclose tax lien: Names, addresses of all interested parties; statement that statutory limitation on redemption has expired; assessed value, location, description of property; series letter, number of tax deed or lien; volume, page reference to recording of deed in county registry of deeds; date of recording; recital of prayer and request for decree; address, signature of petitioner. Includes acknowledgment: Attestation, date of act; signature, seal of notary public.

xiii. Petitioner's notice to known parties of interest, describing tax lien foreclosure petition as filed in land court: Name, address of petitioner; names of respondents, date of filing and purpose of petition; location, description of property named in tax lien; volume and page reference to recording in county registry of deeds; reference to block, section in assessors' book of plans; land court docket number of petition, signature of petitioner.

xiv. Tax deed to property taken by city for unpaid taxes: Name of owner, collector, city; name, address of purchaser; location, description of property; collector's serial letter, number; year of assessment, amount of tax due including interest and costs; date of demand, statement of publication of notice of sale in newspaper and posting; place, date, time of sale; amount of consideration, habendum clause; volume, page reference to recording of deed in county registry of deeds, date of recording; signature and seal of collector, date thereof; signature of witness, register of deeds. Includes acknowledgment: Attestation, date of act; signature of notary public.

Arr. by series letter and thereunder by file no. For index, see entry 81. Various types of recording. 11 x 15 x 25. Large record rm., tax title div.

81. (LOCUS CARD INDEX TO PENDING TAX TITLE CASES), 1934--. 8 file drawers (A-Z).

Index to Open (Pending Tax Title Cases), entry 80; (Pending Low Value Cases), entry 83; (Cases) Ready for Petition (to Foreclose)-Low Values, entry 94: Name of owner or trustee, locus of property; series letter, number of tax deed folder; notations of steps taken to obtain settlement, assignment for title search; name of abstractor; date of assignment, completion of title search; name of clerk making agreement to accept part payments; amount, date of promised future payments; list of actual payments, to whom made, dates thereof. Includes intermittently area of property, description of building improvements thereon, date foreclosure petition filed in land court. Also contains:

i. Duplicate index cards to pending tax title cases intended for temporary use in (Card Record of Due Payments on Properties Taken by Tax Sale), entry 98: Name of owner or trustee, locus of property; series letter, number of tax deed folder. Includes intermittently area of property, description of building improvements thereon, name of clerk making agreement to accept part payments; amount, date of promised future payments; list of actual payments, to whom made, dates thereof.

Arr. alph. by name of st. where property is located. Typed, hdw. 4 x 6 x 18. Large record rm., tax title div.

82. CONSOLIDATED FILE, Mar. 9, 1934--. 90 folders in 1 file drawer.

Folders marked by folder number and nature of subject matter, containing briefs, correspondence, tax bills, quitclaim deed and release, invalid tax deeds, miscellaneous petitions, reports, recommendations, assignment of tax title, agreements with property owners, list of investigating expenses, charts of office operations, and documents incidental to steps taken in delinquent tax cases and efforts of the city to collect such overdue taxes or to obtain clear and valid title to the property after failure of the owner to pay such taxes within the time allowed by law. Arr. by folder no. No index. Typed, hdw., typed on ptd. form, hdw. on ptd. form. 11 x 15 x 24. Cabinet, large record rm., tax title div.

83. (PENDING LOW VALUE CASES), Mar. 9, 1934--. 2 file drawers (marked by name of title examiner).

Low value cases where overdue taxes are small, ready for final checking of title and foreclosure petition: For description, see entry 80-i, -ix, -x, -xi, -xiv. Arr. by series letter and thereunder by tax deed folder no. For index, see entry 81. Various types of recording. 11 x 15 x 24. Large record rm., tax title div.

84. (SIXTY DAY FILE CARD RECORD), Dec. 1939--. 1 wooden file box.

Record used in negotiating with single owner, owner's attorney, or trustee for several pieces of property to which tax deeds have been acquired by city because of overdue taxes: Name, address of owner, attorney, trustee;

series letter, number reference to tax title case folder; ward, section, street location of each property. Arr. by name of property owner, owner's attorney, or trustee. No index. Typed. 4½ x 6 x 14. Large record rm., tax title div.

85. (CARD FILE OF EXPIRATION DATE OF SIXTY-DAY PERIOD), Dec. 1939--. 1 wooden file drawer.
Record used as a reminder of date for next court action in cases where petition of foreclosure has been filed in land court: Name, address of owner or trustee; series letter, number reference to tax deed folder; court docket number of case; ward, district, street location of property. Arr. by date for next court action and thereunder alph. by name of st. location of property. No index. Typed. 4 x 6 x 16. Large record rm., tax title div.

Closed Cases

86. CLOSED (Tax Title Cases), Apr. 16, 1934--. 24 metal file drawers (1-4100; A-1 to A-2701; B-1 to B-1651; C-3 to C-1099; D-3 to D-2273) Prior records kept by city collector.
For description, see entry 80. Also contains: (Notice of Acquisition of Property by Foreclosure Decree), July 3, 1937 - May 1, 1938, entry 88. Arr. by series letter and thereunder by file no. For index, see entry 87. Various types of recording. 11 x 15 x 24. Large record rm., tax title div.

87. (Card Index to) CLOSED (Tax Title Cases), Mar. 9, 1934--. 5 file drawers (A-Z)
For description, see entry 81. Includes notations relative to final decree of foreclosure, date thereof; record of payments of all overdue taxes, date of final payment; date tax deed discharged. Arr. alph. by name of st where property is located. Typed, hdw. 4 x 6 x 18. Large record rm., tax title div.

88. (NOTICE OF ACQUISITION OF PROPERTY BY FORECLOSURE DECREE), 1935 - July 2, 1937, May 2, 1938--. 1 file drawer. July 3, 1937 - May 1, 1938 in Closed (Tax Title Cases), entry 86.
Copies of notices sent to the superintendent of public buildings, city planning board, city collector, city treasurer, city property custodian, describing tax deed properties taken under foreclosure decree: Date of notice; name, address of department official; name of property owner; locus, area of property; names of abutting owners; years for which assessed taxes were unpaid, date of tax sale; series letter, number reference to tax deed folder; volume, page reference to entry in county registry of deeds; block, section reference to listing in assessors' book of forms; summary, date of decree; land court docket number, signature of assistant corporation counsel; unexpended balance of land court fee, if any; date, number of check in payment of balance. Includes correspondence with city departments relative to properties taken by foreclosure for unpaid taxes. Arr. by date of notice. No index. Typed under ptd. head. 11 x 15 x 24. Large record rm., tax title div.

89. (LIST OF PROPERTIES TAKEN BY CITY BY FORECLOSURE), June 10, 1932 - Oct. 3, 1935. 1 folder. System discont. 1935.
List of properties taken by the city for unpaid taxes: Street location, description, assessed valuation of property; volume, page reference to recording in county registry of deeds; series letter, number reference to tax deed folder; land court docket number of case, date of decree. Arr. by date of land court decree of foreclosure. No index. Typed. 9 x 13½ x ½. Secy. desk, large record rm., tax title div.

90. LIST (By Wards) OF FORECLOSED PROPERTIES June 27, 1932 - Oct. 30, 1936. 1 folder. Subsequent records kept by property custodian
List of properties foreclosed by the city for failure to pay taxes: Ward number, street location, area of property; series letter and number reference to tax deed folder; assessed valuation for year of foreclosure, year previous; amount due city at time of decree, date of decree. Arr. numer. by wards and thereunder alph. by name of st. location of properties. No index. Typed. 9 x 14 x ½. Secy. desk, large record rm., tax title div.

Petitions (See also entries 80-ii, -vi, -xii, -xiii, 82, 85)

91. PETITIONS DRAWN (Request for Drafts), Oct. 10, 1934--. 1 file drawer.
Contains:

i. List of petitions for new certificate of title filed in land court: Name of former property owner; name, address of new owner; ward number, street location of property; reference to recent land court decree of foreclosure; court docket number, date of decree.

ii. Request to auditor to draw draft on treasurer to cover land court fees when foreclosure petitions are filed: Name of property owner; ward, street location of property; amount of fee required; series letter, number of tax case.

iii. Summary of foreclosure petitions filed in land court: Name of property owner; section, ward, street location of property; amount of overdue taxes and costs, years for which unpaid; date city took tax deed to property, date of filing foreclosure petition in land court.

Arr. by date request for petitions filed. No index. Summary and list of petitions, typed; request for draft, typed on ptd. form. 11 x 15 x 24. Large record rm., tax title div.

92. LAND COURT (Docket Book), CITY OF BOSTON LAW DEPARTMENT, May 7, 1934--. 5 vols. (1-5, dated, and marked by incl. land court docket nos. 4701-14776).
Record of petitions, filed in land court, to foreclose all rights of redemption in cases where tax deed has been taken by the city for overdue taxes: Name of property owner and other interested parties; docket, division file number of case; location, area of property; date petition

LAND COURT (Docket Book), (Cont'd)
filed, title referred to examiner by land court, report made to court by examiner, notice of filing of report sent to petitioner by court; date of citation by published notice, mailing copy of notice to known, interested parties; date citations returnable in court, motion allowed for general default, final foreclosure decree handed down; notation by assistant corporation counsel regarding final steps in case. Includes intermittently summaries showing number of petitions filed, disposed of, or pending at given intervals. Arr. by docket no. of case and thereunder by date petition filed. Indexed alph. by name of property owner. Hdw. 320 pp. 16 x 11 x 1½. Large record rm., tax title div.

93. PETITIONS (to Foreclose Tax Liens) DRAFT REQUESTED, Dec. 1939--. 1 file drawer.

Contains:

i. Foreclosure petitions for properties of low value, ready for filing in land court, and for which a draft to cover filing fee has been requested by city treasurer: For description, see entry 80-xii.

ii. List of petitions grouped for special entry in land court: Name of property owner; ward, section, street location of property; series letter, number reference to tax title case folder; volume, page reference to record in county registry of deeds.

No arr. No index. Typed, hdw., 11 x 15 x 24. Large record rm., tax title div.

94. (Cases) READY FOR PETITION (to Foreclose) - LOW VALUES, 1936--. 1 file drawer.

Cases in which the amount due the city for 1931-34 taxes are of low value, marked by name of owner, address of property; file, land court docket number; date tax title deed received from city collector: For description, see entry 80-i, -ix, -x, -xi, -xiv. Arr. by series letter and thereunder by file no. For index, see entry 81. Typed, hdw. on ptd. form. 11 x 15 x 24. Large record rm., tax title div.

Financial (See also entries 82, 91-ii)

95. (DEPOSIT SLIPS FOR RETURNED UNEXPENDED BALANCES OF LAND COURT FEES), Apr. 17, 1934--. 1 bdl.

Deposit for unused balances from fees paid to land court when foreclosure petitions were entered: Name of department, collector, bank on which land court check drawn; amount of check, serial letter, number of tax deed; land court docket number of petition, date of deposit with city collector, signature of corporation counsel. Includes stamp of city collector showing date of receipt. Arr. by date of deposit. For index, see entry 96. Typed on ptd. form. 3 x 11 x 9½. Secy. desk, large record rm., tax title div.

96. (INDEX TO DEPOSIT SLIPS FOR RETURNED BALANCES OF LAND COURT FEES), Apr. 17, 1934--. 1 folder.
Serial number of deposit slip; land court docket number of petitions listed; series letter, number reference to tax deed involved; amount of balance returned to collector; date of check, deposit slip. Arr. by serial no. of deposit slip. Typed. 14 x 9 x ½. Secy. desk, large record rm., tax title div.

97. (CARD RECORD OF PARTIAL PAYMENTS MADE ON PROPERTIES TAKEN BY TAX SALE), 1939--. 1 wooden file drawer.
Name, address of property owner or trustee; date, amount of payments made; series letter, number reference to tax deed folder; ward, section, street location of property. Arr. alph. by name of st. location of property. No index. Typed. 4 x 6 x 16. Large record rm., tax title div.

98. (CARD RECORD OF DUE PAYMENTS ON PROPERTIES TAKEN BY TAX SALE), 1939--. 1 wooden file drawer.
Duplicate index cards to pending tax title cases, placed in this file as a reminder of date for promised payments of overdue taxes on property to which the city had taken preliminary tax title deed as first step to final seizure under foreclosure proceedings: For description, see entry 81-i. Arr. by date of promised payment. No index. Typed, hdw. 4 x 6 x 16. Large record rm., tax title div.

Miscellaneous

99. WPA AND ERA (Correspondence and Miscellaneous Papers), 1934--. 2 file drawers.
Correspondence, orders, time sheets, requests for necessary workers, applications for employment, instructions from Washington and local headquarters pertaining to projects proposed, planned, approved, disapproved, operated in tax title and other divisions of the law department. No arr. No index. Various types of recording. 11 x 15 x 24. Large record rm., tax title div.

100. (CITY COLLECTOR'S ACKNOWLEDGMENTS OF RECEIPT OF SETTLED OR FORECLOSED TAX DEEDS), 1935--. 1 bdl.
Name of person assessed, street location of property; series letter, number reference to tax deed; volume, page reference to recording in county registry of deeds; amount collected for city, date of tax deed, date delivered to collector, signature of collector. Arr. by date of delivery to city collector. No index. Typed. 13⅓ x 9 x 6. Secy. desk, large record rm., tax title div.

101. (LIST OF TAX DEEDS), 1933--. 22 folders (Ward 1 - Ward 22) and 2 folders, 1936, duplicate.
List by wards of tax deeds or security titles held by the city for unpaid taxes: Name of last known owner of property; description, ward number, street location of property; year for which taxes remain unpaid,

amount of tax; amount of demand, interest costs to date of tax sale; series letter and number reference to tax deed folder. Arr. by ward no. and thereunder by series letter and no. of tax deed folder. No index. 9 x 14 x ¼. Secy. desk, large record rm., tax title div.

Collection Division
(See also entry 160-iv)

Pending Cases

102. CITY OF BOSTON - TRUSTEE, 1932--. 5 file boxes (labeled by incl. case nos.).

Case history envelopes of suits involving the city as trustee, marked by name of plaintiff, defendant, trustee, court; name, address of counsel for plaintiff, defendant; department serial number, court docket number. Contains copies (with exception of i, v, originals) of the following papers:

i. Card notice from court ordering trustee to answer interrogatories: Name of plaintiff, defendant, trustee, trustee's agent, plaintiff's attorney; recitation of court order, date thereof; penalties for failure to answer, court docket number of case; signature of court clerk.

ii. Defendant's brief on facts: Name of court, plaintiff, defendant, trustee, plaintiff's attorney; text of brief, statement of case, citations of law, recitation of argument, signature of assistant corporation counsel.

iii. Further interrogatories propounded by plaintiff to be answered by trustee: Name of plaintiff, defendant, trustee, plaintiff's attorney; list of additional questions to be answered, date of filing in court, court docket number of case.

iv. Interrogatories propounded by plaintiff to be answered by trustee: Name of plaintiff, defendant, trustee, attorney for plaintiff; list of questions to be answered by trustee, date of filing of interrogatories in court, court docket number of case. For card record of interrogatories, see entry 120.

v. Letter from plaintiff's attorney to corporation counsel giving notice of entry of suit and joinder of city as trustee.

vi. Motion filed by trustee to remove default and vacate judgment: Name of court, plaintiff, defendant, trustee; recitation of motion, date thereof; court docket number of case, signature of assistant corporation counsel. Includes assent to motion: Signature of plaintiff's attorney.

vii. Plaintiff's motion for hearing on his motion to defauft trustee and defendant for failure to answer interrogatories filed in superior court: Name of plaintiff, defendant, trustee, plaintiff's attorney; court docket number of case; recitation of motion, date thereof.

CITY OF BOSTON - TRUSTEE, (Cont'd)

viii. Plaintiff's motion to charge trustee on his answer: Name of plaintiff, defendant, trustee, trustee's agent, plaintiff's attorney; recitation of motion, date thereof. Includes certification of notice: Names, addresses of attorneys; certification that notice of motion transmitted to opposing parties or their attorneys, manner of transmitting notice; place, date of hearing; signature of attorney filing motion.

ix. Plaintiff's motion to default trustee for failure to answer interrogatories: Name of plaintiff, defendant, trustee, plaintiff's attorney, court; docket number of case, recitation of motion, date thereof.

x. Plaintiff's motion to strike trustee's answers to plaintiff's interrogatories from records: Names of defendant, plaintiff, trustee, plaintiff's attorney; text of motion, reasons therefor; citation of municipal court rule in support thereof, court docket number of case; date, place set for hearing motion; signature of plaintiff's attorney. Includes certification of notice to trustee of filing of motion: Date, hour of filing; signature of notary public.

xi. Trustee's answers to interrogatories propounded by plaintiff: Name of plaintiff, defendant, trustee, plaintiff's attorney, trustee's agent; trustee's answer to plaintiff's questions, date answer filed in court, docket number of case. Includes acknowledgment: Attestation, date of act; signature, seal of notary public.

xii. Trustee's answers to plaintiff's further interrogatories: For description, see entry xi.

Arr. by dept. serial no. of case. No index. i-vi, viii-x, xii, typed; vii, typed on ptd. form; xi, hdw. on ptd. form. No index. $7\frac{1}{2}$ x $4\frac{1}{2}$ x $9\frac{1}{2}$. Corr. ref. rm.

103. FLYNN - FOR SUIT (on Claims Due City), Feb. 26, 1930 - May. 5, 1937. 4 file drawers (1-3792).

Case envelopes of claims on which court action has been started, marked by name of court, defendant, defendant's counsel, city's attorney; division serial number of case, date of court action and a wide variety of memoranda regarding the case. Case envelopes contain the following papers:

i. Interdepartmental correspondence giving nature, itemized account of claim; outline of steps taken to collect, date suit filed in court.

ii. Notice of marking case for trial in actions of tort: Name of court, defendant, defendant's attorney; statement notifying defendant's attorney of marking up case for trial, date of notice; court session number, docket number of case; signature of assistant corporation counsel.

Arr. by div. serial no. of claim. For index, see entry 104. Hdw., typed. 11 x $5\frac{1}{2}$ x 18. Cabinet, coll. div.

104. (INDEX TO CLAIMS IN PROCESS OF COLLECTION), 1930--. 5 file drawers (marked by name of dept. where claim originated).
Index to Flynn - For Suit (on Claims Due City), entry 103; All Cases Docket, June 1, 1931--, entry 105; Recent Cases in Suit - Not Yet in Docket Book, 1938--, entry 106; Personal Property Tax Suits, entry 116: Name, address of defendant; serial number of claim, cause of action, date debt originally incurred; amount of debt, costs, fees, interest charges; statement of total amount claimed. Arr. alph. by name of defendant. Typed, hdw. 5½ x 4½ x 18. Cabinet, coll. div.

105. ALL CASES DOCKET, June 1, 1931--. 2 vols.
Record of suits filed by the division for various city departments to recover overdue taxes, service charges, and for payments of damages: Name of city, city department, court, county, process officer; name, address of defendant, defendant's attorney; court docket number of case; description, cause of action; date of process, return of process; amount of claim, ad damnum, officer's fees for service and entry; nature, date of various proceedings; amount of damages, costs; date, amount of judgment; date execution ordered, issued, obtained. Arr. by date of process. Indexed alph. by name of defendant; for separate index, see entry 104. Hdw. on ptd. form. 120 pp. 14 x 9 x 1½. Cabinet, coll. div.

106. RECENT CASES IN SUIT - NOT YET IN DOCKET BOOK, 1938--. 1 file drawer.
Case jackets marked by name, address of debtor; date of claim, name of department where claim originated, collection division serial case number. Contains the following papers:

i. Bill of complaint against debtor, filed in court by the city: For description, see entry 18-viii.

ii. Case summary card of steps taken to prosecute suit: Name of debtor, department where debt originated; date debt incurred, received by department for collection; department case number, itemization of services rendered or damages sustained, date thereof; date of demand for payment, mailing thereof; nature of court action taken.

iii. Copy of defendant's answer to city's bill of complaint, denying every material allegation of plaintiff's writ and declaration: Name of plaintiff, defendant, court, defense attorney; denial of plaintiff's allegations; charge of contributory negligence, lack of due case by plaintiff; statement that vehicle was not in service of or under control of defendant or his agents at time of accident; docket number of case, date of answer.

iv. Writ served on debtor: For description, see entry 117-iv.

Arr. alph. by name of defendant. For index, see entry 104. Hdw. and typed on ptd. form. 11 x 5½ x 18. Cabinet, coll. div.

For assigned cases 1930-37, see entry 103.

107. HOSPITAL, TRAFFIC, POLICE, ETC. - SUITS, 1933--. 2 file drawers (A-Z).

Suits, undertaken at request of various city departments to collect debts or damage claims, are enclosed in case envelopes marked by name of court, department where claim originated; names, addresses of parties to suit; names of attorneys for both sides, docket number of case; nature, amount, date of claim; amount, date of payments; hospital case numbers, if hospital case; and other miscellaneous trial or case notes. Includes, among others, copies of the following papers: Memorandum from department where bill for services or damages originated, summarizing the steps taken to collect overdue bill and submitting it to the law department for collection, unpaid hospital bills, legal notices, demand notices from department to debtor, notice to defendant of marking case for trial, interrogatories propounded to defendant by plaintiff, bill of complaint, defendant's answer to interrogatories, defendant's answer to bill of complaint. Arr. alph. by name of defendant. For index, see entry 108. Hdw. and typed on ptd. form. 11 x 5½ x 18. Cabinet, coll. div.

For uncollectible claims, 1922--, see entry 11; for paid claims 1930--, see entry 113.

108. (Index to) SUITS, HOSPITAL ETC., 1933--. 1 file drawer.

Index to Hospital, Traffic, Police, Etc. - Suits, entry 107; Cases Where Execution Has Been Obtained - Executions Enclosed, 1935--, entry 117: Name, address of defendant; name of department, attorney for each party; nature of suit; amount, date of debt; amount of charges, fees, interest. Arr. alph. by name of defendant. Typed, hdw. 5½ x 4½ x 18. Cabinet, coll. div.

109. (Overdue) MOTOR EXCISE TAXES (of $15,00 or More), 1930--. 1 file drawer (A-Z).

Case envelopes marked by name, address of debtor; amount, year of tax; date of division letter demanding payment; date of writ, declaration, defendant's answer. Contains copies of the following papers:

i. Defendant's answer to plaintiff's declaration: For description, see entry 106-iii.

ii. Division letter to debtor demanding payment.

iii. Plaintiff's bill of particulars: Name of plaintiff, defendant; nature, amount of debt; statement of bill of particulars, date of instrument, consent to filing of bill, signatures of attorneys.

iv. Plaintiff's writ: For description, see entry 117-iv.

v. Tax bill: Name, address, ward number of debtor; nature, year, amount of tax; name, address, office hours of city collector; citation of law authorizing tax and regulating payment thereof, date of bill.

Arr. alph. by name of debtor. No index. Hdw., typed. 11 x 5½ x 18. Cabinet, coll. div.

110. (Overdue) MOTOR EXCISE TAXES (of Less than $15.00), 1930--. 1 file drawer (A-Z).

For description, see entry 109. Arr. alph. by name of debtor. No index. Hdw., typed. 11 x 5½ x 18. Cabinet, coll. div.

Closed Cases

111. UNCOLLECTIBLE (Claims Due City), 1922--. 14 file boxes, 2 bdls. (11 file boxes, 1922-33 A-Z; 3 file boxes, 1931--, 12 bdls., 1932--, unlabeled). Prior records destroyed.

Case envelope marked by name, address of debtor; name of department attorney, city department where claim originated; amount, nature, date of claim; amount, date of payment; claim, hospital case number (if hospital case); date claim assigned to attorney; disposition of claim as uncollectible, closed, abated, unknown. Envelopes contain one or more of the following papers:

i. Copies of department demands, notices, and letters to debtors.

ii. Copy of collector's warrant commanding sheriff or his deputy to distrain or commit debtor for failure to pay personal or poll tax: Name of department, city, county, Commonwealth; name, address of debtor; amount of taxes, year for which due; amount of interest, costs; total amount due, date warrant issued. Includes attestation of tax collector. For warrant to distrain or commit for failure to pay poll or property taxes 1930--, see entry 27-i.

iii. Memo from city department where bill for services, tax, or damages originated: Name of department; name, address of debtor; nature, amount, date of indebtedness; description of efforts made to collect bill, date sent to law department for collection.

iv. Memorandum from tax collector regarding unpaid personal taxes: Name, address of department, debtor; nature, date, amount of assessment; year for which tax assessed; law department, serial number of claim, date claim received. Includes copy of writ of attachment served on debtor and confidential report on personal history of debtor by credit bureau.

v. Unpaid hospital bills: Name, address, settlement of debtor; itemized bill for services rendered; date, number of bill. Includes comments on status of debtor; reports of investigations, credit agencies; amount, date of part payments; signature of department official in charge of collections. 1930-- also in entry 27-iv.

Arr. by year of indebtedness and thereunder alph. by name of debtor. 1922-25, no index; for index 1926--, see entry 112. Typed, hdw., typed and hdw. on ptd. form. File boxes, 7½ x 4½ x 9½ to 11 x 5 x 9½; bdls., 7 x 9 x 12 to 10 x 10½ x 11. 11 file boxes, 1922-30, cabinet, coll. div.; 3 file boxes, 1931--, 2 bdls., 1932--, corr. ref. rm.

112. (Card Index to) UNCOLLECTIBLE (Claims), 1926--. 3 file drawers (2 file drawers, 1926-37, A-Z; 1 file drawer, 1938--, dated).

Index to Abated (Canceled Claims), 1929-35 entry 118; Investigations (for Locating Delinquent Taxpayers), 1930-34, entry 122; Uncollectible (Claims Due City), entry 111: Name, address of defendant; name of department making claim; amount, date of claim; nature, division serial number of case; date, amount of partial payments. Arr. alph. by name of debtor. 5½ x 4½ x 18. Hdw. and typed on ptd. form. Cabinet, coll. div.

113. PAID (Claims Collected - Settled), 1930--. 2 bdls., 9 file boxes, 2 file drawers (1 bdl., 1930-34, 2518T - 4968; 1 bdl., 1933-35, 10A-2197; 8 file boxes, 2 file drawers, 1936--, A-Z, dated; 1 file box, 1937, unlabeled). Title varies: Paid, Hosp. Bills, Contracts, Damage Claims, 1933-35, 1 bdl.; Paid, Personal Property, Hospitals, Police, Fire, Traffic, Etc., 1938, 1 file drawer; no title, 1936-37, 2 file boxes.

Case envelopes marked by name, address of debtor's attorney; name of court; nature, amount, collection division's serial number of claim; docket number of case, date of action, check list of steps taken to collect; date, amount of verdict or settlement; miscellaneous trial or case notes. Contains case papers described in Flynn - For Suit (on Claims Due City), entry 103. 2 bdls., 1930-35, arr. by case no.; 9 file boxes, 1936-37, 2 file drawers, 1938--, arr. alph. by name of debtor. For index to paid or settled claims, see entry 114; for index to bankruptcy cases 1936--, see entry 115. Hdw. and typed on ptd. form. Bdls., 10 x 12 x 12; file boxes, 7½ x 4½ x 9½; file drawers, 11 x 5½ x 18. 2 bdls., 1930-35, 9 file boxes, 1936-37, east wall, corr. ref. rm.; 2 file drawers, 1938--, cabinet, coll. div.

114. (Index to) PAID (or Settled Claims), 1930--. 4 file drawers (A-Z).

Index to Paid (Claims Collected - Settled), entry 113; (Claims) Compromised - Paid (on Small Personal Taxes), 1930-34, entry 119: Name, address of defendant; name of department where claim originated; date debt incurred, nature of court action, total amount of claim and charges, list and date of payments made, division serial number of case. Arr. alph. by name of debtor. Hdw. and typed on ptd. form. 5½ x 4½ x 18. Cabinet, coll. div.

115. (Card Index to) PAID - BANKRUPTCY CASES, 1936--. 1 file drawer. System estab. 1936.

Index to Paid (Claims Collected-Settled), entry 113, wherein debtor is in bankruptcy: Name, address of debtor; name of bankruptcy court, docket number of case, nature of claim, year of unpaid tax; amount of tax, interest, charges; total amount due, amount recovered. Arr. alph. by name of debtor. Hdw. and typed on ptd. form. 5½ x 4½ x 18. Cabinet, coll. div.

116. PERSONAL PROPERTY TAX SUITS, 1930--. 2 file drawers (A-Z). Case envelope marked by name, address of debtor, debtor's attorney; nature, amount of claim; division serial claim number, date claim turned over to law department to collect; date notice sent to debtor, suit filed in court; date of judgment, writ of attachment or arrest. Contains one or more of the following papers:

i. Bill of complaint: For description, see entry 18-viii.

ii. Copy of notice of warrant to arrest: Name, address of debtor; name, address, telephone number, office hours of serving official; type of tax, year for which assessed; total amount due including interest, costs, expenses for serving writ or warrant; recitation of notice authorizing arrest for nonpayment; final date of period allowed for payments, estimate of extra costs if arrest is made, approval of warrant form by state commissioners of corporations and taxation.

iii. Defendant's answer to interrogatories: For description, see entry 18-xiii.

iv. Duplicate bill for overdue taxes: Name, address, ward number of person assessed; amount, year of tax; name, address of city collector; last day for making payment, statement showing varying interest rates charged for delay in payment, other added charges; total amount due, office hours for receiving payment.

v. Letter from city collector requesting action against debtor; letter to debtor threatening suit unless payment is received before a given date.

vi. List of partial payments: Amount, date of partial payments made on claim.

Arr. alph. by name of defendant. For index, see entry 104. Hdw. and typed on ptd. form. 11 x 5 x 18. Cabinet, coll. div.

117. CASES WHERE EXECUTION HAS BEEN OBTAINED - EXECUTIONS ENCLOSED, Apr. 1935--. 2 file drawers (A-Z). Prior records missing. Case envelopes marked by name, address of defendant; names of attorneys for both parties; serial number, date, amount of claim; date of suit, judgment. Contains the following papers:

i. Bill for:

a. Damages: Name, address of claimant, city department; time, place, date of incident resulting in claim; statement of particulars, circumstances; amount of claim.

b. Services: Name, address of creditor, debtor; description, date of services; amount of bill.

ii. Bill of complaint: For description, see entry 18-viii.

iii. Execution authorizing sheriff, deputy sheriff, or constable to levy on chattels and moneys of defendant to satisfy court judgment for plaintiff: Name of plaintiff, defendant; names of attorneys for both parties; amount of damages, costs awarded; return date of original writ, signature of judge, seal of court. Includes process server's notations: Date of return; date, manner, place of levy or demand; itemization of process costs; signature, title, address of officer.

CASES WHERE EXECUTION HAS BEEN OBTAINED (Cont'd)

iv. Writ: Order to officer to summon defendant to appear and show cause why execution should not issue: Name of plaintiff, defendant, court of previous adjudication; nature, date of judgment; amount of damages, costs awarded; directions to officer for service of writ; place, time date designated for appearance; signature of assistant clerk of court, date of instrument.

Arr. alph. by name of defendant. For index, see entry 108. Hdw. and typed on ptd. form. 11 x 5½ x 18. Coll. div.

118. ABATED (Canceled Claims), 1929-35. 3 bdls. (marked by type of claim, incl. case nos., 1-4574; dated).

Claims for overdue hospital bills; personal, poll, and excise taxes; building repairs, property damage, school tuitions, and unreturned library or school books canceled because of statute of limitations, trivial amount owed, or probable failure of action in court. Case envelopes are marked by name, address of debtor, debtor's attorney; source, item, total amount, division serial number of claim; date of demand, suit; name of court, docket number of case; reason, date of cancelation. Contains case papers described in Flynn - For Suit (on Claims Due City), entry 103. Arr. by claim no. For index, see entry 112. Typed and hdw. on ptd. form. 10 x 14 x 12. East wall, corr. ref. rm.

119. (Claims) COMPROMISED - PAID (on Small Personal Taxes), 1930-34. 255 cases in 1 bdl. (marked by incl. case nos., 2521T-7513; dated).

Case envelopes of small personal tax claims paid after compromise on amount due, marked by name of debtor; description, location, ward number of property assessed; list of steps taken to collect, dates thereof; taxpayer's protests, such as overvaluation, depreciation of equipment, business troubles, and losses; amount, date, reason for compromise. Contains copies of division letters to debtor:

i. Demanding payment, threatening suit. Includes debtor's reply disputing fairness or validity of assessment, or claiming business depression and inability to pay, with a request for compromise.

ii. For conference: Date, hour, place, for meeting to agree on compromise of claim, name of department attorney designated for the conference.

Also contains:

iii. Duplicate tax bill: Name, address, ward number of debtor; name of city; type, itemized amount, year of tax; amount of interest, charges, service costs; total amount due; name, address, office hours of city collector; citation of statutes authorizing assessment, time allowed by law for payment to be made, penalties for delay in making payment.

Arr. by case no. For index, see entry 114. i, ii, hdw. and typed under ptd. head; iii, typed on ptd. form. 10 x 12 x 14. Corr. ref. rm.

Miscellaneous

120. (ANSWERS TO INTERROGATORIES IN TRUSTEE CASES), 1932--. 1 file box. System estab. 1932.
Card record of interrogatories in cases where city may be holding money due an employee or contractor and is charged as trustee, thereby becoming codefendant: Name of plaintiff, defendant, court; serial number, docket number of case; date of sending interrogatories, name of attorney to whom sent; date answers are returned to department; date of filing interrogatories, answers in court; date case disposed of, trustee discharged. Arr. alph. by name of plaintiff. No index. Typed on ptd. form. 4½ x 5½ x 8. Counter cabinet, gen. off.
For original interrogatories, see entry 102-iv.

121. WARRANT BOOK, 1927-36. 4 vols. Discont. as record of law dept. June 1, 1936; subsequent records kept by city collector.
Record of warrants issued by tax collectors against tax delinquents: Name, address, ward number of delinquent taxpayer; amount of tax, year for which due; serial number, date, return date of warrant; page reference to collector's record of overdue tax. Includes memorandum of officer to whom warrant was committed. Arr. by serial no. of warrant. No index. Hdw. on ptd. form. 260 pp. 11 x 4 x 1. Cabinet, coll. div.

122. INVESTIGATIONS (for locating Delinquent Taxpayers), 1930-34. 7 file boxes (3 file boxes, 1930-34, marked by incl. claim nos., 3501-4866; 4 file boxes, 1930-34, unlabeled), No title, 1930-34, 4 file boxes.
Envelope jackets marked by name, residence, ward number of debtor; name of department where claim originated; serial number, nature, amount of claim; dates, description of efforts to locate debtor; reasons for inability to locate debtor (due to bankruptcy, change of address, etc.). Envelopes contain card summary of tax claim and correspondence relating thereto. Arr. by serial no. of claim. For index, see entry 112. Hdw., typed, typed on ptd. form, typed under ptd. head. 11 x 5 x 9½. Corr. ref. rm.

123. (RECEIPT STUBS), 1927--. 13 vols. Missing: 1933-35.
Stubs of receipts for payments on indebtedness owed to city departments: Name of payer, amount of payment, nature of indebtedness, serial file number of case, date of issuance of receipt. Arr. by date of payment. No index. Hdw. on ptd. form. 200 pp. 2½ x 8 x 1. Corr. ref. rm.

124. MASSACHUSETTS LAWYER'S DIARY, 1921-37. 13 vols. (dated). Missing: 1922-24, 1930.
Daily record of steps, moves, proceedings in cases where law department prosecutes or defends for the city; diary also used as a reminder of scheduled dates for meetings, motions, conferences, court sessions. Arr. chron. No index. Hdw. 380 pp. 8 x 7 x 1½. Corr. ref. rm.

Medical Examiner
(See also entries 55-ii, 56-ii, 64-x, -xi, 161-i to iv)

125. (CASE HISTORIES OF CLAIMANTS), 1931--. 4 file drawers
Case folders marked by name of claimant; date of accident, examination; intermittently, address of claimant. Contains one or more of the following papers:

i. Notice to medical examiner from chief investigator of law department ordering physical examination of injured party who has or may sue the city: Name, address, age of claimant; locus, time, nature of injury; address of claimant's attending physician, memorandum as to claimant's statements about accident, date of notice, signature of chief investigator. 1931-36 includes request to examine within two weeks from date of claim and instructions for making of report and bill.

ii. Original and copy of medical advisor's report of physical examination of claimant: Name, address of claimant, employer, attending physician; age, occupation, marital status of claimant; date, place, cause of accident; examining physician's prognosis and opinion, findings in reexaminations; memorandum of hospital record, claimant's statement of past family history; date, place of examination; method of treatment, signature of medical advisor.

iii. Record of death: Name, address of deceased; details of accident from which death allegedly resulted; date of death; time, place of autopsy; name, summary of report of public medical examiner; date of examination, signature of law department examiner.

Arr. alph. by name of person examined. No index. Hdw. and typed on ptd. form. 12 x 17 x 24. Medical advisor's off.

126. INTER-OFFICE MEMO, 1936--. 1 file drawer.
Copies of memoranda from medical advisor to various officials of the department giving opinions as to nature, cause, result of accidents: Name of city, county, department; explanations of biological, pathological, and other analyses of injuries; nature of treatment of injured persons, term of expected disability; comment intended to help department in defending claims, signature of medical advisor. Also contains: Copies of letters to examining physicians relative to examination of persons claiming injuries. Arr. by date of correspondence. No index. Typed. 12 x 17 x 24. Medical advisor's off.

127. DOCTOR'S RECORDS, 1937--. 1 folder.
Record of services rendered by physicians engaged by the department to examine claimants seeking compensation from the city for alleged injuries: Name of physician, date service rendered, days on hand for testimony at court trials, number of calls made, date of tabulation. Arr. by date of record. No index. Hdw. and typed on ptd. form. 12 x 9½ x ¼. Desk, medical advisor's off.

128. AMOUNTS PAID TO DOCTORS, 1937--. 1 folder.
Statement of payments to private physicians for court testimony, or examination of persons claiming injury: Name, address of physician, person examined; name of court in which testimony is given, amount charged for each item, monthly payments to each physician, date of each payment, total monthly payments, date of statement. Arr. by date of statement. No index. Typed. $9\frac{1}{2}$ x 12 x $\frac{1}{2}$. Desk, medical advisor's off.

129. PENDING EXAMINATIONS (of Claimants Demanding Compensation), 1938--. 1 folder.
Notice from chief investigator to make physical examination of claimant against city: Name, address of claimant, claimant's attorney, attending physician; date of report on examination required; claimant's statement of time, place, cause, nature of injury. Includes correspondence between medical advisor and claimant's physician regarding case. Arr. by date of notice. No index. Typed under ptd. head. 12 x $9\frac{1}{2}$ x $1\frac{1}{2}$. Desk, medical advisor's off.

Claims

130. (Annual Report on Damage) CLAIMS (Against City), 1924--. 1 file drawer. 1920-23 in Old Bills - Requisitions - Petty Cash Account - G.O. File Relating to Office Routine, entry 180-i.
Contains list of:
i. Actions of contract disposed of: For description, see vii.
ii. Claims disposed of during year: Number of verdicts for plaintiff, defendant; number settled, disposed of without payment; total amount sued for, amount awarded to claimants through court verdicts; total paid out on all claims for year.
iii. Claims handled: Number of claims pending at start of year, filed against city during year; number of claims approved, disapproved by department after investigation; total amount paid on claims allowed, demanded in disapproved claims; number of claims pending at end of year.
Arr. by year of report. No index. Typed. 11 x $17\frac{1}{2}$ x 26. Gen. off.

131. (PENDING CLAIMS AGAINST CITY), 1933--. 6 file drawers (A-Z). Prior records kept by city council committee on claims.
Case envelopes marked by name, address of claimant, claimant's attorney; name of city department concerned with accident, serial number of claim; time, date, place, cause of accident; amount of damages claimed; date of notice of hearing, date of hearing, name of department attorney conducting hearing, disposition of case. Contains the following papers:
i. Answers to department's accident questionnaire by three route officers on duty at locality of accident before, during, and following accident: For description, see entry 62-i.
ii. Attending physician's statement regarding injury, treatment, recovery, or disability of claimant: For description, see entry 55-xiii.

(PENDING CLAIMS AGAINST CITY), (Cont'd)

iii. Case summary: For description, see entry 55-iii.

iv. Claimant's petition to city council requesting compensation for damages for injuries allegedly suffered through negligence of city: Name, address of claimant; date, time, cause, place of accident; amount claimed, signature of claimant; date petition received, referred to city council committee on claims; signature of city clerk.

v. Copy of city clerk's notice of claim to official of city department concerned, requesting full report: Name, address of claimant, claimant's attorney; date, time, place, cause of accident; date of notice, citation of statute in support of request for report, signature of city clerk.

vi. Copy of letter to claimant warning that claimant's notice to city concerning damages or injury was insufficient or faulty: Name, address of claimant; date notice served on city; statement that notice is faulty, citation of statute in support thereof; suggestion to send proper notice, signature of department official, date of letter.

vii. Law department's accident questionnaire filled in by route patrolman on duty at time of accident: For description, see entry 62-iii.

viii. Letter from department to cosubscriber to index bureau, requesting information relative to claimant who is believed to have been involved in claim: Name, age, occupation, earnings, address of claimant; date, place, description of accident; name, address of employer, attending physician, claimant's attorney, hospital where treated; statement of alleged injuries; name, findings of defendant's examining physician; name of court, date of suit, if in suit; date of settlement, amount paid, if settled; signature of official requesting, supplying information.

ix. Original and copy of city department's report concerning claim against city: Name, address of claimant; date, time, place, cause of accident; detailed report of circumstances before, during, and after accident; signature of official making, official approving report.

x. Report from index Bureau, giving history of all previous damage of injury cases involving claimant now bringing suit against city.

xi. Report from outside relief station (branch of Boston City Hospital) giving history of emergency treatment rendered to claimant, 1932-38: Name, present and former address of patient; maiden name of patient, if married female; name, address of employer; names, addresses of companions who brought patient to hospital, took patient out; age, color of hair and eyes, height, weight, complexion, birthplace, citizenship of claimant; date, place, cause of accident; diagnosis, first treatment, probable period of disability.

Arr. by year and thereunder alph. by name of claimant. For index, see entry 132. i, xi, hdw. on ptd. form; ii-vi, viii, ix, typed on ptd. form; vii, hdw. and typed on ptd. form; x, typed under ptd. head. 11 x 5 x 16. Gen. off.

132. (Index to) PENDING (Claims Against City), 1933--. 1 file drawer (A-Z).

Index to (Pending Claims Against City), entry 131; (Claims Against City) Waiting for Reports, 1937--, entry 135; Special Cases (Claims for Sewer Overflows), Water Breaks Etc., 1934--, entry 136; (Claims) Disapproved To Be Returned To Council Committee On Claims, 1936--, entry 138: Name, address of claimant, claimant's attorney; date, cause, nature of accident; date notice received, department serial claim number. Arr. alph. by name of claimant. Typed on ptd. form. 4 x 5½ x 16. Cabinet, gen. off.

133. (CITY EMPLOYEES' CLAIMS TO COMPENSATION FOR INJURIES), 1936--. 28 cases in 1 file drawer. System estab. 1936.

Case folder marked by name of claimant; date of accident, return. Contains the following papers:

i. City hospital case records (copies): Name, address, age, color, sex, place of birth, social status, occupation of patient; name of medical officer, medical diagnosis of case, hospital history of patient, results of laboratory tests, course of treatment given; date admitted, discharged; hospital ward, case number; date of record, signature of forwarding official.

ii. Claim (copy) filed with state department of industrial accidents: Name, address of employer, employee, employer's attorney; notice to employer that injured worker claims compensation under provisions of workmen's compensation act, citation of laws in support thereof; time, place, cause of injury; date of claim; signature of claimant, claimant's attorney.

iii. Employee's report (copy) of accident to employer: Name, address of employer, employee; name of department supervisor; rate of pay, type of employment, personal history of injured employee; date, day, place, hour of accident; answer to inquiry as to reservation of employee's common law rights.

iv. Employer's report of accident: Name, address of employer; name, address, sex, age of injured employee; name of departmental supervisor, person making report; names, addresses of witnesses; date, day, hour, place of accident; answer to inquiry as to reservation of employee's common law rights, nature of occupation engaged in by employee when injured, average weekly earnings of employee; description of equipment handled, experience with same; details of accident, request for suggestions for preventing such accidents, inquiry as to defects in equipment or negligence by employee or supervisor, extent of injuries, where and by whom treated, date of report. Includes supplemental report of injured employee: Name of person making report; name, address of employer, employee; statement of incapacity due to accident; date of return to work, if worker has returned; rate of pay, occupation assigned to worker, statement of probable period of further nonemployment; number, date of report.

v. Letters from state department of industrial accidents to workmen's compensation agent relative to payment of compensation and requests for hospital record and medical report.

(CITY EMPLOYERS' CLAIMS TO COMPENSATION FOR INJURIES), (Cont'd)

vi. Letter (copy) notifying employee to appear with witness at hearing before state industrial accident board: Name, address of employer, employee, insurer; time, place, of hearing; case file number; signature of secretary of board, date of letter.

vii. Medical examiner's report (copy) to district attorney as to cause of death by view or autopsy of body: Name, address, age, sex of deceased; names, addresses of witnesses; date of notice of finding of body, statement of taking charge of body and inquiring into the cause of death; autopsy of body to determine cause, citation of law in support thereof; recitation of case history, anatomical diagnosis; detailed description of conditions found, examiner's opinion as to cause of death; date, place of examination; date of death, case number. Includes oath by medical examiner: Attestation, date of act; signature, seal of notary public.

viii. Notice (copy) to employer of hearing before members of industrial acccident board: Names of persons notified; time, place of hearing; signature of board official.

ix Notice (copy) of new hearing before industrial accident board: Name of claimant, employer, insurer, board secretary; names of persons notified; date, time, place for hearing; date of notice, case file number.

x. Tentative agreement between employee and employer's agent, fixing terms and amount of compensation, subject to approval of industrial accident board: Name, address of employee; names, addresses of employers, witnesses; time, date, place, cause of injury; grounds for claim; amount of weekly wages, weekly payment agreed upon; terms, date of agreement; claim number; signatures of employer, employee, witnesses; signatures of attorneys, if any.

Arr. alph. by name of claimant. No index. Hdw. and typed on ptd. form. 12 x 12 x 20. Mr. Graham's off., rm 1019.

134. (Notices of Damage) CLAIMS (Against City), 1930--. 1 file drawer.

Case envelopes marked by name of claimant, containing:

i. Copies of notices of damage claims against city resulting from accidents: Name, address of claimant, claimant's attorney; name of department investigator assigned to case; date, time, cause, place of accident; data regarding scene of accident for photographer's use.

ii. Photograph of locus of accident, marked by name of photographer, claimant; street location, date of taking photograph.

Arr. alph. by name of claimant. No index. Typed. 12 x 12 x 22. Gen. off.

For pending claims 1933--, see entry 131, for disapproved claims 1936--, see entry 138.

135. (Claims Against City) WAITING FOR REPORTS, 1937--. 1 file drawer. System estab. 1937.
Claims concerning which further information has been requested from head of department in which injury was suffered: For description, see entry 131. Arr. alph. by name of claimant. For index, see entry 132. Hdw. and typed on ptd. form. 11 x 5 x 16. Cabinet, gen. off.

136. SPECIAL CASES (Claims for Sewer Overflows), WATER BREAKS ETC., 1934--. 1 file drawer.
Case envelopes marked by name, address of claimant, claimant's attorney; date, cause, nature, extent of damage; date of request for report from public works department; date of notice to claimant from corporation counsel setting day, hour, place for hearing: For description, see entry 131. Arr. alph. by name of claimant. For index, see entry 132. Hdw. and typed on ptd. form, typed under ptd. head. 11 x 5 x 16. Gen. off.

137. CLAIMS DISPOSED, 1922--. 12 file drawers (A-Z).
Record of claims against city that have been disposed of: Name, address of claimant, claimant's attorney; date of accident; date of notice, serial number of claim; amount demanded, approved; statement whether hearing was held, claim disapproved, suit filed; name of department attorney conducting hearing, date case papers returned to city council committee on claims. Arr. alph. by name of claimant. No index. Typed on ptd. form. 4 x 5⅓ x 16. Cabinet, gen. off.

138. (Claims) DISAPPROVED - TO BE RETURNED TO COUNCIL COMMITTEE ON CLAIMS, 1936--. 1 file drawer.
Case envelopes marked by name of claimant; date of notice for hearing, date of hearing, stamp of disapproval of claim: For description, see entry 131. Arr. alph. by name of claimant. For index, see entry 132. Hdw., typed, typed on ptd. form. 11 x 5 x 16. Gen. off.

139. (Accident) CLAIMS DOCKET - LAW DEPARTMENT, Dec. 31, 1889 - Sept. 6, 1927. 7 vols. (dated). Missing: Mar. 11, 1912 - June 28, 1914. Title varies slightly.
Record of petitions or claims for personal injury or property damages: Name of claimant; description, cause of accident or injury; amount of damages claimed, date of receipt of claim; action taken by city, date thereof; disposition of claim, remarks. Arr. by date claim received. Indexed alph. by name of claimant. Hdw. Vols., 240 pp. 10 x 9 x 2 to 500 pp. 15 x 12 x 3½. 3 vols., Dec. 31, 1889 - Mar. 10, 1912, corr. ref. rm.; 4 vols., June 27, 1914 - Sept. 6, 1927, subbsmt. va., C. H. Annex, 24-26 Court St.

140. DOCKET, LAW DEPT. - CITY OF BOSTON, Aug. 1908 - Feb. 1912. 1 vol.
Record of suits entered for damages to land or property caused by city construction or for land taken for streets, police and fire stations, parks, sidewalks, school buildings: Name of court, counsel, plaintiff; cause of action, amount claimed, date of entry, docket number of case, nature of proceedings; disposition, of case. Arr. by date of entry of suit in court. Indexed alph. by name of plaintiff. Hdw. 250 pp. 10 x 9 x 2. Shelf 42, corr. ref. rm.

141. (Correspondence on) CLAIMS, 1930--. 1 folder, 1 file drawer (1 folder, 1930-31, dated; 1 file drawer, 1932--, unlabeled). No title, 1932--, 1 file drawer.

Correspondence with city council committee on claims, listing claims approved or disapproved by corporation counsel: Name of claimant, department against which claim is made; amount, date of claim; total claims for each department, all departments; total amount, number of claims; designation by committee on claims of claims allowed, disallowed; reasons therefor. Includes intermittently copy of list of approved and disapproved claims submitted for publication to editor of City Record: Name of corporation counsel, city department against which claim is made; total amount, number of claims; reason for approval or disapproval; date of list. Arr. by date of communication. No index. Typed. Folder, 9½ x 12 x 1½; file drawer, 12 x 12 x 22. 1 folder, 1930-31, corr. ref. rm.; 1 file drawer, 1932--, gen. off.

Violations and Complaints
(See also entry 180-iii)

142. PENDING - CONSTRUCTION (Law Violation) COSTS, 1927--. 5 file drawers (A-Z).

Case envelopes marked by name, address of owner; ward number, street location of property; name of inspector; cause, date of complaint; date complaint received by department; name of court, date of suit. Includes intermittently decision rendered. Contains copies of one or more of the following case papers:

i. Bill of complaint filed by building department inspector against owner of defective structure: Name of court, county; names of parties, location of building; recital of complaint, reasons therefor; statement of notice to respondent, citation of statute allegedly violated prayer for restraining order and final disposition of complaint, signature of assistant corporation counsel Includes oath by building inspector: Attestation, date of act; signature, seal of justice of the peace.

ii. Building commissioner's notice to building owner that his property is not provided with sufficient means of egress: Name, address of owner; citation of statute in support thereof; order to conform with said statute, penalties for failure to comply; provisions for filing of application, signature of building commissioner, date of instrument. Includes officer's return: Date of return; place, manner, date of service.

iii. Building commissioner's notice to building owner not conforming to elevator and escalator regulations: Name, address of owner, lessee; location of building, citation of statute in support thereof, order to conform with said statute, penalties for failure to comply, date of notice, signature of building commissioner Includes officers return: Date of return; place, manner, date of service; signature, title of officer.

PENDING - CONSTRUCTION (Cont'd)

iv. Building department inspector's complaint to building commissioner, reporting building law violation: Name, address of property owner; location, materials used in construction; style of roof, size of ell, number of stories, height, dimensions, use of building; description of violation, citation of building laws governing violation; dates of reinspection inspector's findings; signature of inspector, date of complaint, serial number of case, date referred to law department, name of building department clerk handling case; date, exact time complaint received by law department.

v. Complaint of defect in elevator or lift, filed with building commissioner by building department inspector: Name, address of owner, lessee; location, height, dimension, size of ell, use of building; number of stories, material used in construction, style of roof; description of defect in lift, elevator, or escalator; signature of building inspector, date referred to law department; name of sheriff serving, date of service of notice or placarding of elevator; date of final inspection report, signature of building inspector.

vi. Court order for injunction to restrain owner or others from occupying building complained of: Name, address of assistant corporation counsel; name of court, name of litigants, fixed time limit for repairing or removing structure, street location of building; docket number of case, date of order; signature of judge, clerk of court.

vii. Decree for preliminary injunction by superior court: Name of court, county; names of parties; recital of decree and order thereon, citation of statute in support thereof; docket number of case; signature of judge, clerk of court.

viii. Letter from law department to property owner charged with violation of building laws, stating that proceedings will be instituted unless he calls to see building inspector on or before day named: Name, address of property owner; name of building inspector making complaint, location of building complained of, description of violation, signature of corporation counsel, date of notice.

ix. Notarized statement by building inspector, reporting as to compliance of owner with court order: Name, address of property owner; location of structure; report of finding, date of examination by inspector. Includes oath by building inspector: Attestation, date of act; signature, seal of justice of the peace.

x. Notice from building commissioner to owner of unsafe building: Name, address of building owner; location of unsafe building, citation of statute in support thereof, order to conform with said statute, provisions for filing of application for abating nuisance, date of notice, signature of building commissioner. Includes officer's return: Date of return; place, manner, date of service; signature, title of officer.

PENDING - CONSTRUCTION (Cont'd)

xi. Notice from building commissioner to owner of building wherein violation of building laws exists: Name, address of owner; location of building, citation of statute in support thereof, order to conform with said statute, penalties for failure to comply, date of notice, signature of building commissioner. Includes officer's return: Date of return; place, manner, date of service; signature, title of officer.

xii. Notice from department to defendant or defandant's attorney, stating that declaration has been filed: Name, address of building; title of case entered, copy of declaration enclosed, date of notice, signature of assistant corporation counsel.

xiii. Notice from department to owner of defective structure that case has been marked up for hearing: Name, address of owner; names of parties, location of defective structure, name of list on which case is entered; date of notice, hearing; signature of assistant corporation counsel.

xiv. Notice from building commissioner to owner of unsafe building: Name, address of owner; name of complaining inspector, location of property, description of building violation, citation of laws applying thereto; demand that plan of alteration be filed with building department; date, exact time notice received by department; signature of building inspector.

xv. Notice of filing bill in equity sent to owner or occupant of building complained of: Name of court, names of litigants; location, description of building; recital of bill, citation of laws said to be violated, docket number of case, date of notice, signature of assistant corporation counsel.

xvi. Notice to building commissioner from department requesting inspector to examine title of building complained of: Name, address of property owner; name of building department inspector, street location of property; date information needed, date of notice.

xvii. Notice to property owner from criminal division of municipal court: Name of court; name, address of complainant, respondent; date, description of offense; name of serving officer, date of service; date of arrest, if defendant is arrested.

Arr. alph. by name of st. on which property is located. No index. Various types of recording. 11½ x 5 x 15. Cabinet, gen. off.

143. CLOSED CONSTRUCTION (Law Violation) CASES, 1931--. 19 file drawers (A-Z).

Case envelopes marked by number, street location of property; name, address of owner; name of inspector, reason for complaint, date of complaint, date of receipt by law department, name of court, date of suit, decision rendered, date and manner of closing case: For description, see entry 142. Also contains:

i. Copy of memorandum from department to clerk of court, withdrawing case from list, when it is learned that person being

CLOSED CONSTRUCTION (Cont'd)

i. Copy of memorandum (Cont'd)
prosecuted is not owner of defective structure: Location of structure, name of alleged owner; name, address of real owner, date of memo.

ii. Final court decree ordering that building construction case be dismissed by reason of owner's compliance with former court order: Name of court, names of parties, docket number of case, date of assent, signature of department official, presiding judge or clerk of court.

Arr. by name of st. location of property. No index. Various types of recording. 11½ x 5 x 15 to 12 x 5½ x 18. Gen. off.

144. EGRESS COMPLAINTS - PENDING (Cases), 1925-32 1 file drawer (A-Z).

Contains card record of:

i. Egress complaints, 1925-30: Name, address of owner; location, material used in construction, description of building; number of stories in building; style of roof, stairways; size of scuttles, means of access thereto; means of escape from roof to adjoining buildings, location of fire escapes, if any; number of families, persons occupying each story; date notice sent to property owner; date case, bill in equity sent to law department Includes intermittently citation of laws allegedly violated, name of court in which case is pending, data on progress of case

ii. Suits against board of appeal of the building department: Name of court, plaintiff; name, address of plaintiff's attorney; nature of court action; statement of court findings, disposition of case, date thereof.

Complaints arr. alph. by name of st. on which property is located; suits arr. alph. by name of complainant. No index. i, typed, hdw ; ii typed, typed on ptd. form. 6½ x 9 x 14. Gen off

145. EGRESS COMPLAINTS - PENDING, EGRESS COMPLAINTS - CLOSED, 1931-32. 1 file drawer (A-Z).

Case envelopes containing:

i. Closed cases marked by name, address of property owner; name of inspector, court; location of property; date of notice to department, notice to owner, entry in court; nature of court decree, date case closed. For description, see entries 142, 143.

Also contains copy of:

ii. Pending cases marked by name, address of property owner; name of inspector, location of property; date of notice to department notice to owner, entry in court. For description, see entry 142.

EGRESS COMPLAINTS (Cont'd.)

iii. Notice to building commissioner of court order: Name, address of building commissioner; name of building inspector, location of property complained of, recitation of court order, type of violation, request for report on owner's compliance with court order, date of notice, signature of assistant corporation counsel.

iv. Notice to building owner of court order: Name, address of property owner; date of court order, recitation of violation, notice of further action by department unless court order is complied with, date of notice, signature of assistant corporation counsel.

v. Request for report: Name, address of building commissioner; name of assistant corporation counsel, address of department, location of building complained of, request for report as to compliance of building owner with order of department, date of order of department, date of order on owner. Includes report of building department inspector: Report of work done, date of report, signature of inspector.

Arr. alph. by name of st. on which property is located. No index. Various types of recording. 11½ x 5 x 15. Gen. off.

146. COMPLAINT RECORD - CONSTRUCTION CASES, CLOSED EGRESS & MISC. COMPLAINTS, 1922-23, 1928-30. 1 file drawer (A-Z).

Contains:

i. Card record of closed egress and miscellaneous complaints, 1922-23: Name, address of property owner; location of property, description of violation; memoranda of steps taken, results obtained; court action to correct condition, if any; final disposition of case; date case received, closed. 1924-30 in (Card Record of) Egress Complaints - Closed (Cases) entry 147.

ii. Copy of card record of complaints in construction cases, 1928-30: Name, address of owner, owner's agent, lessee or mechanic in charge; name of building department inspector; location, material used in construction of building; number of stories, occupants in building; description of violation, notation of any action taken by owner to correct fault or abate nuisance.

Arr. alph. by name of st. on which property is located. No index. i, hdw. on ptd. form; ii, typed on ptd. form. 6½ x 9 x 14. Cabinet, gen. off.

147. (Card Record of) EGRESS COMPLAINTS - CLOSED (Cases), Oct. 1924-30. 1 file drawer. 1922-23 in Complaint Record - Construction Cases, Closed Egress & Misc. Complaints, entry 146-i.

For description, see entry 144. Also includes date case closed. Arr. alph. by name of st. on which property is located. No index. Typed and hdw. on ptd. form. 9 x 6½ x 14. Cabinet, gen. off.

Tax Appeals
(See also entries 24-26, 160-vi)

148. JOURNAL, 1922-23. 1 vol.
Record of suits for abatement of taxes entered by certain local banks: Name of court, defendant; docket number of case, date of process, return day; name, address of plaintiff, attorneys for both parties; year, amount of tax assessment under appeal; date of filing writ, declaration; date of defendant's demurrer, amended demurrer, if any; date of appearance, initials of judge; date of further orders of court, overruling of opinions, agreements at bench, allowance of satisfied judgments; amount of settlement or agreement for judgment. No arr. Indexed by name of bank. Hdw. 150 pp. $13\frac{1}{2}$ x $8\frac{1}{2}$ x $\frac{1}{2}$. Va., subbsmt., C. H. Annex, 24-26 Court St.

Public Utilities Cases
(See also entry 50-i)

149. PORT AUTHORITY (Miscellaneous Papers), 1934--. 2 file drawers, 3 boxes. Title varies slightly.
Briefs, arguments, pleadings, exhibits before Interstate Commerce Commission, United States Shipping Board, and other tribunals having jurisdiction over ocean freight rates, port charges, and other related matters; record of opinions rendered or legal steps taken by assistant corporation counsel to protect interests of the city in matters affecting port of Boston. Arr. alph. by subject. No index. Typed, hdw. File drawers, 12 x 12 x 26; boxes, 4 x 15 x 12. Cabinet, Mr. Robinson's off.

150. (TELEPHONE RATE CASES, HEARINGS), 1904-35. 1500 documents in 3 cartons
Originals and copies of cost sheets, load charts, informative tabulations, opinions, expert testimony, competitive rate schedules, and other data helpful in establishing rates for telephone service that shall be fair and equitable both to the company and its customers, according to the judgment of public-rate-making officials. Name of tribunal, court stenographer or recorder; names of litigants, counsel, witnesses; docket number of case, dates of hearings, transcript of testimony, list of exhibits introduced at trial, petitions, arguments by counsel, findings of tribunal, reports, decrees. Includes intermittently nature of action. Also contains tabulations of property and equipment valuations, depreciation and obsolescence charges, researches, surveys, cost findings, costs of production and service, material and labor, overhead and maintenance, interest and dividend; correspondence with engineers, auditors, accountants, statisticians, experts, appraisers, and public officials. No arr. No index. Typed, hdw., ptd., photostat, multigraphed. 17 x 22 x 10 to 27 x 20 x 15. Va., subbsmt., C. H. Annex, 24-26 Court St.

151. (EDISON ELECTRIC LIGHT COMPANY RATE CASES, HEARINGS), 1907-36. 5 cartons, 1 bdl.

Testimony, arguments, briefs, opinions, cost of service to consumers, amount of investment in property and plant, and other data used in hearings conducted by the department of public utilities and by various legislative committees endeavoring to establish for the public rates for service which shall be fair and equitable to both producer and consumer: For description, see entry 150. Various types of recording. No arr. No index. Cartons, 14 x 20 x 14 to 22 x 20 x 14; bdl., 12 x 9 x 14. Va., subbsmt., C.H. Annex, 24-26 Court St.

152. ANN ARBOR R. R. RATE CASE, 1921-29. 15 vols., 1 bdl. (15 vols. 1921-29, marked by place and incl. dates of hearings, numbered 1-15; 1 bdl., 1921-29, unlabeled).

Testimony, arguments, exhibits relative to trunk line freight rates to Boston, used in hearings before the Interstate Commerce Commission: Exhibits of freight rate tables, time and distance charts; tabulations showing comparisions with motor truck rates, volume of certain commodities moving east by different routes; transcriptions of testimony, pleadings of attorneys for city; list of intervening New England port and trade bodies joining with Boston as petitioners protesting against certain porposed through freight rates that would injure or discriminate against the commerce of New England. 15 vols., 1921-29, arr. by date of introduction of testimony; 1 bdl., 1921-29, no arr. Vols., indexed alph. by names of witnesses, attorneys, and by no. or letter of exhibits; bdl., no index. Vols. typed; bdl., various types of recording. Vols., 100 pp. 12 x 9 x ½; bdl., 9 x 12 x 10. Va., subbsmt., C.H. Annex, 24-26 Court St.

153. (Hearings on) CONSOLIDATION OF RAILROADS, 1922-24. 1 bdl.

Testimony, arguments, exhibits offered at hearings conducted by the Interstate Commerce Commission for the purpose of consolidating regional railroad systems for economical operation: Name of tribunal, docket number of case; names of original litigants, various presiding intervenors, commissioners, witnesses, counsel; briefs of cities and trade bodies; opinions of expert traffic managers, transportation executives advocating different plans of grouping of railroads and forecasting the expected beneficial or detrimental effect of such grouping. No arr. No index. Various types of recording. 11 x 13 x 6. Va., subbsmt., C.H. Annex, 24-26 Court St.

Public Works Construction

(See also entries 18-xi, 99, 180-ii, 184)

154. PUBLIC WORKS DEPARTMENT, 1933-36. 22 folders in 1 file drawer.

Contains the following papers relative to public works construction:

i. Copy of applications by city for loan from federal emergency administration for public works under National Industrial

PUBLIC WORKS DEPARTMENT (Cont'd)

i. Copy of applications (Cont'd)
Recovery Act: Name of city, date of establishment; name, address of mayor, corporation counsel; name, description, cost, proposed use and expected advantages of project; estimate of time required for completion, number of men to be employed, period of employment; general description of municipality; organization, population, area, property ownership, financial condition, debt status, annual revenues of applicant (city); amount of loan requested; description, manner of issue of security offered; amount, period, interest rate agreed on; financial record of city for past 27 years showing yearly assessments for real estate, personal property; total yearly assessments, tabulations of gross funded debt and details of sinking funds and their distribution; tabulations of current receipts, expenditures, balances. Includes legal data, statements, guarantees of authority of city to borrow for purposes outlined; signature of mayor, corporation counsel.

ii. Correspondence with FEA Administrator relative to national recovery act, federal loans and grants, interpretations of legislative acts of the Commonwealth, interpretations of city council orders; with federal and city engineers relative to construction plans, employment of labor, easements, and land takings.

Arr. by loan application no. No index. Typed. 12 x 12 x 22. Gen. off.

155. OLD RECORDS RELATING TO ERA-WPA, 1934-36. 1 file drawer.
Folders marked by date of contents, containing the following records:

i. Copies of ERA and WPA weekly time sheets for workers in department projects.

ii. Correspondence with officials of ERA and WPA concerning projects in various city departments under sponsorship of city.

iii. Official bulletins and instruction sheets from ERA and WPA administrative state and national officials.

Arr. chron. No index. i, typed on mimeographed form, typed on ptd. form; ii, typed under ptd. head; iii, typed, ptd. 12 x 12 x 22. Gen off.

156. (CASE OF PATRICK McGOVERN ET AL VS. CITY OF BOSTON RE DORCHESTER TUNNEL CONSTRUCTION CONTRACT), 1922. 3 vols. (1-3, and marked by case no. 1587, names of litigants and attorneys, and nature of action).

Volume I contains transcription of petition for rehearing before the United States Circuit Court of Appeals for the First District, May 6, 1922; volumes II and III contain transcription of testimony given before a master appointed by the lower court: Name, term of court; name of master, docket number of case; names of litigants, opposing counsel, witnesses; description of present action, recitation of decree from which appeal is taken; citation of statutes and pertinent decisions in

(CASE OF PATRICK McGOVERN) (Cont'd)
other jurisdictions; record of numbered questions and testimony in response thereto in lower court; list of exhibits offered; reference to exceptions taken, granted, overruled; arguments against and in support of review on retrial by higher court; dates of testimony, actions. Includes certification by the clerk of court of the record to be used on appeal as true copies and accepted by both parties as such. Arr. chron. Vols. I, II, indexed by names of witnesses; vol. III, no index. Ptd. 34 pp. 10½ x 6½ x ¼ to 1024 pp. 10½ x 6½ x 2¼. Corr. ref. rm.

Financial Records

(See also entries 1, 2-i, 47-ii, 123, 128, 163-ii, -iii, 180-iv h)

157. (CASH BOOK), 1903--. 3 vols.
Record of expenditures and comparison of expenditures under budget classifications, with yearly appropriations: Names of vendors, creditors; amount, purpose, budget classification, date of expenditure; comparison with appropriation available for same period, showing deficit or balance; amount of expenditures for pay roll, supplies, equipment, incidental items, special expenses chargeable to special appropriations. Includes: 1915--, budget classification symbol of expenditure; 1921--, auditor's monthly balances for each budget classification and yearly tabulation of salary increases; 1933--, yearly tabulation of supplementary expenses; 1935, tabulation of amounts of apportionments under budget classifications. Arr. chron. No index. Hdw. Binding poor. 240 pp. 8½ x 7 x 1½. Gen. off.

158. JOURNAL (of Daily Expenditures), 1911--. 12 vols. (4 vols., 1911-30, unlabeled; 8 vols., 1931--, dated). No title, 1931--, 8 vols.
Name of vendor, creditor; nature, date of service; description of equipment, supplies purchased; amount of fees for examination of persons, titles, real estate; amount of expenditures for travel, court writs, photographs, witnesses; amount, date of payment. 1925-- includes name of city department for which expenditure is made, 1932-- includes payment of fees to experts showing address of expert, date of service. Arr. chron. Indexed alph. by name of vendor or creditor. Hdw. 240 pp. 10¼ x 8 x 1¼ to 360 pp. 10¼ x 8 x 2½. Gen. off.

159. DATA - REQUISITIONS - CURRENT FISCAL YEAR - LAW DEPT. AND RESERVE - SPECIAL APPROPRIATIONS - CURRENT REQUISITIONS - PETTY CASH - G. O., 1915--. 1 bdl., 1 file drawer. Title varies: Budget Data, 1915-20, 1 bdl. 1934-- also in Budget - Monthly Reports - Misc. Office Routine, entry 2-iii.
Contains:
i. Contingent Funds - Requisitions (to City Auditor), Nov. 1937--, entry 167.

DATA - REQUISITIONS, etc. (Cont'd)

ii. Copies of annual budget estimates, 1915--: Name of department, division; expense items grouped under budget symbols; estimated amount of permanent, temporary personal service, part-time or contractural service, equipment, supplies, miscellaneous expenses; amount of basic reduced wages, rate of pay, total annual amount needed for each individual group; comparison with totals for other years; additions or reductions compared with previous year; amount estimated by department head, allowed by mayor; period of report, signature of department head. 1915-20 estimates includes average total department expenses for five-year period, total for previous year, estimate for coming year; recommendation of city council, finance commission; mayor's final allowance for budget appropriation.

iii. Correspondence with budget department concerning new budget rulings, items, forms, notices, instructions, interpretations, legal opinions, 1932--; with other city departments relative to their request for instructions concerning departmental procedure or routine, duties of officials, 1936.

iv. Monthly report of department expenditures classified under budget groups, 1932--: Title of position of employment; number of persons so employed, total appropriation for year, expenditures for current month, amount remaining for balance of year, signature of department head, period of report. Includes additional grouping of employees according to budget classification of services performed; total of payments to each employee for the year to date; signature of department head, period of report.

v Notices from auditor of insufficient budget balance to cover requisitions, 1932--: Notice of over-encumbered budget item, request for advice, date of notice, signature of auditor. Includes corporation counsel's reply: Name of budget item to draw on; purpose, number of requisition requiring transfer of funds. Also includes, intermittently, approval, signature of mayor, acting budget commissioner; dates thereof.

vi. Preliminary late annual forecast of expected savings on balances to be left over from law department budget appropriations, 1920--: Present standing of all budget group appropriations; estimated savings, increases, reasons therefor.

vii. Record of city council's vote and order authorizing auditor to make a transfer in the appropriations standing to credit of law department, 1932--: Name of appropriation from which funds are taken, to which transferred; amount, purpose of transfer; date of mayor's request for order, passage of same; date of mayor's approval, signature of mayor. Includes attestation of assistant city clerk.

viii. Request to budget commissioner for transfer of funds from and to certain law department budget group appropriations, 1932--: Names of budget groups, amount required, reasons for change; approval, signature of auditor, mayor, budget commissioner, corporation counsel; dates thereof.

DATA - REQUISITIONS, etc. (Cont'd)

ix. Reserve Funds - Requisitions (to City Auditor), 1923--, entry 166.

x. Yearly record of transfers in law department appropriations, 1917-20: Name of appropriation from which, to which transferred; amount of transfer; budget symbol and number, date of transfer; approval and signature of mayor, acting corporation counsel, auditor, assistant city clerk.

Also contains copies of requisitions to city auditor for:

xi. Department weekly pay roll, 1924--: Annual rate, weekly wage under employee classification; total amount required for permanent, temporary employees; total amount of pay roll, date of requisition, signature of department head.

xii. Funds to reimburse department for fees and expense money paid to witnesses, 1935--: Name of account to which payable; amount, date of requisition; list of witnesses paid, services rendered, fees disbursed; signature of department head. Includes copy of voucher for expenses paid: Name of recipient; date, amount, purpose of disbursement; total amount of payments, amount approved, signature of department head.

xiii. Funds to reimburse department for telephone and constructional services, 1924--: Names of creditors, description of services, amount paid to each creditor; total payments, date of requisition, signature of department head. Includes subdivision of charges, amounts to be charged to each budget classification group.

Arr. by date. Various types of recording. No index. Bdl., $10\frac{1}{2}$ x 14 x 2; file drawer, 12 x 12 x 22 to 11 x $17\frac{1}{2}$ x 26. 1 bdl., 1915-20, subbsmt. va., C.H. Annex, 24-26 Court St.; 1 file drawer, 1920--, gen. off.

160. BUDGET-- MONTHLY REPORTS - OFFICE ROUTINE - PAYMENTS TO EXPERTS, 1926--. 2 file drawers.

Folders marked by description of contents and containing the following reports and summaries:

i. Analysis of increased salary expenses of department, 1935--: Budget classification symbol of department group, number of persons employed, type of service; former, new rate of pay; amount of increase or decrease, net change for year.

ii. Annual budget recommendations, 1931--: Name of department; list of expense items under budget symbol and number; estimated amount of expenditures for permanent and temporary personal service, service other than personal, equipment, supplies, and relief projects; total appropriation recommended.

iii. Annual comparison of department appropriations for periods of three or more years, expense items grouped under budget symbol and number, 1932--: Amount of appropriation for each year for permanent and temporary personal service; yearly analysis of amount, total amount of service other than personal; yearly amount, total amount of appropriation for equipment of office, library; yearly analysis of appropriation for supplies; total yearly appropriations, 1935-- includes cost of relief projects.

BUDGET - MONTHLY REPORTS, etc. (Cont'd)

iv. Monthly tabulations of money received by collection division: Name of city department to which money was owed; number of cases on hand at beginning, end of month; number of new cases sent to collection division during month; number of persons making partial or full payment, satisfactory compromise; total monthly collections, comparison with collections for same month in previous years.

v. Payments to experts for services rendered: Name, address of expert; nature of service; itemized list of fees, total yearly payments to each expert; designation of budget fund charged.

Also contains:

vi. Lists of cases, grouped under formal and informal cases, before appellate tax board, Dec. 1, 1937--: Number of cases disposed of by decisions, stipulations, withdrawals, appeal to high tribunals; number of cases pending Apr. 30, 1938.

Arr. by date of report. Various types of recording. No index. 12 x 12 x 22. Cabinet, gen. off.

161. LAW DEPARTMENT AND RESERVE FUND BILLS, 1920--. 5 envs., 1 file drawer. Missing: 1925-30. Title varies: Bills, 1920-24, 5 envs.

Contains bills, and records involving bills, charged to reserve fund:

i. Bills from examining physicians: Name, address, telephone number of doctor; name, address, occupation of person examined; name of court, dates of attendance as witness, amount of fees or charges, signature of approval of department's chief examiner.

ii. Copies of department orders to outside physicians to examine claimants, give testimony in court, 1931-37; original orders to department's medical examiner, 1938--: Name, address of claimant, claimant's attorney; name of attending physician, if known; instructions for obtaining consent for examination, rendering bill for services; date of alleged injury, signature of chief investigator.

iii. Copies of summaries of doctors' fees, 1931--: Name of doctor; monthly, yearly payments of fees for court attendance, physical examinations; monthly, yearly payments to each doctor, all doctors; period covered by summary.

iv. Orders from chief medical examiner requesting medical examination and report: Name, address of person claiming injury, claimant's attorney physician engaged; instructions as to injuries claimed, tests desired; signature of chief medical examiner, date of request.

v. Vendor's certificate of performance: Name, address of vendor, or creditor; requisition or order number; budget code letter, number; quantity, description, unit and total cost of materials, services ordered; authorization for payment by auditor; signature of vendor, approval of department head, date of approval.

Includes bills from city hospital for time of nurses testifying in court; from publishers for magazines, books, reports; from constables for services and expenses; also bills for telephone, telegraph, towel and typewriter service. Arr. chron. No index. Hdw. and typed on ptd. form. Envs., 9 x 4½ x 1; file drawer, 12 x 12 x 22. 5 envs., 1920-24, bsmt. va., C.H. Annex, 24-26 Court St.; 1 file drawer, 1931--, gen. off.

162. SPECIAL APPROPRIATIONS (for Investigation Expenses), May 1921--. 2 vols. (1 vol., 1921-37, unlabeled; 1 vol., 1938--, dated). No title, 1921-37, 1 vol.

Record of expenditures for special investigations not covered by regular appropriation; record of funds made available through special appropriation by order of city council: Name of subject investigated; date, amount, purpose of expense items; names, amount of fees of experts; names of persons traveling, amount of expenses incurred; total expenses charged, unexpended balance of fund. Arr. chron. No index. Binding poor. 236 pp. $8\frac{1}{2}$ x 7 x 1. Desk, asst. secy., gen. off.

Requisitions
(See also entries 18-xxxi, 47-ii, 50-xxxiv, 91-ii, 159-xi to xiii)

163. ORDER BOOKS, BLANKS - PERTAINING TO OFFICE ORDERS, 1921--. 1 file drawer.

Contains copies of:

i. Departmental notice of receipt of supplies, 1935--: Name, address of vendor; vendor's order number, department's requisition number; contract number, if any; quantity, description of goods received; statement whether or not freight or express charges were prepaid, whether part or final shipment; signature of receiving official, head of department; date of receipt.

ii. Discount draft on treasurer: Name of vendor, creditor; total amount due, amount of discount, net amount due; date of request for draft, signature of corporation counsel.

iii. Monthly estimate of recurring charges to department budget appropriations, 1935--: Name of budget group account; list of needed supplies, services; nature, amount of charge; dates covered, time for payment of items according to agreements; signature of department official approving estimate.

iv. Orders for supplies and services, 1935--: Name, address of vendor, creditor; order number, budget appropriation code number, of account to which charged; description, quantity, unit and total cost of goods or services ordered; instructions as to delivery, signature of acting head of department, date of order.

v. Printing invoices, 1935--: Name, address, order number of vendor; name of department receiving, charged for printing; description, quantity, cost of printing; budget account number charged; requisition, order number; signature of receiving official; date of invoice, delivery.

vi. Purchase requisitions for supplies, originals sent to supply department: Contract, budget account number; time, place for delivery; quantity, date of previous requisition; balance on hand, quantity now needed; description of item requested; signature of ordering, approving officials; date of order.

Arr. by date. No index. i, v, vi, typed on ptd. form; ii, iv, hdw. and typed on ptd. form; iii, typed. 12 x 12 x 22. Gen. off.

164. (Record of) PRINTING REQUISITIONS, 1924--. 5 vols. Prior records destroyed.

Copies of orders for printing, originals sent to superintendent of printing: Name of ordering department, person to whom proof to be sent; place, time of delivery; description of work, number of copies required; order, requisition number; signature of official placing order, date of order. Arr. by date of order. No index. Hdw. on ptd. form. 500 pp. 8½ x 8 x 2½. 3 vols., 1924-32, docket cl. off.; 2 vols., 1933--, gen. off.

For original printing requisitions, see entry 485.

165. (Record of) STATIONERY REQUISITIONS, 1927--. 4 vols. Prior records destroyed.

Copy of orders for stationery, originals sent to superintendent of printing: Name of department ordering; place, time of delivery; quantity, description, price of items ordered; number, date of order; signature of department official. Arr. by date of order. No index. Hdw. on ptd. form. 500 pp. 8½ x 8 x 2½. Gen. off.

For original stationery requisitions, see entry 482.

166. RESERVE FUNDS - REQUISITIONS (to City Auditor), 1914-23, 1939--. 4 folders, 4 envs. (dated). 1923--, in Data Requisitions - Current Fiscal Year - Law Dept. and Reserve - Special Appropriations - Current Requisitions - Petty Cash - G.O., entry 159-ix; 1931-34 also in Old Bills - Requisitions - Petty Cash Account - G.O. File Relating to Office Routine, entry 180-v.

Copies of requisitions to city auditor for funds to reimburse department for expenditures made out of reserve fund: Name of vendor, creditor; amount, description of supplies or services rendered; total amount, date of request; signature of department head. Also contains voucher slip: Listing, description of all cash expenditures; total amount expended, signature of department head, date of voucher. Arr. by date of requisition. No index. Typed, hdw.; typed and hdw. on ptd. form. Folders, 13 x 9½ x ½; envs., 13 x 10 x ½. 3 folders, 4 envs., 1914-23, va., subbsmt., C. H. Annex, 24-26 Court St.; 1 folder, 1939--, secy. desk, gen. off.

167. CONTINGENT FUNDS - REQUISITIONS (to City Auditor), 1939--. 1 folder (dated). Nov. 1937-38, in Data - Requisitions - Current Fiscal Year - Law Dept. and Reserve - Special Appropriations - Current Requisitions - Petty Cash - G.O., entry 159-ix.

Copy of request to city auditor for funds to reimburse department for expenditures made from contingent fund: Name of vendor, creditor, amount, description of supplies ordered or services rendered; total amount, date of request; signature of department head. Also contains voucher slip: Listing, description of small cash expenditures; total amount expended, signature of department head, date of voucher. Arr. by date of requisition. No index. Typed, hdw., typed and hdw. on ptd. form. 13 x 9½ x ½. Secy. desk, gen. off.

George Robert White Fund, Franklin Foundation Records
(See also entry 10)

168. (Documents and Correspondence Relating to) GEORGE ROBERT WHITE FUND-FRANKLIN-FOUNDATION-HEARING U. S. FIDELITY & GUARANTY CO., 1789, 1894--. 1 file drawer.

Folders containing case papers relating to following subjects:

i. George Robert White Fund, 1922--.

a. Agreement between trustees of fund and Massachusetts Institute of Technology relating to easements and restrictions upon the land of said institute in favor of the fund as owner of adjoining property, 1925: Names of parties; location, description of properties; citation, amount of consideration paid for canceling of restrictions; signature of parties, witnesses; date of agreement. Includes correspondence with the institute relative to the agreement.

b. Allocation of cost of new elevators under Chandler and Company lease, 1922-26: Inquiries and legal opinions as to whether such expenses are chargeable to capital or income account; interpretation of such passages in the will as specify how trustees may expend monies from income, or principal of fund. Includes correspondence between corporation counsel and trustees.

c. Complaints and claims for water damages from lessee of George Robert White Fund Buildings, 1936-37: Listing of damages sustained with detailed cost of repairs. Folder also includes correspondence with the trustees of fund as to validity of claims and liabilities for same; with the secretary of the fund citing vote by the trustees that the claim for damages be referred to law department for attention and report.

d. Copies of the will of George Robert White by which certain conditional bequests are made, Mar. 2, 1922: Statement of qualifications of men who may serve as trustees; limitations as to reinvestment of funds and uses of income from property left to the city; expression of preferences as to how such income is to be used; signatures of testator, witnesses, date of signing; signature of register of probate, date will allowed. Includes published copy of the will of George Robert White, city council order reciting those clauses of the will which define certain bequests to the city and accepting the bequest with all the terms and conditions imposed in the name of the city, with request to the mayor to file a copy of this acceptance in the records of the county registry of probate; signature of city clerk, date of vote to accept

GEORGE ROBERT WHITE FUND (Cont'd)

i. George Robert White Fund, (Cont'd)

e. Copies of trustees' agreements with managers of real estate holdings, Apr. 20, 1922 - Mar. 1926, 1930: Terms, date of contract; compensation, duties of manager; terms, conditions of surety bond required; signatures of parties, witnesses.

f. Copy of article 14 of the will of George Robert White, bequeathing certain property to the city, 1922-35: Stipulation of administration by a board of trustees. Folder also includes:

(1). Record of votes taken by board of trustees: Names of trustees; record of delegation of powers to manage real estate to agents; names, duties of agents appointed; period of service, rate of compensation; attestation by secretary; signature, date of act.

(2). Correspondence between manager of fund and law department.

g. Copy of brief, prepared by department on behalf of city as residuary legatee, protesting against methods used by United States Internal Revenue Department in computing the taxes levied upon estate of George Robert White, 1922-28: Statement, denial of government's contention; allegation that burden of proof rested upon the government, calling upon the government to furnish such proof or to abate the taxes levied. Includes report of review by Internal Revenue Department, with decision to abate taxes so assessed to the extent of six hundred thousand dollars; date of brief, findings in abatement.

h. Copy of corporation counsel's opinions as to taxes on properties belonging to George Robert White Fund, 1922-24: Statement that all such buildings when held in trust by city and leased for business purposes shall be taxed by assessors to lessees thereof, or to their assigns in same manner and to same extent as they would be taxed if said parties were owners thereof; signature of manager of fund, corporation counsel; date of opinion.

i. Copy of final draft of lease, 1936-37: Terms, period, date of agreement; beginning date, conditions of lease; amount of rental for first, subsequent years; apportionment of expenses for elevators, building repairs; interior decorations, water and taxes; signatures of parties, witnesses. Includes correspondence concerning changes in lease: Definition of rights and obligations of both parties under the old lease; suggested changes in wording of proposed new lease.

GEORGE ROBERT WHITE FUND (Cont'd)

i. George Robert White Fund, (Cont'd)

j. Corporation counsel's legal opinions, interpretations of those clauses and restrictions in the will of George Robert White that deal with powers and duties of trustees, 1935.

k. Correspondence concerning bronze memorial to George Robert White to be erected in Boston Public Garden as provided for in his will, 1922-24: Suggestions from Boston Art Commission and experts relative to selection of a competent sculptor for designing and erecting of a suitable bronze figure. Includes record of city council vote accepting legacy and all terms and conditions under which it was bequeathed; certification, signature of city clerk; date of vote.

l. Correspondence with local postmaster relative to social security act and it's application to employees of the George Robert White Fund, Nov. 1936: Allegation by corporation counsel that employees of George Robert White Fund, a permanent charitable trust, do not fall within the meaning of the word "employee" as contemplated in the act, and are not required to file an application for identification number under said act.

m. Correspondence with the Boston Society of Natural History relative to use of part of fund for a Natural History Museum project, 1938: Outline of exhibits to be housed, advantages and educational values of proper classification and display; computation of space required, reference to similiar buildings in other cities; statement of cost, income and experience of such projects in other cities; interpretations of certain clauses of the will, placing limits on uses of the legacy; opinions as to power granted to trustees to charge admission fees to buildings so erected for educational purposes, and reasons for corporation counsel's opinion that trustees are not empowered by the will to engage in such a project.

n. Correspondence with manager of the fund and owners of adjoining properties, 1925-26: Proposals, plans for joint use of party walls; acceptance, rejection of offers. Folders also includes:

(1). Records of votes by trustees of fund permitting joint use of building walls to lessees of adjoining building, Feb. 1926.

(2). Copies of leases, agreements for joint use of party walls, Dec. 29, 1925: Name of parties; description, location of buildings; beginning date, period, conditions, amount of consideration and penalties of lease; signatures of parties, date thereof.

GEORGE ROBERT WHITE FUND (Cont'd)

i. George Robert White Fund, (Cont'd)

o. Correspondence with manager of the fund relative to alterations to certain property 1922: Discussion of plans for erection of a fire escape on building adjoining and overhanging property of fund. Includes agreement with lessee: Stipulations of agreement that erection or use of such fire escape does not enable owner to acquire rights by such use; signatures of parties, witnesses; date of agreement, signature approving form of agreement by corporation counsel.

p. Correspondence with the manager of the fund relative to the availability and suitability of certain locations and properties as sites for proposed health units as provided for in the will, 1923-30. Folder also includes:

(1). Copy of amended contract for erection of health unit, May 15, 1923: Names of contracting parties, details of construction, amount of consideration and penalties, conditions, date of contract; signatures of trustees, mayor, officials of contracting company, bonding company agent, corporation counsel.

(2). Order in city council to remove building from acquired land, Mar. 1923: Location, description of buildings; date, how acquired; recitation of removal order, date of vote, signature of city clerk.

(3). Quitclaim deed to land for health unit given by the city, June 1923. Description, location of property; amount of consideration, signature of mayor, notary public; date thereof.

q. Correspondence with the trustees of the George Robert White Fund and legislative committee concerning new legislation necessary to permit the city to assess taxes on the lessees of certain properties of George Robert White Fund for which the city acts also as trustees, 1922: Citations of laws and decisions in similiar cases; description of leases made during the lifetime of Mr. White by which lessees paid all taxes. Folder also includes:

(1). Copies of proposed bills.

(2). Notices of hearings on proposed bills: Name of committee; nature, date of hearing.

r. Correspondence with the trustees relative to the acquisition of land required for proposed site of a Prado, 1933.

s. Decree of county probate court instructing board of trustees of George Robert White Fund as to their powers to delegate duties to an agent, in response to a petition for instruction filed by the said trustees joined by city law department and Attorney General for State of Massachusetts, 1937-38:

GEORGE ROBERT WHITE FUND (Cont'd)

i. George Robert White Fund, (Cont'd)

s. Decree of county probate court (Cont'd)
Name of court, respondent; names of petitioners; docket number of case, prayer of petitioners that they be instructed with reference to questions in dispute as listed in paragraph 10 of petition, decree granting petition; signature of judge, date thereof.

t. Duties of trustees as defined by corporation counsel: Interpretation of vestment of title of fund; duties and requirements of the trustees, citations of court decisions, rulings. Includes copy of petition for instructions addressed to county probate court requesting definition of certain powers, obligations of trustees of said fund. Also includes printed copy of article fourteen of the will, printed copy of the will of George Robert White.

u. Final account of the executors under the will of George Robert White, as filed in the county probate registry, 1922-28: Appraised value of real estate, securities at time of testators death; amount realized on sale of securities and real estate in excess of appraised value, amount of refund received from United States Government on 1915 income tax; amount received as interest, rents; deductions made for payments made by executors, federal and state income taxes, miscellaneous debts, expenses of last illness, funeral and monument expenses due by decedent; amount of deductions for compensation of executor and assistants, miscellaneous expenses; tabulation of total amounts received as principal, income; amounts remaining receivable by city as residuary legatee under the will of George Robert White, date of filing; signatures of executors, auditor. Folder also includes:

(1). Copy of auditor's verification of first and final probate account of executors of the will, June 27, 1922 to Feb 11, 1928.

(2). Correspondence between manager of the fund and corporation counsel, relative to acceptance and approval of the first and final account of executor of the will, 1928.

v. List of properties under option by trustees of George Robert White Fund, under consideration for investment of surplus income of fund, 1933-35: Name of owner; description, location, agreed price of property; signature of owner, date of agreement to sell. Folder also includes:

GEORGE ROBERT WHITE FUND (Cont'd)

i. George Robert White Fund, (Cont'd)

v. List of properties (Cont'd)

(1). Letter from commissioner of Internal Revenue giving status of George Robert White Fund as an employer, under the Social Security Act, and its liability to pay a tax on all wages paid to employees, and to collect and transmit employees' contribution.

(2). Published copy of "Regulations #91, Social Security Act."

w. List of tenants leasing properties owned by George Robert White Fund 1922, 1925-30, 1939--: Name of lessee; location of leased property; portion of building occupied; date of expiration of lease; amount of monthly rental, taxes, interest on construction costs; total amount due monthly; date to which rentals paid by tenant. Includes correspondence with trustees of fund regarding expirations, terms, renewals of leases; discussions and conclusions of controversial lease matters.

x. Notice of vote of trustees of George Robert White Fund, revoking powers of superintendent of public buildings to collect rents from tenants and lessees of George Robert White Fund buildings, May 24, 1935: Limitation of the powers of superintendent of public buildings to sending out statements of sums due and owing on account of rentals and leases; all sums due now specified as payable at office of city collector at City Hall; provision that city collector deposit such money with city treasurer to account of George Robert White Fund within 24 hours after receipt of same; authorization to city treasurer to draw checks against such account without counter-signatures; revocation of bond covering former duties of superintendent of public buildings, date of notice, signature of fund manager.

y. Proposal to trustees from Mr. Carl Zeiss, Jena, Germany, to erect a planetarium for them in Boston, 1936-37: Description of material and instruments needed; estimated cost of erection, operation; estimated time required for construction; inquiry as to available sites and whether admission fee could be charged under the will; signature of correspondent, date of proposal. Folder also includes:

(1). Copy of petition for decree in equity, filed in county probate court by city (et al.), trustee under the will of George Robert White against attorney general of the State of Massachusetts, praying for instructions as to whether it is within the power of city as trustee to construct a planetarium and youth

GEORGE ROBERT WHITE FUND (Cont'd)

i. George Robert White Fund, (Cont'd)

y. Proposal to trustees (Cont'd)

center: Name of court, respondent; names of litigants, recitation of petition; citation of laws, decisions of other judicial bodies in such cases; prayer for rulings and instructions, docket number of case, date of petition, signature of counsel for petitioner.

(2). Correspondence with the trustees of George Robert White Fund, office of Attorney General of the state, mayor, and Mr. Carl Zeiss of Jena, Germany relative to legality of erecting, maintaining and charge admission to a planetarium in the city with the income from the fund.

(3). Decree of county probate court that it is within the power of petitioners to use accumulated income of George Robert White Fund for purpose of erecting and operating a planetarium as set forth in the petition for instructions: Name of court, respondent; names of litigants; decree of the court, date thereof; docket number of case; signature of judge, clerk of court.

(4). Draft of a conditional contract between Mr. Carl Zeiss, and city as trustee under the will of George Robert White providing for delivery of certain instruments and accessories, for a Zeiss Planetarium: Names, addresses of contracting parties; amount, terms, condition, penalties of the contract; list of necessary parts and accessories, agreed unit cost thereof; signature of vendor, date of contract.

(5). Photostatic copy of an act of legislature of Massachusetts enabling the city, as trustee under the will of George Robert White, to charge admission to proposed planetarium in connection with demonstrations, lectures, contests, and exhibitions: Signature of Speaker of House of Representatives, President of Senate; dates of passage in both houses, certification of true photostatic copy, seal of State; signature of Secretary of State, date thereof; signature of Governor of Massachusetts, hour and date of his aproval.

z. Record of vote, of trustees of George Robert White Fund, agreeing to sell certain Worthington Street property to city, 1922-23: Name of buyer, seller; description, location of property; amount to be paid, agreement to release and discharge buyer from all claims and demands that may arise from such taking for schoolhouse purposes; date of city's vote to buy; date of vote, signatures of

GEORGE ROBERT WHITE FUND (Cont'd)

i. George Robert White Fund (Cont'd)

z. Record of vote, (Cont'd)
trustees. Folder also contains correspondence of trustees with city conveyancer relative to payment by city of amount due for land taking and receipt of money paid; correspondence of corporation counsel with executors of the will to pay certain betterment assessments on Worthington Street property, with chairman of board of schoolhouse department relative to drawing of lease for this property.

aa. Report by superintendent of public buildings on physical conditions of buildings owned by George Robert White Fund, 1938: Detailed list of defects and necessary repairs, other faulty conditions in violation of regulations of board of health; location, description of property; instructions for remedying defective conditions, date of inspection, signature of superintendent of public buildings.

bb. Request for deeds to property sold by George Robert White Fund, Aug. 25, 1926: Name of buyer; description, location, agreed price of property; record of vote to sell by board of trustees; date of request, signature of fund manager.

cc. Trustees' amended petition to county probate court against Attorney General of Commonwealth of Massachusetts, praying for rulings and instructions as to administration powers, with added memorandum of law in support of pleadings in original petition, 1938: Name of court, county; names of litigants; statement of case, arguments; citation of statute in support thereof; docket number of case, signature of counsel for petitioners, date of filing. Includes copy of answers of Attorney General of state of Massachusetts to original and amended petition: Name of court, names of litigants; statement of argument; citations of law, decisions in similar cases in support thereof; docket number of case; signatures of Attorney General, assistants; date of filing.

ii. Franklin Foundation, 1789, 1894--:

a. Copy of cross petition for instructions to supreme judicial court, filed by Franklin Fund against city, E. L. Dolan, city treasurer, Commonwealth of Massachusetts, Joseph E. Warner, Attorney General of Massachusetts, respondents; and petition filed by the city, E. L. Dolan, treasurer, against members of Franklin Fund, Franklin Foundation, Commonwealth of Massachusetts, Joseph E. Warner, Attorney General of Massachusetts, respondents, 1930: Name of court, names of litigants; recitation of facts, citations of law in support thereof; prayers for instructions and determination of issues by petitioners and respondent-petitioners; docket number of case. Folders also includes case correspondence between counsel for petitioners and respondents.

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GEORGE ROBERT WHITE FUND (Cont'd)

ii. Franklin Foundation, (Cont'd)

b. Copy of chapter 569, acts of Massachusetts Legislature (General Court) 1908, incorporating the Franklin Foundation, and section 3 chapter 40, amended Acts of 1927 further defining powers of said corporation. Folder also includes:

(1). Copy of article iv, section 3 of bylaws of corporation providing for finance committee to manage the funds of the foundation.

(2). Copy of final decree of supreme judicial court, Nov. 25, 1903, ordering that the entire charge and management of the Franklin Fund should be vested in board of managers as hereby constituted.

(3). Correspondence between Andrew Carnegie, Skibo Castle, Scotland, and the managers and trustees of the Franklin Foundation relative to a donation to the Franklin Fund by Mr. Carnegie, of an amount equal to the then value of said Franklin Fund, for the purpose of maintaining an institution to be known as Franklin Union, the building and equipment of which were to be paid for by the Franklin Fund and site to be furnished by the city, 1904-06.

(4). Published copies of "The Franklin Fund, It's Control Since Nov. 1903," and "The Carnegie Donation, It's Origin and Management, Feb. 1930."

(5). Record of vote of board of managers to empower treasurer of the city to act as treasurer of Franklin Fund, 1903.

(6). Record of vote of the Franklin Foundation ratifying the acts of fund managers previous to the incorporation of the foundation, and ordering that the corporation assume future management of all funds and giving a summary of accumulated funds then in the hands of Franklin Foundation, 1903.

c. Copy of contract of deposit in trust by and between Franklin Foundation and Massachusetts Hospital Life Insurance Co., providing for care and investment of funds, payment of interest, and method of ascertaining amount of interest earned and applicable to principal then on deposit, 1894--: Name of contracting parties; terms, amount, date of contract; signature of actuary, secretary of company. Folder also includes:

(1). Copy of power of attorney whereby treasurer of Franklin Foundation gives treasurer of city authority to handle funds belonging to the

GEORGE ROBERT WHITE FUND (Cont'd)

ii. Franklin Foundation, (Cont'd)

c. Copy of contract (Cont'd)

(1). Copy of power of attorney (Cont'd) foundation, Feb. 11, 1930: Name of treasurer of Franklin Foundation, city; authority to handle funds of the foundation; signature of treasurer of the foundation, witness. Includes oath by treasurer of the foundation: Attestation, date of act; signature, seal of notary public.

(2). Correspondence with director of Franklin Union relative to corporation counsel's opinion as to whether employees of Franklin Foundation are exempt from Federal income tax, 1938.

(3). Correspondence with vice president of Franklin Foundation, relative to request to petition the supreme judicial court asking that an appointment be made to fill vacancy in board of trustees in charge of Franklin Foundation, 1934.

(4). Letter from treasurer of Franklin Fund to city treasurer authorizing him to present certain bonds for redemption, and to reinvest the proceeds, 1930.

(5). Text of revised bylaws adopted by Franklin Foundation, Sept. 11, 1908.

(6). Yearly report of income and expenses of Franklin Union with monthly recapitulations, comparisions, 1930.

d. Copy of final decree of supreme judicial court, after mayor and city treasurer had filed a petition for instructions as to management of Franklin Foundation, 1902-4: Name of court, names of litigants; recitation of restraining order against certain trustees removing them from office and enjoining them from interfering with said fund in any manner; confirmation and appointment of certain trustees as qualified under the terms and within meaning of the codicil of the will of Benjamin Franklin; appointment of certain individuals as members of said board of managers with instructions as to their powers and procedure; order that deposed trustees be reimbursed by city treasurer for certain expenditures made on behalf of said fund, docket number of case. Folder also includes copy of a memorandum of law: Status of managers of public funds and bequests, necessity for them to furnish surety bonds.

[168] George Robert White Fund
Franklin Foundation Records

GEORGE ROBERT WHITE FUND (Cont'd)

ii. Franklin Foundation, (Cont'd)

e. Copy of petition to supreme judicial court for appointment of a qualified man to fill vacancy in membership of the foundation, 1916--: Name of court, names of litigants; recitation, date of petition; docket number of case, signature of corporation counsel. Folder also includes:

(1). Final decree of court: Name of court, county, petitioner, resigning member of the foundation; decree of court, citation of statutes in support thereof; date of decree, docket number of case; signature of judge, clerk.

(2). Correspondence with the president of the foundation relative to the appointment of a successor to fill a vacancy, possible use of George Robert White Fund to rehabilitate Franklin Union, opinion of the corporation counsel as to fegality of allowing foundation funds to accumulate with Massachusetts Hospital Life Insurance Company under a contract; with director of Franklin Union relative to income tax.

f. Copy of respondents answers to petition for instructions filed in supreme judicial court by Franklin Fund, undated: Respondents answers, citations of laws and decisions in similar cases in support thereof; requests for rulings and instructions, name of counsel, date of filing.

g. Correspondence with manager of Franklin Foundation, heads of city departments, bond and investment specialists, 1928-37: Correspondence with educators and experts as to conduct of educational institution known as Franklin Union; with manager of the foundation relative to contemplated or executed actions, and conduct of operations of the foundation; with investment firms and specialists regarding safe handling of funds belonging to Franklin Foundation; with actuaries and officials of investment trusts as to interest accumulations and contemplated dividends.

h. Published copy of the codicil to the will of Benjamin Franklin, reviewing bequests made in the original will, 1789: Reference to gratitude he felt for the first instructions in literature, other kindnesses received in Boston; mention of certain sums of money to be first loaned to worthy young married mechanics of said city, part of which later to be devoted to some permanent institution thought beneficial to the people of Boston and to cost 100,000 pounds, the estimated balance of 31,000 pounds to be further let out at interest for another hundred years when it should amount to 4,061,000 pounds sterling to be then divided and paid 1,061,000 pounds to

GEORGE ROBERT WHITE FUND (Cont'd)

ii. Franklin Foundation (Cont'd)

h. Published copy of (Cont'd)
the inhabitants of Boston, and 3,000,000 pounds to the State; designation of the selectmen with ministers of Congregational, Episcopalian, and Presbyterian churches of Boston as managers of fund; name of testator, witnesses; date thereof.

i. Reservation and petition for instructions, filed in Supreme judicial court by respondent-petitioners City of Boston, E. L. Dolan as city treasurer, against board of managers of Franklin Fund, mayor, attorney general of Commonwealth of Massachusetts, requesting clarification and interpretations of certain clauses in will of Benjamin Franklin by which he bequeathed certain sums of money to be enjoyed and managed by people of the city through the establishment and maintenance of a technical school to be known as Franklin Union, Aug. 20, 1930: Name, session of court; names of litigants, attorneys; citation of law creating said Franklin Foundation, with subsequent additions and amendments; list of questions upon which instructions are requested; recitations of bylaws of said corporation, description of exhibits offered, answer of respondents to questions of various petitioners; date of filing, docket number of case.

iii. Hearing U. S. Fidelity & Guaranty Co. regarding Police Station #2 case, 1923-29:

(1). List of claims for extras, not covered by written orders, in course of erecting Police Station #2 at Milk and Sears Streets, June 30, 1925: Tabulations showing percent of completion of various types of work at certain dates, with dates of alleged delayed delivery of materials required in such construction, showing resultant increased costs due to such delays. Includes supplementary data with list of allowances for city by the contractors.

(2). List of orders issued to contractor by the city during entire contract, 1923-25: Data on changes, allowances, substitutions and variations from specifications of original contract; name, brief description, identifying number, date of order; signature of city official. Includes published copy of contract for erecting and completing, including heating, ventilation, plumbing and electrical work of Police Station #2.

(3). Stenographic transcriptions of testimony given at hearings before an auditor, Feb. 6, 17, 1927; Oct. 26, 31, Nov. 2, 5, 7, 1928; Jan. 10, 11, 14, 15, 18, 1929; Name of court, auditor;

GEORGE ROBERT WHITE FUND (Cont'd)

iii. Hearing U. S. Fidelity (Cont'd)

(3). Stenographic transcriptions (Cont'd)
names of litigants, counsel; questions propounded by counsel or auditor, replies of witnesses; number, description of exhibits introduced; time, place agreed upon for argument of counsel; list of claims, orders issued; date of testimony, docket number.

No arr. No index. Various types of recording. 11 x 17½ x 26. Cabinet, gen. off.

Correspondence

169. GENERAL CORRESPONDENCE (With City Departments), 1913--.
446 folders in 11 file drawers (1-446). Prior records destroyed. Case folders marked by name, number of case and containing correspondence relative to the legality of various steps or procedure contemplated. Includes: Published pamphlets, issued by municipal law section of American Bar Association, discussing municipal liability in claims for injury or damages; printed copies of addresses on subject of welfare aid as delivered at meetings of United States Conference of Mayors; bulletins of Boston Committee on Americanization, American Institute of Criminal Law, American Association for Arbitration of Land Damage Claims; printed folder containing text of new enactments of the legislature bearing on affairs of the city. Arr. by folder no. For index, see entry 170. Typed, typed on ptd. form, typed under ptd. head. 11 x 17½ x 26. Gen. off.

170. (Index to) GENERAL CORRESPONDENCE, 1913--. 1 file drawer. Name of city department, case; brief description of subject covered in correspondence, folder number. Arr. alph. by name of case, dept. Typed, 3½ x 5½ x 16. Counter cabinet, gen. off.

171. GENERAL FILES AND CORRESPONDENCES, 1920--. 6 bdls., 14 file drawers (dated). Title varies: Department Correspondence, 1920-25, 6 bdls.; Department Correspondence, 1926--, 13 file drawers.
Routine correspondence with city departments relative to matters requiring legal advice, explanation, opinion. Arr. alph. by name of dept. No index. Typed, typed under ptd. head. Bdls., 10 x 13 x 8 to 12 x 21 x 10; file drawers, 12 x 12 x 22. 6 bdls., 1920-25, corr. ref. rm.; 14 file drawers, 1926--, gen. off.

172. (List of Incoming) OFFICE CORRESPONDENCE - GENERAL, 1929--.
13 cardboard boxes (dated). System estab. 1929.
Name, address of correspondent; brief description of subject matter, name of person to whom letter assigned for attention, date received. Arr. by date of receipt. No index. Typed. 11½ x 9¼ x 2. Corr. ref. rm.

State Legislation
(See also entries 1, 10, 50-vii, -xxii, 51, 168-i y(5), -ii b, 169, 180-ii a, -iv c)

173. LEGISLATION (Affecting City of Boston), 1920--. 2 boxes, 5 file drawers (dated).
Memoranda, correspondence, data on bills before legislature that were prepared, revised, approved or opposed by department: Analysis, interpretation of bills with opinion as to expected harm or benefits to city; briefs, arguments, tabulations submitted for or against pending measures. Includes lists of new legislation or amendments to former acts: Name of city department suggesting changes; citations of existing law, sections or chapters requiring changes. Arr. by date bill introduced and thereunder by years serial no. of record. For index, see entry 174. Typed, typed on ptd. form. Boxes, 17 x 14 x 19; file drawers, 11 x 17½ x 26. 2 boxes, 1920-26, va., C. H. Annex, 24-26 Court St.; 5 file drawers, 1927--, gen. off.

174. INDEX TO LEGISLATIVE FILES - COUNTER FILING CABINET, 1927--. 1 file drawer.
Index to Legislation (Affecting City of Boston), entry 173: Title or subject, brief outline of bill; date bill introduced, folder reference to serial number of record. Arr. by date bill introduced and thereunder alph. by subject or title of bill. Typed. 5½ x 3½ x 16. Counter, gen. off.

175. SPECIAL ACTS AFFECTING CITY OF BOSTON, 1692-1936. 16 vols. (1-16, dated).
For description, see entry 176. Arr. by date of legislation. No index. Typed. 120 pp. 11½ x 9½ x 1½. Mr. Robinson's off.

176. (CODIFICATION OF SPECIAL LAWS), 1692-1936. 22 vols. (marked by name of city dept., 1-22).
Compilation of obsolete laws enacted prior to January 1, 1938, relating to the city, for the purpose of aiding in the interpretation of present laws: Name of editor, compiler; purpose, date of publication; analysis of amendments, repeals; citation and interpretation of pertinent decisions of supreme judicial court. Arr. alph. by name of city dept. the law concerned. No index. Typed. 120 pp. 11½ x 9½ x 1½. Mr. Robinson's off.

177. ADVANCE SHEETS (Index to Codification of Special Laws), 1692-1936. 1 vol.
Name, number of general law; date of enactment; reference to chapter, section number affecting city departments mentioned. Arr. alph. by subject of law or name of city dept. affected. Typed. 300 pp. 11½ x 9½ x 2. Mr. Robinson's off.

Miscellaneous

178 (TESTIMONY AND EXHIBITS), May 16, 1898 - Apr 15, 1901, 1905-6; 1912-17, 1921-- 31 vols, 2 boxes, 5 bdls (5 vols, 1898 - 1901, marked by case no ; 3 vols, 1905-6, 1913, 1927 unlabeled; 2 boxes, 1912-15, 5 bdls, 1921-- dated, marked by name of case or hearing; 23 vols, 1916-17, 1932, numbered I-X, 1-13)

Transcriptions of testimony and list of exhibits offered at hearings and trials before courts, committees, investigating bodies: Name of court, committee, commission; names of parties, attorneys, presiding justices, commissioners, masters, auditors; nature of action; listing of witnesses, exhibits, arguments of counsel; date of opening testimony, notation of recesses, duration of trial or hearing; motions of counsel, findings of court on bills and decisions on motions; attestation of records; date, signature of court reporter or stenographer. Includes correspondence, tabulations of costs, operation and maintenance, comparative statistics relative to the case at trial. 31 vols, 1898 - 1932, arr by date of introduction of testimony; 2 boxes, 1912-15, 5 bdls, 1921--, no arr. Vols, indexed alph by name of witnesses, subject matter, and by exhibit no ; boxes, bdls, no index. Ptd, typed, hdw, typed on ptd form, hdw on ptd form, photostat. Vols, 50 pp, 11 x 9 x ½ to 1000 pp, 11 x 9 x 3½; boxes, 15 x 10 x 3; bdls, 10 x 10 x 22. 16 vols, 1898-1901, 1905-06, 1916-17, 4 bdls, 1923--, corr ref rm ; 15 vols, 1913, 1927, 1932, 2 boxes, 1912-15, 1 bdl, 1921-23, subbsmt, va, C H Annex, 24-26 Court St.

179 (REPORTS, MOTIONS, BRIEFS) 1909-- 300 pamphlets.

Papers prepared for cases appealed to supreme judicial court containing printed reproductions of legal instruments used in trials and hearings before lower tribunals - now presented for review on appeal to supreme judicial court: Name of court; names of litigants, counsel; name or date of session; statement of the case giving petitions, reports, findings, reservations; requests for rulings of law or fact; decisions, decrees of courts; original, amended motions, briefs, answers, interrogatories; citations of laws, decisions of other courts; docket number of case, dates of instruments. Arr by date of previous actions in the case. No index. Ptd, 4 pp, 10 x 8 x 2 to 280 pp, 10 x 8 x 1½, corr ref rm.

180 OLD BILLS - REQUISITIONS - PETTY-CASH ACCOUNTS - G O FILE RELATING TO OFFICE ROUTINE, 1920-23, 1929-37. 1 file drawer.

Contains:

i (Annual Report on Damage) Claims (Against City), 1920-23, entry 130.

ii Case papers in one folder, relating to lease of Huntington Avenue for construction of a subway, 1933-37:

a Copy of chapter 159, Acts of 1937, General Laws, granting city of Boston right to secure the benefits of certain acts and joint resolutions of the Congress of the United States for carrying out a certain subway project in said city.

OLD BILLS (Cont'd)

ii. Case papers (Cont'd)

b. Copy of contract between the city, acting through its transit department, and Boston Elevated Railway Company through which is granted sale and exclusive use of property for Huntington Avenue Subway authorized by chapter 366, Laws of 1933, and amendments thereto, as approved by public utilities board, the mayor; approval as to form by corporation counsel.

c. Copy of order in city council voting to accept part II, concerning the construction of a subway in the city, of chapter 366, Acts of 1933: Record of vote; date of passage, approval by mayor.

d. Letter from mayor to corporation counsel: Time and place for public hearing for the construction of Huntington Avenue Subway, request that corporation counsel attend, signature of mayor's secretary; date of notice.

e. Vote of board of directors of Boston Elevated Railway Company: Acceptance of terms of contract, order to have acceptance filed with Secretary of State; signature of clerk, secretary of board; date of vote.

f. Vote of board of trustees of Boston Elevated Railway Company: Authority to treasurer to contract with city in behalf of said company, provided that the board of directors of company consent to the making of such contract; signature of clerk, recording secretary of board of trustees; date of vote.

g. Vote of emergency finance board of the Commonwealth: Approval of contract for erection of subway, fixing of borrowings of city for this purpose; rate of interest, term of bonds; approval in accordance with provisions of chapter 366, General Laws of 1933, and subsequent amendments thereto; signatures of chairman and members of emergency finance board; approval and signature of Governor, Secretary of State for the Commonwealth of Massachusetts; date of vote.

iii. Correspondence with building department relative to the prosecution of building law violation cases, 1931-34.

iv. Matters relating to office routine, 1929-33:

a. Agreement (copy) prepared for use of city departments in hiring trucks from outside firms: Name of lessor, city department; recital of provisions of agreement; signature of leasing company official, corporation counsel for city, mayor; approval of form of agreement by corporation counsel. Includes certification of true copy: Signature of company clerk, date of act.

OLD BILLS (Cont'd)

iv. Matters relating (Cont'd)

b. Correspondence with city treasurer relative to petty cash account; with civil service commissioner regarding reinstatement, suspension of employees; with members of department regarding salaries, appearances in court and recommendations for handling cases; with medical experts relative to their appointment as expert and limitation of their fees; with mayor relative to resignation of assistant counsel; with budget commissioners regarding changes of personnel, amount of salaries; with police commissioner and investigating division relative to recommendations for improvements in police reports; with all city departments relative to insertion of a labor clause in all future contracts in accordance with new labor code.

c. Memoranda on legislation prepared by law department and introduced in state legislature; citation of reasons for preparing bills, anticipated benefits to city; list of changes suggested in original draft, origin of such suggestions.

d. Report (copy) of disposition of tort cases: Name of defendant, city; amount of settlement, verdict; total number, amount of verdicts, settlements; date, period of report.

e. Report (copy) of highway accident cases disposed of: Total amount of verdicts, settlements, payments; number of cases lost, won, settled, disposed of; date, period of report.

f. Report of persons employed as experts: Name, address of experts; character of testimony or service; amount of fees paid to each, total of all payments; inclusive period of report.

g. Report (copy) to city council: Total amount of department expenditures; number of employees, attorneys connected with department; year, date of report.

h. Yearly record of total payments made for accident claims arising from alleged highway injuries, 1927-31: Total number of cases disposed of.

v. Reserve Funds - Requisitions (to City Auditor), 1931-34, entry 166.

i, no arr.; ii-v, arr. by date of paper. No index. Various types of recording. 11 x 17½ x 26. Gen. off.

181. APPOINTMENTS - TRANSFERS - RESIGNATIONS (Pay) INCREASES, 1926--. 1 folder.

Memoranda relative to changes in department personnel: Name of employee, department to which transferred; date of appointment, transfer, promotion, leave of absence; cause, date of resignation, dismissal; former, new rate of pay; date of memorandum. Arr. by subject and chron. thereunder. No index. Hdw., typed. 15 x 9½ x ½. Secy. desk, gen. off.

182. STENOGRAPHERS' NOTE BOOKS, 1925--. 755 vols. (dated, marked by name of stenographer).

Shorthand notes of dictated letters. Arr. by date of dictation. No index. Hdw. 100 pp. $8\frac{1}{4}$ x $4\frac{1}{2}$ x $\frac{1}{2}$. 575 vols., 1925-36, subbsmt. va., C.H. Annex, 24-26 Court St.; 280 vols., 1937--, corr. ref. rm.

183. (Copy of) CITY OF BOSTON PUBLIC WORKS DEPT. CONTRACT FOR FURNISHING ILLUMINATING GAS FOR STREET LIGHTING, Nov. 1934. 1 pamphlet and 5 duplicates.

Contains five-year contract and related papers:

i. Advertisement inviting proposals: Technical instructions for preparing and filing bills, amount of bond required, date service to begin, date of notice, signature of commissioner of public works.

ii. Auditor's certification of prices named by bidders in duplicate sealed proposals filed in his office: Name of bidder; purpose, date of opening of bid; signature of examining auditor.

iii. Bond: Name of president, treasurer of bonding company; state of incorporation; agreement to guarantee that contract will be faithfully performed, amount of indemnity due to city in event of contractor's failure to meet contract conditions; date of bond, signature of bonding company agent, assistant secretary; seal of company.

iv. Contract: Names of parties, address of contractor, articles of contract; date, signature of commissioner of public works, contractor; signature of approval of form of contract and bond by corporation counsel; signature of city clerk attesting vote by city council accepting bid, date of vote; signature of mayor, approving contract and vote of city council.

v. Meeting of board of directors of firm entering into contract: Vote of authorization to named official to contract by board; signature of clerk of corporation attesting minutes of meeting of board, includes corporation seal.

vi. Proposal: Names, addresses of firm members; name of president, treasurer; state of incorporation; terms, conditions of proposal; amount of bid; signature, address of bidder.

vii. Specifications: Interpretations of required contract performance, provisions for testing quality and checking quantity of gas furnished; schedule of penalties for listed deviations from fixed standards.

Arr. by subject. No index. Typed, mimeographed. 12 pp. 11 x $8\frac{1}{2}$ x $\frac{1}{4}$. Shelf, corr. ref. rm.

184. (Signal System) THE POLICE DEPT. CITY OF BOSTON (Contract) SPECIFICATIONS, Jan. 4, 1934 - Aug. 31, 1935. 6 vols. (5 vols., Jan. 4, 1934 - Aug. 31, 1935, marked by type of specification, 1-5; 1 vol., Jan. 30, 1934, marked G. E., 6). No title, Jan. 30, 1934, 1 vol.

Contains copies of proposals and papers pertaining to installations of radio and signal equipment in the Boston police department:

POLICE DEPT. (Cont'd)

i. Blueprints: Descriptive sketches, plans, diagrams of proposed installation; scale, date of drawing; signatures of draughtsmen.

ii. Bond: Name of surety; conditions, amount, date of bond; amount of premium payment; signatures of attorneys, officials of bonding company, assured.

iii. Contract: Articles of contract; amount, terms, method of payments; signature, approval of mayor; signature of police commissioner; date, signature of approval of corporation counsel.

iv. Correspondence with state engineer of WPA relative to unit and total cost of material to be used, cost of labor, penalties for failure to complete by agreed date.

v. Specifications: Construction specifications, regulations; name of contractor, signature of assistant treasurer, assistant secretary, vice-president of contracting firm.

Arr. by subject. Indexed by subject. 80 pp. 11 x $8\frac{1}{2}$ x $\frac{1}{2}$. Correspondence typed; bond, contract, specifications, ptd. Corr. ref. rm.

185. NEW BUILDINGS - CITY HOSPITAL, 1894-99. 1 cardboard box (dated).

Additions to contracts, correspondence, and bills covering the purchase and installation of furnishings and equipment, and for erection of addition to city hospital:

i. Additions to contract: Name, address of contractor; name of architect in charge of construction; nature, cost of work to be done; date of bid, approval; order number, amount approved; signature of contractor, architect in charge.

ii. Correspondence: Letters with contractors relative to complaints, installation of equipment requiring approval of architect, changes in contract, technical instructions, request for payments.

iii. Paid bills: Name, address of vendor, contractor; itemized statement of work performed, equipment supplied; amount of charges; date of performance, delivery; amount, date of draft, certificate in payment; percentage of invoice paid, signature of approval of architect.

No arr. No index. Hdw. and typed under ptd. head, hdw. and typed on ptd. form. 13 x 9 x 16. Va., subbsmt., C. H. Annex, 24-26 Court St.

186. (SPECIAL INDEX TO POLICE STRIKE RIOT CLAIMS), 1919-20. 1 vol.

Name of claimant, department's serial number; amount, date of award, if any; marked with "D" when disapproved by claims committee. Arr. alph. by name of claimant. Hdw. 290 pp. $8\frac{1}{2}$ x $7\frac{1}{2}$ x 1. Va., subbsmt., C. H. Annex, 24-26 Court St.

XXIV. MARKET DEPARTMENT

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XXIV MARKET DEPARTMENT

Historical Sketch

Attempts to establish a public market in Boston go back to the very beginnings of the community. In 1634 Governor Winthrop recorded that "by order of a court a mercate was erected at Boston, to be kept upon Thursdays."[1] The weekly market day was an institution of municipal life centuries old in England and it was quite natural to attempt to establish it here. The order of 1634 is thought to have referred only to a gathering of buyers and sellers in one place and not to any building. During the seventeenth century there is repeated reference to a market place,[2] which is thought to have been located near Dock Square.[3]

There is no record of an effort to provide a building for a market until Robert Keayne in 1656 bequeathed £300 for the purpose. This building seems not to have been provided, however, or, if provided, it was destroyed when the first town house was burned in 1711. The first town house was built in 1658 and it is possible that places underneath it were used for shelter and storage.[4] In 1687 Tully's Almanack records that a committee was appointed to draw up rules for the governing of a market.[5] On June 15, 1696 an order for a market to be held every Tuesday, Thursday, and Saturday was issued. A bell was to be rung at sunrise opening the market. Clerks were to be appointed to supervise it.[6] Despite this specific order, it is doubtful if there was a public market during most of the seventeenth century. Josiah Quincy, Boston's first mayor wrote: "For more than a century after the establishment of the town, Boston was destitute of an established public market. The farmers preferred to bring their provisions to the doors of the inhabitants."[7] This view is substantiated by Captain Uring, who visited Boston in 1709 and wrote in his Voyages and Travels: "Though the town is large and prosperous, they could never be brought to establish a market in it, notwithstanding several of their governors have taken great pains to convince the inhabitants how useful and beneficial it would be to them; but the country people always opposed it. . . . The reason they give is, if market days were appointed, all the country people, coming in at the same time, would glut it, and the town's people would buy their provisions for what they pleased. So rather

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1. Winthrop's Journal, "History of New England, 1630-1649" ed. by James K. Hosmer, 2 volumes. New York, Scribners 1908; I, 120
2. Boston Town Record, 1634-1660, and the Book of Possessions, in City Doc. 46, 1881, part II, p. 5
3. A. E. Brown, Faneuil Hall, Boston, Lee and Shepherd, 1900; p. 67
4. Ibid., pp. 67 ff
5. Quoted in City Doc. 91, 1870, p. 5
6. Acts and Resolves, Public and Private, of the Province of Massachusetts Bay, I, 1696, ch. 2, sec. 8, 9
7. Josiah Quincy, A Municipal History of the Town and City of Boston During Two Centuries from Sept. 17, 1630 to Sept. 17, 1830, Boston, Charles C. Little and James Brown, 1852, p. 10

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choose to send them as they think fit. And sometimes a tall fellow brings in a turkey or a goose to sell, and will travel through the whole town to see who will give the most for it, and it is at last sold for 3s. and 6d. or 4s.; and if he had stayed at home he could have earned a crown by his labors, which is the customary price for day's work. So, any one may judge of the stupidity of the country people."[1]

A renewed agitation for a public market began in 1717 with a lengthy debate in the town meeting during which the disorderly conduct and unsanitary practices of the house-to-house peddlers were denounced and proposals for a public market as a cure for these evils were presented. An affirmative vote was not obtained, however, until 1733.[2] The following year an appropriation of £700 was voted for buildings at three separate locations: A South Market in Orange Street, a North Market about Old North Meeting House, and a Centre Market in Dock Square, the site of the Faneuil Hall of today.[3] The erection of three markets, instead of one, was deemed necessary in order to obtain the votes of those who opposed one central market but were not opposed to creating a number of markets. These three markets were opened on June 4, 1734.[4] Contentions continued among the people as to whether they should be served at their own doors in the old way or resort to fixed localities. The feeling of the people on the subject was intense as is revealed by the fate of the three markets. By 1737 the North Market was ordered torn down and the South Market was leased for shops. In 1737 a mob of men disguised as clergymen descended at night on the Centre Market and destroyed it.[5]

In 1740 a petition for rebuilding the Centre Market was circulated.[6] Peter Faneuil supported this petition and offered to build and donate to the town a structure for a public market, if the town would regulate it and constantly support it. The reasons he gave for wanting a public market were: The inconvenience and waste of time occasioned his household in going out of the Neck or center of Boston toward Roxbury in order to obtain choice foods before they were all sold; and the annoyance of having to meet the country people at the door several times each day.[7] The petition of three hundred and forty citizens urging the acceptance of his offer was presented to the selectmen. It contained the reservation "that the market people should be at Liberty to carry their marketing wherever they pleased about the Town."[8] Even with such an offer, and granting such a reservation, the creation of another public market was agreed to by the narrow margin of seven votes in a total of seven hundred and twenty-seven cast.[9]

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1. Quoted in City Doc. 91, 1870
2. Boston Town Records, 1729-1742, p. 46, in City Doc. 66, 1885
3. Ibid., pp. 69-72
4. Ibid., p. 71
5. Brown, op. cit., p. 72
6. Boston Town Records, op. cit., p. 259
7. Brown, op. cit., p. 79
8. Boston Town Records, op. cit., p. 259
9. Ibid., p. 260

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The town officially accepted Peter Faneuil's gift in 1742. It was voted to perpetuate his memory by calling the market by his name. When the building burned in 1761, leaving only the outer walls standing, it was decided to rebuild it with money secured by a lottery to be conducted over a period of years.[1] The new Faneuil Hall opened in 1763, there having been no market in the period of its rebuilding. The building was enlarged in 1805 under the direction of Charles Bulfinch.[2]

Mayor Quincy, the first mayor of Boston, was determined to expand the market. Although Faneuil Hall had been enlarged in 1805 by being extended in breadth to eighty feet, it was no longer adequate. Mayor Quincy tells us that even the best of the stalls were inconvenient and the passages to them obstructed. The dealers in fish and vegetables occupied a wooden shed, without glass windows and without doors, causing them to suffer much sickness.[3] By an act of February 21, 1824 the legislature granted the city power to condemn private property, to spend five hundred thousand dollars, and to borrow money at five per cent on condition that the land taken should never be used for any other purpose without the previous consent of the legislature.[4] In order to carry out Mayor Quincy's plan it was necessary to acquire six streets with their brick buildings, and to fill in the old docks thereabout.[5] Many persons regarded this expenditure, amounting to almost a million dollars, as a dangerous debt which neither the present inhabitants nor their posterity would be able to pay. That legislative authority was obtained and the plan carried out in the face of such strong opposition is a tribute to the leadership of Josiah Quincy.[6] Time has proved that his optimism was justified for by 1848 the new building had paid for itself and it has subsequently yielded a profit in excess of three million dollars.[7] Frequently the name "Quincy Market" appears in use as a reminder of Mayor Quincy's efforts, but the legal and correct name of the market is Faneuil Hall.[8]

The administration of the market laws in the seventeenth and early eighteenth centuries reposed in the hands of the clerks of the market appointed annually.[9] They were merely police officers who enforced the

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1. Boston Town Records, 1758-1769, pp. 153, 154, in City Doc. 88, 1886
2. Quincy, op. cit., p. 72
3. From a speech printed in the appendix to City Doc. 91, 1870
4. Acts, 1823-24, ch. 147
5. A good picture of the market in 1826, and a diagram showing the filled-in dock area are to be found in Quincy, op. cit., p. 74
6. City Doc. 39, 1922, p. 177
7. Finance Commission of the City of Boston, Reports and Communications, I, p. 318 18
8. City Doc. 100, 1865, p. 5
9. Boston Town Records, 1634-1660, part I, pp. 94, 154, in City Doc. 46, 1881

regulations concerning the weight and quality of bread sold.[1] In 1734 the first ordinance for the governing of the market was enacted and a clerk chosen by the selectmen for each of the three markets created at that time.[2] The first single clerk of the market was appointed for Faneuil Hall when it opened in 1742.[3] The Revised By-laws of 1757 provided for the annual choice of the clerk of the market by the town.[4]

After the beginning of the city period and the enlargement of the market (1826) the clerk of the market was appointed by the mayor for one year, with the consent of the aldermen.[5] In 1852 an ordinance changed the title of the office to that of superintendent, and gave him full police powers.[6] Today, the superintendent is appointed by the mayor alone and serves for four years at the mayor's pleasure.[7] A deputy is provided, as is also a police force. The police are appointed by, and responsible to, the commissioner of police.[8] The superintendent assigns stalls for a period of ten years at rents not less than those established by the city council, and enforces all the regulations concerning sanitation, fire-prevention, and orderly conduct. He collects the rents quarterly, these being due the first days of January, April, July, and October. He cancels the lease of any person who becomes bankrupt or insolvent, or who disobeys the rules of the market.[9]

The superintendent of the market makes an annual report which is a very brief summary of the work of his department. A typical one, that for 1934, lists the amounts and kinds of foods which were destroyed, the number of farmers who were registered for stands (520), the number of speculators who were ejected (50), and the number who were prosecuted for failure to observe the warning to keep out (5). Three hundred and seventy-five automobiles were tagged for parking illegally within the market limits. Income was given as $86,480 14.[10]

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1. Records of the Governor and Company of the Massachusetts Bay in New England, N.B. Shurtleff, ed., 5 vols. in 6, Boston, William White, 1853; III, 103
2. Boston Town Records, 1729-1742, p. 71, in City Doc. 66, 1885
3. Ibid., 1742, p. 19 in City Doc. 88, 1889
4. Ibid., 1743-1757, pp. 316-317, in City Doc. 170, 1885
5. City Doc. 48, 1852, sec. 1
6. Ibid., 49, 1852
7. Acts, 1909, ch. 486, sec. 9, 13
8. Ibid., 1895, ch. 449, sec. 26. The market police were formerly restricted in their authority to the market area. This area is defined in Rev. Ord., 1925, ch. I, sec. 4. A map of the area (by William Jackson, City Engineer, 1897) known as Plan L-2826 is on file in the office of the street commissioners.
9. Rev. Ord., 1925, ch. 21
10. City Doc. 18, 1935

The market year is divided into six seasons. From March first to April first the market is open at six-thirty in the morning; from April first to May first at six; from May first to September twentieth at five-thirty; from September twentieth to October first at six in the morning; from October first to December first, six-thirty; and December first to March first at seven. The market is open until five in the afternoon on week-days and on Saturday until six, regularly, but on holidays nine in the morning is closing time.[1]

From the earliest days of the community there had been persons who bought goods in quantities from the producers for the purpose of selling them at a profit to the consumers. Called middlemen today and held to be necessary agents in distribution, these persons were formerly known as forestallers and were opposed by the town authorities at all times. The market existed to bring the producers face-to-face with the consumers, and middlemen were held to be unnecessary. Opposition to the forestallers is seen in an act of 1695 which forbade the sale of imported provisions at wholesale until three day's notice by public crier had been given.[2] An act of 1696 providing for a market forbade dealers to buy before noon for resale.[3] In the rules for the governing of the market in 1734 it was stated that no one was to buy for resale before high noon.[4] An inspector was appointed to enforce this provision.[5] In 1742 persons who bought for resale were forbidden to enter the stalls.[6] In 1748 a heated discussion of forestalling took place among the selectmen, resulting in the closing of Faneuil Hall and in the employing of three butchers to supply the town with meat. They were allowed only five per cent on the sales as their compensation. This plan was financed by loans without interest made by public-spirited citizens to the selectmen, who were authorized to borrow up to £10,000 for this purpose. This unusual system was abandoned early in 1749 at which time Faneuil Hall was reopened.[7] The Revised By-laws of 1757 carried a penalty of 20s. for each offense of forestalling.[8] A curious provision is that the clerk of Faneuil Hall shall not buy food except for his own family.[9] The frequent attacks following this time caused the General Court in 1779 to make forestalling punishable by a fine of six shillings for each offense. An inspector was appointed to enforce the law.[10] The complaints continued but few offenders were ever convicted, because, as Mayor Quincy

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1. City Doc. 18, 1935, p. 36
2. Province Acts and Resolves, 1695, ch. 2
3. Ibid., 1696, ch. 2, secs. 8, 9
4. Boston Town Records, 1729-1742, p. 70, in City Doc. 66, 1885
5. The Records of Boston Selectmen, 1716-1736, p. 264, in City Doc. 77, 1885
6. Boston Town Records, op. cit., p. 310
7. Boston Town Records, 1742-1757, p. 159, in City Doc. 170, 1885
8. Ibid., p. 328
9. Ibid., p. 316
10. City Doc. 128, 1854

tells us, those coming from a great distance could not get near the space around the market house where the customers chiefly resorted, due to the narrow, congested streets, hence, they were obliged to sell to forestallers. Juries would not convict offenders because forestalling seemed indespensable to the interests of the farmers and the citizens in such a situation.[1]

At the middle of the last century there was a strong movement to abolish the public market either by closing it or by selling the buildings to private owners. The arguments most frequently advanced against the public market were: That the persons housed there were middlemen, whereas the purpose of a public market was to bring producers and consumers directly together; that the rents charged were so small as to constitute a subsidy by the city to the privileged few who obtained leases; and that the lessees sold their stalls for large amounts when they quit them. The opponents also argued that the size of Boston rendered a central market of little value as a convenience to the inhabitants and that the market was now in the hands of wholesalers. A special committee in 1848 studied these charges and found them to be essentially true.[2] It reported that many of the occupants of the stalls were men of large fortune who were able to keep prices up when it was to their interest to do so.

Another committee in 1851 reported that the market was intended undoubtedly as a great retail market but that the retail trade had to a great extent left it, and the business of the market had become jobbing and wholesale. Several reasons for this were noted by the committee: Faneuil Hall was rather distant from most of the population; Boston had greatly increased in size as had the neighboring towns, which had led to a marked decrease in the amount of farm land nearby; the provision stores, of which there were hundreds, delivered goods to the customer's door. The report denied that prices were controlled by the occupants of the market, because prices were not less outside than inside Faneuil Hall. It urged the continuance of a place where cheap provisions could be sold and said an increase in rents would merely result in an increase in the cost of food to the poor. The committee disapproved of the fee paid by farmers with no stalls. The reasons given for the higher prices in Boston than in either New York or Philadelphia, as noted by the committee, were: That Massachusetts is sterile; that Boston was surrounded by many towns which absorbed the local produce; that transportation to Boston was chiefly by land and hence more expensive than at New York or Philadelphia. It pointed out that no ordinance existed forbidding house-to-house peddling of provisions by those who did not like the market. It proposed the appointment of a superintendent of the market with police power, but no

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1. From a speech on the proposed market, in appendix of City Doc. 91, 1870

2. City Doc. 48, 1848, p. 4. The English Parliament in 1844 repealed all penalties for forestalling; see Encyclopedia Brittanica, Article on Forestallers

power to collect rents or make repairs, since the latter should be under the superintendent of public buildings. Leases ought not to be transferable. Although it would have been legally possible to sell the market, the committee asked how the citizens might react to the sale, since they looked upon the old market with pride.[1] A minority of the committee issued a separate report asking for an increase in the rents from the stalls so as to bring in a total revenue of fifty thousand dollars. It also advocated a set rent for each of the stalls.[2]

Agitation for the abolition of the market continued in the face of the reports justifying its existence. In 1854 another report was published which stated that, even if it were true that the market "operates as a monopoly in the hands of forestallers and thus oppresses the poor," the situation would not be remedied by turning it over to private interests who would be even more difficult to regulate thereafter. Increased rents under private ownership would only increase the cost of food.[3]

In the common council, December 1, 1854, a Mr. Kelly resolved that Faneuil Hall be auctioned before the twentieth instant. A committee reported it could not agree to the sale, since other cities supported markets in an attempt to cheapen food, and since historical memories argued for the preservation of the old market.[4]

Several interesting items reflecting the life of the market in this period are contained in the ordinances. An "ox or other beasts" standing hitched to a wagon while produce was being sold were to be impounded and not returned until the owner paid a sum not to exceed one dollar.[5] "No person shall play at any game, or lie down, or sleep, or behave in a disorderly, noisy or riotous manner; nor shall any person within the limits of the said market smoke, or have in his possession any lighted pipe or segar."[6] A great number of sleighs came to the market in winter. The sleighs and carts crowded into the city early Sunday evening, and by midnight there was generally a good deal of swearing and fighting so that a considerable police force was required to keep order.[7]

As the movement to abolish or sell the market lost strength, those persons friendly to the market began to work for its improvement. In April, 1855 the council ordered enlargements and improvements, such as steam-heat, as long as these did not cost more than one hundred thousand

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1. City Doc. 62, 1851
2. Ibid., 21, 1852
3. Ibid., 119, 1854
4. Ibid., 128, 1854
5. Ibid., 24, 1842, sec. 4
6. Ibid., 9, 1846, sec. 15
7. Ibid., 91, 1870, p. 15

dollars.[1] The city solicitor reported that he doubted the legality of any enlargements since these would clearly constitute a business investment which was not the tradition of the city and would doubtless lead to numerous damage suits.[2]

That same year a joint committee of the city council revised all the ordinances relating to the market and reported in favor of the physical improvement of the buildings. Their report again rebutted the arguments for selling the market and pointed out that farmers were free to sell anywhere they chose in the city. They agreed that the bulk of sales were wholesale, but stated that this was a necessary and legitimate activity.[3]

An ordinance of 1857 provided that any person might sell anywhere in the streets during the hours Faneuil Hall was open, but must not remain more than thirty minutes in one place, nor throw waste in the streets.[4] Further, it was enacted by the legislature in 1859, that the city should make no by-law excluding anyone form the street stands in Faneuil Hall who met police requirements.[5] This made it impossible for the city to collect rent from the farmers selling in the market area as it had done for a year and a half after 1850.[6] The city had voluntarily given up this practice because of its doubtful legality. The report of the superintendent of the market in 1865 admitted that the question of a free and open market had been mooted so frequently that it might be said never to have been settled. Open hearings were reported on this matter. All persons testifying charged that a monopoly existed, yet the committee was unable to find such to be the case.[7]

A committee report in 1870 stated that the city, by building a great central market-house, had concentrated trade in one locality, but the increase of population throughout the city had made the market inadequate. Their investigation showed that nearly all those who testified before the committee advocated some change whereby the producer and the consumer might be brought closer together, and the intervention of "middle men", or jobbers, rendered unnecessary. Those who testified were under the impression that there were serious restrictions upon the sale of meats and perishable produce from wagons going about from house to house in the streets whereas no such restrictions existed.[8] This committee of investigation recommended the establishment of markets in the (Roxbury) Highlands, in Dorchester, in South Boston, and in East Boston.[9] No action was taken on this recommendation.

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1. City Doc. 32, 1855
2. Ibid., 44, 1855
3. Ibid., 56, 1855
4. Ibid., 79, 1857
5. Acts, 1859, ch. 181
6. City Doc. 30, 1859
7. Ibid., 100, 1865
8. Ibid., 91, 1870
9. Idem

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In 1875 a proposal for a vegetable market was pushed but suddenly dropped when charges were filed against some members of the common council for conspiracy to buy, at exorbitant prices, lands held by the Mercantile-Wharf Company.[1]

The demand for more markets produced a report in 1914 on the advisability and cost of establishing and maintaining public markets at central locations in the various sections of the city. Experimental retail markets in the open places were proposed. But, it was pointed out no move of this kind could any longer do much to solve food problems. Only about one-fifth of Boston's food was produced in New England, and, since only a small portion of its perishable foods were derived from nearby producers, it at once became apparent that any retail market system which was based upon the idea of drawing nearby producers of perishable goods closer to the consumers could serve only a comparatively small portion of the food supply of the city. It reiterated the reasons given in earlier reports for the higher cost of food in Boston than in other large cities. The report accused Boston of providing a home for wholesale merchants without exercising any control over them in the interest of the consumer. It recommended that all produce be sold at public auction to any and all buyers, and that the halls of the market be used only by licensed commission men who operated under regulations.[2]

Acts of the General Court were passed as recently as 1907 and 1921 in an attempt to keep the market area a place where the actual producers of food sell directly to the consumer. The act of 1907 states that "it shall be lawful to occupy without license or fee, places in the streets (outside Faneuil Hall Market) . . . provided that the produce is from the farm of the person offering it, or from a farm within ten miles of the residence of such person, or wholesaled by a person who acts for one not residing within eight miles of said market."[3] In 1921 it was enacted that "no regulation (of the city) shall exclude from the occupation of the streets in said market (Faneuil Hall) any person whose sole purpose is to sell fresh provisions or perishable goods."[4]

The earnings and expenses of the market since 1826 are of interest. In that year $14,895 were collected, while $1,765 were spent. But the next year, income rose to $26,219 while expenses were $2,368. Income and expenses increased but little till 1849 when $30,919 was received, and $4,772 expended. The sudden leap upward in 1850-51 to an income of $41,575 with no increase in expenses,[5] was due to an increase in the rents of the stalls and to the charging of fees for wagon stands near the

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1. City Docs. 75, 1875; 81, 1875; 29, 1876
2. Ibid., 118, 1915
3. Acts, 1907, ch. 584
4. Ibid., 1921, ch. 191
5. City Doc. 62, 1851

market. The latter practice was given up because the legality of the practice was doubtful but only after the city had, in a year and half, collected $14,000.[1] By 1880 revenues and expenses had doubled, reaching $85,613 and $9,253, respectively.[2] Since 1880 income has remained practically the same, rising in 1931 to $90,000 but falling again in 1937 to $82,582 which is the latest reported income. Expenses have almost doubled since 1880, being in 1937 some $16,746.[3] This shrinking of income has been in the face of several increases in rental charges.[4]

Although the market was for decades the center of the retail trade in foods, today its business is largely wholesale. The growth of the city, the vast increase in number of provision stores serving each section, and especially of the larger chain stores; and the growth in the amount of canned and bottled foods sold, have robbed the market of its former ascendency. The market building was recently remodeled at a cost of half a million dollars. The merchants who today occupy the stalls are tenants-at-will.[5] Many of them have their agents in the larger towns in New England and frequently supply food to ships, and to the inhabitants of the islands in the harbor. The real Bostonian, even if he now lives in the suburbs, pays an occasional visit to the colorful market to buy a wild fowl, a cut of venison, or a basket of vegetables.[6]

Except where otherwise noted, all records are in room 61, Faneuil Hall Market Building.

Reports

187. ANNUAL REPORT OF THE MARKET DEPARTMENT, 1890, 1892-93, 1897, 1900-33, 1935. 39 sheets (dated)
Narrative account of departmental activities, amount received from market rents, leases in effect; amount, type of meats and produce condemned; itemized amount of receipts and expenditures Includes intermittently inventory of property owned by city, number of farmers registered, number of speculators ejected or prosecuted, district number of automobiles tagged for violations in market area, total amount of income from market rents and coin locks. No arr No index Ptd 9 x 5½. In series titled Boston City Documents, State Lib., State House, Boston. (Also found at statistical dept., rms. 73-76, C H.)

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1. C. P. Huse, Financial History of Boston, From May 1, 1822 to January 31, 1909, Cambridge, Harvard University Press, 1916, p. 89
2. Auditor's Report, City Doc. 86, 1880
3. City Docs. 88, 1891; 4, 1901; 22, 1931; 4, 1938
4. Boston Finance Commission, op. cit., I, p. 311; ibid., XXXI
5. Ibid., XXXIV, pp. 24, 25
6. Lucius Beebe, Boston and the Boston Legend, "Faneuil Hall", D. Appleton-Century Co., New York, 1935

188. RECORDS - MARKET DEPARTMENT (Police Reports, Complaints), Jan. 7, 1916--. 2 vols. No title, April 1, 1935--, 1 vol. Police reports on undelivered and stolen merchandise, assaults, lost keys, broken glass, lost and found cars, hospital cases, accidents: Names of principals, nature of complaint or report, disposition of case, date of report. Arr. by date of report. No index. Hdw. till 1935, typed thereafter. 300 pp. 11½ x 9½ x 1¼ to 500 pp. 13½ x 9 x 2.

189. (Night) WATCHMEN'S DAILY REPORT, 1936--. 6 vols. (labeled by name of watchman and dated). Title varies slightly. Name, place of employment of employees; record of employees entering, leaving market outside of business hours; report on accidents, complaints, thefts, fines, water leaks; date of report. Arr. by date of report. No index. Hdw. 100 pp. 4½ x 8½ x ½. Supt. off., rm. 59, Faneuil Hall Market Bldg.

Financial Records
(See also entry 187)

190. CITY OF BOSTON (Schedules of) BILLS RECEIVABLE, 1823--. 9 vols. (1 vol., 1823-25, dated; 8 vols., 1830--, unlabeled). Missing: 1826-29, 1845-49, 1920-28. Title varies slightly. Record of bills due from tenants of Faneuil Hall market stalls: Name of tenant; stall, cellar of sidewalk space number; amount, period of rent; amount, date of abatement, collection; balance due; number, date of bill, schedule; signature of superintendent of markets. Arr. by due period of rent payment and thereunder by space no. of tenant. No index. Hdw., 1823-77; hdw. under ptd. head, 1877-1937; typed on ptd. form thereafter. 250 pp. 13 x 10 x 1¼.

191. BILLS (and Statements of Invoices) SENT TO AUDITOR MONTHLY TO BE PAID, Jan. 1929--. 4 bdls. (dated). Contains copies of:

i. Bills: Name, address of vendor; name of department charged; quantity, unit price, cost of each item; total amount, date of invoice; terms of purchase, order number.

ii. Statement of invoices: Name, address of vendor; name of department charged; date, order number, amount of invoice, monthly total of invoices.

Arr. by month. No index. Typed on ptd. form. 4½ x 4¼ x 9½.

192. (Record of Monthly Drafts For) MARKET DEPARTMENT (Expenditures), Feb. 1, 1915 - Nov. 30, 1933. 2 vols. (dated). Expenditures for pay rolls, supplies, utilities, repair and replacement service: Name of payee, description of items; amount, date of expenditure, monthly totals. Arr. by month. No index. Hdw. 375 pp. 13½ x 9 x 1¼.

193. (MONTHLY SUMMARY OF EXPENDITURES), Jan. 1925 - Dec. 1933. 1 file drawer. System discont. 1933.
Classification of expenditures; amount of original appropriation, interdepartmental transfers, revenue received; total amount of appropriation, expenditures for previous month, total expenditures to date, unexpended balance. Also contains:

i. Record of pay roll: Title of employees group, number in each group, rate of pay, total amount of pay roll; amount received from interdepartmental transfers, additional revenue, total appropriation, amount of expenditures for previous month, total expenditures, balance on hand.

ii. Subdivision of bills: Classification of bills; number, amount of each item; total amount of bill.

Arr. by month. No index. Hdw. on ptd. form. 6 x 27¼ x 18½.

Requisitions

194. (Copies of) PRINTING REQUISITIONS, Jan. 10, 1929--. 1 vol. 1915-- in Letter Files, entry 200-i; 1934-- also in Registration of Farmers (Allowed to Sell Produce From Trucks), entry 198-i.
Requisitions for printing and office supplies: Description, quantity, unit cost, total cost of items; name of account charged, place of delivery, signature of superintendent of markets; date, number, order number of requisition. Arr. by date of requisition. No index. Hdw. on ptd. form. 1000 pp. 8¼ x 7½ x 2½.
For original requisitions 1937--, see entry 485.

195. (Copy of) REQUISITION FOR SUPPLIES, MARKET DEPT. CITY OF BOSTON, Jan. 19, 1928 - Nov. 16, 1934. 1 vol. (1, and marked by incl. requisition nos.) System discont. 1934.
Name of department, itemized list of supplies; number, date of requisition; signature of superintendent of markets. Arr. by requisition no. No index. Hdw. on ptd. form. 1000 pp. 9 x 7½ x 2¼.

Maps and Plans

196. (MISCELLANEOUS PLANS), 1934--. 11 plans and 1 duplicate plan.
Contains:

i. Basement and first-floor plans of Faneuil Hall Market, 1934: Name of tenant; location, area of rentable space; rent per year, space number, date of plan.

ii. Block plan of market district, Oct. 1934: District, block, lot number; lot dimensions, date of plan.

iii. Plan of Faneuil Hall and Quincy Markets showing same information as in i, ii, iv and including detailed summarization of rentals thereof, Nov. 6, 1934: Name, address of tenant; market firm name, description, number, area, rate per foot of space to be rented; amount of rent for each space, anticipated yearly rental from each market, total amount of anticipated rental. For schedule of rentals, Nov. 1934, see entry 397.

(MISCELLANEOUS PLANS), 1934--. (Cont'd)
iv. Plans of the basement, first and second floor areas, Quincy Market, 1934-37: Location and area of rentable space, rent per year, space number, date of plan.
Various authors, publishers. Blueprint. Scales vary. 1½ x 18 x 11 x 16.

Miscellaneous

197. (MAP OF FANEUIL HALL MARKET LIMITS), Feb. 16, 1897. 1 sheet.
Geographical map showing limits of Faneuil Hall Market and area reserved for market uses. Wm. Jackson, city engineer. Blueprint, framed. Scale 1":80'. 40 x 27.

198. REGISTRATION OF FARMERS (Allowed to Sell Produce From Trucks), 1934--. 1 file drawer.
Name, address of farmer; registration number, amount of fee; number of greenhouses, fruit trees, acres of land used for vegetables; number of loads per week after June 1, chief crops raised, statement whether products offered are raised by farmer or purchased, agreement to abide by rules and regulations of department, date of registration, signature of farmer, approval of superintendent of markets. Also contains:
i. (Copies of) Printing Requisitions, entry 194.
ii. Copies of service orders: For description, see entry 200-ii.
Arr. alph. by name of farmer. No index. Hdw. on ptd. and mimeographed form. 15 x 12 x 27. Supt. off., rm. 59, Faneuil Hall Market Bldg.

199. NAMES OF FARMERS, BY REGISTRATION NUMBERS (of Produce License Plates), Jan. 1, 1938--. 1 vol. (1-377, dated). System estab. Jan. 1, 1938.
Name, address of farmer; plate number, date of registration. Arr. by plate no. No index. Hdw. 100 pp. 4 x 7 x ½.

200. LETTER FILES, 1915--. 6 vols., 2 file drawers.
Correspondence with various individuals, firms and directors of agricultural extension services, county farm bureaus regarding applicants wishing to sell produce in market district, complaints against individuals or firms, reports on accidents, losses, thefts, gas and water leaks; with other city departments relative to collection of waste, removal of rubbish, supplying of labor, renewal of leases. Also contains:
i. (Copies of) Printing Requisitions, entry 194.
ii. Copies of service orders: Name, address of vendor; name of department; quantity, description, estimated cost of service ordered; number, date of order; appropriation code letter, number; cost, quantity, description, date material received; date of invoice, date received, returned to auditor; signature of ordering official. 1934-- also in Registration of Farmers (Allowed to Sell Produce From Trucks), entry 198-ii.
Arr. by date of letter and thereunder alph. by name of person or subject. No index. Hdw., typed and hdw. on ptd. form. Vols., 250 pp. 12 x 10 x 1½; file drawers, 15 x 12 x 27.

201. STALL BOOK (Record of Cargo Discharged From Ships), 1826-1929. 1 vol. (dated).
Name of boat, country of registration, itemized list of cargo discharged; amount, date of fee paid for discharging. Arr. by date of discharge. No index. Hdw. 250 pp. 14½ x 7 x 1.

202. (CARD RECORD OF MARKET EMPLOYEES), undated. 1 cardboard box.
Record of employees of various firms which rent stalls or cellars in market district: Name, address, place of employment, telephone number of employee; name of firm. Arr. alph. by name of employee. No index. Typed. 3 x 5 x 11.

XXV. WEIGHTS AND MEASURES DEPARTMENT

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XXV WEIGHTS AND MEASURES DEPARTMENT[1]

Historical Sketch

The department is in the charge of a sealer of weights and measures who is appointed by the mayor, subject to civil service regulations, and holds office during good behavior.[2] The sealer's functions are fixed by the general state laws on the subject and have been so fixed since the creation of his office in 1647.[3] To assist the sealer in carrying on the work of the department there are fifteen deputy sealers, a coal inspector, a mechanician and an executive clerk.[4] Up to 1863 the sealer's compensation was the fees he received from the owners of the instruments he tested.[5] In that year the city council, taking advantage of the opportunity afforded it by the General Court, abandoned the fee system of compensation and placed the sealer on a straight salary basis.[6] All money since received by the sealer for testing and adjusting has been paid into the city treasury.[7] The sealer's salary is $4500.[8]

Annual reports of the department's activities have been published, with a few exceptions, since 1864.[9] At first two reports were published each year, one by each of the two sealers who were in charge, respectively, of the two sealing districts into which the city had been divided.[10] Since 1870, however, only one report has been published each year, but it has covered the work of the department for the entire city.[11] In addition to making these annual reports to the city authorities, the sealer has been required, since 1907, to file a report annually with the director of standards of the state department of labor and industries.[12]

Except where otherwise noted, all records are in room 107, first floor, City Hall Annex, 24-26 Court St.

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1. For the sketch of the development of the office of sealer of weights and measures during the town period 1630 to 1821, see Inventory of the Town and City Archives of Massachusetts, No. 13 Suffolk County, Vol. I - Boston, Part 1, to be published by the Historical Records Survey in Massachusetts.
2. Rev. Ord., 1925, ch. 37, sec. 1; ch. 2, sec. 1
3. General Laws, 1932, ch. 98. The statutory origin, development and functions of sealers of weights and measures generally are covered in Town and City Government in Massachusetts, to be published by the Historical Records Survey in Massachusetts.
4. City Doc. 35, 1939, p. 1. The deputy sealers are appointed by the mayor subject to civil service regulations; Rev. Ord., 1925, ch. 2, sec. 1.
5. The size of the fees has always been fixed by the General Court.
6. Acts, 1863, ch. 179, sec. 4; City Doc. 62, 1864, p. 4
7. City Doc. 64, 1863, p. 16 (sec. 4); City Doc. 62, 1864, p. 4
8. Ordinance passed Feb. 14, 1938
9. City Doc. 38, 1938, p. 80
10. Ibid., 62, 1864; ibid., 63, 1864
11. City Doc. 7, 1871, is the first of these reports.
12. Acts, 1907, ch. 534, sec. 5

Reports
(See also entry 230-iii)

203. ANNUAL REPORT OF THE WEIGHTS AND MEASURES DEPARTMENT, 1864, 1869-74, 1876-78, 1880-90, 1892-93, 1897, 1900--. 63 pamphlets (dated). Required by law to be submitted to mayor in 1864, to state bureau of standards in 1907.

Contains:

i. Appropriations, 1900--: Year, amount of appropriation; amount of transfer from other appropriations.

ii. Classification of expense, 1900--: Itemized list of expenses.

iii. Coal reweighings in transit, 1901--: Total number of coal reweighings, number underweight, overweight, found correct.

iv. General duties and functions of the department, 1864--: Number of chapter of general laws regulating activities, stating the duties of the sealer and his deputies and enumerating their rights and duties.

v. General review of activities, 1900--: Resume of year's activities, financial report, personnel of department, report of new equipment acquired during year, new legislation adopted; recommendations for improvements in department.

vi. Income and expenses, 1869--: Type, amount of expenditures; amount paid for salaries: 1870-- includes total amount of department receipts; 1900-- includes amount of receipts for sealing and adjusting of weighing and measuring devices, amount of budget expenditures, balance if any.

vii. Inventory of department property, 1864--: Number, type of office furniture, sealing tools on hand. 1869-- includes number, type of measuring and weighing devices on hand; 1864 includes the standard weights and measures according to law.

viii. List of legal weights for fruits and vegetables, 1900--: Name of commodity, number of pounds in peck, bushel; number of ounces in one quart.

ix. Recapitulation of tests, 1900--: Total number of each kind and type of weighing, measuring devices tested for year, total number of tests of all descriptions.

x. Report of earnings of department, 1900--: Total annual amount charged for sealing and adjusting, weighing and measuring devices, amount uncollected, balance paid to city collector; unpaid bills of previous year paid to city collector; total amount received and paid to collector.

xi. Report of inspections of weighing devices, 1901--: Name of owner, type of business, total number of devices tested in each kind of business, grand total.

xii. Report of operations of department, 1864, 1870--: Number, type, total amount of devices tested, list of devices tested and fee charged.

xiii. Report of prosecutions by the department for violation of weights and measures laws, 1900--: Nature of violations, number of persons prosecuted, total number of cases in court; number of persons found guilty, not guilty; total amount of fines for the period.

xiv. Report of servicing of scales, 1900--: Number of scales serviced; number of inside, outside scales tested; grand total tested, amount of fees collected for services.

xv. Reweighings of commodities, 1900--: Name of commodity, number of reweighings; number found light, heavy, correct.

xvi. Schedule of fees, 1900--: Amounts to be charged for sealing, adjusting, testing, weighing and measuring devices.

xvii. Store inspections, 1900--: Typed of commodity inspected, number of inspections of each kind, total number of stores inspected, number of coal teams inspected and reweighed while in transit.

No arr. No index. Ptd. 14 pp. 9 x 5½ x 1/16. 60 pamphlets, 1864-1935, in Boston City Document series, State Lib., State House, Boston; 3 pamphlets, 1936--, off. of city messenger, rm. 401, C. H. (Also 60 pamphlets, 1864-1935, found in statistical dept., rms. 73-76, C. H., and 23 manuscript vols., 1915--, found in rm. 107, C. H. Annex.)

204. CITY OF BOSTON - WEIGHTS AND MEASURES DEPT., 1918-- 49 vols. (dated, numbered, and marked by incl. p. nos.).

Deputy sealers' daily reports of inspections and prosecutions: Name, address of owner, type of business; name of deputy sealer; number of weighing, measuring devices tested; amount of charges for sealing, adjusting each type, total daily charge; page number, date of report; ledger page reference to City of Boston - Weights & Measures Dept. - Monthly and Annual Totals, Work (Report) of Deputy Sealers (and Recapitulations), entry 205; statement by deputy of unfinished work, date when finished. Includes intermittently complaints: Name, address of complainant; nature of complaint. Also includes: 1919--, receipt letter and number reference to (Receipt for Fees for Sealing and Adjusting Measuring Devices), entry 224; rate of fees for servicing of devices; 1926--, signature of sealer approving deputy's report; 1929--, number of receipt for payment of services rendered; 1932--, reading of mileage of hired cars used by deputy; 1937--, regulation by the legislature of fees on scales. Also contains:

i. Reports of prosecuted cases: Name of prosecuting deputy sealer; defendant, judge, defense attorney; nature of complaint, plea; court finding, amount of fine imposed; date of hearing. Includes intermittently number of court session, date of continuation, disposition of case. For annual published reports 1900--, see entry 203-xiii; for record of prosecutions 1907--, see entry 235.

Arr. by date of report. No index. Hdw. on ptd. form. 1200 pp. 20¼ x 13½ x 5½. 41 vols., 1918-35, va., subbsmt.; 8 vols., 1936--, rm. 107; C. H. Annex, 24-26 Court St.

205. CITY OF BOSTON - WEIGHTS & MEASURES DEPT. - MONTHLY AND ANNUAL TOTALS - WORK (Reports) OF DEPUTY SEALERS (and Recapitulations), 1918--. 4 vols. (dated).

Contains:

i. Monthly summaries of work of deputy sealers: Names of deputy sealers; number of devices not

CITY OF BOSTON - WEIGHTS AND MEASURES DEPT - MONTHLY AND ANNUAL TOTALS
WORK (Reports) OF DEPUTY SEALERS (and Recapitulations) (Cont'd)

i. Monthly summaries of work of deputy sealers: (Cont'd)
in use, places visited for inspection daily; number, type of devices, tested, adjusted, tagged for repairs, condemned, repaired as ordered, itemization of fees; daily total of charges for sealing, adjusting; monthly total for each deputy; date of report, report number reference to City of Boston - Weights and Measures Dept., entry 204.

ii. Annual recapitulation of monthly totals of work of the deputy sealers: Year of recapitulation; monthly totals of number of devices sealed, adjusted in each classification; amount of monthly charges for sealing, adjusting; amount of charges for sealing, adjusting by each deputy per month, per year; number of devices serviced per year in each classification; total charges for sealing, adjusting for all deputies for year; grand total of all charges for the year.

Monthly summaries arr by month and thereunder by date of report; annual recapitulation arr by year. No index. Hdw. on ptd. head. 1000 pp. 16 x 25 x 3½. 2 vols., 1918-31, va., subbsmt.; 2 vols., 1932--, rm. 107; C. H. Annex, 24-26 Court St.

Records of Inspections

(See also entries 203-ix, -xi, -xii, -xiv, -xv, -xvii, 205, 221, 225, 227)

206. (COMMODITIES AND MEASURING DEVICES) 1910--. 4 vols. (3 vols., 1910-29, 1936-- unlabeled; 1 vol., 1930-35, dated).

Daily statistical summary of inspections, reweighing, investigations, complaints: Name of deputy, sealer; number, type of inspections, number of reweighings, testings, sealings, miscellaneous inspections, complaints; total number of inspections, complaints for month; report page reference to City of Boston Weights and Measures Dept (Daily Reports), 1918--, entry 204; date of inspection. Includes annual recapitulation of reweighings, inspections and investigations of complaints. Arr. by day. No index. Hdw. on ptd. form. 296 pp. 8½ x 12½ x 1 to 150 pp 12 x 22 x 2. 2 vols., 1910-29., va., subbsmt.; 2 vols., 1930--, rm. 107; C. H. Annex, 24-26 Court St.

For annual published reports of reweighings, 1900--, see entry 203-xv.

207. SEALER OF WEIGHTS & MEASURES OUTSIDE WORK, 1881-1918. 23 vols. (dated, marked by vol. nos.). Missing: 1883-86, 1889-90, 1893-95, 1898.

Record of testing, sealing, adjusting of weights and measures by deputy sealers in the field: Name, address of owner; place, nature of business; type of weights, measures condemned, adjusted; amount charged, date of inspection. Arr. by date of inspection. 1881-1913 1918 no index; for index 1914-17, see entry 208. Hdw. on ptd. form. 450 pp. 20 x 17 x 3½. Va., subbsmt., C. H. Annex, 24-26 Court St.

208. SEALER OF WEIGHTS & MEASURES (Index to) OUTSIDE WORK, 1914-17. 4 vols. (marked by vol. no. of indexed record).
Name of owner; volume, page reference; volume number. Includes alphabetical list of owners of devices. Arr. by vol. no. and thereunder alph. by name of owner. Hdw. on ptd. form. 300 pp. 14 x 9⅓ x 1½. Va., subbsmt., C. H. Annex, 24-26 Court St.

209. SEALER OF WEIGHTS & MEASURES INSIDE WORK, 1881-1918. 9 vols. (dated, marked by vol. nos.). Missing: 1883-86, 1889-90, 1893-95, 1898.
Record of testing, sealing, adjusting of weights and measures in the office: For description, see entry 207. Arr. by date of inspection. 1881-1914, 1918 no index; for index 1915-17, see entry 210. Hdw. on ptd. form. 250 pp. 20 x 16½ x 1½. Va., subbsmt., C. H. Annex, 24-26 Court St.

210. SEALER OF WEIGHTS & MEASURES (Index to) INSIDE WORK, 1915-17. 3 vols. (marked by vol. no. of indexed record).
For description, see entry 208. Includes alphabetical list of owners of devices. Arr. by vol. no. and thereunder alph. by name of owner. Hdw. on ptd. form. 320 pp. 14 x 9½ x 1½. Va., subbsmt., C. H. Annex, 24-26 Court St.

211. CITY OF BOSTON WEIGHTS AND MEASURES DEP'T. COAL REWEIGHING (Certificates), Feb. 1, 1918--. 16 vols., 1 binder (16 vols., 1918-37, dated; 1 binder, 1938--, unlabeled).
Name, address of coal dealer, buyer; name of sealer, driver of team or motor vehicle; location of test scale; amount of sworn gross, tare, net weight; number of pounds overweight, underweight; date, time of reweighing, number of coal reweighing certificate, signature of sworn weigher. Arr. by date of reweighing. No index. Hdw. and typed on ptd. form. Vols., 600 pp. 8 x 5 x 3; binder, 250 pp. 7½ x 4⅓ x 2. 8 vols., 1918-29, va., subbsmt.; 8 vols., 1930-37, 1 binder, 1938--, rm. 107; C. H. Annex, 24-26 Court St.

For annual published reports of reweighings 1900--, see entry 203-iii.

212. GAS PUMPS - NOT USED - OUT OF BUSINESS, 1928--. 2 file drawers (dated). Title varies: Gasoline Pumps, 1928-37, 1 file drawer.
Record of testing of gas and oil pumps, meters and other measuring devices of gas stations, classified according to (1) pumps in use, (2) pumps not used, (3) stations not in business: Name, address of owner; type of business; kind, number of pumps inspected, tested, sealed; number of pumps not in use, signature of deputy sealer, date inspected. Includes record of firms gone out of business. Arr. alph. by name of dist. and thereunder alph. by name of st. No index. Hdw. and typed on ptd. form: 5¼ x 6¼ x 18.

For copies of receipts for sealing and adjusting fees, 1932--, see entry 224.

213. (Record of Oil) TANK(s) - METERS (Tested and Sealed), 1933--. 1 file drawer.
Name, address of oil company; number, type of meter; registration number of truck, number of compartments in tank; date meter tested, adjusted, sealed; initials of deputy sealer. Arr. alph. by name of dist. and thereunder alph. by name of owner. No index. Hdw. 5¼ x 6¼ x 18.
For copies of receipts for sealing and adjusting fees, 1932--, see entry 224-i.

214. (Record of Testing and Sealing of) TAXIMETERS, 1932--. I file drawer.
Name, residence, business address of owner; name of deputy sealer; taxicab, meter, registration number; rate of fare, number of feet allowed for wheel slippage; date meter tested, sealed; remarks. Arr. alph. by name of owner of taxicab. No index. Hdw. and typed on ptd. form. 5¼ x 6¼ x 18.
For copies of receipts for sealing and adjusting fees, see entry 224.

215. (Record of) TOWN TAXI (Meters Tested and Sealed), 1935--. 1 file drawer.
Name, address of taxicab company; name of deputy sealer; taxicab, meter, registration number; rate of fare, number of feet allowed for wheel slippage; date meter tested, sealed; remarks. Arr. by taxicab no. No index. Hdw. on ptd. form. 5¼ x 6¼ x 18.
For copies of receipts for sealing and adjusting fees, see entry 224.

216. (Record of) CHECKER TAXI CO. (Meters Tested and Sealed), 1936--. 1 file drawer.
Name, address of taxicab company; name of deputy sealer; taxicab, meter, registration number; rate of fare, number of feet allowed for wheel slippage; date meter tested, sealed, remarks. Arr. by taxicab no. No index. Hdw. on ptd. form. 5¼ x 6¼ x 18.
For copies of receipts for sealing and adjusting fees, see entry 224.

217. JUNK DEALERS - SECOND-HAND DEALERS, 1934--. 1 file drawer.
Record of inspection of weighing devices of junk dealers, jewelers, pawnbrokers: Name, address of owner; type of business; number, type of devices tested, sealed; date of inspection, initials of sealer. Arr. alph. by name of dist. and thereunder alph. by name of owner. No index. Hdw. 5¼ x 6¼ x 18.
For copy of receipt for sealing and adjusting fees, 1928--, see entry 224-ii.

218. (Card Record of Inspection of) LEATHER (Measuring) MACH., HEAVY SCALES, MEASUREGRAPHS, YARDSTICKS, PERSON (Weighing) SCALES, 1934--, 1 file drawer.
Name, address of owner; number, type of device tested, sealed; date of inspection, signature of deputy sealer; remarks. Arr. alph. by type of device. No index. Hdw. and typed. 5¼ x 6¼ x 18.

219. (STUBS OF TAGS ATTACHED TO CONDEMNED DEVICES), 1938--. 1 bdl. Prior records destroyed.
Name, address of owner, type of business; kind of device condemned; name of deputy sealer; date tested, condemned, stub number. No arr. No index. Hdw. on ptd. form. 3 x $2\frac{1}{4}$ x $\frac{1}{2}$.

220. CITY OF BOSTON - JOHN D. CADOZAN SEALER - SOUTHERN DISTRICT, 1863. 1 vol. (dated).
Record of inspection of weights and measures: Location, kind of business; number of weights, measures on hand; number, type sealed, adjusted, repaired; amount charged, received for sealing, adjusting, repairing. Arr. by date of examination. No index. Hdw. on ptd. form. 300 pp. 18 x 12 x $1\frac{1}{2}$. Treas. balcony va., C.H.

Financial Records
(See also entries 203-i, -ii, -v, -vi, -x, -xiv, -xvi, 204, 205)

221. (Record of) CASH (Receipts) WEIGHTS AND MEASURES DEPT. CITY OF BOSTON, 1908--. 9 vols. Title varies slightly.
Record of payments received for inspecting and adjusting measuring devices and from sale of used department property: Name of payer, deputy sealer receiving payment; amount received, date of inspection; number, type of device tested, adjusted, sealed daily, weekly, monthly, annually; date of payment, total amount received; number of inspections, adjustments made annually. Includes sale of used department property: Description of property sold, amount received, date of sale. Also includes monthly, yearly recapitulation of receipts. Arr. by date of receipt of payment. No index. Hdw. on ptd. form. 300 pp. $15\frac{1}{4}$ x $10\frac{1}{2}$ x $1\frac{1}{4}$. 7 vols., 1908-34, va., subbsmt.; 2 vols., 1935--, rm. 107; C.H. Annex, 24-26 Court St.

222. WEIGHTS AND MEASURES (Record of Receipt of Cash and Charges), Aug. 29, 1914--. 39 vols. (5 vols., Aug. 29, 1914 - Apr. 8, 1916, July 29, 1929 - Mar. 22, 1930, July 6, 1937-- unlabeled; 13 vols., Apr. 10, 1916 - Dec. 10, 1923, dated, numbered; 21 vols., Dec. 10, 1923 - July 27, 1929, Mar. 24, 1930 - July 3, 1937, dated). Missing: Mar. 14 - Sept. 24, 1915; May 12, - Nov. 29, 1917. Title varies slightly.
Daily record of cash and charges received from deputy sealers and of collections on accounts receivable: Name of deputy, firm making payment; amount collected, charged by deputies; amount received from debtors, total collected weekly; amount of weekly deposit with city collector, date of receipt. Arr. by date of receipt. No index. Hdw. on ptd. form. 200 pp. 11 x $8\frac{1}{2}$ x 3/4. 37 vols., 1914-37, va., subbsmt.; 2 vols., 1937--, rm. 107; C.H. Annex, 24-26 Court St.

223. (Record of) BILLS (Receivable) WEIGHTS AND MEASURES DEPT., 1915--. 24 vols. (dated) Title varies slightly.
Record of all charges to merchants for adjusting, sealing and weighing of measuring and weighing devices: Name, address of account; name of deputy; place, date of inspection; itemized account of work performed, amount of fee for each tested item, total charges for each bill, total charges for month, date payment received. Arr. by name of account and thereunder by date of inspection. Indexed alph. by name of account. Hdw. 250 pp. 10½ x 8½ x 1. 19 vols., 1915-33, va., subbsmt.; 5 vols., 1934--, rm. 107; C. H. Annex, 24-26 Court St.

224. (RECEIPT FOR FEES FOR SEALING AND ADJUSTING MEASURING DEVICES), 1928--. 137 bdls., 4 file drawers.
Contains copies of sealers' receipts for fees for sealing and adjusting:

i. Large measuring devices: Name, address, type of business of firm; type, capacity, number of scales, automatic pumps, measuring machines, spring and counter balances, weights, dry and wet measures, yardsticks, computing platforms; itemized amount and total amount charged for sealing, adjusting; grand total; number, date of receipt, signature of sealer. 1932-- includes vehicle tanks, gasoline devices, taximeters, beams and balance scales sealed, adjusted.

ii. Small measuring devices: Name, address, type of business, license number of firm; number of measuring device, spring balance, trip scale, weights, wet measure, taximeter, yardstick, beams, jewelers' scales sealed and adjusted; amount charged; number, date of receipt; signature of sealer. For record of inspection of junk dealers; jewelers, and pawnbrokers 1934--, see entry 217.

iii. Taximeters: Name, address of taxicab owner; meter, cab, license, registration number; wheel measure, amount paid, date sealed; number of receipt, signature of sealer. For record of testing and sealing of taximeters 1932--, see entries 214-216.

Arr. by date of receipt and thereunder alph. by name of firm. No index. Hdw. on ptd. form. Bdls., 3 x 4½ x 8½; file drawers, 5 x 18 x 18. 137 bdls., 1928-35, va., subbsmt.; 4 file drawers, 1936--, rm. 107; C. H. Annex, 24-26 Court St.

225. (ORIGINAL CHARGE SLIPS FOR INSPECTION AND SEALING OF MEASURING DEVICES), 1938--. 1 bdl.
Name, address of owner; location, type of business; number, description, type of devices inspected; itemized amount, total charge for adjusting, sealing; charge number, date of inspection; amount, date of payment, signature of deputy sealer. Arr. by date of payment. No index. Hdw. on ptd. form. 9½ x 4½ x 2½.

226. (COPIES OF ACKNOWLEDGMENTS OF RECEIPTS FROM INSPECTION FEES), 1935--. 30 bdls.
Name, address of firm; type of service rendered, itemization, description of devices inspected; cost of each item; total amount charged, collected; date of service; number, date of receipt; signature of deputy sealer. Arr. by date of receipt and receipts numbered consecutively. No index. Hdw. 5 x 4½ x 1½ to 24 x 19 x 11. 1 bdl., 1935-37, va., subbsmt.; 29 bdls., 1937--, rm. 107; C. H. Annex, 24-26 Court St.

227. (STUBS OF RECEIPTS FOR FEES RECEIVED BY DEPARTMENT), 1929-30. 9 vols.

Record of fees received for weighing of vehicles and contents: Name of vehicle owner, driver; description of contents, gross weight tare of vehicle; net weight of load, amount of fee charged; number of stub, vehicle; date of receipt. Arr. by date of issue of receipt. No index. Hdw. on ptd. form. 100 pp. 9 x 12 x 7/8. Center corr. ref. rm., tenth floor., Lawyers Bldg., 11 Beacon st.

228. COLLECTORS RECEIPTS (Weekly Deposit Certificates), Dec. 5, 1927--. 1 bdl., 1 vol., (1 bdl., Dec. 5, 1927 - Dec. 29, 1933, dated; 1 vol., 1934--, unlabeled).

Copies of weekly deposit certificates submitted to collector: Name of collector, account credited; amount, date of deposit; date of certificate, signature, title of official making deposit. Jan. 8, 1934 - Mar 14, 1938 includes itemized account of fees received for inspection of weighing and measuring devices: Number, type of each device inspected; amount charged for adjusting weighing and measuring devices. Arr. by date of certificate. No index. Typed on ptd. form. Bdl., 11 x 10 x 2; vol., 300 pp. 11 x 10 x $2\frac{1}{2}$, 1 bdl., 1927-33, va., subbsmt.; 1 vol., 1934--, rm. 107; C. H. Annex, 24-26 Court St.

229. (Monthly Record of) EXPENDITURES - WEIGHTS AND MEASURES DEPT., 1913--. 3 vols.

Record of expenditures for salaries, office expenses, plant maintenance, steel stamps, seals, carfares, purchases for evidence. Name, position of payee; amount, date, itemization, purpose, total of expenditure, annual total of expenditures. 1917-- includes bimonthly record of payrolls of office, plant maintenance; date of purchase of evidence. Arr. by date of expenditure. No index. Hdw. on ptd. form. 200 pp. $10\frac{1}{2}$ x $16\frac{1}{2}$ x $1\frac{1}{2}$. 1 vol., 1913-17, va., subbsmt.; 2 vols., 1917--, rm. 107; C. H. Annex, 24-26 Court St.

230. BUDGETS (Report of Expenditures, Request for Draft), 1916--. 3 vols. No title, 1935--, 1 vol.

Contains:

i. Annual divisional budget estimates and appropriation allowed for salaries, maintenance, equipment, supplies, materials, special items, incidentals and relief projects: Name of department, sealer; items listed under groups A-H; divisional estimate of annual requirements for each group, amount allowed by mayor; totals of divisional estimate, total amount allowed by mayor, date of estimate.

ii. Copy of request to the auditor to place the named bills on a draft to be paid by treasurer: Name of creditor, department; amount of bill due, total amount, date of request for draft; signature of sealer.

iii. Monthly report of expenditures: Name of department, division, sealer, auditor, mayor; items listed under groups A-H; amount of credits, expenditures of preceding month, expenditures to date, unexpended balance, totals; date of report. Includes copy of requests for transfers of appropriation and revenue adjustments.

BUDGETS (Report of Expenditures, Request for Draft), 1916--. (Cont'd)

iv. Subdivision of bills by budget groups: Name of department, date, type of draft requested; amount charged to each budget group, code letter and number. Includes recapitulation of drafts by each budget code group code letter and number charged.

Arr. by date of expenditures or estimates. No index. Hdw. and typed on ptd. form. 200 pp. 18 x 12 x 2. 2 vols., 1916-34, va., subbsmt.; 1 vol., 1935--, rm. 107; C. H. Annex, 24-26 Court St.

231. BILLS PAID (and Purchase and Service Orders), 1917--. 19 file boxes, 2 bdls. (6 file boxes, 1917-24, numbered and dated; 12 file boxes, 1924-37, dated; 2 bdls., 1935-36, 1 file box, 1938--, unlabeled). Title varies slightly.

Contains copies of:

i. Miscellaneous vendors' bills: Name, address of vendor, department charged; itemization, description, cost of items or services furnished; amount, date of bill; intermittently, number of requisition, purchase order; month draft requested for payment, bill paid; budget code letter and number charged.

ii. Purchase orders, 1933--: Name of department, place of delivery; name, address of vendor; description, quantity, cost, budget code letter and number of items ordered; amount, date of order; signature of superintendent of supplies. Includes intermittent mention of date items were received.

iii. Requisitions for supplies, 1935--: Name of department, place of delivery; cost, description, budget code letter and number of items ordered; number, date of requisition; signature, title of department official.

iv. Service orders, 1935--: Name, address of vendor, ordering department; cost, description of service ordered; budget code letter and number to be charged; number, date of order; date draft requested for payment, signature of sealer. Includes intermittent mention of date service was received.

v. Supply department paid standard bill used by vendors in billing the department, 1917-34, intermittently: Name, address of vendor, department charged; requisition, purchase order number; quantity, description, price, budget code letter and number of items ordered; total amount, cash discount, net amount, date of bill.

vi. Vendors monthly statements of purchases, 1917-19: Name, address of vendor; description, quantity, price of items ordered; rate, amount of discount; gross, net amount of bill; number, date of order; month draft requested in payment of bill, budget code letter and number.

Arr. by date of payment. No index. Typed on ptd. form. File boxes, 9 x 2½ x 11; bdls., 9½ x 4¼ x 2½. 10 file boxes, 1917-28, va., subbsmt.; 2 file boxes, 1919-21, 7 file boxes, 1929--, 2 bdls., 1935-36, rms. 105-107; C. H. Annex, 24-26 Court St.

Requisitions
(See also entry 231-iii)

232. (Copies of) STATIONERY REQUISITIONS, 1923--. 1 vol.
Name of department, place of delivery; quantity, description, cost of items ordered; date of requisition; signature, title of department official. Arr. by date of requisition. No index. Hdw. on ptd. form. 300 pp. $8\frac{1}{2}$ x $7\frac{1}{2}$ x $2\frac{1}{2}$.

233. (Copies of) PRINTING REQUISITIONS, 1929--. 1 vol.
Name of department, place of delivery of proof, completed work; number, nature, description of printing ordered; date of requisition; signature, title of department official. Arr. by date of requisition. No index. Hdw. on ptd. form. 300 pp. $8\frac{1}{4}$ x 8 x $2\frac{1}{2}$.
For original requisitions, 1937--, see entry 485.

234. (Copies of) REQUISITIONS FOR SUPPLIES - WEIGHTS AND MEASURES DEPT. - CITY OF BOSTON., 1926-34. 2 vols. (numbered 240-750). 1935-- in Bills Paid (and Purchase and Service Orders), entry 231-iii.
Name of department; description, quantity of items ordered; budget code letter, number, date of requisition; date paid, facsimile of signature of sealer. Includes name of company making delivery, deputy to whom goods were delivered. Arr. by requisition no. and thereunder by date of requisition. No index. Hdw. on ptd. form. 250 pp. $8\frac{1}{4}$ x $7\frac{1}{4}$ x 2. Va., subbsmt., C. H. Annex, 24-26 Court St.

Miscellaneous

235. COURT RECORDS (of Prosecuted Cases), 1907--. 5 vols.
Name, residence, business address of defendant, complainant; type of business, nature of violation, chapter of weights and measures law violated, amount of weight short; names of court, presiding justice, witnesses; plea of defendant, final disposition of case; date of summons, trial. Arr. by date of violation. Indexed alph. by name of defendant. Hdw. and hdw. on ptd. form. 200 pp. $10\frac{1}{2}$ x $8\frac{1}{4}$ x 1.
For annual published reports of prosecutions 1900--, see entry 203-xiii; for original reports 1918--, see entry 204-i.

236. (RECORD OF CARS HIRED BY DEPUTIES), 1932--. 1 bdl.
Name of deputy using car, rate per mile; number of miles driven by each deputy daily, monthly; total amount of mileage driven by all deputies daily, monthly; total monthly cost, date of payment. Also contains:

i. Copy of lease for automobile hire, 1932-37: Name of lessor, lessee, checker, witness; number of lease; number, style, make of car; time car taken out, returned; number of miles driven, rate per mile; station to which assigned, signature of deputy.
ii. Vendor's statement summarizing services to department, 1932-34: Name of lessor of car; amount of service rendered, total amount for year; date, amount of draft; date service rendered.

(RECORD OF CARS HIRED BY DEPUTIES), 1932--. (Cont'd)
Arr. by date of lease of car. No index. Hdw. on ptd. form. 560 pp. 14½ x 9 x 7.

237. (RECORD OF ASSIGNMENT OF RECEIPT BOOKS TO DEPUTY SEALERS), 1929--. 2 vols.
Name of deputy; serial letter of volume, number of first receipt in volume; date of assignment, return to department. 1929 - Feb. 1930 includes number of last receipt in book. Arr. by date of assignment. No index. Hdw. 125 pp. 10½ x 8½ x 3/4.

238. (GENERAL CORRESPONDENCE), 1925--. 3 file drawers.
Correspondence with vendors relative to inspection and sealing of weighing and measuring devices. Includes interdepartmental correspondence. Arr. alph. by name of correspondent. No index. Typed. 11½ x 13½ x 26.

XXVI. THE BUILDING DEPARTMENT

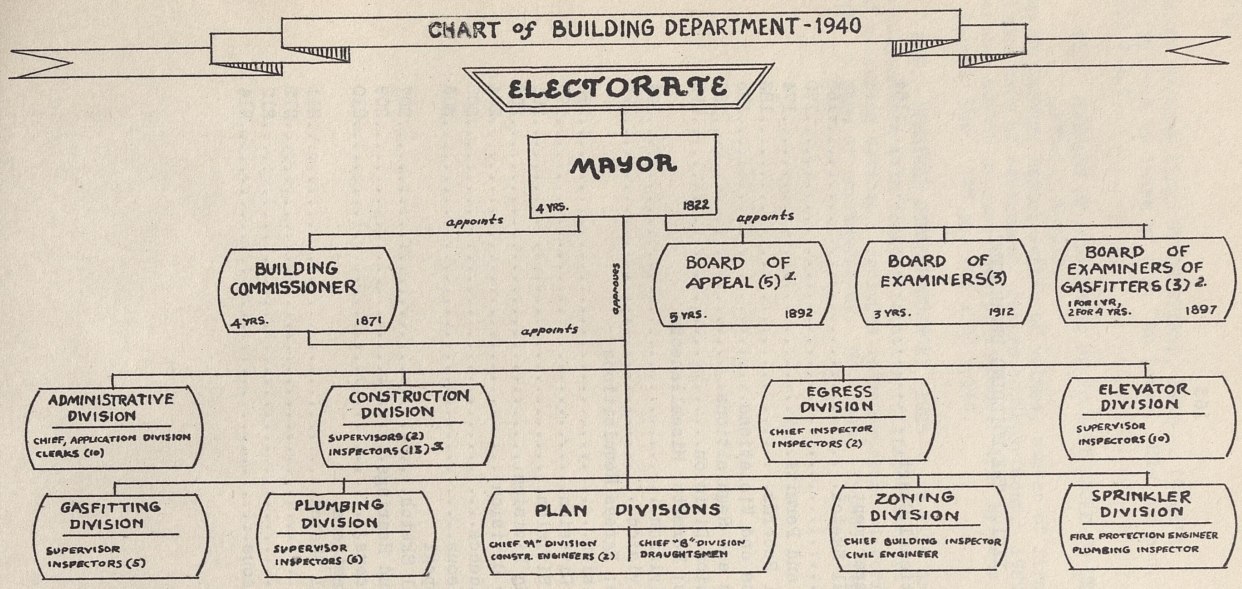
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CHART of BUILDING DEPARTMENT - 1940



1. THOUGH APPOINTED BY THE MAYOR, FOUR OF THE FIVE MEMBERS OF THE BOARD ARE NOMINATED BY LEADING REAL ESTATE AND BUILDERS' ORGANIZATIONS (ACTS, 1907, CH. 550, SEC. 6).

2. THE THREE EXAMINERS ARE THE BUILDING COMMISSIONER AND THE HEALTH COMMISSIONER, WHO ARE MEMBERS EX-OFFICIIS, AND A THIRD MEMBER APPOINTED ANNUALLY BY THE HEALTH COMMISSIONER (ACTS, 1897, CH. 265, SEC. 3; ORDINANCES, 1914 (SECOND SERIES), CH. 1, SEC. 2).

3. TWO OF THE BUILDING INSPECTORS ALSO SERVE AS FENCE VIEWERS (ACTS., 1911, CH. 76).

XXVI THE BUILDING DEPARTMENT[1]

Historical Sketch

Since early colonial times Boston has suffered severely from the ravages of fires that were in large measure occasioned by improper building construction.[2] To protect the community against this recurrent scourge the authorities early began to surround the construction of buildings with various restrictions designed, for the most part, to compel the use of building materials of a high resistance to fire.[3] Today, a very elaborate and comprehensive building code, largely the outgrowth of this need for fire protection, has been developed, regulating in great detail all the aspects of construction in Boston.[4]

The responsibility for enforcing this evolving code reposed during the first part of the nineteenth century in the hands of officials known as firewards.[5] In 1826 their functions were taken over by the engineers of the newly created fire department who exercised jurisdiction for nearly half a century.[6] Enforcement of the building laws does not seem to have been very well provided for under this arrangement.[7] Consequently, in 1871, the General Court set up a separate agency - the department for the survey and inspection of buildings - which was to devote itself exclusively to supervising the enforcement of Boston's building laws.[8] In 1885 the name was shortened to the department for the inspection of buildings;[9] in 1894 it became the inspection of buildings department;[10] it was given its present name, the building department, in 1895.[11]

In 1872, a year after its organization, the infant department was called upon to direct the clearing away of the debris left in the wake of

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1. For the statutory provisions governing inspectors of buildings, of plumbing and of wires, and boards of examiners of gas fitters and of plumbers, see Town and City Government in Massachusetts, op. cit.
2. Boston Year Book, 1923-24, compiled and edited by the Statistics Department, City of Boston Printing Department, 1934, p. 76
3. Act of Oct. 15, 1679, in The Colonial Laws of Massachusetts, Reprinted from the Edition of 1672, with the Supplements through 1686, edited by William H. Whitmore, Boston, 1890. Also, Province Acts and Resolves, 1692-93, ch. 13; 1699-1700, ch. 24; 1760-61, ch. 9; Acts, 1796, ch. 94
4. Acts, 1907, ch. 550 and amendments. Federal and state buildings are exempt from provisions of the Boston building law as are public highways, railroad bridges and stations, quays, wharves, and voting booths. Acts, 1931, ch. 250, sec. 1
5. Acts, 1817, ch. 171, sec. 5, 7
6. Ibid., 1826, ch. 144, sec. 11, 14, 16
7. Boston Year Book, op. cit., pp. 76-77
8. Ibid., p. 77; Acts, 1871, ch. 280, sec. 1
9. Acts, 1885, ch. 374, sec. 1
10. Ibid., 1894, ch. 443, sec. 1
11. Ibid., 1895, ch. 449, sec. 24

the great fire of that year and the rebuilding of the damaged structures.[1] It also did yeoman work at the time of the Stony Brook Flood in February, 1886 when department personnel made hourly inspections of buildings in the flooded area over a twenty-seven hour period.[2] It was again called upon for extraordinary service after the great hurricane of September, 1938.[3]

In charge of the department at the present time is the building commissioner who is appointed by the mayor for a four year term.[4] To be eligible for the office a man must have had at least five years' experience as an architect, a builder or a civil engineer. With the approval of the mayor the commissioner appoints inspectors and other assistants to the number certified by the city council. No one, however, may be appointed an inspector of construction who has not had at least five years' experience in a responsible capacity in the building field. Two of the department's inspectors serve as fence viewers.[5] No officer of the department may share a personal interest in the repair or construction of any building unless he is the owner of the building or is a member of a board within the department.[6] A report of the department's activities is made each year by the commissioner.[7] The department's records are open to public inspection.

The staff of four which made up the department personnel in 1871 has grown to sixty-nine.[8] These include a superintendent and ten elevator inspectors, a superintendent and eight plumbing inspectors, 22 building inspectors (four of whom are also construction engineers), three superintendents of construction, five gasfitting inspectors (and a superintendent), a fire protection engineer, a civil engineer, a draughtsman, a constable, and clerical and other assistants. For working purposes the department is organized in nine divisions, as follows:[9] the administrative division, which handles the large volume of clerical work that passes through the department; the plan division which analyzes drawings submitted by prospective builders to see whether or not they come up to

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1. Boston Year Book, op. cit., p. 76.
2. Idem. See also entry 248.
3. City Doc. 7, 1939, p. 1.
4. Acts, 1907, ch. 550, sec. 1; 1909, ch. 486, sec. 9, 10; 1930, ch. 167.
5. Acts 1911, ch. 76. For the statutory origin and duties of fence viewers see Town and City Government in Massachusetts, op. cit.
6. Acts, 1907, ch. 550, sec. 1.
7. Idem.
8. Officials and Employees of the City of Boston, June 1, 1939, vol. 1, pp. 15-16, which may be consulted in the Auditors' Office, rm. 20, City Hall, Boston. For the years 1928-30, incl., the department had 102 employees. The number has dropped steadily since then (City Doc. 77, 1937, p. 500). These figures do not include the personnel of the board of appeal or of the board of examiners.
9. City Doc. 7, 1939, pp. 4 ff.

building regulations;[1] the zoning division which examines drawings in the light of the zoning law; the construction division which sees to it that structural requirements laid down in the building code are actually complied with during the process of construction; the egress division, whose function it is to see to it that buildings, when erected or altered, are so constructed that their occupants can be speedily and safely removed if an emergency should arise; the sprinkler division, which regularly examines and tests sprinkler equipment; the elevator division, which inspects and tests elevators, hoistways, escalators and dumb-waiters, and tests and licenses operators of passenger elevators; and the plumbing and gasfitting divisions which inspect and test plumbing and gasfitting work, respectively.

The functions of the building department are legion. No one may construct, alter, remove or tear down a structure in Boston, install plumbing or gas fixtures, set and maintain steam boilers and furnaces without first obtaining a permit therefor from the building commissioner.[2] Construction and alteration work may be carried out only in accordance with plans that have first been approved by the commissioner.[3] During the course of construction the work is examined as often as practicable by department officials and a record made of violations of the building laws.[4] A building erected or maintained in violation of the building code may be condemned as a public nuisance and removed by the building commissioner "without other proof thereof than proof of its unlawful construction."[5]

In the hands of the commissioner lies the responsibility for protecting the public against injury from unsafe or dangerous buildings. With the approval of the mayor he may take whatever steps may be necessary to prevent damage to life or limb, even to the point of forcing the occupants of unsafe structures to vacate or of closing a public highway.[6] In case a building has been damaged, a record of the nature and extent of the damage is made by the department and, if due to fire, the probable origin of the blaze.[7] The means of egress in all buildings must be satisfactory to the commissioner.[8]

The building code fixes the standards to which construction materials must conform. The commissioner may reject any material which, in his opinion is inadequate to the purpose for which it is to be used.[9] Concrete for structural use must be mixed and deposited in a manner approved

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1. City Doc. 7, 1939
2. Acts, 1907, ch. 550, sec. 1. Permits may be revoked if the terms under which they are granted are not adhered to.
3. Ibid., sec. 12
4. Ibid., sec. 2
5. Ibid., sec. 132
6. Ibid., sec. 4, 5
7. Ibid., sec. 3
8. Ibid., sec. 12
9. Ibid., sec. 15

by the commissioner who may require the user to have a competent inspector on the spot to supervise the mixing and depositing.[1] A builder who desires to use a material or a method of construction not specifically covered by the building code may do so if he obtains the approval of the commissioner.[2]

All those engaged in plumbing in the city of Boston must register with the building department.[3] Except in the case of leaks no plumbing work may be carried on without a permit from the building commissioner.[4] When completed, the work must be examined and approved by a department official before it is covered up and concealed from view.[5]

The department maintains as close a supervision over gasfitting as over plumbing. No one may engage in the trade in Boston who is not licensed by the building commissioner.[6] The license is issued to an applicant after examination and certification by the board of examiners of gas fitters which is composed of the building commissioner and the health commissioner, who are members ex officiis, and a third member who must be a practical gas fitter of at least five years' experience, chosen annually by the health commissioner.[7] Gasfitting is carried on only under permit from the building commissioner and is subject to a checkup by special inspectors of the building department.[8] By law the commissioner must include in his annual report an account of his department's activities with respect to gasfitting and the report of the board of examiners of gasfitting.[9]

The building department plays an important role in protecting the public against elevator accidents. It tests and approves elevators, both passenger and freight, as a condition of use; it investigates elevator accidents and may prohibit the use of any elevator not constructed in compliance with statutory regulations; and it examines and licenses applicants for operating passenger elevators.[10]

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1. Acts, 1923, ch. 462, sec. 9
2. Special Acts, 1918, ch. 179, sec. 1
3. Acts, 1882, ch. 252, sec. 2; 1907, ch. 550, sec. 113
4. Ibid., 1907, ch. 550, sec. 116 Fixtures and waste pipes in chemical laboratories and the drainage of stable fixtures must be installed and constructed in accordance with plans approved by the building commissioner (sec. 117).
5. Ibid., sec. 116
6. Acts, 1897, ch. 265, sec. 2, 4
7. Ibid., sec. 3, 4; Ordinances of 1914 (Second Series), ch. 1, sec. 2
8. Acts, 1897, ch. 265, sec. 5, 7. The number of inspectors is to be fixed by the board of examiners of gas fitters. They are to be practical gas fitters with at least five years of continuous experience to their credit and are subject to examination by the civil service commission.
9. Ibid., sec. 12
10. Acts, 1882, ch. 252, sec. 1; 1907, ch. 550, sec. 38; 1913, ch. 714, sec. 2

The building commissioner is responsible for enforcing the provisions of the Boston zoning law and may not issue a permit for the construction, alteration or moving of any building unless it conforms to zoning regulations in respect to its structure and intended use.[1] Under certain conditions, however, the commissioner may permit the erection or enlargement of buildings in districts for uses normally prohibited in such districts.[2]

Several classes of structures - hospitals, public halls and theatres, among others - have been singled out by the building laws for special regulations. The building commissioner and the health commissioner, acting jointly, may promulgate such regulations to govern the establishment and maintenance of hospitals as, in their opinion, the public interest requires.[3] The issue and revocation of hospital licenses is also in their hands.[4] No building may be used for a grain elevator, for chemical or rendering works, or for the storage or manufacture of high combustibles without a permit from the building commissioner.[5] No building may be used for kiln drying lumber unless it is of fireproof construction approved by the commissioner.[6] The commissioner must inspect theatres and moving picture houses at least monthly[7] and other buildings used for public assembly at least semiannually.[8]

In 1938 a new building code was drawn up for the city of Boston by the legislature, codifying and revising the laws relating to the construction, alteration, and maintenance of buildings and other structures in the city.[9] The code was drawn up in collaboration with business men and organizations concerned with buildings and their construction.[10] Though passed by the legislature, the statute does not become effective until accepted by the mayor and city council of Boston.[11] At this writing (January, 1940) the city council has not yet accepted it.

Largely responsible for the delay was the desire on the part of the local authorities to be given the power to amend the code by ordinance

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1. Acts, 1924, ch. 488, sec. 18. The office of the building commissioner serves as the depository for the records of the Board of Zoning Adjustment (sec. 20).
2. Ibid., sec. 9
3. Special Acts, 1919, ch. 163, sec. 6
4. Ibid. The building department keeps a register of all hospitals in Boston (sec. 7).
5. Acts, 1907, ch. 550, sec. 125
6. Acts, 1913, ch. 729
7. Acts, 1904, ch. 450, sec. 2, 3; 1910, ch. 284, sec. 1
8. Acts, 1904, ch. 450, sec. 2, 3; 1905, ch. 342, sec. 2; 1910, ch. 284, sec. 1
9. Acts, 1938, ch. 479
10. City Council Minutes, 1938, p. 251
11. Idem

whenever they found such revision necessary, without having to resort to the legislature. As was pointed out by Mayor Tobin in a letter to the city council, each of the three previous revisions of Boston's building code had had to be amended extensively, the last revision, that of 1907, undergoing amendment no less than 135 times in thirty years.[1] "It is obviously ridiculous," stated the mayor, "that the Legislature should be called upon at every session in the form of solemn enactments to make minor adjustments in the building code of Boston when such matters could easily be handled" by the local authorities.[2] Every other city and town in the state enjoys the right to make changes in its building code. The legislature saw the logic of the argument and in 1939 passed a bill which permitted the mayor and city council, on the recommendation of the building commissioner or the board of appeal, to alter or amend by ordinance the building code of the city of Boston.[3] This notable piece of home-rule legislation gives the city government the right, for the first time, to amend its building regulations.

Except where otherwise noted, all records are in room 910, City Hall Annex, 24-26 Court Street.

Reports

(See also entries 250-xvii, -xviii, -xx, -xxi, 251-iii, -iv, 257-vi, -vii, 267, 272-278, 298-300, 312, 334, 343)

239. (ANNUAL REPORT OF THE BUILDING DEPARTMENT), 1872-1931, 1938. 61 pamphlets (dated).

Name of mayor, chairman of board; statement of department activities and functions, legislation proposed by the department; number, type of buildings in city, work of egress division; number of building permits for each class of construction, number of examinations for egress plans, fires, accidents, boilers, construction, alteration, and for installation of boilers, plumbing, engines, gasfitting, elevators; total plans submitted, approved, disapproved; number of third-class buildings for each city ward; number, purpose of examination, reports, and permits issued for each month; number of plumbing, furnace installation permits issued; number of alterations made, analysis of gas, elevator, steam boiler accidents; number of fires, amount of damage, cause of examination. Includes intermittently citations from city ordinances and various laws governing buildings and department activities including ordinance covering installation of fire escapes on certain kinds of buildings, report of city auditor of findings in examination of department records; services rendered, amount of salaries paid and balance on hand, accounting for all document fees and other money received by department; names, addresses of masters, journeyman plumbers, and master gas fitters; list of all licensed halls and theatres with seating capacity for each; report of the fence viewers governing their activities and an accounting of their receipts and expenditures; complete history

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1. City Council Minutes, 1938, p. 252
2. Idem
3. Acts, 1939, ch. 217, sec. 1

of all gas asphyxiation, elevator and fire accidents resulting in deaths, with grand jury reports on each; name, address of violator; number, type of prosecution for violations of building laws, dispositions of each case; number, type of buildings equipped with sprinklers; location, number of lodging houses examined; number, type of elevator licenses issued; number of zoning applications received, acted upon; amount of fees received for examining of plans; recapitulation tables of permits issued for construction under each class of construction, investigation of complaints, building law violations, unsafe buildings; amount of daily, annual loss by fire and cause of fires; narrative account of the enforcement officers of the department, description of their work and request for additional assistant inspectors; building statistics in comparison with other cities. Also contains: (Annual Report of the Board of Appeal), 1904-31, 1938, entry 34; (Annual Report of the Board of Examiners), 1921-31, 1938, entry 343. No arr. No index. Ptd. 40 pp. 9 x 6 x $\frac{1}{4}$.

240. FINAL REPORTS (on Building and Plumbing Inspections), 1877-1903. 426 vols. (1-426, dated and marked by type of construction). Missing: 1904-15. System estab. 1877.

Contains final inspection reports of:

i. Building inspections: Name of owner, architect, builder; location, ward number, use, dimensions of building, area of lot, size of ell; number of stories, stores, families in building; distance of building from street line; style, material of roof, ell; means of access to roof; material, base, thickness of foundation; dimensions, number of rows of piles; type of cellar floor; description, specifications of walls, sills, girders, heating equipment, fixtures; date of application for permit, estimated cost of building without land; number, date of permit; statement whether building erected according to approved plans; number, nature, date of complaints; date of removal of complaint, approval of plan; date building completed, date of inspection, signature of inspector. Includes black-and-white plan of building.

ii. Plumbing inspections: Name of property owner, plumber; location, ward number, general sanitary condition of building; description, number of house drains, traps, soil and waste pipes, special air pipes, water closets, cisterns, water fixtures, depth of and connection with public sewer; result of water test of drain, soil, waste pipes; conformity of plumbing with building law requirements; estimated cost, date of completion of plumbing; number, nature, date of complaints, if any; date of removal of complaint; number, date of building, plumbing permit; date of inspection, signature of plumbing inspector.

Arr. by date of inspection. Indexed alph. by name of st. and thereunder by no. of building. Hdw. on ptd. form. 300 pp. 16$\frac{1}{4}$ x 11 x 3.

241. RECORD OF (Reports of) FIRE EXAMINATIONS - BLDG. DEPT., 1904-14. 4 vols. (2 vols., 1904-9, marked by book, file, vol., nos., dated; 2 vols., 1910-14, marked by file no., dated). Missing: 1892. Title varies: Fire and Accident Record - Bldg. Dept., 1904-12, 3 vols. 1883, 1893-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alteration, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-x; 1884-87 in Record of Violations of Statutes & Ordinances - Building Dept., entry 264-i; 1888-91 in Record of (Damaged Buildings, Permits for) Boilers, Engines etc., entry 254-i; 1899-1903 in Record of Unsafe (and Dangerous) Buildings etc., entry 263-i.

Record of buildings damaged by fire or accident: Name of owner, owner's agent, lessee, occupant; location, ward number of building; nature of occupancy; description, cause of damage, accident; amount of damage; number, date of report. Arr. by date of report. For index, see entry 253. Typed under ptd. head. 200 pp. 22 x 19 x 2.

For original reports of examinations 1875--, see entry 250-xx.

242. (Record of) SPECIAL REPORTS BUILDING DEPT. SPECIAL REPORTS (on) ASPHALT SHINGLES (Tests), 1917-25. 1 vol. (G30, dated).

Contains:

i. Reports on buildings damaged by fire or accident: Name, address of owner, location of property; dimensions of building; material used in construction, style of roof, size of ell; number of stories in building, number of occupants by floor; date, cause of examination; signature of inspector. Includes photographs and newspaper clippings of damaged buildings.

ii. Report on asphalt shingle tests: Size, description of shingles; result of test, amount of charring; date of report, signature of inspector. Includes photographic illustrations of shingles before and after fire test to show degree of resistance to fire.

Arr. by report no. Indexed by subject or name of st. Hdw. 600 pp. 15 x 9 x 2.

243. SPECIAL REPORTS (on Unsafe, Dangerous and) DILAPIDATED BUILDINGS, BUILDING DEPARTMENT, 1915-17. 6 vols. (3 vols., 1915-16, G24, G25, G39, dated; 3 vols., 1917, 1-3).

Name, address of property owner; location, ward number, dimensions of building; material used in construction, use, style, material of roof of building; number of stories in building; date, number of report. Includes photograph of building. Also contains: Summary of inspector's report on dilapidated buildings: Reason for examination of building, recommendation that building be torn down or repaired; date of repair, wrecking; cost of work, signature of inspector. Arr. by date of report. Indexed alph. by name of st. Typed on ptd. form. 200 pp. 14 x 9 x 3.

For report of examinations of buildings damaged by fire or accident 1875--, see entry 250-xx.

244. THEATRES (Inspection Reports), 1921-- 4 bdls, 2 file drawers (A-Z) Missing: 1900-20, 1922-24 System estab 1900 Title varies: Movie Theatre Reports, 1921, 1925-31, 4 bdls

Name, address of theatre; report of condition of stage, sprinklers, structure, water supply, gas piping and fixtures; condition of heating, lighting equipment, fire apparatus; safety means of egress or facilities for escape from theatre, whether means of protection is sufficient against neighborhood hazard; rating of conditions, notations of changes since last inspection; date of inspection, signature of inspector Arr. alph by name of theatre. For index, see entry 245 Typed on ptd form Bdls., 14 x 11 x 16; file drawers, 12 x 14 x 24. 4 bdls., 1921, 1925-31, va., subbsmt; 2 file drawers, 1932--, rm 901; C. H. Annex, 24-26 Court St

For applications to exhibit moving pictures in halls or churches 1927-30, see entry 330-i.

245. LOCATION (Index) FILE, THEATRES, MOVIES, HALLS, 1900-- 2 file boxes.

Name of property owner, inspector; name, address of building inspected; date of license application, approval or disapproval, issue of license. Arr. by classification of halls and thereunder alph by name of st. Typed on ptd. form. 4 x 6 x 12. Rm. 901, C. H. Annex, 24-26 Court St.

246. (Reports of Inspection of) LARGE HALLS, 1900-- 1 file box (A-Z) Prior records destroyed

Name, location of hall; condition of structure, exits and heating, lighting equipment, fire apparatus of building; general condition of stage facilities and apparatus; rating of hall conditions, date of report. Includes inspection summary signed by inspector giving date of inspection. Arr alph. by name of hall. For index, see entry 245 Hdw. on ptd. form. $11\frac{1}{2}$ x $13\frac{1}{2}$ x 25. Rm. 901, C. H. Annex, 24-26 Court St.

247. (Reports of Inspection of) SMALL HALLS (Under 400 Capacity), 1900-- 2 file boxes (A-Z) Prior records destroyed.

Name, location, area, capacity of hall; name of mayor; condition of fire appliances; type, location of egress; classification of condition of hall, recommendation on granting of license, date of inspection, signature of building commissioner. Arr. alph. by name of hall. For index, see entry 245 Hdw. on ptd. form. $11\frac{1}{2}$ x $13\frac{1}{2}$ x 25. Rm. 901, C. H. Annex, 24-26 Court St.

248. (Record of) SPECIAL REPORTS - STONY BROOK OVERFLOW - INSPECTION OF BUILDINGS, 1886 8 vols (G16-G23, 1-8, and dated).

Record of special examination of buildings damaged as result of overflow of Stony Brook: Name of property owner, tenant, person requesting examination; location, type of building; kind of material used in construction; number of stories, families in building; date of examination, report; amount, date of damage; reason for examination; signature of inspector, assistant inspector. Arr. by report no. Indexed alph. by name of st. and thereunder by bldg. no. Hdw. on ptd. form. 225 pp. $14\frac{1}{4}$ x 10 x $2\frac{1}{2}$.

Licenses and Permits
(See also entries 239, 258, 259, 301-304, 308-310, 316-319, 330-i, 344-350)

249. (Record of Permits for) 1st, 2nd, 3rd CLASS BUILDINGS, ALTERATIONS, ELEVATORS, FIRE ESCAPES, FIRE REPAIRS, TAKE DOWNS - APPLICATIONS FILED, 1871--. 68 vols. (55 vols., 1871-1920, G34, G37, G41, G43, G44, G48, G60-G67, 51-81, 85-92, and dated; 13 vols., 1921--, dated). Title varies slightly.

Contains record of permits (to or for):

i. 1st and 2nd class buildings, 1904-15: Name of owner, owners' agent; location, ward number of property; description, estimated cost of alterations; type, number, date of permit. 1913-15 includes composition buildings.

ii. 1st, 2nd, and 3rd class building alterations, permit granted, 1916--: Name of applicant, mechanic, property owner; location, ward number of building; purpose, nature, detailed description of alteration; material used in construction of building; number, date of permit. 1917-- includes name of owner's agent or lessee, estimated cost of alterations, type of permit issued.

iii. Construction of brick, stone and iron buildings, 1871-98: Name of applicant, builder, land owner; location, area of land; number, purpose of building; material to be used in construction, number of stories in building; style of roof; grade of street, basement floor; number, date of permit.

iv. Construction of wooden buildings, 1871-98: Name of applicant, builder, land owner; location, area of land; number, purpose of buildings; material to be used; number of stories, brick walls in buildings; style of roof; grade of street, basement floor; number, date of permit.

v. Repairs, additions and alterations, 1874-1915: Name of applicant, mechanic, property owner; location, ward number, purpose of building; material used in construction of building; nature, detailed description of repairs or alterations; number, date of permit.

vi. Plumbing, 1883-98: Name of property owner, plumber; location, ward number of property; number, use of buildings; specifications of proposed work, document number; date, number of permit. 1899-1903, 1916-27 in Record of (Damaged Buildings, Permits for) Boilers, Engines etc., entry 254-iii; 1915 in Records of Permits to do Plumbing - Building Department, entry 310; 1928-- in Plumbing (Permit) Records, entry 309.

vii. Occupy streets, 1884-87: Name of licensee; location, ward number of property; statement that permit was canceled, revoked, suspended; purpose, number, date of permit. 1888-90 in Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254-ii.

viii. Project electric lights, 1881-87: Name of property owner, mechanic; location, ward number of property; purpose of projection, document number; date, number of permit. 1888-90 in Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254-iv.

(Record of Permits for) 1st, 2nd, 3rd, CLASS BUILDINGS, 1871--. (Cont'd)

ix. Set steam boilers and engines, and to build ovens and furnaces, 1881-87, 1893-98: Name of property owner, mechanic; location, ward number of property; detailed description of proposed work, kind of fixture to be installed; number, date of permit. 1888-91, 1899-- in Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254-v.

Also contains:

x. Record of reports of buildings damaged by fire or accident, 1883, 1893-98: Names of owner and occupants; location, use of building; nature, amount of damage; probable cause of fire; number, date of inspector's report. 1884-87 in Record of Violations of Statutes & Ordinances Dept., entry 264-i; 1888-91 in Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254-i; 1899-1903 in Record of Violation Unsafe (and Dangerous) Buildings Etc., entry 263-i; 1904-14 in Record of (Reports of) Fire Examinations - Bldg. Dept., entry 241

xi. Record of violation of building laws, 1874-83: Name of person notified of violation; location, ward number of building; cause, classification of violation; number, date of inspector's report. 1884-98, 1904-- in Record of Violations of Statutes & Ordinances - Building Dept., entry 264-v; 1899-1903 in Record of Unsafe (and Dangerous) Buildings Etc., entry 263-ii.

45 vols., 1871-1916, arr. by type of permit and thereunder by date of permit; 23 vols., 1916--, arr. by date of permit. For index, see entry 253. Hdw. under ptd. head, typed on ptd. form, typed under ptd. head. 250 pp. 24 x 18 x 2. 52 vols., 1871-1903, 1921--, rm. 901; 16 vols., 1904-21, rm. 910; C. H. Annex, 24-26 Court St.

250. (FILE ALLEY MISCELLANEOUS APPLICATIONS FOR PERMITS, COMPLAINTS, REPORTS), 1875--. 1712 file boxes (labeled by box letter, no.; name of st. and incl. bldg. nos.).

Individual envelopes giving case history for each building in the city and containing applications for permits (to or for):

i. Immediate action on minor alterations, take downs, roofing etc: Name, address of property, contractor; location, district, ward number of property; material used in construction, dimensions, use, number of stories of building; style of roof; estimated cost, detailed description of proposed work; statement as to whether permit for occupancy of street is necessary; date of application, permit; date permit approved; signature of owner or agent; number, class, expiration date of builder's license; signature, telephone number of builder or wrecker.

ii. Alterations: For description, see entry 280.

iii. Build first-class buildings: Name, address of property owner, architect; name of applicant; address of agent, builder; location, ward number of property; dimensions, material used in construction, proposed use, estimated cost of building; number of stores, families in building; proposed use of basement; width of street; distance of proposed building from street; whether solid or filled land, size of lot, distance

(FILE ALLEY MISCELLANEOUS APPLICATIONS FOR PERMITS, COMPLAINTS, REPORTS), 1875-- (Cont'd)

iii. Build first-class buildings (Cont'd) of proposed building from boundaries of lot; area, foundation material of building; kind, dimensions, number of rows of piles; kind of material, thickness of walls; type of roof, heating apparatus; facilities for extinguishing fires, means of egress; statement of compliance with building statute requirements; signature of owner or owner's agent; number, class, expiration date of builder's license; signature of builder; date of application, permit, examination by inspector; amount of fee paid; file, plan number.

iv. Build foundations: Name of applicant; location, ward number of lot; conditions of construction specified by building commissioner; date of application, permit; date application approved by supervisor of construction; signature, address of owner or owner's agent; signature of department clerk.

v. Build second-class building: Name, address of property owner, architect; name of applicant; address of owner's agent, builder; location, ward number, certified street number, estimated cost of building; construction material to be used; number of apartments, number of stores, dimensions, area of lot; distance from street, lot boundaries; type of roof, width of street faced by building; material to be used in foundation; detailed description of piles, walls, stairways; type of heating apparatus to be installed, facilities for extinguishing fires; area, height, proposed use of cellar; means of egress, statement of compliance with building statutes; signature of owner or owner's agent; license number, class, expiration date of builder's license; signature of builder; date of application, permit, examination; signatures of building inspectors, street numbering inspectors; amount of fee paid; file, plan number.

vi. Build third-class buildings: Name, address of property owner, architect; name of applicant; address of owner's agent; location, ward number, certified street number, use of building; construction material to be used, number of stores; distance from street, lot boundaries; whether solid or filled land, width of street; estimated cost, area, dimensions of building; detailed description of foundation, piles, walls, stairways; type of roof, heating apparatus; facilities for extinguishing fires; means of egress; compliance with building, statute requirements; amount of fee paid; signature of street numbering inspector, owner, owner's agent; number, class, expiration date of license; signature of builder; date of application, permit, examination; file, plan number.

(FILE ALLEY MISCELLANEOUS APPLICATIONS FOR PERMITS, COMPLAINTS, REPORTS), 1875--. (Cont'd)

vii. Gasfitting: Name, address of property owner; location, district and ward number, material used in construction, previous and proposed use of building; nearest cross street; number of families, stores in building; nature, estimated cost of proposed work; date of application; signature, address, license and telephone number of master gas fitter. For applications for gasfitting permits 1927--, see entry 317.

viii. Plumbing: Name, address of property owner, plumber; location, district and ward number, material used in construction, previous and proposed use of building; nearest cross street; number of families, stores in building; detailed description of plumbing; registered number, telephone number, signature of plumber; date of application, amount of fee; number, date of permit; signature of department clerk. 1926-- also in (Applications for) Plumbing (Permits), entry 308.

ix. To erect fire escapes: Name, address of owner, owner's agent; name of applicant, licensed mechanic; location, ward number, use, dimensions, frontage of building; style of roof, material used in construction, number of stories, families in building; description, condition of means of egress: location, estimated cost of proposed fire escapes; conformity with building statute requirements, final report by inspector; number, class of license of mechanic; date of application, permit; signature of owner or owner's agent.

x. Install elevator: Address of owner, owner's agent, builder, building; description of building; computations and detailed description of proposed work on shaftways, elevator, machine, escalators, and safeties; amount of fee paid; date of original, final report of inspector; date of application, permit; number, class of builder's license; signature of builder, owner, or owner's agent.

xi. Install and maintain gas appliances: Name, address of property owner, contractor; location, description, use of building; number of heaters, industrial appliances in building; original, final report of inspector; date of application, approval, date permit granted. For applications for gasfitting permits, see entry 317.

xii. Install automatic sprinklers, standpipes, and other fire protective equipment: For description, see entry 319. For record of sprinkler applications 1923--, see entry 318.

xiii. Use premises: Name, address of property owner, owner's agent; location, previous and proposed use of property; inspector's report on examination condition; amount of fee paid; date of application, permit plan file reference, permit number; signature of owner, owner's agent.

(FILE ALLEY MISCELLANEOUS APPLICATION FOR PERMITS, COMPLAINTS, REPORTS), 1875-- (Cont'd)

xiv. Make projection: Name, address of property owner, owner's agent, architect; location, ward number of property; material used in construction; dimensions of sign, clock, marquee, or other projection; location, detailed description, estimated cost of projection; amount of fee paid, signature of owner or owner's agent; number, class, date of expiration of contractor's license; signature, address of contractor; date of application, approval; report of inspector; date permit issued, signature of department clerk; plan, file number.

Also contains decisions, reports, complaints, and notices:

xv. (Board of Appeal Decisions and Interpretations of State Building and Zoning Laws), entry 335.

xvi. Elevator complaints: Name, address of property owner, lessee; name of person notified of violation; location, ward number of property; number of stories, dimensions of building; style of roof, material used in construction, size of ell; nature of existing elevator violation; date, time of service of original, final notice; date of complaint, complaint referred to law department. Includes final report of inspector.

xvii. Inspector's accident reports: Name, address of property owner or lessee; location, ward number of property; material used in construction of building, number of stories, style of roof, use of building; date of accident, examination. Elevator accidents: Name, address, license number of operator; elevator, elevator-serial number; type of elevator, description of operating and safety devices; condition of gate, landing doors, shaftway enclosure. Includes reports of gas accidents: Name, address, age of injured person; reason for presence on premises, nature of injuries, condition of key governor, pressure of gas burner, volume of meter; number of cubic feet in room, number of doors and windows; size, location of room; suicide or accidental death; type, age of fixtures; date, time of accident; date of last inspection; signature, recommendations of inspector; date of report.

xviii. Inspector's report of inspection, following complaints of unsafe conditions: Name, address of property owner, lessee, occupant, architect, mason, carpenter, gasfitter, plumber; location, ward number of property; number of stories in building; dimensions, use, size of ell of building; material used in construction, style of roof; nature, date of complaint; name of server; date, time of service of notice; date of re-examination by inspector, complaint referred to law department; final report of inspector; date complaint closed, signature of inspector. For record of complaints 1874--, see entries 265, 266; for reports of violations 1885-1915, see entry 267.

(FILE ALLEY MISCELLANEOUS APPLICATION FOR PERMITS, COMPLAINTS, REPORTS), 1875--. (Cont'd)

xix. Notices sent to building owners requiring the installation of means of egress in accordance with building statutes: Name, address of building owner; location, ward number of building; date of issue, date and exact time of service of notice; signature of building commissioner, constable. For egress requisitions 1914, see entry 293.

xx. Report of examination of buildings damaged by fire or accident: Name, address of building owner; location, ward number, use of building; class of construction; ratio of damage to assessed valuation of building; cause, description, amount of damage to building; amount of damage to contents, total; requirement of permit before making repairs, safety condition of building after fire, statement whether unsafe-building complaint filed; date of fire or accident, notice to owner of unsafe building complaint; number, date of inspector's report; initials of clerk, inspector sending notice; signature of inspector making report.

xxi. Reports of completed new buildings: Name, address of building owner, contractor, architect; location, ward number, dimensions, frontage, proposed use of building; material used in construction; number of stores, stories, families in building; whether solid or filled land, percent of land occupied by building; distance of building from street, lot boundaries; width of street faced by building; description of foundation, walls, roof, elevators, hoistways, stairways; nearness of building to sewer; total cost of construction; description of protection for stairways, hoistways, elevators; number, class, expiration date of builder's license; signature of builder; certification by inspector of compliance of building with specifications; date of certificate, signature of inspector. Includes inspector's final report on new buildings: Nature of completed work; statement of compliance with building, zoning laws; record of any violation of building laws; number, date of notice of violation to owner; date violation removed, permit first granted; date of report, signature of inspector. For record of completed new buildings 1872-1917, see entry 272; for applications for permits for boilers, engines, and furnaces 1891-1905, see entry 281.

Arr. alph. by name of st. and thereunder by bldg. no. For index, see entry 253. xix, typed on ptd. form; i-xviii, xx, xxi, hdw. on ptd. form. 10 x 5 x 14. File alley, off rm. 901, C. H. Annex, 24-26 Court St.

251. TAKE DOWNS (Record of Razing of Buildings), 1921-36. 67 bdls. (1-67).

Individual envelopes giving the case history for each building demolished in the city and containing all records described in (File Alley Miscellaneous. Applications for Permits, Complaints, Reports), entry 250. Also contains:

TAKE DOWNS (Record of Razing of Buildings), 1921-36. (Cont'd)

i. Copy of notice to owner of unsafe condition of building: Name of owner, owner's agent; location, ward number of building; statement of unsafe condition, citation of building laws, chapter 550, Acts of 1907, sections 4, 5, 132; signatures of building commissioner; date, exact time of service of notice; signature of serving constable. Includes mention of address of owner. For final form notice 1896, see entry 330-iii; for first form notice 1896, see entry 330-iv.

ii. Correspondence: Communications with police commissioner for policing of unsafe building; with building wrecking company relative to bids; from fire chief recommending fire escapes or egress, making fire report; with property owners relative to vacating of premises, condition of building as reported by inspector, disposition of material taken from demolished building; from fire prevention commission relative to report on unsafe buildings, installation of fire control equipment; with mayor relative to his approval for demolishing of unsafe building.

iii. Dilapidated building report: Name, address of owner; location, ward number, type of building; material used in construction, number of stories in building; fire department inspector's report of conditions, name of building inspector; nature, date of report; remarks.

iv. Inspector's synopsis of application for alteration permit: Name, address of owner, mechanic, architect; location, material used in construction, use, proposed use of building; size of building, ell, number of stores, stories in building; nature of egress, detail and estimated cost of proposed work; license number, signature of mechanic or builder; date, number of report; signature of inspector; date permit granted, date of final report of inspector.

v. Special license from board of examiners to assume control and charge of alterations, etc: Name, address of licensee; details of special work permitted in accordance with revised ordinance of 1925, chapter 8; amount of license fee, estimated cost of work; date, number of license; signature of department clerk. For duplicates of special licenses 1925--, see entry 349.

Arr. alph. by name of st. and thereunder by no. of bldg. For index, see entry 252. Hdw. and typed on ptd. form and under ptd. head. 10 x 9 x 4. Va., subbsmt., C. H. Annex, 24-26 Court St.

252. INDEX (to) BUILDINGS TAKEN DOWN IN THE CITY OF BOSTON UP TO 1936, 1921-36. 1 bdl.

Name, number of street where building is located; name of vault where record is located; bundle, box number. Arr. alph. by name of st. and thereunder by bldg. no. Typed. $8\frac{1}{2}$ x 9 x $\frac{1}{2}$. Rm. 905, C. H. Annex, 24-26 Court St.

253 INDEX (to Applications for and Record of Permits), 1871--
50 vols., 35 file boxes (31 vols., 1871-1903, marked 1-31, dated; 19 vols., 1904-15, marked 32-50, A-Z, dated; 35 file boxes, 1916--, A-Z) Title varies: Index to Bldg. Dept., 1914-15, 4 vols.; no title, 1916--, 35 file boxes.

Index to Record of (Reports of) Fire Examinations - Bldg. Dept., entry 241; (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249; (File Alley Miscellaneous Applications for Permits, Complaints Reports), entry 250; Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254; Record of Unsafe (and Dangerous) Buildings Etc., entry 263; Record of Violations of Statutes & Ordinances - Building Dept., entry 264; (Record of Inspector's) Reports on Completed New Buildings, entry 272; (Application for Permit for) Boilers, Engines, etc., entry 281; (Record of) Fire Escapes Ordered-Bldg. Dept., entry 292; Plumbing (Permit) Records, entry 309; Records of Permits to Do Plumbing - Building Department, entry 310; (Record of Applications for Permits to Do) Gasfitting - Bldg. Dept., entry 316. Name, number of street; location, ward number of building; number of permit. 1871-1915 includes type of permit issued; 1916-- includes date of application, permit. Arr. alph. by name of st. and thereunder by bldg. no. 1871-1903, hdw. under ptd. head; 1904-15, typed under ptd. head; typed on ptd. form thereafter. Vols., 200 pp. 17 x 11 x 2½ to 150 pp. 22 x 18 x 1½; file boxes, 9 x 18 x 25. Rm. 901, C. H. Annex, 24-26 Court St.

254. RECORD OF (Damaged Buildings, Permits for) BOILERS, ENGINES ETC., 1881-- 22 vols. (labeling varies) Title varies slightly.

Contains record of:

i. Buildings damaged by fire or accident, 1881-91. Name of property owner, occupant; location, ward number, use of building; amount, nature, date of damage; probable origin of fire. 1883, 1893-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-x; 1884-87 in Record of Violations of Statutes & Ordinances - Building Dept., entry 264-i; 1899-1903 in Record of Unsafe (and Dangerous) Buildings Etc., entry 263-i; 1904-14 in Record of (Reports of) Fire Examinations - Bldg. Dept., entry 241.

Also contains record of permits (to or for):

ii. Occupy streets, 1888-90. Name of licensee, location, ward number of building; period, number, date of permit; reasons for permit, date of revocation, if any. 1884-87 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-vii.

iii. Plumbing, 1899-1903, 1916-27. Name of building owner, plumber; street, ward number, use of building; statement whether new installation or old plumbing; amount of fee; description, estimated cost of proposed plumbing; number, date of permit. 1916-27 includes name of agent or lessee. 1883-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications

RECORD OF (Damaged Buildings, Permits for) BOILERS, ENGINES ETC., 1888-- (Cont'd)

iii Plumbing, 1899-1903, 1916-27: (Cont'd) Filed entry 249-vi; 1915 in Record of Permits to Do Plumbing - Building Department, entry 310; 1928-- in Plumbing (Permit) Records, entry 309.

iv Project electric lights, 1888-90: Name of building owner, mechanic; location, ward number of building; reasons for, number, date of permit. 1881-87 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-viii.

v Set steam boilers, engines, and to build furnaces, 1888-91, 1899--: Name of property owner, mechanic; location, ward number of building; reason for, number, date of permit. 1904-- includes name of owner's agent or lessee; 1916-- includes statement whether old or new installation, amount of fee, name of substitute plumber, if any; estimated cost of installation. 1881-87, 1893-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-ix.

vi Use tar kettles, 1888-90: Name of licensee; location, ward number of building; number, date of issue and expiration of permit.

9 vols., 1881 1903, arr. by type of permit and thereunder by date of permit; 13 vols., 1904--, arr. by date of permit and permits numbered consecutively. For index, see entry 253. Hdw. under ptd. head. 200 pp. 20½ x 17½ x 1½. 14 vols., 1881 1903, 1922--, rm. 901; 8 vols., 1904-21, rm. 910; C. H. Annex, 24-26 Court St.

255 THEATRES, MOVING PICTURE HOUSES, LARGE AND SMALL HALLS, (and) CINEMATOGRAPH LICENSES, 1900--. 1 file box. System estab. 1900.

Contains card record of licenses for:

i Cinematographers, 1935--: Name, address of licensee, building; location of booth on premises; number, type (special, limited or renewed) of license; date signed by commissioner.

ii Theatres and halls: Name, address of building; capacity of auditorium, balconies; date of issue, expiration of license; date approved or disapproved, initials of inspector.

Cinematographers' licenses arr. alph. by name of licensee, other licenses arr alph by name of theatre or hall. No index. Typed. 4 x 6 x 12. Rm 901, C. H. Annex, 24-26 Court St.

256 (APPLICATIONS FOR PERMIT AND PAPERS RELATIVE TO ESTABLISHMENT OF HOSPITALS), 1924--. 3 folders in 1 file drawer. Required by law 1924.

Contains:

i Applications for permits: Name, address of applicant and owner (if not applicant); statement of ownership or rental of land or building to be used for hospital purposes; names, addresses of abutting property owners; names, addresses of adjacent

(APPLICATIONS FOR PERMIT AND PAPERS RELATIVE TO ESTABLISHMENT OF HOSPITALS), 1924-- (Cont'd)

i Applications for permits (Cont'd)
property owners to be notified of public hearing; names of occupants of building, location of premises; type of any other business applicant proposes to conduct; type, construction of building for proposed hospital; description, amount of equipment; kinds of businesses conducted by other occupants of present building; type, use of buildings on abutting property; distance of proposed hospital from nearest schools, churches; character of neighborhood; remarks, signature of applicant; attestation, signature of notary. Includes inspector's report and plan of property and neighborhood. Includes intermittently blueprint plan of proposed hospital plot.

ii Copies of newspaper notices of hospital hearing: Name of applicant, for permit to establish hospital, names of health commissioners; location, ward number of proposed hospital; name of present building, date of notice; date, time, place of hearing; names of newspapers in which notices appear.

iii Correspondence relative to application for permit to establish hospital, and hearings thereon.

iv Notices of hospital hearings: Name, address of person notified; by whom notified; date of notification, hearing; signatures of building and health commissioners

v Record of hospital hearings: Name of applicant for permit to establish hospital, names of persons testifying; complete minutes, place, date of hearing

Arr. by folder no. No index. Applications hdw. on ptd. form, notices typed on ptd. form, correspondence hdw. or typed, hospital hearings typed. $10\frac{1}{2}$ x $13\frac{1}{2}$ x $28\frac{1}{2}$. Private off., bldg. comm., ninth fl., C. H Annex, 24-28 Court St.

Financial Records
(See also entry 239)

257. PAY ROLLS (Request for Drafts, Reports) AND BILLS (Drafts, Transfer of Funds, Report of Expenditures), 1904--. 9 vols. Title varies: Weekly and Monthly Pay Rolls and Bills, 1904-16, 5 vols.; no title, 1916-26, 1 vol.

Contains copies of:

i. Authorization by city council for transfer of departmental funds, 1935--: Number of councilmen approving, disapproving; name, budget code number of item from and to which transferred; total amount transferred; date of approval by mayor; signature, attestation of city clerk; date, number of order; attestation

ii. Department pay roll: Name, title of employee; rate of pay; net amount due employee, date of pay roll, signature of department head. 1923-- includes amount of retirement deductions.

PAY ROLLS AND BILLS (Cont'd)

iii. Draft on city auditor for payment of department bills: Name of firm, amount due; classification of expenditures by budget letter, number; total expended under each group, grand total of expenditures; date of request, signature of building commissioner.

iv. Draft on city auditor for payment of pay roll: Period, total amount of pay roll; list of various salary classifications, amount of salaries for each classification; date of draft, signature of department head.

v. Request for transfer of appropriations: Group letter, budget code number of appropriation to and from which funds transferred; amount, purpose of transfer; date of request; signature of department head, building commissioner.

Also contains reports and summaries:

vi. Monthly report of payroll expenditures classified by groups: Civil-service title of position, number of employees in each group, rate of pay; total appropriation, amount of expenditure for each group; expenditure for previous month, total expenditure for each group to date, date of report, signature of department head.

vii. Monthly report of budget expenditures: Expenditures for payment of temporary and unassigned employees, services other than personal; expenditures for equipment, supplies, materials, special items, miscellaneous purposes; budget code number, amount of original appropriation; amount of appropriation, expenditures of previous month, expenditures to date, amount of unexpended balance for each budget classification; amount of funds transferred, grand total of appropriation, expenditures, unexpended balances; date of report, signature of department head.

viii. Summary of weekly and monthly recurring charges, 1904-16: Name of vendor; purpose, amount of bill; date of draft.

ix. Summary of weekly and monthly pay rolls, 1904-16: Name of employee; rate of pay; date of draft.

Arr. by date of document. No index. Typed under ptd. head to 1917, hdw. and typed on ptd. form, thereafter. 200 pp. 13½ x 10½ x 1½ to 500 pp. 24½ x 19½ x 4.

258. (Record of License) FEES RECEIVED, 1913--. 17 vols., 3 bdls. (17 vols., 1913-15, 1934--, unlabeled; 3 bdls., 1931-33, dated). Records 1916-30 destroyed. Title varies: Record of Fees Received, 4 vols., 1913-15; Daily Sheets, 3 bdls., 1931-33.

Name, address of licensee; number, type of permit; number of permits issued to each licensee; amount, date of receipt of fee for each type of license issued; total number, amount of fees received from each type of license issued, grand total of day's receipts. 1913-15 includes cost of construction, daily totals of construction costs. Arr. by date of receipt of fee. No index. 1913-15, hdw. under ptd. head; 1931--, hdw. on ptd. form. Vols., 200 pp. 16½ x 14¼ x 2¼ to 265 pp. 17½ x 10½ x 2½; bdls., 15½ x 10½ x 3½. 4 vols., 1913-15, va., opp. rm. 902; 3 bdls., 1931-33, rm. 901; 13 vols., 1934--, rm. 901; C. H. Annex, 24-26 Court St.

259. (RECEIPTS FROM LICENSE TEST FEES), 1915--. 2 vols.
Number, type of licenses and tests given; amount of fee received, deposited with collector daily, totals for month and year for each type; grand total, date of record. Includes annual summary of monthly receipts by type of fee. Arr. chron. No index. Hdw. on ptd. form. 50 pp. 20 x 16 x 2¼. Rm. 901, C. H. Annex, 24-26 Court St.

260. (MISCELLANEOUS BILLS), 1934--. 3 file boxes. Prior records destroyed.
Contains bills for:

i. Supplies: Name of creditor; description, cost of items purchased; place supplies used, date of bill.

ii. Traveling expenses of department employees: Name of employee incurring expenditure, total amount expended; place, cost, date of travel; date of bill.

No arr. No index. Hdw. and typed on ptd. form. 12 x 14 x 24. Rm. 901, C. H. Annex, 24-26 Court St.

261. (CERTIFICATE OF DEPOSIT OF MONEY WITH CITY COLLECTOR), 1935--. 1 file drawer. Prior records destroyed.
Deposit of receipts from license fees; Amount of money deposited under each denomination; date, amount of deposit; signature of building commissioner, cashier. Includes perforated payment stamp showing date of payment, initials of city collector. Arr. by date of deposit. No index. Hdw. on ptd. form. 5½ x 21 x 17. Rm. 901, C. H. Annex, 24-26 Court St.

262. COST BOOK, 1882-1912. 77 vols. (74 vols., 1882-1912, dated; 3 vols., 1909-11, unlabeled). Title varies slightly. 3 vols., 1909-11, no title.
Record of costs for completed new buildings of all types and class of construction, alterations, and for plumbing and boiler installations. Name of owner, contractor; type of work to be done; location, proposed use of building; cost of construction, removal of violations; date of application; date plan approved, permit issued, work completed; total cost of building; total cost of construction for month, year; date, number of license; month building completed. 1911-12 includes classification of building. 1900-1910 includes plumbing and boiler installations costs; total cost of buildings completed for month by wards. Arr. by ward no. No index. Hdw. under ptd. head. 50 pp. 11½ x 12 x 1.
For daily cost of construction, 1913-15, see entry 258.

Complaints and Violations
(See also entries 142-147, 239)

263. RECORD OF UNSAFE (and Dangerous) BUILDINGS ETC., 1872-83, 1899--17 vols. (labeling varies). Title varies: Unsafe and Dangerous Buildings, 1872-83, 1 vol.; Unsafe Buildings, Vio. Statutes & Ordinances and Fire & Accident Record, 1899-1903, 5 vols. 1884-98 in Record of Violations of Statutes & Ordinances--Building Dept., entry 264-iv.

Name of property owner, lessee, owner's agent, occupant; location, ward number, number of stories, use, dimensions of building; material used in construction; name of assistant inspector reporting condition; number, date of record; date of report; name of person serving, answering notice; date of service, answer of notice; number of days granted to remedy condition, date reexamination ordered; date survey ordered, held; report after survey; date of final service of notice. Includes inspector's final report, issue of injunction, date of hearing, order of court. 1899--includes name of mechanic, type of roof, date referred to law department. 1904-- includes name of architect, inspector serving final notice; cause of complaint, date of final notice, complaint closed. Also contains:

i. Record of buildings damaged through fire or accident, 1899-1903: Name of building owner, occupant; location, ward number, use of building; cause, amount, description of damage to building; number, date of report. 1883, 1893-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-x; 1884-87 in Record of Violations of Statutes & Ordinances - Building Dept., entry 264-i; 1888-91 in Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254-i; 1904-14 in Record of (Reports of) Fire Examinations - Bldg. Dept., entry 241.

ii. Record of violation of statutes and ordinances, 1899-1903: Name of building owner, agent or lessee, mechanic; location, ward number, number of stories, height, use, dimensions of building; material used in construction, type of roof; nature, details of violations; cause, date of report of complaint, name of inspector making report; document number; date of service of notice; name of inspector making examination, date of reexamination, statement whether or not violation removed; date of final notice, reference to law department, disposition of case. 1874-83 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-xi; 1884-98, 1904-- in Record of Violations of Statutes & Ordinances - Building Dept., entry 264-v.

Arr. by docket no. For index, see entry 253. Hdw. on ptd. form until 1916, typed on ptd. form thereafter. 100 pp. 17½ x 10½ x 3/4 to 200 pp. 24 x 18 x 2. 13 vols., 1872-1883, 1899-1903, 1916--, rm. 901; 4 vols., 1904-15, rm. 910; C. H. Annex, 24-26 Court St.

264. RECORD OF VIOLATIONS OF STATUTES & ORDINANCES - BUILDING DEPT , 1884-- 39 vols (15 vols., 1884-98, marked 113-127 and dated; 13 vols , 1904-16, marked G87-G98 and dated, 11 vols., 1916--, dated) Missing: 1899-1903 Title varies slightly.

Contains records of:

i. Buildings damaged by fire and accident, 1884-87: Name of property owner, occupant; location, ward number, use of building; amount, nature, cause of damage; number, date of report. 1883, 1893-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-x; 1888-91 in Record of (Damaged Buildings. Permits for) Boilers, Engines Etc , entry 254-i; 1899-1903 in Record of Unsafe (and Dangerous) Buildings Etc , entry 263-i; 1904-14 in Record of (Reports of) Fire Examinations - Bldg Dept., entry 241.

ii. Dangerous chimneys, unsafe boilers, etc., 1884-98: Name of person notified of unsafe condition, name of inspector making report; location, ward number of building; statement showing description of unsafe condition, general disposition, closing of case, removal of unsafe condition; date, number of report.

iii. Orders to erect fire escapes, 1884, 1889-98: Name of property owner, owner's agent, lessee, notice server, assistant inspector; location, ward number, height, dimensions, use of building; number of stories, material used in construction; number of families, persons, operatives in building; style of fire escapes ordered; report of assistant inspector, date of service of notice, answer, report, reexamination by inspector; date survey ordered, inspector's report on survey; notice to city solicitor, final report of inspector; number, date of notice 1874-83 in (Record of) Fire Escapes Ordered - Bldg Dept , entry 292. For record of requisitions to erect fire escapes 1889--, see entry 291.

iv. Unsafe-building violations, 1884-98: Name of building owner, owner's agent or lessee, inspector; location, ward number, height, dimensions, number of stories, use of building; material used in construction; method of serving notice; date of report, examination by inspector, notice to owner; disposition of case, 1885-98 includes name of mechanic, reexamining inspector; style of roof of building; cause of complaint, description of violation; date of reexamination, final notice to owner 1872-83, 1899-- in Record of Unsafe(and Dangerous) Buildings Etc., entry 263.

v. Violations of building statutes and ordinances, 1884-98, 1904--: Name of property owner, owner's agent or lessee, notice server; location, ward number of property; material used in construction, use of building; date of final notice, and report, reexamination by inspector 1885-87, 1904-- includes nature of complaint; 1904-- includes statement whether statute or ordinance violation, date complaint of violation referred to law department, case closed 1884-98 includes name of mechanic,

RECORD OF VIOLATIONS OF STATUTES & ORDINANCES (Cont'd)

v. Violations of building statutes and ordinances (Cont'd)
architect; names of inspectors; style of roof, height, proposed use of building; method of serving final notice, number of notices. 1874-83 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-xi; 1899-1903 in Record of Unsafe (and Dangerous) Buildings Etc., entry 263-ii.

15 vols., 1884-98, arr. by nature of violation, chron thereunder, and violations numbered consecutively; 24 vols., 1904--, arr. chron and violations numbered consecutively. For index, see entry 253. Hdw. under ptd. head until 1904, typed under ptd. head thereafter. 200 pp. 17 x 10½ x 1½ to 250 pp. 24 x 18 x 2. 27 vols., 1884-98, 1916--, rm. 901; 12 vols., 1904-15 rm. 910; C. H. Annex, 24-26 Court St.

265. (Card Record of) CONSTRUCTION - LIVE COMPLAINTS, 1930 - Aug 1938, 1 file box (A-Z). System discont. Aug. 1938.

Complaints regarding violations of statutes and ordinances relative to unsafe buildings: Name, address of property owner, owner's agent, lessee, building mechanic; name of person correcting unsafe condition; location, ward number, material used in construction of building; number of stories, tenants in building; nature, date of complaint; signature of inspector filing complaint; type of violation, date each violation remedied. Arr. alph. by name of st. and thereunder by bldg. no. No index. Typed on ptd form. 6 x 8 x 18. Rm. 901, C. H. Annex, 24-26 Court St.

266. (Card Record of) CONSTRUCTION - CLOSED COMPLAINTS, 1874--. 66 blds., 4 file boxes (66 bdls., 1874-1915, marked by incl. document nos. and dated; 4 file boxes, 1930--, marked A-Z and dated). System estab. 1874, discont. 1915, reestab. 1930. Title varies slightly.

For description, see entry 265. Also includes: Date work completed, case closed. 66 bdls., 1894-1915, arr. by document no.; 4 file boxes, 1930--, arr. alph. by name of st. and thereunder by st. no. No index. Hdw. and typed on ptd. form. Bdls., 10 x 12 x 11; file boxes, 6 x 8 x 18. 66 bdls., 1874-1915, va., subbsmt.; 4 file boxes, 1930--, rm. 901; C. H. Annex, 24-26 Court St.

For inspector's report following receipt of complaints 1875--, see 250-xviii.

267. (Reports of) VIOLATIONS (of Building Laws), 1885-1915. 66 bdls. (numbered in yearly series beginning with #1, and dated). Title varies slightly.

Name, address of building owner or lessee, occupant, contractor; name of notice server; person notified; location, ward number, dimensions, number of stories of building; style of roof, material used in construction, summary by inspector of existing conditions, alterations being made, and existing violations; notification of violation; time, date of service of notice; number, date of report. Includes inspector's reexamination report.

VIOLATIONS (Cont'd)
Nature, date of report; signature of inspector. Also includes inspector's final report giving statement whether violation remedied or still exists: Cost of the work, date of report, signature of inspector. Arr chron. and reports numbered consecutively. No index. Hdw. and typed on ptd. form. 9 x 7 x 5½. Va., subbsmt., C. H. Annex, 24-26 Court St.

For reports of inspection of complaints 1875--, see entry 250-xviii.

268. BUILDING DEPARTMENT - DOCKET OF CASES - REFERRED TO LAW DEPARTMENT, 1898-1926. 4 vols. Title varies slightly.
Contains docket cases referred to law department:

i. For prosecution, 1916-26: Location, ward number of building; year, title, document number of violation; date of examination by inspector, date copy of inspector's report sent to law department; date copy of law department order received, date of reexamination by inspector; date, result of prosecution; date of compliance with court order, date law department notified of compliance.

ii. Requesting legal advice: Location, ward number of building; nature of egress or unsafe-building violation; year, document number of violation; date referred to law department, case closed.

Arr. alph. by name of st. No index. Hdw. on ptd. form. 450 pp. 9 x 13 x 1½. 3 vols., 1898-1926, va., opp. rm. 902; 1 vol., 1916-26, rm. 901, C. H. Annex, 24-26 Court St.

Contracts and Requisitions
(See also entries 339, 340)

269. HOSPITAL HEARINGS AND CONTRACTS - BUILDING LAW LETTERS, 1930--. 1 file box.
Contracts for removal of unsafe, dilapidated, fire-hazard buildings: Name of building owner, names of contracting parties, amount of consideration paid; terms, date of contract; signatures of contracting parties; approval by building commissioner, mayor. No arr. No index. Typed on ptd. form. 11 x 13 x 25. Rm. 901, C. H. Annex, 24-26 Court St.

270. (Duplicates of) STATIONERY REQUISITIONS, June 1932--. 2 vols.
Requisitions submitted to superintendent of printing: Name of department to be charged, place of delivery; number, description of items; date of order, signature of building commissioner. Arr. by date of requisition. No index. Hdw. on ptd. form. 200 pp. 8½ x 8 x 1½. Rm. 901, C. H. Annex, 24-26 Court St.

For original requisitions 1933--, see entry 482.

271. (Duplicates of) PRINTING REQUISITIONS, Feb. 1933-- 3 vols. Name of department to be charged; name, address of person receiving proof; place of delivery; number, description of items ordered; date of order, signature of building commissioner. Arr. by date of requisitions. No index. Hdw. on ptd. form. 200 pp. 8½ x 8 x 1½. Rm. 901, C. H. Annex, 24-26 Court St.

For original requisitions 1937--, see entry 485.

Construction Division
(See also entries 239, 266)

Reports

272. (Record of Inspectors') REPORTS ON COMPLETED NEW BUILDINGS, 1872-1917. 22 vols. (3 vols., 1872-78, marked 82-84, dated; 19 vols., 1874-1917, dated). Missing: 1879-93, 1896, 1898-99. Title varies slightly.

Name of property owner, builder, architect; location of building; type, purpose of construction; kind of material used; number of families, stores, stories; number of buildings constructed, total number of families living in all buildings, number of buildings located in block; costs of construction of building not including cost of land; dimensions, area of lot; height, dimensions of building; style, type of roof; projection of walls through roof, nature of access to roof; thickness, kind of material in foundation walls, building frontage, girders; size of girders and how supported; detailed description of construction of building, fire escapes, heating system; year of construction; number, date of building permit. Also contains building plans, 1894-1917: Name of property owner; location, ward number of building; plan number, date plan received, signature of approval or disapproval of inspector. 1907-17 includes file location reference. 1912-15 includes document number, date building completed. Reports arr. by type of construction and thereunder by year; plans arr. alph. by name of st. For index, 1872-1915, see entry 253; 1916-17, no index. Hdw. under ptd. head. 150 pp. 22½ x 19¼ x 2. 3 vols., 1872-78, rm. 901; 19 vols., 1874-1917, va., opp. rm. 902; C. H. Annex, 24-26 Court St.

For reports of completed new buildings 1875--, see entry 250-xxi.

273. SPECIAL REPORTS (on Examination of Buildings), 1878-1916. 34 vols. (labeled by file no., 1-34 and dated). Missing: 1879, 1910-13.

Name or position of person requesting building examination; ward number, location, dimensions, number of stories, use, style of building; material of roof, material used in construction, date of examination; date, number of report; signature of inspector. Includes intermittently name of occupant, cause of examination, sketch or plan of inspected premises. Also includes inspector's summary of existing dangerous condition and his recommendation. Arr. by date of report and thereunder by no. of report. Indexed alph. by name of st. Hdw. 100 pp. 14¼ x 8½ x 1¼. Va., subbsmt., C. H. Annex, 24-26 Court St.

274 CONSTRUCTION INSPECTOR'S DAILY REPORT (of Examinations), 1922--24 bdls , 3 file boxes (24 bdls., 1922-35, dated; 3 file boxes, 1936--, marked C-W) Prior records destroyed.

Address of building inspected, statement of progress of work, nature of complaint, date of inspection Includes daily recapitulations: Date, number of examinations, final report; date reported to office, signature of inspector 24 bdls , 1922-35, arr by year; 3 file boxes, 1936--, arr alph by name of inspector No index. Hdw on ptd form. Bdls., 8 x 7 x 7; file boxes, 11 x 5 x 11. 24 bdls., 1922-35, va., subbsmt., 3 file boxes, 1936--, rm 902; C. H. Annex, 24-26 Court St.

275 (CONCRETE AND PILING INSPECTION REPORTS), 1916-- 15 file boxes, 94 bdls (labeling varies) System estab 1916 Title varies slightly.

Name of property owner, contractor; location, ward number of property; kind, amount, proportion of material used; time, place of mixture of concrete; length of elapsed time before pouring into forms; number, depth, measurements of piles driven; weight of hammer, kind of reinforcements used; date, number of report; signature of supervising, concrete inspector; certification, signature of justice of the peace, name of inspector taking oath 15 file boxes, 1916-24, 1935--, arr. by no. of report; 94 bdls , 1924-34, arr alph by name of st For index, see entry 276. Hdw on ptd form File boxes, 11 x 14 x 26; bdls , 4 x 8 x 9. 15 file boxes, 1916-24, 1935--, rm. 910; 94 bdls , 1924-34, va., subbsmt ; C H Annex, 24-26 Court St.

276 INDEX (To) CONCRETE AND PILING REPORTS, 1916-- 1 file box

Name, location of building; reference to location of record, name of vault, bundle number. Arr alph by name of st. and thereunder by st. no Typed 9 x 11 x12 Rm 905, C H Annex, 24-26 Court St.

277 (Record of Building Examination Reports on Public Halls, Schools, and) CHURCHES, 1875, 1887, 1908, 1916 4 vols. (G8, G10-12, dated) Title varies: Reports on Churches and Schools, Inspection of Buildings, 1875, 1 vol. School Houses, Report of Examination of Schools Houses, 1887, 1 vol.; Special Reports Building Dept. Churches, 1908, 1 vol.

Contains record of reports of examination of:

i Public and private school houses, 1875, 1887, 1916: Name, location, ward number of school; name of inspector; number of stories in building; material used in construction, dimensions, style of roof, manner of occupancy of building; detailed description of each floor, doors, windows, hallways; description, type, location of heating apparatus; condition of walls; amount, storage place of combustible material, if any; safety provisions of building in case of fire, statement whether any part of building is used for business or dwelling purposes; number, date of report; signature of inspector. Includes pencil sketch of building, with names of abutting streets.

CHURCHES (Cont'd)

ii. Public halls and churches: Name, address, ward number of institution, hall; name of inspector; number of stories in building; material used in construction, dimensions, style of roof, manner of occupancy of building; seating capacity of auditorium; number, size of doorways; number, width of aisles, stairways; width, description, seating capacity of gallery; description of vestry, class room, gallery supports, heating apparatus; condition, strength of floor, exterior and interior walls; adequacy of egress in case of fire; fire prevention facilities of building; number, date of report; recommendations, signature of inspector.

Arr. by date of report and thereunder by name of bldg. Indexed alph. by name of st. and thereunder by name of bldg. Hdw. on ptd. form. 300 pp. $14\frac{1}{4}$ x 9 x $1\frac{1}{2}$.

278. (Inspectors') TENEMENT HOUSE REPORTS, 1910. Approx. 3000 vols. in 19 bdls. (18 bdls., 1-18, A-Z; 1 bdl., dated).

Name of property owner or owner's agent; location, ward number, height, description of building; style of roof; number of families, stores in building; statement whether inflammable goods kept or sold on premises; type, number, location, ventilation of water closets; number of sinks; location of party wall openings; width, condition, accessibility of roof, stairs; condition of balusters, skylight, penthouse windows; lighting conditions throughout house, date of report, name of inspector. Arr. alph. by name of st. No index. Typed and hdw. on ptd. form. 6 x 10 x 6 to 16 x 10 x 9. Va., subbsmt., C. H. Annex, 24-26 Court St.

Permits (See also entry 250-iii to vi)

279. (Record of) PERMITS ISSUED FOR CONSTRUCTION - BUILDING DEPT., 1918-21, 1925--. 14 vols. (3 vols., 1918-21, G41, G43, G44, and dated; 11 vols., 1925--, dated). Missing: 1919, 1922-24.

Permits for construction, repairs, alteration of first, second, third-class buildings; for construction of elevators, fire escapes; for demolition of buildings: Name of property owner, owner's agent or lessee; location, ward number, use of building; number of families, stories in building; estimated cost of construction, alteration or installation; type, number, date of permit; total number of each type of permit issued. Arr. by date of permit and permits numbered consecutively. No index. Typed under ptd. head. 300 pp. 18 x 14 x 2 to 280 pp. 24 x 18 x 2.

280. (Applications for Permits for Repairs and) ALTERATIONS, 1872-1915. 200 bdls. (1-5100, dated), 1875-- in (File Alley - Miscellaneous Applications for Permits, Complaints, Reports), entry 250-ii; 1921-36, in Take Downs (Record of Razing of Buildings), entry 251.

Name, address of building owner, owner's agent, contractor; name of merchanic, architect; names of occupants; location, ward number of property; material used in construction; dimensions of building, style of roof, size of ell, material used in foundation; distance of building

ALTERATIONS (Cont'd)
from street line; description of walls, stairs, elevators; type of egress, size of lot; original, proposed use of building, number of stories, families; report of assistant inspector as to compliance with building laws; detailed description, estimated cost of repairs, alterations, extensions; amount of fee; number, date of application, permit; plan, filing number; date of approval, disapproval; number, class, expiration date of builder's license; signature of builder, plan supervisor, street numbering inspector; signature, telephone number of owner or agent; date work completed. Extensions of buildings on any side: Style, material of roof; proposed use of building; material to be used in foundation and extension; thickness of brick party walls; method of connection with old building; distance from street, surrounding buildings. Raising, moving or building upon old structure: Proposed use of building, style, material of roof; increase in number of feet of party and external wall extensions; height from tip of roof to ground land, number of stories; distance from street, surrounding buildings. Removal of any part of external or party walls: Story in which the opening is to be made, size of opening, method of supporting remaining portion of wall, size of iron or stone lintel to be used, thickness of iron column shell, size of brick piers. Intermittently includes application for permit to occupy street: Number of feet of street, sidewalk occupied. Arr. by year and thereunder by application no. No index. Hdw. on ptd. form. 9 x 5 x 4. Va., subbsmt., C. H. Annex, 24-26 Court St.

281. (Application for Permit for) BOILERS, ENGINES, FURNACES, 1891-1905. 30 bdls. (marked by incl. permit nos., dated).
Application for permit to build ovens, furnaces, and set and maintain boilers and engines: Name, address of owner of apparatus, mechanic, occupant of building; location, use of building; type of construction, thickness of chimney flue; number, size, horsepower, weight of engine, boiler; type, location, use of boiler; type of construction of flooring, doors, shutter of boiler room; type of smoke vent; dimensions, purpose, location, base, thickness of masonry; linings, size of air space of oven, furnace; cost of installation; number, date of application, permit; signature of applicant, stamp showing time of receipt of application; approval or disapproval of permit; date work completed, examined by inspector; signature of inspector. Arr. by permit no. For index, see entry 255. Hdw. on ptd. form. 12 x 8 x 2¼. Va., subbsmt., C. H. Annex, 24-26 Court St.

Miscellaneous

282. (Record of) ALTERATIONS, 1895-1917. 19 vols. (dated). Missing: 1896-98, 1900. Title varies: Alterations - Inspection of Buildings, 1895, 1 vol.; Alterations - Building Department, 1907-15, 10 vols.
Name of property owner; location, ward number of building; date, number of plan; date plan received, approved. Arr. alph. by name of st. No index. Hdw. on ptd. form. 150 pp. 11 x 8½ x 1. Va., opp. rm. 902, C. H. Annex, 24-26 Court St.

283 (Record of) PLANS, 1894-1915 18 vols (dated) Missing: 1896-99 System estab. 1894.
Record of plans submitted with applications for construction or alteration of first, second, third-and special-class buildings: Name of property owner; address, ward number, use of building; plan number; date plan received, approved Arr alph by name of st No index Hdw on ptd form. 250 pp 11 x 9 x 2 Va , opp. rm. 902 C. H Annex, 24-26 Court St

Zoning Division
(See also entry 239)

For records pertaining to general city planning, se City Planning Department, to be included in a volume to be published subsequently

For records pertaining to the establishment or amendment of zoning districts, see Board of Zoning Adjustment, to be included in a volume to be published subsequently

284 (Copy of) NOTICE OF MEETING OF BOARD OF ZONING ADJUSTMENT (and Petitions for Hearings), 1924-- 1 file box.
Name, address of person notified; names of board members; date, time, place of hearing; signature of secretary, date of notice Includes stenographic transcription of proceedings at public hearings and decisions of zoning board Also contains petitions for hearings on zoning laws: Name, address of petitioner; reasons for petition; signature, address, telephone number of petitioner; date, number of petition Notices arr by date of notice, petitions arr. by date of filing and thereunder by petition no For index to petitions, see entry 285; notices, no index Typed 12 x 14 x 24 Rm. 901, C. H. Annex, 24-26 Court St

285 (INDEX TO PETITIONS FOR HEARINGS ON ZONING LAWS), 1924-- 1 file box.
Name of petitioner; name of street on which property is located; number, nature of petition; statement whether petition approved or disapproved; date of hearing Arr. alph. by name of st. Typed 8 x 14 x 24 Rm. 901, C H Annex, 24-26 Court St

Egress Division
(See also entries 239, 250-ix, -xix, 251, 264-iii)

Reports

286 (Record of Inspectors' Reports of) EGRESS EXAMINATIONS, 1873-1915 102 vols. (3 vols., 1873-74, F60-62, marked by incl. report nos., and dated; 58 vols., 1875-1902, G1-7, G69, F1-18, F64-71, F73-96, dated; 41 vols., 1903-15, marked by book letter S and incl. report nos.) System estab. 1873. Title varies slightly.

EGRESS EXAMINATIONS (Cont'd)

Contains record of egress examinations of:

i. Buildings in which operatives are employed, 1873, 1875-76, 1878, 1880-1903. Name of inspector; name, address of property owner, owner's agent or lessee, occupant; location, ward number, dimensions, use of building; material used in construction; number of stories in building; number of male, female operatives employed on each floor; location, type, method of protection of heating apparatus; number, width of stairways, hoistways; size of scuttles and other escape facilities; condition, strength, general particulars of exterior walls; location of combustible material if any, fire extinguishers on premises; effect of fire on egress facilities; recommendations of inspector, estimated cost of additional egress; date requisition received, transmitted to law department for approval, egress recommendation provided; number, date of report.

ii. Family hotels, tenement and lodging houses, 1895-1903. Name of inspector; name, address of property owner, owner's agent or lessee; location, ward number of building; material used in construction, style of roof; number of stories in building; manner of occupancy; number of families, persons, operatives on each floor; number, width of stairways; size and means of access to scuttles, accessibility to other roofs; location of combustible matter if any, fire extinguishers on premises; recommendations of inspector; date egress recommendation provided, transmitted to law department for approval, requisition received; estimated cost of additional egress, number, date of report

iii. Fire escapes of hotels 1891, 1899, 1900, 1902, 1912-13. Name of hotel, lessee, watchman; name, address of hotel owner; location, ward number, dimensions of building; material used in construction, style of roof; number of stories in building, wing, occupants on each floor; general condition, other occupancy (if any) of building; description of fire escapes, heating and fire protection apparatus; type of lighting; type, location, size, method of operation of fire alarms; recommendations of inspector, estimated cost of improvements; date of examination, report; signature of inspector or assistant inspector

iv. Fire escapes of schoolhouses 1875-78, 1892. Name of inspector; name, address, ward number, type, dimensions of school; style of roof, material used in construction; number of rooms, pupils on each floor, stories in building; measurements of doors, windows on first floor and doors, stairways and other exits on all other floors; type, size, method of protection of heating apparatus; amount of combustible material in building; adequateness of fire escapes; number, date of report. Includes intermittently blueprints of fire exits.

EGRESS EXAMINATIONS (Cont'd)

v. Theatres, public halls, and churches, 1875-85: Name of inspector; name, address of property owner, owner's agent or lessee, occupant; location, ward number, dimensions, manner of occupancy of building; style of roof, material used in construction; number of families, persons on each floor; type, method of protection of heating plant; number, width of stairways; size of, access to skylights; means of escape to roofs of adjoining buildings; general safety of building; strength of floor, amount of combustible material on premises if any; recommendations of inspector, style of fire escape recommended; plan, block number; date, number of report. Includes free-hand sketch of building with requirements for improvement and signature of examiner and assistant inspector.

Arr. by date of report and reports numbered consecutively. 88 vols., 1873-76, 1889-90, 1893-1915, indexed alph. by name of st.; for index, 1877-88, see entry 287; 1 vol., 1891, indexed alph. by name of bldg.; 1 vol., 1892, indexed alph. by name of school. Hdw. on ptd. form to 1894, typed on ptd. form thereafter. 500 pp. 13½ x 9 x 2½.

287. INDEX (to) FIRE ESCAPE EXAMINATIONS, 1877-88. 2 vols. (F63, F72 and dated).

Index to (Record of Inspectors' Reports of) Egress Examinations, entry 286-i, -iv, -v. Location, ward and district number of property examined; volume and page reference, plan number (intermittently). Arr. alph. by name of st. Hdw. under ptd. head. 200 pp. 14 x 10 x 1½

288. EGRESS DAILY (Report) SLIPS, Mar. 16, 1926 - Sept. 30, 1928, 1931. 6 file drawers, 1 bdl. (3 file drawers, Mar 1926 - Aug. 1927, 1 file drawer, May 1928 - Sept. 1928, dated; 2 file drawers, Sept. 1927 - Apr 1928, 1 bdl, 1931, unlabeled)
Title varies: Egress Reports, 1931, 1 bdl.

Contains daily egress;

i. Report slips of egress inspectors: Name, location, ward number of premises examined; date of report, signature of inspector, remarks.

ii. Summary of inspectors' work: Number of theatres, halls, moving picture halls, fire escape egress examinations, violations; number of final, special reports; communications received, reported, acted upon; date of summary, signature of inspector.

Arr. by date of report. No index. Hdw. on ptd. form. 5 x 10½ x 12.

289. (Reports of Egress Inspections of) PAROCHIAL SCHOOLS - BUILDING DEPT., 1915-16. 1 vol. (G13).

Name, address of school reverend; name of school; location, ward number, use, dimensions of building; style of roof, material used in construction, number of stories and rooms, type of stairways, width of halls in building; height of windows from the ground; means of egress other than through main hall on each floor; sex of pupils on each story of building; type of heating, precautions taken for safeguarding of building; whether combustible

PAROCHIAL SCHOOLS - BUILDING DEPT. (Cont'd)
material is stored in building, facilities for fire fighting on premises; safety of building in case of fire; accessibility to fire escapes from each room, time required to empty building; sanitary, ventilating conditions; type, conditions of lavatory; suggestions of inspector, details of work necessary to increase safety of building; date, number of report; signature of inspector. Includes correspondence with reverend of school, listing requirements necessary for safety of school. Arr. by date of report. Indexed by name of school. Hdw. on ptd. form. 100 pp. 14½ x 9 x 1½.

290. SPECIAL (Egress) REPORTS (on) PUBLIC SCHOOL HOUSES - BUILDING DEPARTMENT, 1915. 2 vols. (1, 2, and G14, G15).
Report of inspection to determine whether school has proper number of exits: Name, location, ward number, height, description of building; style of roof, heating system, material used in construction; number, sizes of means of egresses on each floor; inspector's recommendations, if means of egress is insufficient; number, date of report; date of examination. Includes copy of letter to board of schoolhouse commissioners listing recommendations. Arr. by report no. Indexed alph. by name of st. of school. Hdw. on ptd. form. 300 pp. 14½ x 9 x 1½.

Egress Requisitions

291. EGRESS (Requisition) RECORDS - OPEN AND CLOSED CASES, 1889--, 3 vols., 5 file boxes, 5 bdls. (3 vols., 1889-1903, marked 109-111 and dated; 5 file boxes, 1904--, marked A-Z; 5 bdls., 1931--, unlabeled). Title varies: Egress Index and Records Building Dept., 1889-1903, 3 vols.
Name of building owner, owner's agent or lessee; location, ward number, use of property; material used in construction, means of egress, number of persons, and families in building; date of examination, egress requisition; name of inspector serving requisition, date of reexamination, report of inspector; date referred to law department, action taken by law department; cost of final notice; nature, number, date of final report by inspector. 1904-- includes number of stories, style of roof, number and width of stairways of building; size of and means of access of scuttles in roof; means of escape to roofs of adjoining buildings; number, location of fire escapes; facilities for extinguishing of fires; signature of inspector. 3 vols., 1889-1903, arr. alph. by name of building owner; 5 file boxes, 5 bdls., 1904--, arr. alph. by name of st. and thereunder by building no. No index. 1889-1903, hdw. on ptd. form; 1904-1930, typed on ptd. form; typed and hdw. on ptd. form thereafter. 3 vols., 1889-1903, 150 pp. 22½ x 19½ x 1½; 5 file boxes, 1904--, 6½ x 17½ x 23; 5 bdls., 1931--, 6½ x 5 x 7. Rm. 901, C. H. Annex, 24-26 Court St.

For record of orders to erect fire escapes 1874-84, 1889-98, see entries 264-iii, 292.

292. (Record of) FIRE ESCAPES ORDERED - BLDG. DEPT., 1874-83. 1 vol. (112). 1884, 1889-98 in Record of Violations of Statutes & Ordinances - Building Dept. entry 264-iii.
Name of owner, owner's agent, lessee; names of inspectors examining, re-examining building; location, ward number, use, height, dimensions of building; material used in construction, style of roof; number of stories, families, individuals in building; date of report, style of fire escapes ordered; number, date of notice to owner; name of person serving, answering notice; date of reply, order to re-examine property, report of re-examination, final report; description of work done to fire escapes. Arr. by date of notice and notices numbered consecutively. For index, see entry 253. Hdw. under ptd. head. 175 pp. 24 x 18 x 1½. Rm. 901, C. H. Annex, 24-26 Court St.
For application for permits to erect fire escapes 1875--, see entry 250-ix

293. EGRESS REQUISITIONS, 1914. 1 vol. (book T, I, dated). 1875-- in (File Alley Miscellaneous Applications for Permits, Complaints, Reports), entry 250-xix; 1921-36 also in Take Downs (Record of Razing of Buildings), entry 251.
Record of notices to owners of buildings to install proper and sufficient means of egress in accordance with building laws: Name, address of property owner; notice to owner of address where insufficient egress exists, penalties for failure to comply; number, date of notice; signature of building commissioner. Includes registry return receipt. Arr. by date of notice and notices numbered consecutively. Indexed alph. by name of st. Typed under ptd. head. 600 pp. 10½ x 8¼ x 2¼. Va., opp. rm. 902, C. H. Annex, 24-26 Court St.

Plan Division
(See also entries 239, 283, 321, 322)

294. (ORIGINAL BUILDING PLANS), 1872--. 1040 file bins (labeled by section letter and bin no.). System estab. 1872.
Plans submitted with license, application for repair, construction, alteration of first-, second-, third- or special-class buildings: Name of property owner, abutter; name of street number of proposed building; complete details of repair, construction, alteration of building; area occupied by building, garage; total area of lot; percentage of land occupied by building, garage; total percentage of occupied land; outline and dimensions of each floor, room, basement, building; sketch of front, rear, side elevations; material to be used in construction of foundation, building; section letter, bin number of plan. Various authors, publishers. Blueprints. Scales vary. 26 x 39 ½ x 35½. No arr. For indexes, see entries 295, 296. Va., subbsmt., C. H. Annex, 24-26 Court St.

295. BUILDING PLAN FILE INDEX, 1872--. 1 vol., 20 file boxes (1 vol., 1872-1904, unlabeled; 20 file boxes, 1900--, A-Z). System estab. 1872. Title varies: Plan Index, 1872-1904, 1 vol.

Name of owner; ward number, location, type of building constructed, repaired or altered; material used in construction; number of plan. 1900-- includes name of applicant; date, number of application; date plan received, approved; section letter, bin number of plan reference. Arr. alph. by name of st. Vol., hdw. on ptd. form; file boxes, typed under ptd. head. Vol., 130 pp., 14 x 10 x 1; file boxes, 5 x 12 x 24. 1 vol., 1872-1904, va., opp. rm. 902; 20 file boxes, 1900--, rm. 901; C. H. Annex, 24-26 Court St.

296. (CARD INDEX OF BUILDING PLANS), 1916--. 6 file drawers (jtr-was)

Name of property owner, inspector; location, type of building; application, plan number; date application received, approved; stamp showing issue of permit. Arr. alph. by name of st. Typed on ptd. card. 11 x 20 x 4. Rm. 901, C. H. Annex, 24-26 Court St.

297. (MISCELLANEOUS BLUEPRINTS), 1938. 20 drawers (R1 - R18). For description, see entry 294. No arr. No index. Blueprint. 48 x 48 x 6. Rm. 901, C. H. Annex, 24-26 Court St.

Elevator Division
(See also entries 239, 250-x, -xvi, 251)

298. PASSENGER & FREIGHT (Card Record of Elevator Inspection Reports), 1916--. 5 file boxes (marked by dist. no. 1-5). System estab. 1916.

Name, address of owner; ward number, location, use of building; number of stories, type of roof; city's serial elevator number, type, speed, weight capacity of elevators; distance of ascent; condition, operating and safety devices of elevator; date of inspection of safety devices, accident; date condemned, complaint filed; regulations complied with and approved by inspector; name of inspector. Arr. by dist. no. and thereunder alph. by name of st. No index. Typed on ptd. form. 6 x 18 x 24. Rm. 901, C. H. Annex, 24-26 Court St.

299. ELEVATOR INSPECTOR'S (Daily) REPORTS, 1925--. 31 file boxes, 5 bdls. (dated). No title, 1925-35, 27 file boxes, 5 bdls.

Name of owner or lessee, location of building; type, operating device, capacity, speed, description of elevator; statement whether or not tested, certificate issued; serial number of certificate, date of inspection, signature of inspector. Arr. by date of inspection. No index. Hdw. on ptd. form. File boxes, 5 x 10 x 12; bdls., 10 x 10 x 5.

300. (Record of Reports of) HOISTWAY AND ELEVATOR EXAMS., 1914-16. 3 vols (labeled by vol., file nos., and dated)

Name of owner, engineer; name, age, term of service of operator; location, ward number, dimensions of building; size of wing, tenancy of each floor, material used in construction, number of stories, style and material of roof; name of manufacturer; location, type, make, speed, method of operation, ventilation, dimensions, capacity, height of ascent of elevator or hoist; dimensions of shaft; number, size and age of ropes, counterbalances, drums; use of safety devices; location, method of transmission of power; estimated cost, date of installation of elevator, hoist; number, dates of accidents; description of injuries to persons, property; compliance with city ordinances governing condition, location and management of elevators or hoists; compliance by owner with order to make repairs; date of report, signature of inspector. Arr. by examination no. No index. Hdw. on ptd. form 500 pp. 14 x 9½ x 2.

301 NEW (Applications for License to Operate Passenger Elevators), 1929--. 15 bdls., 14 file boxes (labeled by application no. and dated). Prior records destroyed. Title varies: New Elevators, 1935, 3 file boxes.

Name, address, sex, color, place of birth of applicant; name, address of father if living; name, business address of prospective employer; name of building in which employment is expected; whether intoxicating liquors are used to excess by applicant; sight, hearing, speech and physical condition of applicant; period of instruction in use of elevator; knowledge of use of emergency switch; date of application; date, number of license; signature of examining inspector, building commissioner. Also contains recommendation and character statement of prospective employer or employer's agent. Name of applicant, address of building in which employment is expected, statement relative to competency and mental, physical condition of applicant; employer's willingness to employ, date since employer or employer's agent have known applicant; signature, address, official position of employer's agent; signature, occupation, address of two character references. Arr. by license no. No index. Hdw. on ptd. form. Bdls., 8 x 6 x 4; file boxes, 5 x 11 x 11. 15 bdls., 1929-35, va., subbsmt.; 14 file boxes, 1935--, rm. 902; C. H. Annex, 24-26 Court St.

302. (RECORD OF LICENSES TO OPERATE PASSENGER ELEVATORS), 1932--. 9 file boxes (marked 1-9 and A-Z). Missing: 1916-32. Required by law 1916.

Name, date of birth of licensee; name of building commissioner; number, class, date of license. Arr. alph. by name of licensee. No index. Typed on ptd. form. 4 x 5 x 18. Rm. 901, C. H. Annex, 24-26 Court St.

303. (Application for) RENEWALS (of Passenger Elevator License), 1929--. 33 bdls., 27 file boxes (labeled by renewal no. and dated). Title varies: Renewal Elevator License, 1929-35, 33 bdls.; no title, 1935-36, 11 file boxes.

Name, address, present business address of applicant; number of accidents during year, if any; expiration date of present license, number, year of renewal. Arr. by year and licenses numbered consecutively. No index

RENEWALS (Cont'd)
Hdw. on ptd. form. Bdls., 8 x 8 x 14; file boxes, 5 x 10½ x 12; 33 bdls., 1929-35, va., subbsmt.; 13 file boxes, 1931-35, rm. 910; 14 file boxes, 1936--, rm. 902; C. H. Annex, 24-26 Court St.

304. (RECORD OF RENEWAL OF ELEVATORS' OPERATORS' LICENSES), 1932--. 7 file boxes (A-Z). Missing: 1916-32. Required by law 1916. Name of licensee, year, number of renewal; date of original license. Arr. alph. by name of licensee. No index. Typed on ptd. form. 4 x 5 x 18. Rm. 901, C. H. Annex, 24-26 Court St.

Plumbing Division
(See also entries 239, 240-ii, 249-vi, 250-viii, 251, 254-iii, 262)

305. (Card Record of) REGISTRATION (of Journeymen Plumbers), 1897--. 2 file boxes (A-Z). System estab. 1897.
Name of plumber, place of business; number, date of issue of license of journeyman, and license of master plumber employing journeyman. Arr. alph. by name of plumber. No index. Typed on ptd. form. 3¼ x 6 x 16. Rm. 902, C. H. Annex, 24-26 Court St.

306. MASTER PLUMBER'S REGISTER, 1905--. 3 vols.
Name, address of master plumber, firm (if plumber is owner); present, former place of business; license or certificate number, date of expiration of license, date of registration, signature of plumber. Arr. alph. by name of plumber. No index. Hdw. on ptd. form. 300 pp. 15 x 14 x 1. Rm. 901, C. H. Annex, 24-26 Court St.

307. (Record of) PLUMBING (Licensed Master Plumbers), 1935--. 1 file box. Prior records destroyed.
Name, residence, business address of plumber; number, date of expiration of license. Arr. alph. by name of plumber. No index. Hdw. and typed on ptd. form. 3½ x 6 x 16. Rm. 902, C. H. Annex, 24-26 Court St.

308. (Application for) PLUMBING (Permits), 1926--. 33 bdls., 1 file drawer (33 bdls., 1926-36, marked by name of st. and by incl. bldg. nos.; 1 file drawer, 1937--, A-Z). Prior records destroyed. 1875-- in (File Alley Miscellaneous Applications for Permits, Complaints, Reports), entry 250-viii; 1921-36 also in Take Downs (Record of Razing of Buildings), entry 251.
Name, address of property owner; name, registration number of plumber; location, nearest cross street, ward number of building; whether new installation or old plumbing; number of families, stores in building; previous, proposed use of building; detailed description, estimated cost of proposed plumbing; signature, address, telephone number of master plumber; date approved, signature of inspector. No arr. No index. Hdw. on ptd. form. Bdls., 4 x 8 x 9; file drawer, 6 x 13 x 24. 33 bdls., 1926-36, va. subbsmt.; 1 file drawer, 1937--, rm. 902; C. H. Annex, 24-26 Court St.

309. PLUMBING (Permit) RECORDS, 1928--. 2 vols. (dated). 1883-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-vi; 1899-1903, 1916-27 in Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254-iii; 1915 in Records of Permits to Do Plumbing - Building Department, entry 310.

Name of plumber, substitute plumber (if any); location, ward number of property; whether new or old plumbing; estimated cost of work; amount of fee, number, date of permit. Arr. by date of permit and thereunder numer. by document no. For index, see entry 253. Typed under ptd. head. 200 pp. 24 x 18 x 2. Rm. 901, C. H. Annex, 24-26 Court St.

310. RECORDS OF PERMITS TO DO PLUMBING - BUILDING DEPARTMENT, 1915. 1 vol. (G68, dated). 1883-98 in (Record of Permits for) 1st, 2nd, 3rd Class Buildings, Alterations, Elevators, Fire Escapes, Fire Repairs, Take Downs - Applications Filed, entry 249-vi; 1899-1903, 1916-27 in Record of (Damaged Buildings, Permits for) Boilers, Engines Etc., entry 254-iii; 1928-- in Plumbing (Permit) Records, entry 309.

Name of building owner, agent or lessee, plumber; location, ward number, use of building; brief specifications of proposed work; date, number of permit. Arr. by date of permit and permits numbered consecutively. For index, see entry 253. Typed under ptd. head. 200 pp. 17 x 10½ x 1½.

Gasfitting Division

311. GAS EXAMINATION RECORD, 1918--. 1 vol.

Minutes of meetings of the board of examiners of gas fitters: Names of members present; discussions, decisions of board relative to reports of inspectors, number of applications for licenses granted, request for hearing on examination; date of meeting, signature of secretary or clerk. Arr by date of meeting. No index. Hdw. and typed. 150 pp. 10 x 8 x 3/4. Off. of board of health, rm. 1107, C. H. Annex, 24-26 Court St.

312. (INSPECTORS' DAILY REPORTS OF EXAMINATION FOR GASFITTING), Oct. 1924-25, 1937--. 1 bdl., 8 file boxes (labeled alph. by names of inspectors). Prior records destroyed.

Name of owner, gas fitter; location of building; nature, progress of work; result of mercury test for gas leaks, date of inspection, signature of inspector. Includes daily recapitulation of inspector's work: Number of new installations, alterations, tests; list of inspector's traveling expenses. Arr. alph. by name of inspector. No index. Hdw. on ptd. form. Bdl., 8½ x 3½ x 1; file boxes, 4 x 11 x 16 , 1 bdl., Oct. 1924-25, City Yards, 650 Albany St.; 8 file boxes, 1937--, rm. 902 , C. H. Annex, 24-26 Court St.

313. GAS EXAMINATIONS, 1909--. 2 vols. Title varies: Gasfitting, 1909-18.

Record of examination of applicants for junior or master gas fitter's license: Name, address of applicant; date, result of examination. Arr. by

GAS EXAMINATIONS (Cont'd)
date of examination. No index. Hdw. 150 pp. 10 x 8 x 3/4. Off. of board of health, rm. 1107, C. H. Annex, 24-26 Court St.

314. JOURNEYMAN GAS FITTER'S REGISTER, 1897--. 1 vol.
Name, address of journeyman, firm with which affiliated; present, former place of business; date of examination for license, registration; license number, signature of journeyman, remarks. Arr. alph. by name of gas fitter and thereunder by date of registration. Indexed alph. by name of gas fitter. Hdw. on ptd. form. 100 pp. 15 x 10 x 1½. Rm. 901, C. H. Annex, 24-26 Court St.

315. MASTER GAS FITTER'S REGISTER, 1897--. 1 vol.
For description, see entry 314. Arr. alph. by name of gas fitter and thereunder by date of registration. Indexed alph. by name of gas fitter. Hdw. on ptd. form. 100 pp. 15 x 10 x 1½. Rm. 901, C. H. Annex, 24-26 Court St.

316. (Record of Applications for Permits to Do) GASFITTING - BLDG. DEPT. 1897--. 22 vols. (labeling varies). Missing: 1904-15. Required by law 1897. Title varies: Record of Permits to Do Gasfitting, 1897-1903, 7 vols.; Gas Records - Buildings Dept., 1919-26, 8 vols.
Name of gas fitter, substitute plumber if any; location of property; ward, document, permit number. 1903-- includes proposed type of gasfitting, estimated cost of job, statement whether new or old installation, amount of fee. Also contains: Entry book of applications for gasfitting: Name, address of applicant; number of application; amount of fees, costs received; total monthly fees collected. Arr. by date of permit and permits numbered consecutively. For index, see entry 253. Typed under ptd. head. 250 pp. 24 x 16 x 2. 17 vols., 1897-1903, 1916-18, 1924--, rm. 901; 5 vols., 1919-23, rm. 910; C. H. Annex, 24-26 Court St.

317. APPLICATION FOR PERMIT TO DO GASFITTING, 1927--. 45 bdls., 17 file boxes (45 bdls., 1927-36, marked 1-45 and by name of st. and incl. bldg. nos.; 17 file boxes, 1937--, A-Z). Missing: 1897-1927. Required by law 1897. Title varies: GAS 1927-36, 45 bdls.
Name of property owner, gas fitter, inspector; ward number, location, type, previous and proposed use of building; nearest cross street to building; number of families, stores in building; specifications of work, piping appliances to be used; estimated cost of work; number, date of application; date permit granted, work approved by inspector. Arr. alph. by name of st. and thereunder by bldg. no. No index. Hdw. on ptd. form. Bdls., 8 x 9 x 4; file boxes, 10 x 4 x 17. 45 bdls., 1927-36, va., subbsmt., 17 file boxes, 1937--, rm. 902; C. H. Annex; 24-26 Court St.
For applications for gasfitting permits 1875--, see entries 250-vii, 251; for applications for permits to install and maintain gas appliances 1875--, see entries 250-xi, 251.

Sprinkler Division

318. (RECORD OF APPLICATIONS FOR SPRINKLER INSTALLATION PERMITS), 1923--. 1 vol. System estab. 1923.
Name of property owner, owner's agent, lessee or contractor making application; location, ward number of building; estimated cost of installation; number, date of application. Arr. by no. of application. No index. Hdw. on ptd. form. 300 pp. 20 x 14 x 1. Rm. 901, C. H. Annex, 24-26 Court St.
For applications for permits 1875--, see entries 250-xii, 251.

319. (APPLICATIONS FOR PERMITS FOR FIRE PROTECTIVE APPLIANCES - OPEN CASES), 1930--. 1 file drawer. Prior records destroyed.
Applications to install automatic sprinklers, standpipes and other fire protective appliances: Name, address of building owner, contractor; location, ward number, of property; class of construction, previous and proposed use of building; number of families, stores in building; number of feet of piping; number, size, description of fire protective appliances to be installed; estimated cost of new installation or alteration; amount, date of fee; date of completion of work; signature, telephone number of contractor; date of application, examination by inspector; date permit granted; signature of inspector, initials of clerk. Arr. by date of inspection. No index. Hdw. on ptd. form. 5 x 32 x 22. Rm. 905, C. H. Annex, 24-26 Court St.

320 SPRINKLERS (Record of Installations), 1923--. 1 file box (dated) System estab. 1923. Prior records destroyed.
Name of owner; location, ward number of building; cost, date of installation of sprinklers. Arr. alph. by name of st. No index. Typed. 4 x 6 x 17.

321 (SPRINKLER INSTALLATION PLANS), 1910--. 11 file drawers, 10 bins
Name of property owner, location of building; lot number of land; number of floors for each plan, area of building lot; proposed appliances, sprinklers; location, number of sprinklers to be installed; size of pipes, registry volume, page reference; number, date of plan. Arr. by plan no. For index, see entry 322. Various authors. Automatic Sprinkler Corp. of America 1/8":1' and $\frac{1}{4}$":1'. File drawers, 5 x 32 x 22; bins, 36 x 18 x 21$\frac{1}{2}$. Rm. 905, C. H. Annex, 24-26 Court St.

322. (INDEX TO SPRINKLER INSTALLATION PLANS), 1910--. 4 file boxes, (A-Z). System estab. 1910.
Name of property owner, contractor; location, ward number of property; number, year of plan; class, use of building; size of sprinklers, number of feet of sprinkler piping on each floor, basement; total number of feet of piping; estimated cost of installation, statement whether approved by insurance board; date installation work started, completed. Arr. alph. by name of st. Hdw. and typed on ptd. card. 9$\frac{1}{2}$ x 6$\frac{1}{2}$ x 15. Rm. 905, C. H. Annex, 24-26 Court St.

323. SPRINKLER REQUISITIONS, 1915. 3 vols. (1-3).
Orders to building owners to comply with building law requiring installation of sprinklers in buildings three or more stories in height and having more than eight suites: Name, address of building owner, owner's agent, lessee; location, ward number of building; provisions of building laws, date of order; signature of building commissioner, initials of inspector. Arr. alph. by name of st. and thereunder by number of bldg. Indexed alph. by name of st. Hdw. on ptd. form. 500 pp. $10\frac{1}{2}$ x $8\frac{1}{2}$ x $2\frac{1}{4}$. Rm. 902, C. H. Annex, 24-26 Court St.

Correspondence

324. NUMERICAL FILE (General Correspondence), 1916--. 4 file boxes (1-4). System estab. 1916.
Correspondence with contractors and various property owners relative to elevator accidents, and unsafe, defective and wrecked buildings. Arr. by letter no. For index, see entry 325. Typed under ptd. head. 8 x 12 x 26. Rm. 901, C. H. Annex, 24-26 Court St.

325. (Index to General) CORRESPONDENCE, 1916--. 4 file boxes (A-Z). System estab. 1916.
Name, address of correspondent; subject matter of correspondence; date letter received, answered; file number reference. Arr. alph. by subject matter of letter. Typed. 5 x 12 x 24. Rm. 901, C. H. Annex, 24-26 Court St.

326. MISCELLANEOUS (Correspondence), 1930--. 1 file box (A-Z, dated).
Correspondence with contractors relative to concrete deliveries; with Boston Elevated regarding alterations to elevated railway stations; with Mayors Curley and Mansfield for permission to retire employees; with mercantile companies relative to effect on their business by alterations to elevated stations. Arr. alph. by name of correspondent. No index. Typed under ptd. head. 10 x 12 x 20. Rm. 901, C. H. Annex, 24-26 Court St.

327. (CORRESPONDENCE RELATIVE TO BUILDING SUPPLIES), 1930--. 5 file drawers.
Correspondence with manufacturers of building material relative to acceptability of their product. Includes list of acceptable building materials and names of contractors. Arr. alph. by name of concern. No index. Hdw. and typed. $10\frac{1}{2}$ x $13\frac{1}{2}$ x $28\frac{1}{2}$. Off. of bldg. comm., ninth fl., C. H. Annex, 24-26 Court St.

328. OLD LETTER MISCELLANEOUS, 1920-36. 1 file box.
Correspondence with police department relative to police reports on suicide, deaths by escaping gas; with law department relative to improperly installed sprinklers and fire-damaged buildings which should be torn down. No arr. For index, see entry 329. Typed. 11 x 13 x 25. Rm. 901, C. H. Annex, 24-26 Court St.

329. LOCATION - LAW DEPT. CARDS AND FIRE DEPT. CARDS (Index to Old Letters Miscellaneous), 1920-36. 1 file box.
Name of inspector; cause, details of complaint; address of property, date of letter. Arr. by subject matter. Typed. 5 x 12 x 24. Rm. 901, C. H. Annex, 24-26 Court St.

Miscellaneous

330. LETTERS - INSPECTION OF BUILDINGS, 1871-1920, 1927-30. 107 vols. (labeling varies). Missing: 1877, 1879. Title varies slightly. Correspondence with property owners regarding unsafe conditions of buildings, violations of building laws, examination of buildings; with board of appeal on dates, results of hearings; with board of health reporting nuisances; with civil service commission regarding personnel; with law department regarding legal processes and cases; with mayor relative to approval of appointments, promulgation of rules, authorization of execution of building laws, notices of nuisances. Includes copies of letters between inspector of buildings and building commissioner, relative to condition of buildings, with recommendations for improvements, repairs. Also contains:

i. Application for permit to exhibit moving pictures, Feb. 15, 1927-Nov. 6, 1930: Name, address of applicant, hall or church; type, condition of floor of building; proposed date of exhibit; signature of building commissioner, chief of egress division.

ii. Copy of grade notices requiring the engaging of a surveyor to give the grade for cellar bottom, 1895-1903: Name of builder, building commissioner; name of street, number of building; date, number of notice; mark to be made at grade elevation; number of feet piles are to be cut below mark; grade of street; date notice complied with, date of survey; signature of surveyor, chief of surveying division.

iii. Copy of final form notice of unsafe buildings, 1896: Name, address of building owner; name of building commissioner; location, ward number of unsafe building; statement of law regarding unsafe buildings, nature of unsafe condition; number, date of first notice; 24-hour warning to remedy unsafe condition before enforcement by law; name, affidavit of constable serving notice; date of writ; exact time, day writ served; signature of constable, justice of peace. For copy of notice of unsafe condition 1921-36, see entry 251-i.

iv. Copy of first form notice of unsafe buildings, 1896: Name, address of building owner; name of building commissioner; location of unsafe building; statement of law regarding unsafe buildings, nature of unsafe condition; name, affidavit of constable serving notice; date of writ; exact time, day writ served; signature of constable, justice of peace. For copy of notice of unsafe condition 1921-36, see entry 251-i.

v. Minutes of meetings of joint standing committee on the survey and inspection of buildings, 1882-85: Organization of committee, names of members present, motions, orders specified, discussed, approved, disapproved; petitions considered for erections, repairs; copy of evidence from investigations of building accidents; estimated budget requirement; date, place of meeting

LETTERS - INSPECTION OF BUILDINGS (Cont'd)

vi. Proceedings of committee on curtailment of nonwar construction, Sept. 30, 1918 - Nov. 18, 1918. Buildings requiring new material not permitted unless proven to be a necessity or unless used for purposes of war; notice of appeal, decisions; names of members in attendance.

Arr. by date of letter. Indexed alph. by name of correspondent. Hdw., letter press copies and typewritten. 500 pp. 11¼ x 9½ x 3/4. Va., opp. rm. 902, C. H. Annex, 24-26 Court St.

331 (Record of) DEMOLITION SURVEY PROJECT, 1933-37. 1 file box. Project started 1933, discont. 1937.

Record of city-owned buildings torn down by WPA project: Name of foreman; location, ward number, type, size of building; type of roof, number of tenants in building, day work week ended, total man hours required for demolishing building; total wage, truck cost for work; grand total cost; date work started, completed. Arr. alph. by name of st. No index. Typed on ptd. form. 6¼ x 8½ x 16. Rm. 901, C. H. Annex, 24-26 Court St.

332 (COPIES OF PROPOSED BUILDING LAWS), 1932--. 8 file boxes. System estab. 1932.

Proposed changes in statutes submitted by building commissioner to legislature relative to chapters 1-33: Number of chapter to which change refers, date of proposed change. Arr. by no. of ch. referred to. No index. Typed. 4¼ x 11½ x 24. Rm. 901, C. H. Annex, 24-26 Court St.

333. (Insurance Construction Maps of) BOSTON, 1871--. 22 vols. (labeled, 1, 1, 2, 2, etc. through 11, 11).

Construction maps showing outlines and nature of buildings constructed and used as basis for computation of fire insurance policy rates: Type of building, construction; thicknesses of walls, number of elevators, make of boilers; type of automatic fire alarm, sprinklers installed; statement whether or not building has independent electric plant, fire alarm box, waterpipes, high pressure fire service; number of fire escapes; fire hydrants about building; map plate number. Also contains: Record of corrections made by building alterations or installation of new equipment: Revision number, date of correction; date building altered; name of person making correction, date correction made on map. Arr. by plate no. Indexed alph. by name of st. Authors unknown. Sanborn Map Co., New York. Ptd., colored. 1":1200'. 120 pp. 28 x 24 x 3. Rm. 901, C. H. Annex, 24-26 Court St.

BOARD OF APPEAL

The board of appeal is an autonomous body within the building department. It has its roots in a law of 1885 which provided for the creation of a board of referees to which any one who felt himself injured by a decision of the building department head could appeal his case.[1]

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1. Acts, 1885, ch. 374, sec. 7

Next entry p. 209

The referees, three in number, were appointed by the two parties to each controversy and served only for that specific occasion, each disputed decision of the building department head being settled by a new set of referees. In 1892 a body with a permanent membership of three was established and named the board of appeal [1] The present board of five dates from 1907 [2] The members are appointed by the mayor as follows: One member from two candidates, one of whom is to be nominated by the Boston Real Estate Exchange and Auction Board and the other by the Massachusetts Real Estate Exchange; one member from two candidates, one nominated by the Boston Society of Architects and one by the Boston Society of Civil Engineers; one member from two candidates, one nominated by the Master Builders Association and one by the Contractors and Builders Association; one member from two candidates nominated by the Building Trades Council of the Boston Central Labor Union; and one member selected by the mayor [3] The original appointments to the board were for terms of one, two, three, four and five years respectively; all subsequent appointments are for five years [4] Board members are paid at the rate of ten dollars per day of actual service; the total for each member, however, is not to exceed $1000 in any one year. Decisions of the board must have the assent of at least three members.[5]

An applicant for a permit whose application has been refused by the building commissioner or any one who has been ordered by the commissioner to incur expenses under the building code may, if he feels aggrieved, appeal to the board for redress [6] The board, after a hearing, affirms, annuls, or modifies the commissioner's decision. The board hears appeals from decisions of the building commissioner under the zoning law.[7] Whoever feels injured by the mayor's refusal to issue a license for a theatre or a public hall because of an alleged structural defect in the building may also appeal to the board.[8] Appeals may be carried to the board in certain cases from decisions of the commissioner of wires [9]

Besides its judicial functions the board exercises limited legislative powers. It may, but only by a unanimous vote, vary the application of the building law of 1907 and the zoning law of 1924 in specific cases where enforcement would involve manifest injustice or unnecessary hardship, provided, however, that its action does not run counter to the spirit of the statutes nor substantially vitiates their purpose.[10] The

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1. Acts, 1892, ch. 419, sec. 12
2. Ibid., 1907, ch. 550, sec. 6
3. Ibid., 1909, ch 486, sec. 9
4. Ibid , 1907, ch. 550, sec. 6
5. Idem
6. Ibid., 1907, ch. 550, sec. 7; Ibid., 1920, ch. 440, sec. 3
7. Ibid , 1924, ch. 488, sec 19. For a qualification on the board's powers see Ibid., 1926, ch. 350, sec. 1
8. Ibid., 1907, ch. 463, sec. 1
9. Ibid , 1907, ch. 550, sec. 7
10. Ibid , 1907, ch. 550, sec. 7; Ibid., 1924, ch 488, sec. 19

board annually submits to the mayor of Boston a report of its decisions.[1] In 1938 the board heard 212 appeals from the building law and 123 appeals from the zoning law.[2]

Except where otherwise noted, all records are in room 910, City Hall Annex, 24-26 Court St

Reports and Hearings

334. (ANNUAL REPORT OF THE BOARD OF APPEAL), 1904-31, 1938. In Annual Report of the Building Department, entry 239.
Name of mayor, narrative statement of the department functions. Includes: 1904, 1912-22, summary of cases considered by the board, disposition of each case; 1912-22, date, number of each case; 1923--, number, type of violations; number of appeals received, sustained, dismissed, withdrawn, decisions rendered; 1905-10, number of permits let by each class of construction; 1916-18, recommendations for revision of appeal laws and ordinances; 1928-31, a copy of amended rezoning law; 1930, names of reappointees and resigning board members.

335. (BOARD OF APPEAL DECISIONS AND INTERPRETATIONS OF STATE BUILDING AND ZONING LAWS), 1875--. In (File Alley Miscellaneous Applications for Permits, Complaints, Reports), entry 250-xv.
Name of petitioner, reasons for appeal, purpose of permit rejected by building commissioner; publication of notice of public hearing; examination view, layout, characteristics of petitioner's land; decision of board; date of view appeal, hearing, decision; signatures of members of board

336. (MINUTES OF HEARINGS ON BUILDING AND ZONING LAW APPEALS), 1907--. 18 vols. (15 vols., 1907 - Jan. 1912, Oct. 1929--, unlabeled; 3 vols., Jan. 1912 - Oct. 1929 marked 5-7). Title varies: Record, Mar. 9, 1908 - June 6, 1910, 2 vols.; Records Board of Appeal, Jan. 1912 - Oct. 1929, 3 vols.
Name of appellant, appellant's representative, abutters, nonabutting objectors present; case number, place, date of hearing; vote of board to annul or affirm building commissioner's decision, dismiss appeal. Arr. by date of hearing. No index. Typed on ptd. form. 300 pp. 12 x 8 x 2. Rms. 907-908, C. H. Annex, 24-26 Court St.

337. (Appeals and Decisions on) ZONING LAWS - BUILDING LAWS, 1907--. 84 file boxes.
Contains appeals from building commissioner's decisions on:

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1. Acts, 1907, ch. 550, sec. 8
2. City Doc. 7, 1939, p. 44

ZONING LAWS - BUILDING LAWS (Cont'd)

i. Building laws: Name of appellant, appellant's representative; case number, date of hearing; vote of board to annul or affirm commissioner's decision.

ii. Zoning laws, 1921--: Name of appellant, appellant's representative; names of abutters, nonabutting objectors; vote of board to annul or affirm commissioner's decision, dismiss appeal; case number, date of hearing.

Also contains:

iii. Notice to building commissioner of annullment of decision, 1907--: Order to building commissioner to grant permits for licenses to successful appellants: Name of appellant; signature of clerk, chairman. Includes legal notices of hearings.

Arr. by case no For index, see entry 338. Typed on ptd. form. 14 x 14 x 5

338. (CARD INDEX FILE TO ZONING AND BUILDING LAW DECISIONS), 1907--. 11 file boxes (A-Z).

Name of appellant, street location, case number. Arr. alph. by name of st. location. Typed. 4 x 6 x 18.

Miscellaneous

339. (Copies of) STATIONERY REQUISITIONS, 1907--. 2 vols.

Requisitions for stationery submitted to superintendent of printing: Name of department charged; description, quantity of items ordered; place of delivery, date of requisition, signature of official. Arr. by date of requisition. No index. Hdw. on ptd. form. 200 pp. 8½ x 8 x 1½. 1 vol., 1907-30, va., ninth fl.; 1 vol., 1930--, rm. 910; C. H. Annex, 24-26 Court St.

For original requisitions 1933--, see entry 482.

340. (Copies of) PRINTING REQUISITIONS, 1907--. 1 vol.

Requisitions submitted by board to superintendent of printing: Name of department charged; name, address of official receiving printer's proof; number, description of items ordered, place of delivery, date of requisition, signature of official. Arr. by date of requisition. No index. Hdw. on printed form. 200 pp. 8½ x 8 x 1½.

For original requisitions 1937--, see entry 485.

341. GENERAL CORRESPONDENCE (and Bills, Request for Drafts), 1934--. 2 file boxes.

Contains:

i. Correspondence with interested parties regarding appeals in building and zoning law cases.

ii. Copies of bills sent to auditor showing various expenses incurred by board: Name, address of vendor, department charged; quantity, description, cost of items furnished; amount, date of bill; requisition, purchase order number; month draft requested for payment, bill paid; budget code letter and number charged.

GENERAL CORRESPONDENCE (Cont'd)

iii. Copies of request to the auditor for draft on treasurer for payment of departmental bills: Name of creditor, department; amount of bill due; total amount, date of request for draft; signature of department official.

iv. Subdivision of bills by budget groups: Name of department; date, type of requested draft; amount charged to each budget group code letter and number charged. Includes summary of subdivision of drafts by each budget group code letter and number charged.

No arr. No index. Hdw. and typed correspondence, bills typed under ptd. head. drafts typed on ptd. form. 7 x 9½ x 17. Rms. 907-908, C. H. Annex, 24-26 Court St.

342 ZONING LAWS (Atlases), 1919---. 8 vols. (marked by name of city dist. and dated).

Physical maps showing by numbers and colors how various districts are zoned, plate number. Arr. by plate number. No index. Bromley Co., Boston. Ptd., colored. 200 pp. 30 x 25 x 1½.

BOARD OF EXAMINERS

The board of examiners was established by ordinance in 1912 as an adjunct of the building department and consists of three members appointed by the mayor for three-year terms.[1] Compensation is at the rate of ten dollars per day or part thereof of actual service, but the total in any one year is not to exceed $1200 for the chairman nor $1000 for the other members.[2]

The board is empowered to establish various classes for those who desire to take charge of the construction, alteration, removal or tearing down of buildings; to determine the qualifications required for each of the classes so established; and to hold examinations, on the basis of which it registers, in the appropriate class, those persons found qualified and certifies them as so qualified to the building commissioner who may thereupon issue a license to the eligibles.[3] During 1938 the board acted upon 4,048 applications for licenses.[4]

Except where otherwise noted, all records are in room 909, City Hall Annex, 24-26 Court St.

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1. Acts, 1912, ch. 713, sec. 1; Ord., 1912, ch. 9 (in City Doc. 40, 1914). The original appointments were for terms of one, two, and three years, respectively, thereby providing for a board with rotating membership. Appointments had to be approved by the state civil service commission (Ord., 1912, ch. 9, sec. 3) but since 1930 such approval is no longer necessary (Acts, 1930, ch. 167).
2. Ord., 1912, ch. 9, sec. 3; Rev. Ord., 1925, ch. 10, sec. 3
3. Ibid., 1912, ch. 9, secs. 4, 6
4. City Doc. 7, 1939, p. 44

Reports

343. (ANNUAL REPORT OF THE BOARD OF EXAMINERS), 1921-31, 1938. In Annual Report of the Building Department, entry 239.
Narrative report of department functions; number of licenses, total amount of fees received for licenses issued. Includes: 1924--, number of board meetings held; number of applicants for new, special licenses and renewals of old licenses passed on by the board; 1924-31, summary of applications received, acted upon; number approved, rejected; type of licenses issued, amount of fees collected for each; 1921-23, names of board members; 1921-22, citation of city ordinance under which board functions.

Licenses

344. (CARD RECORD OF BUILDERS' LICENSES), 1914--. 4 file boxes (A-Z). System estab. 1914.
Name, address of licensee; names of members of board of examiners; class or classes of license; number, date of expiration of license; signature of licensee. Arr. alph. by name of licensee. No index. Typed on ptd form. 4 x 6 x 14. Rm. 901, C. H. Annex, 24-26 Court St.

345. (Applications for Builders' Licenses) DISPOSED OF, 1915--. 24 file boxes. (2 file boxes, 1915-16, 1923-24, unlabeled; 4 file boxes, 1924-25, A-Z; 18 file boxes, 1920-23, 1926--, dated) Missing: 1914, 1917-19. Title varies: Regular Licenses, 1915-16, 1923-24, 2 file boxes; Applications for Regular licenses, 1920-22, 1927-28, 9 file boxes; Applications, 1925-26, 3 file boxes; Disposed of Cases, 1929-34, 6 file boxes; Cases Disposed of, 1935-36, 2 file boxes.
Name, address, age, present occupation of applicant; length of residence in city or town of present domicile, class or classes of license for which applying; statement of experience, class of license for which application is made for past five years or more, length of time in charge of such work; previous application for license (if any), results; reason for application, statement of general and technical education; names, addresses of employers for previous five years, type of work performed; detailed statement of training in construction work, signature of applicant; signature, seal of notary public; class of registration; number, date of application, examination; decision of board. 20 file boxes, 1915-16, 1922--, arr. by application no.; 4 file boxes, 1920-21, 1924-25, arr. alph. by name of applicant. No index. Hdw. on ptd. form. 9 x 5 x 20.

346. BOARD OF EXAMINERS (Stubs of Renewed Builders' Licenses), 1914-- 82 vols. (5 vols., 1914-20, marked 1001-3500; annual series, 1-6; incl. license nos., dated). System estab. 1926. Missing: 1921 - Apr. 1926. Title varies: Board of Examiners Renewal, 1926-38, 68 vols.
Name, address of licensee; class, number, date of license. 1926-- includes amount of fee; number, date of previous license. Arr. by date of issue

BOARD OF EXAMINERS (Cont'd)
and licenses numbered consecutively. No index. Hdw. on ptd. form. 100 pp. 12 x 10 x 2 to 250 pp. 8½ x 9 x 2½. 61 vols., 1914-36, va., opp. rm. 902; 21 vols., 1936--, rm. 909; C. H. Annex, 24-26 Court St.

347. BOARD OF EXAMINERS (Stubs of Builders' Licenses), 1927--. 18 vols. (marked by incl. license nos. 1-1600).
Stubs of new and reissued licenses for classes A-F: Name, address of licensee; amount of fee; number, class, date of license; number, date of previous lapsed license. Arr. by date of issue and licenses numbered consecutively. No index. Hdw. on ptd. form. 12 x 10 x 2. 13 vols., 1927-36, va., opp. rm. 902; 5 vols., 1936--, rm. 909; C. H. Annex, 24-26 Court St.

348. (Application for) SPECIAL (Builder's) LICENSE, 1921--. 4 file boxes, 4 bdls. (3 file boxes, 1921, 1924, 1935--, 4 bdls., 1935--, unlabeled; 1 file box, 1922, dated). Missing: 1923, 1925-34. No title, 1921--, 3 file boxes, 4 bdls.
Name, address, occupation of applicant; location, detailed description, estimated cost of proposed work; detailed record of applicant's experience in the building trade; name of property owner; number, date of application; date of granting of license, signature of applicant, remarks. Arr. by no. of application. No index. Hdw. on ptd. form. File boxes, 9 x 5 x 20; bdls., 11½ x 10 x 2½.

349. (Duplicates of) BOARD OF EXAMINERS SPECIAL LICENSES, 1925--. 27 vols. (labeled by incl. license nos. and dated). Missing: 1925-26, June 1934 - Aug. 1934. System estab. 1925.
Duplicates of special licenses issued to builders: Name, address of licensee; details of special work permitted in accordance with Revised Ordinance of 1925, chapter 8; amount of license fee, estimated cost of work; date, number of license; signature of clerk. Arr. chron and licenses numbered consecutively. No index. Hdw. on ptd. form. 200 pp. 8½ x 11¼ x 2. 24 vols., 1927-36, va., opp. rm. 902; 3 vols., 1936--, rm. 909; C. H. Annex, 24-26 Court St.
For special builders' licenses 1921-36, see entry 251-v.

350. (Card Record of) EXPIRED (Builders' Licenses), 1914--. 10 file boxes. (4 file boxes, 1914-21, A-Z and dated; 4 file boxes, 1921-34, A-Z; 2 file boxes, 1934--, dated). No title, 1914-34, 8 file boxes.
Name, address of licensee; number, class, date of licenses. 1921--, includes names of members of board of examiners, date of expiration of license, signature of licensee; number, year of license. Arr. alph. by name of licensee. No index. Typed on ptd. form. 4½ x 6½ x 9½ to 5 x 6½ x 17.

Miscellaneous

351. (Copies of) BILLS (Payable) APPROVED, 1914-- 1 file box. Copies of bills sent to auditor for payment: Name of creditor; quantity, amount, purpose, date of bill; requisition number, signature of approving official. Arr. alph. by name of creditor. No index. Typed on ptd. form. 18 x 12 x 24.

352. CORRESPONDENCE (With Private Firms), 1920-- 1 file box. Requests for decision by board of examiners on building matters, decisions of board. Arr. alph. by name of correspondent. Typed and hdw.; typed and hdw. under ptd. head. 10 x 16 x 24.

XXVII. PUBLIC BUILDING DEPARTMENT

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XXVII PUBLIC BUILDINGS DEPARTMENT

Historical Sketch

The present department of public buildings grew out of that section of the city charter of 1821 which placed the care and management of the public buildings of Boston in the hands of the city council.[1] The council fulfilled its responsibilities—until a charter revision in 1885 deprived it of its prerogatives in the matter—conjointly through a committee on public buildings, chosen annually from among its own membership, and the superintendent of public buildings.[2] It was from the office of this latter official, established in 1840, that the department of public buildings immediately evolved

At what precise date the city council first made use of a committee of its own members to manage the public buildings of Boston it is impossible to say. A standing committee of 4 members was in existence as early as 1823 but there is no indication of any bylaws authorization for such a committee before September, 1840.[3] The ordinance of that year entrusted the general care and custody of the public buildings to a joint committee of the city council, three members of which were appointed by the board of mayor and aldermen, and five by the common council, from among their respective bodies.[4] The committee was authorized to draw up the specifications for the repairing, altering or erecting of any public building, if the cost of such work was to exceed five hundred dollars; to advertise for bids thereupon; and to award contracts.[5] The committee's control over contracts was qualified, however, in 1853 when the city council reserved to itself the power to order awards in excess of $500 without resort to competitive bidding.[6] This reservation,

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1. Acts, 1821, ch. 110, sec. 16

2. Ordinance of Sept. 17, 1840, in City Doc. 3, 1842, pp. 79-80

3. Boston Directory, Boston, Frost and Stimpson, 1823, p. 264; ibid., 1828, p. 314. See also Rules and Orders of the Common Council of the City of Boston, and the City Charter, Together with a List of City Officers, Boston, J. H. Eastburn, 1834, p. 41

4. Ordinance of Sept. 17, 1840, sec. 2, in City Doc. 3, 1842, p. 79 In 1854 the board of mayor and aldermen became merely the board of aldermen City Doc. 104, 1854

5. Ordinance of April 23, 1840, in City Doc. 3, 1842, p. 78. This ordinance did not establish a permanent committee but merely defined the procedure to be followed, whenever a public building was to be erected, altered, or repaired at a cost in excess of $500, by whatever committee happened to be in charge of the work. It wasn't until five months later, on September 17, 1840 that a permanent standing committee was set up by ordinance. The $500 minimum was increased to $1500 in 1869. Rev. Ord., 1869, p. 85, sec. 4. These contracts had to be signed by the mayor. See the ordinance of April 23, 1840, sec. 4, mentioned above; also Rev. Ord., 1869, p. 86, sec. 7

6. Rev. Ord., 1856, p. 400, sec. 8

together with the requirement in effect since 1850, that all repair and alteration jobs costing more than $200 receive the express sanction of the city council before being acted upon, assured the council of a firm control upon the amount and the direction of expenditures.[1]

The ordinance of September 1840 formally organizing the joint committee of the city council on public buildings set up, at the same time, the office of superintendent of public buildings to relieve the committee of attending to the details connected with its work.[2] The superintendent was required to supervise the various buildings in the care of the committee, to carry out the necessary repairs upon them, and to perform such other related services as might be requested of him by the comtee.[3]

In the half century following the establishment of the office in 1840, the superintendent's duties were gradually enlarged. He was made responsible in 1843 for handling the delivery of the city's fuel purchases and for checking on their quality and quantity.[4] In 1865 city hall and its furnishings were entrusted to his care.[5] By 1885 he was supplying all of the buildings in his charge with furniture and other necessary materials except those which were provided by the printing department.[6] Much of the city's fuel was purchased through his office after that year.[7] City property in the armories came under his control in this period as did the care and management of ward rooms and of Faneuil Hall.[8]

Thus far reference has been made, whether in connection with the duties of the superintendent or the committee, only to that class of

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1. Ordinance of July 1, 1850, sec. 8, in Rev. Ord., 1850, p. 307 The $200 was increased to $500 in 1867; Rev. Ord., p. 87, sec. 9.

2. City Doc. 20, 1840, pp. 2, 3; Ordinance of Sept. 17, 1840, sec. 1, in City Doc. 3, 1842, p. 79

3. Ordinance of Sept. 17, 1840, sec. 4, in City Doc. 3, 1842, p. 80

4. Ordinance of May 8, 1843, sec. 2, in City Doc. 2, 1850, p. 44

5. Rev. Ord., 1869, p. 89, sec. 15. The superintendent was deprived of part of his control over city hall by Rev. Ord., 1882, ch. 32, sec. 7, but regained it by Rev. Ord., 1914, ch. 27, sec. 1

6. Rev. Ord., 1885, ch. 36, sec. 2

7. Rev. Ord., 1885, ch. 36, sec. 9; Rev. Ord., 1890, ch. 33, sec. 2

8. Rev. Ord., 1885, ch. 36, sec. 4; Rev. Ord., 1882, ch. 3, sec. 1; ch. 32, sec. 12, 13; Rev. Ord., 1885, ch. 36, sec. 7; Rev. Ord., 1892, ch. 29, sec. 5-7. The superintendent exercised certain duties with respect to the ward rooms and Faneuil Hall as early as the 1850's. See, among others, City Doc. 6, 1856, pp. 10-12; City Doc. 7, 1869, pp. 7, 17

public buildings used for city, as distinct from county, purposes. The public buildings of Suffolk county, like those of the city of Boston, are owned and maintained by the city, but unlike the latter group they were not subjected to the control of the Boston city council.[1] Instead, those county buildings located in Boston were placed under the jurisdiction of the mayor and aldermen of Boston, acting as county commissioners.[2] Since 1850 a city ordinance has permitted the commissioners to employ the superintendent of the public buildings department of Boston to perform for them such services in connection with the county buildings as they may see fit to require of him.[3]

When first established in 1840 the public buildings office was but an adjunct of the older office which had to do with the public lands, the superintendent of the latter serving also as the superintendent of public buildings.[4] In 1846 the two offices were separated and each was given its own superintendent.[5] From then until 1885 the superintendent of public buildings was chosen annually by concurrent vote of the two branches of the city council.[6]

The revised charter of 1885 wrought a significant change in the existing relationship between the city council and the public buildings office. Sweeping prohibitions were placed upon any participation by the city council in the administrative affairs of the various departments of the city government.[7] As a result of these prohibitions the joint committee of the city council on public buildings was stripped of the authority it had exercised since 1840 over the superintendent of public buildings. Most of the prerogatives enjoyed by the committee and the city council in the important matter of contract-awards were taken from them. Henceforth contracts were to be awarded by the superintendent of public buildings, subject to the approval of the mayor.[8] The superintendent, under the amended charter, no longer owed his position to the city council but was appointed by the mayor, with the consent of the board of aldermen.[9]

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1. Rev. Stat., 1836, ch. 14, sec. 7, 10, 29
2. Ibid., sec. 29. Today the mayor and city council act as county commissioners for the county buildings located in Boston. Gen. Laws, 1932, ch. 34, sec. 4
3. Ordinance of July 1, 1850, sec. 13, in Rev. Ord., 1850, p. 308; Rev. Ord., 1925, ch. 25, sec. 1
4. Ordinance of Sept. 17, 1840, sec. 1, in City Doc. 3, 1842, p. 79
5. Ordinance of Dec. 24, 1846, sec. 1, 3, 4, in City Doc. 2, 1850, pp. 62, 63
6. Ibid., sec. 3
7. Acts, 1885, ch. 266, sec. 12; City Doc. 115, 1885, pp. 1-2
8. Rev. Ord., 1885, ch. 17, sec. 2 and "notes"; Acts, 1909, ch. 486, sec. 30
9. Acts, 1885, ch. 266, sec. 1; Rev. Ord., 1885, ch. 36, sec. 1

Next entry, p. 221

The process of executive centralization was carried a step further in 1909 when the superintendent's appointment was lodged exclusively in the hands of the mayor.[1] His term of office was fixed at four years.

The superintendent has issued annual reports since 1851 which, by law, must contain a record of all the public buildings belonging to the city, their condition, and the nature and the amount of the expenditures upon them.[2] At one time the department could boast of maintaining well over three hundred buildings[3], but the number has declined greatly since the schoolhouses, and the fire and police department buildings were taken from its custody. Today only about fifty structures are under its care.[4] These include "all buildings and parts of buildings belonging to or hired by the city, not wholly in charge of one department, or for which no other provision is made by statute or ordinance, whether the same are used for city or county purposes."[5] Specifically named in the ordinance as under the care and control of the superintendent are City Hall, Faneuil Hall, wardrooms, and city property in state armories.[6] The superintendent is responsible for making repairs upon and providing the furniture for, all buildings or part of buildings in his charge.[7] In addition to the superintendent, there are approximately 180 other employees in the department, holding the following positions: engineers (7), firemen (13), janitors (12), janitresses (29), custodians (14), cleaners (35), elevator operators (11), laborers (12), mechanics (3), skilled laborers of various sorts (8), telephone operators (11), matrons (2), porters and furnace tenders (4), dowers (4), orderly (1), and clerical, stenographic and other help.[8]

In 1935 to enable the city to administer more efficiently the large amount of property it had acquired, and was in process of acquiring, for nonpayment of taxes, an ordinance was passed placing the management of such property in the hands of the superintendent of public buildings and empowering him to dispose of it either by sale, if so authorized by the city council with the approval of the mayor, or by lease, in conformance

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1. Acts, 1909, ch. 486, sec. 9. Approval of the appointment by the state civil service commission was necessary; ibid., sec. 10. This requirement was repealed by Acts, 1830, ch. 167

2. Ordinance of July 1, 1850, sec. 14, in Rev. Ord., 1850, p. 308; Rev. Ord., 1925, ch. 25, sec. 6

3. City Doc. 24, 1885, p. 1

4. City Doc. 31, 1900, p. 1; City Doc. 22, 1935, pp. 3-6 lists the buildings.

5. Rev. Ord., 1925, ch. 25, sec. 1

6. Ibid., sec. 1-5

7. Ibid., sec. 1

8. These figures are for June 1, 1939 and are taken from Officials and Employees of the City of Boston, June 1, 1939, vol. 1, pp. 231-33, which may be consulted in the Auditors' Office, room 20, City Hall, Boston.

with terms acceptable to the mayor.[1] A real estate division was established in the department of public buildings and staffed with two supervisors of real estate whose function it was to manage the foreclosed parcels and facilitate their return to an income producing basis.[2] In 1938 the general court on the petition of the mayor of Boston passed legislation permitting the mayor of any city (or the selectmen of any town) holding property acquired by foreclosure of tax titles to appoint a special official known as a custodian to manage and care for the property.[3] In accordance with this statute a custodian of real estate was appointed in Boston on September 7, 1938, and placed in charge of the real estate division of the department of public buildings.[4] He may sell at public auction any property acquired by the city through foreclosure, but it is entirely within his discretion to reject bids if, in his opinion, they do not approximate the fair value of the property and to adjourn the sale to such time as he deems expedient.[5] Authorization for sales by the city council is no longer required under the Act of 1938. During 1939, 135 parcels of real estate were sold by the custodian for $126,484.[6] Remaining under his jurisdiction are 2,264 parcels with an assessed value of $4,135,000. In the same year the custodian transferred several parcels to other city departments and housed many WPA projects for which the city would ordinarily have paid rent.[7]

Except where otherwise noted, all records are in the clerk's office, room 1005, City Hall Annex, 24-26 Court St.

Reports

(See also entries 363, 369, 392)

353. ANNUAL REPORT OF THE PUBLIC BUILDINGS DEPARTMENT, 1851-90, 1892-93, 1897, 1900-35. 80 pamphlets (dated).
Narrative report of condition of public buildings, need for additional city ordinances; names of schools, cost of construction of each; names of public buildings, cost of repairs of each; names of buildings where Cochituate water has been introduced; site of projected public buildings, buildings in process of construction, and estimated date of completion.

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1. City Council Minutes, 1935, pp. 219, 220. City of Boston, Printing Department, 1936; Ordinances of 1935, ch. 3, sec. 3, in City Doc. 81, 1935. For the statutory authorization on which the ordinance is based, see Gen. Laws, 1932, ch. 60, sec. 52
2. City Council Minutes, 1937, p. 50; City Doc. 77, 1937, p. 234
3. City Council Minutes, 1937, pp. 50-51; City Doc. 16, 1938, p. 11; Acts, 1938, ch. 358, sec. 1. The act becomes inoperative after 3 years (ibid., sec. 3).
4. Officials and Employees, op. cit., p. 233; City Doc. 38, 1939, p. 69. The position of supervisor of real estate was abolished.
5. Acts, 1938, ch. 358, sec. 2
6. Address of Daniel M. Driscoll, Custodian of Foreclosed Real Estate, in City Record, vol. 32, no. 4, pp. 73 ff.(January 27, 1940).
7. Ibid., p. 75

Includes intermittently amount of contracts awarded, names of public buildings constructed, cost of each construction; location, cost of lots purchased by the department; names, location of rooms leased for school purposes; list of expenditures for schools for repairs, supplies, fuel; amount of damage by fire to public buildings; name of estate and property turned over for administration to the department by the city council; total number of city-owned and leased buildings, names of public buildings and their usage, number of additional buildings needed by city departments; total number of square feet of floor space in various county buildings; name, location of city pounds; statement of the accession of people's ferry, description of purchase, repairs and costs of operation; amount of rentals received from public buildings; location of ward offices by wards; location of county buildings, engine houses, police stations, with area of lot on which constructed; name, location of armories; amount of yearly rent; amount of appropriation requested; plans submitted by architect for alterations and repairs to city-owned buildings; disposition of hospitalization cases, location of city scales, reports of CWA and ERA activities in repairs on public buildings. No arr. No index. Ptd. 18 pp. 9 x 5½ x 1/8. In series titled Boston City Documents, State Lib., State House, Boston. (Also found at statistical dept., rms. 73-76, C. H.)

354. (Guard's Daily) REPORT OF PERSONS ENTERING CITY HALL (After Office Hours), 1937--. 2 bdls. Prior records destroyed. Name of building, officer in charge; names of visitors, date of report; time entered, departed; signature of guard. Arr. by date of report. No index. Hdw. under ptd. head. 12½ x 9 x 5½. Storage rm.

Contracts and Bids
(See also entries 353, 374-ii, 376)

355. CONTRACT BOOK - PUBLIC BLDGS., 1887--. 3 vols. (2-4). Record of contracts: Name of contractor, building or project; amount appropriated; date, detailed account, purpose, amount of expenditure; total expended, name of account to which balance is transferred. Arr. by date of contract. Indexed alph. by name of contractor and by name of bldg. Hdw. 172 pp. 15½ x 11 x ½. Storage rm.

356. PRESENT CONTRACTS, 1929--. 2 file drawers. Contains public-building contracts and related papers:

i. Blueprint of construction and specifications for repair and improvement of public and county buildings.

ii. Bond given by contractor: Name of state of incorporation, president, treasurer, place of business in Boston of surety company; obligations, conditions of bond; date of signature, seal.

PRESENT CONTRACTS (Cont'd)

iii. Contract: Name of contractor, department; nature of work; amount, articles of contract; signature of superintendent of public buildings, contractor; signature of approval of mayor, corporation counsel.

iv. Correspondence: Communications with contractors and vending firms relative to contracts.

v. General specifications: Authorities and rights of the owner, contractor; nature of work to be done, manner of and things to be observed in doing the work; citation of General Laws, chapter 149, and chapter 9 of the Ordinances of 1921 for legal requirements.

vi. Newspaper advertisement soliciting bids from contractors.

vii. Notice to bidders: General instructions to bidders, amount of certified check to accompany each bid, time limitations and place for leaving bid, rights of acceptance or rejection of bids by the city.

viii. Proposal to be submitted by contractor: Full name of each member of bidding firm; name of president, treasurer; state of incorporation; statement of contractor's integrity, nature of contract, duties of contractor in case of acceptance of proposal by the city, agreement as to disposition of certified check which accompanies the proposal; amount of bid, agreement by contractor to pay reasonable cost of inspection; signature, address of bidder.

Arr. alph. by name of bldg. No index. Blueprint, typed, ptd. 11½ x 13½ x 26½. Cabinet a-5.

357. OLD CONTRACTS, 1913-34. 2 file drawers.

For description, see entry 356. Arr. alph. by name of bldg. No index. Blueprint, typed, ptd. 11½ x 13½ x 26½. Subbsmt. storage rm., C. H. Annex, 24-26 Court St.

358. ADDITIONS TO CONTRACTS, 1903--. 2 vols. (1 vol., 1903-31, 1-300; 1 vol., 1932--, 101-400).

Copies of notifications sent to contractors informing them of additions or deductions in original contracts: Name of contractor, building under construction or repair; date, number of notification; description of change in contract; date, amount of original contract; total additions or deductions, final amount of contract, signature of contractor, date of approval; signature of superintendent, mayor. Arr. by date of notification and thereunder by notification no. No index. Hdw. and typed on ptd. form. 300 pp. 6½ x 13 x 2¼.

For stubs of notifications 1900-1902, see entry 359.

359. (STUBS OF NOTICES OF ADDITIONS TO OR DEDUCTIONS FROM CONTRACTS SENT TO CONTRACTOR), 1900-1902. 1 vol. (1-300).

Name of contractor; number, date of notice; description of change in contract; amount, date of original contract; total additions or deductions, grand total of revised contracts. Arr. by date of notice and thereunder by no. of notice. No index. Hdw. on ptd. form. 300 pp. 6½ x 13 x 1. Storage rm.

For copies of notices 1903--, see entry 358.

360 (CONTRACTORS' BIDS AND BLUEPRINTS FOR CONSTRUCTION OF MUNICIPAL BUILDINGS), 1916, 1930-33, 1935-37. 3 file drawers, 17 bdls. (3 file drawers, 1916, 1936-37, 8 bdls., 1930-33, unlabeled; 9 bdls., 1930, 1935, 1937, numbered and dated).
Contractors' bids. Name, address of contractor; location of proposed construction, detailed description of proposed work; amount, date of bid. Includes blueprints of construction. No arr. No index. Hdw., typed, blueprint. File drawers, 4½ x 17¼ x 26¼, 2½ x 45 x 35; bdls., 9½ x 8 x 4½ to 11½ x 9 x 3½. 1 file drawer, 1916, cabinet 95; 2 file drawers, 1936-37, cabinet 101; 17 bdls., 1930-37, storage rm.

361 (Original)PROPOSALS (for Contracts) UNDER $1000, 1928--. 3 file drawers (dated). System estab. 1928.
Name, address of contractor; amount, date, description of proposal; number of contract if proposal is accepted; signature of superintendent of buildings, inspector approving proposal. Includes correspondence between department and vendors of materials and services. Arr. alph. by name of contractor. No index. Hdw., typed under ptd. head 11½ x 13½ x 26½. Cabinet a-6
For copies of work orders for contracts under $1000, 1927, see entry 362

362 COPY OF WORK ORDERS (for Contracts Under $1000), 1927. 1 bdl
Orders for repairs, alterations, and confirmation of proposals for contracts: Name, address of firm, date, number, specifications of order; maximum amount to be charged, budget code number, date of payment. Arr. by date of order and thereunder by order no. No index. Hdw. and typed 8½ x 10½ x 2½. Storage rm
For original proposals for contracts under $1000, 1928--, see entry 361

Public Works Projects
(See also entries 353, 392, 398-ii)

363 (REPORTS OF WPA PROJECTS), 1936--. 3 file drawers.
Daily report of work progress by engineer: Name, location, number of project; date of report; percentage of funds expended, work completed; total expense of supplies and labor per project; number of employees. No arr. No index. Hdw. and typed. 4½ x 17¼ x 26¼. Cabinet 101, rm 1008A, C. H. Annex, 24-26 Court St.

364 WPA BULLETINS (Record of Purchases for Clean-Up Projects), 1935-37. 1 file drawer.
Record of plumbing, heating, and electrical supply purchases: Name, location, number of project; name, cost of item purchased, total cost of purchases for each project. No arr. No index. Hdw. and typed. 4½ x 17¼ x 26¼. Cabinet 101

365. WORK PROJECTS BOARD (Foremen's Conference Attendance Records), 1937. 1 file drawer.
Name, classification, project number of foremen; date, location, time, number of meeting; number of subject under discussion, signature of class conductor. No arr. No index. Hdw., typed, mimeographed. 4½ x 17¼ x 26¼. Cabinet 101.

366. (Records of Projects for) REPAIR(s) TO PUB. BLDGS., 1937. 4 file drawers. Title varies: WPA, 1937, 1 file drawer; WPA File, 1937, 1 file drawer; New Public Bldg. Repairs, 1937, 1 file drawer.
Location, description of project; name, address of sponsor; appropriation requested, amount appropriated; sponsor's, federal contribution; amount for materials, labor, supervision; itemization of material cost; proposal date, sponsor's number; previous type of project, if any; present project, serial number; date of recording. Arr. alph. by name of project. No index. Hdw. and typed. 11½ x 12½ x 26.

Financial Records
(See also entry 358)

367. JOURNAL (of Receipts and Disbursements), 1911--. 7 vols. (1-7). Title varies: Cash Pub. Bldg. Dept., 1911-16, 1 vol.
Receipts from hall rentals, deposits: Name of payee; amount, source, date of receipt. Disbursements to city collector, applicants: Name of payee; date, amount of return deposit; total amount of disbursement to city collector. Arr. chron. No index. Hdw. 200 pp. 13 x 8⅓ x ½. 4 vols., 1911-29, storage rm., off rm. 1005; 3 vols., 1930--, rm. 1005.

368. (RECORD OF MONTHLY EXPENDITURES FOR CITY AND COUNTY BUILDINGS), 1899--. 37 vols., 1 bdl. (dated). Missing: 1909-10.
Name of building, vendor; list of items purchased; cost, itemization, date of expenditure; total monthly expenditures. Arr. by month. No index. Hdw. on ptd. form. Vols., 75 pp. 28½ x 20½ x 1; bdl., 20½ x 28 x ¼. 29 vols., 1899-1908, 1911-30, subbsmt. storage rm.; 1 vol., 1914-15, storage rm. off rm. 1005; 7 vols., 1931-37, 1 bdl., 1938--, rm. 1005; C. H. Annex, 24-26 Court St.
For monthly summary of contract accounts 1905-13, see entry 376.

369. (COPIES OF MONTHLY EXPENDITURE REPORTS), 1916-22. 3 vols. System estab. 1916, discont. 1922.
Amount, purpose, date of original appropriation; additional funds transferred; budget code number of appropriation account; additional revenue, total net appropriation for fiscal year; total itemization of expenditures for preceding month, balance of funds; total expended to date, total balance. Arr. by budget code no. and thereunder by date of report. No index. Hdw. on ptd. form. 120 pp. 24½ x 17 x 1½.

370. PUBLIC BUILDINGS DEPT. (Supplies and Services) PAID BILLS, 1917--. 34 file drawers (dated). Prior records destroyed. Title varies: Public Buildings, 1917-29, 24 file drawers. Name, address of firm; name of building; description, amount of contract; amount, date of bill, order, payment; signature of payee. Arr. alph. by name of firm. No index. Hdw. and typed on ptd. form. 11½ x 13 3/4 x 26½. 24 file drawers, 1917-29, subbsmt. storage rm.; 10 file drawers, 1930--, rm. 1005; C. H. Annex, 24-26 Court St.
For original bills, see entry 374-iv.

371. PAID (Repairs, Construction and) SERVICE ORDERS - PUBLIC AND COUNTY BLDGS., 1929--. 3 bdls., 4 file drawers (dated). Prior records destroyed. Title varies slightly. Name, address of firm; itemization, description of items, services; date, itemization of receipt; estimated cost, amount, date of invoice; date of receipt of invoice, return to auditor for checking; date, number of order; appropriation code number; signature of approving official. Arr. alph. by name of firm. No index. Hdw. and typed on ptd. form. Bdls., 8½ x 10½ x 3; file drawers, 11½ x 13 3/4 x 26½. 3 bdls., 1929-32, storage rm.; 4 file drawers, 1933--, cabinet a-45, a-48.

372. (Copies of) PAY ROLLS - PUBLIC BLDG. DEPT., 1904--. 32 vols. (4-35). Missing: 1907. Name, position, civil service number of employee; number of days employed, rate of salary per week; amount earned, deducted for retirement fund; total amount received; period, date of pay roll; intermittently, signature of official authorizing payment. 1904-6, 1908 includes bimonthly pay rolls of Suffolk County building department employees: Annual rate of pay; signature of official authorizing payment. Arr. by date of pay roll and thereunder by name of employee. No index. Typed letter press copies. 500 pp. 12½ x 10½ x 1 to 750 pp. 19½ x 15 x 1½. 2 vols., 1904-6, 1908, subbsmt. storage rm.; 28 vols., 1908-35, storage rm. off rm. 1005; 2 vols., 1936--, rm. 1005; C. H. Annex, 24-26 Court St.

373. PUBLIC BUILDINGS DEPT. PAY ROLL LEDGER, 1922--. 3 vols. (1-3). Name, position of employee, rate of pay; weekly summary of hours worked; date of appointment, pension, transfer, dismissal, death of employee. Arr. by date of pay roll. No index. Hdw. under ptd. head. 110 pp. 17¼ x 13½ x 1. 1 vol., 1922-23, storage rm. off rm. 1005; 2 vols., 1923--, rm. 1005.

374. PAYMENTS ON SPECIAL APPROPRIATIONS, 1917--. 1 file drawer. Contains:

i. Correspondence with budget commissioner requesting transfer, change in amount of appropriations; with city treasurer to honor draft sent to auditor for payment of special appropriation.

ii. Duplicates of contract payment forms: Name of contractor, description and value of work completed; purpose, date of contract; name of building serviced; date of payment, date of work period; amount, number of installment payment; original

PAYMENTS ON SPECIAL APPROPRIATIONS (Cont'd)

ii. Duplicates of contract payment forms (Cont'd) amount, extra charges, total amount of contract; amount of previous payment on contract, unpaid balance; amount retained, pending completion of contract; signature, date of approval for payment by superintendent, official certifying facts to be true.

iii. Duplicates of special draft requisitions: Name of payee; amount of payment, draft; date of requisition, signatures of approval by chief clerk, superintendent of buildings. 1938-- includes budget code letter and number; amount expended under each budget classification; summary of items and amount expended for each item, total expenditures.

iv. Original bills from architects, contractors, and supply houses: Name of vendor, contractor, department charged; date, terms, amount of bill; description of services or supplies; order number; date of draft for payment, signature of approving inspector. Includes intermittently vendor's address. For paid bills, see entry 370.

Arr. alph. by name of firm or by title of appropriation. No index. Hdw. and typed on ptd. form, hdw. and typed under ptd. head. 11½ x 13 3/4 x 26½.

375. (RECORD OF BUDGET REFERENCES TO PRICES FOR SERVICES AND MATERIALS), 1918. 10 file drawers, 1 vol. (10 file drawers, 1918-28, dated; 1 vol., 1933--, unlabeled). Missing: 1929-32. System estab. 1918.

Name of vendor, vendee; amount, date, nature of purchase; cost per item, total expenditures; date of draft; budget code number. 1933-- includes name of appropriation to which order is charged, budget code letter. Arr. by budget no. No index. Hdw. and typed on ptd. cards till 1928, hdw. on ptd. form thereafter. 10 file drawers, 1918-28, 4 3/4 x 6½ x 15¼; 1 vol., 1933--, 1000 pp. 6½ x 12½ x 3.

376. (Contract) LEDGER, 1905-13. 2 vols.

Monthly summary of contract accounts: Name of firm; date, amount of order, contract; total expenditures. Arr. by month. Indexed alph. by name of firm. Hdw. 600 pp. 13½ x 9¼ x 2¼. 1 vol., 1905-9, subbsmt. storage rm.; 1 vol., 1910-13 storage rm. off rm. 1005; C. H. Annex, 24-26 Court St.

For record of contracts 1887--, see entry 355.

Rentals

(See also entries 353, 393)

377. (PERMANENT RECORD OF PUBLIC BUILDING ENGAGEMENTS), 1914--. 8 vols. 1908-13 in Correspondence (with Firms, Contractors, City and State Officials), entry 405.

Name of building, renter; date, time, purpose of rental; amount of fee, permit number. Arr. by name of building and thereunder by date of rental. 6 vols., 1914-19, 1925-28, 1932--, indexed alph. by name of bldg.; 2 vols., 1920-24, 1929-31, no index. Hdw. under ptd. head. 160 pp. 15½ x 11 x 3/4. 7 vols., 1914-36, storage rm. off rm. 1005; 1 vol., 1937--, rm. 1005.

378. (Temporary Record of) PUBLIC BUILDING ENGAGEMENTS, 1927--. 3 vols.

For description, see entry 377. Includes name of representative of renter, date of payment of fee. Arr. by permit no. No index. Hdw. under ptd. head. 200 pp. 10 x 14¼ x 3/4. 2 vols., 1927-36, storage rm. off rm. 1005; 1 vol., 1937--, rm. 1005.

379. RENT BILL BOOK, 1902--. 3 vols. (1-3).

Record of bills due for rentals of space in privately-owned buildings: Name, location of building; date, amount of bill; total rentals for month. Arr. by date of bill. No index. Hdw. under ptd. head. 300 pp. 10½ x 8 x 1¼.

380. HALL AND WARDROOM APPLICATIONS, 1914--. 1 bdl., 4 file drawers. Title varies: Applications for Use of Wardroom, 1914-28, 1 bdl ; Hall Applications and Notices, 1928-32, 2 file drawers; Proposals Hall Permits, 1931-35, 1 file drawer.

Name of building; names, addresses of four voters desiring rental; date of application; date, time, purpose of rental; amount of fee, date of payment; signature, date of approval of superintendent. 1914-28 includes number of wardroom, signature, address of applicant. Includes copies of letters notifying custodians of rentals. 1 bdl., 1914-28, arr. by date of application; 4 file drawers, 1928--, arr., alph. by name of bldg. and thereunder by date of application. No index. Hdw. on ptd. form till 1928, hdw. and typed on ptd. form thereafter. Bdl., 8½ x 11½ x 5; file drawers, 11½ x 13½ x 26½. 1 bdl., 1914-28, storage rm. off rm. 1005; 2 file drawers, 1928-32, subbsmt. storage rm.; 2 file drawers, 1921--, rm. 1005; C. H. Annex, 24-26 Court St.

381. (RECEIPT STUBS FOR HALL RENTALS), 1918--. 14 vols. (1 vol., 1918, unlabeled; 13 vols., 1919--, 1, 1-a, 2-12). Missing: 1933-34.

Name of hall, lessee; amount, date of receipt; date, time hall is to be used; signature of official issuing receipt. Arr. by date of receipt. No index. Hdw. on ptd. form. 125 pp. 7 x 12 x 1. 1 vol., 1918, subbsmt. storage rm.; 12 vols., 1919-37, storage rm. off rm. 1005; 1 vol., 1938--, rm. 1005; C. H. Annex, 24-26 Court St.

382. (Original Auto Rental Slips from) R. S. ROBIE (Inc.), 1935--. 4 bdls. (dated). Prior records destroyed.

Name, address, license number of renter; number of rental slip; date, exact time of rental, return; registration number, make, model of car; maximum rate of speed assured by driver, rate per mile, total mileage per trip; date of agreement, signature of station official. Arr. by date of rental. No index. Hdw. on ptd. form. 8½ x 10½ x 2½. Storage rm.

Requisitions

383. (Duplicates) PRINTING REQUISITIONS, 1917--. 3 vols.
Name of division of department charged for items; name, address of proof reader; place of delivery; number and description of items ordered; date of order, signature of superintendent. Arr. by date of requisition. No index. Hdw. on ptd. form. 200 pp. 8½ x 8 x 1½. 2 vols., 1917-35, storage rm. off rm. 1005; 1 vol., 1935--, rm. 1005.
For original requisitions 1937--, see entry 485.

384. (Duplicate) STATIONERY REQUISITIONS, 1918--. 2 vols.
Name of department ordering, place of delivery; quantity, description of items ordered; date of order, signature of superintendent. Arr. by date of requisition. No index. Hdw. on ptd. form. 200 pp. 8½ x 8 x 1½. 1 vol., 1918-29, storage rm. off rm. 1005; 1 vol., 1930--, rm. 1005.
For original requisitions 1933--, see entry 482.

385. (Copies of) REQUISITIONS FOR SUPPLIES, 1918-- 23 vols. 4 bdls
(21 vols., 1918-34, 48-68; 3 bdls., 1931-32, dated; 2 vols., 1935--, 1 bdl., 1935-36, unlabeled). Missing: 1920-24.
Title varies: Public Bldgs., Supply Dept. Requisitions, 1931, 1 bdl.; Supply Department Requisitions Public Bldgs., 1932, 2 bdls.; no title, 1935--, 1 bdl.
Name of division of department ordering; quantity, description of items ordered; place of delivery; date, number of requisition; signature of superintendent, date bill discounted. 1931-32, 1935-- includes name of vendor from whom ordered; unit price, amount of order; 1935-- includes name of building for which supplies are ordered; budget code number. Arr. by date of requisition and requisitions numbered consecutively. No index. Hdw. and typed on ptd. form. Vols., 200 pp. 11 x 11 x 2 to 250 pp. 8½ x 7½ x 1½; bdls., 8½ x 10½ x 3 to 11½ x 8½ x 1½. 6 vols., 1918-20, subbsmt. storage rm.; 15 vols., 1925-34, 4 bdls., 1931-32, 1935-36, storage rm. off rm. 1005; 2 vols., 1937--, rm. 1005; C. H. Annex, 24-26 Court St.
For original requisitions 1932--, see entry 516.

386. REQUISITIONS, 1906-13. 5 vols. (dated). System discont. 1914.
Requests from divisional heads and custodians of public buildings: List of materials and services required, date of request, signature of requesting official. Arr. by date of request. Indexed alph. by name of requisitioner. Hdw. and typed under ptd. head. 150 pp. 12 x 10 x 3. Storage rm.

Real Estate Division

387. (RECORD OF FORECLOSED PROPERTY), 1931--. 9 file drawers, 3 file boxes. (9 file drawers, 1931--, labeled by ward no. and by name of city sec.; 3 file boxes, 1932--, unlabeled).

Contains the following card records:

i. Lot plan cards: Location of lot, date of decree; file, case number; zone, block, lot, parcel, atlas plate number; area per square feet; name of owner; condition of bill board, if any; height, use of building; plan of adjoining property.

ii. Record of ownership and valuation of property, submitted by assessing department: Name of owner, location of property; date of decree; name of investigator, date investigated; file, case number; lot, parcel, block, atlas plate number; date of assessment; area per foot; building, land value; total valuation, price per foot.

iii. Record of taxes and additional costs on property, submitted by collecting department: Name of investigator, date investigated, location of property, date of decree; date, amount of tax costs, interest, total tax; court cost; file, case number; lot, file, block, atlas plate number.

iv. Record of title to property, submitted by county registry of deeds: Name of assessed person; location, plan of property; date of decree; name of equity owner, mortgagee, investigator; date investigated; file, case number; lot, parcel, block, atlas plate number; area per square feet; description of improvements; name of owner; number boards, if any; year sold for taxes; date of tax sale, recording of sale; date of land, building assessment; area per square feet; amount of taxes and interest, costs of land court.

v. Treasurer's copy of correspondence from corporation counsel informing him of property foreclosure by land court: Name of owner; description, location of property; date of foreclosure.

Arr. by ward no., and thereunder alph. by name of st. No index. Hdw., and typed on ptd. form. File drawers, 13 x 13 x 28; file boxes, 13 x 10 x 16½. Rm. 1008, C. H. Annex, 24-26 Court St.

388. (ORIGINAL LIST OF FORECLOSED PROPERTY), 1931 - June 30, 1936. 1 vol. Prior records kept by city collector.

List of properties acquired by decree of land court: Location of property; prior, current year's assessed valuation on land, buildings; number of parcels, total valuations by wards; law department file number, date of decree; amount due on all foreclosed property. Arr. by ward no. and thereunder alph. by name of st. No index. Mimeographed, typed. 40 pp. 8½ x 14 x ½. Cabinet no. 110, rm. 1008, C. H. Annex, 24-26 Court St.

For duplicate notices of foreclosures 1935--, see entry 391.

389. OFFERS SUBMITTED - SALES (of Foreclosed Property) - SALES PENDING, REDEMPTIONS, 1937--. 1 file drawer.

For description, see entry 387. Includes record of payment at auction; notice of reinstatement for another auction. No arr. No index. Typed. 13 x 16 x 16½. Rm. 1008, C. H. Annex, 24-26 Court St.

390. MEMO OF SALES (of Foreclosed Property), 1937--. 1 file drawer. For description, see entry 387. Includes offer to purchase; agreement of sale. Arr. alph. by name of st. No index. Typed. 13 x 16 x 16½. Rm. 1008, C. H. Annex, 24-26 Court St.

391. DUPLICATE NOTICES OF FORECLOSURES FROM LAW DEPARTMENT, 1935--. 1 file drawer.
Copies of letters from law department to real estate division informing them of property taken for tax title: Name of assessed taxpayer; date of last assessment, foreclosure; file, case number; signature of law department official. Arr. by case no. No index. Typed. 13 x 16 x 16½. Rm. 1008, C. H. Annex, 24-26 Court St.
For original list of foreclosed property 1931-36, see entry 388

392. REAL ESTATE DIVISION (WPA Reports), 1935-37. 2 file drawers
Reports relative to boarding up of buildings and clearing of vacant lots by WPA projects: Name, purpose, number of project; amount of work accomplished; costs of labor, material. No arr. No index. Hdw. and typed. 4⅛ x 17¼ x 26¼. Cabinet 101.

393. CITY OF BOSTON BILLS RECEIVABLE (Monthly Commitments), May 1936--. 1 vol. Prior records kept by city collector.
Copies of commitments to collector by real estate division for rents of foreclosed properties: Name, division of department; name of debtor, location of city-owned building; amount, date, number, purpose of bill; total amount of bills; date of schedule, signature of superintendent. Arr. by date of bill. No index. Hdw. and typed on ptd. form. 75 pp. 13 x 12 x 1. Rm. 1008, C. H. Annex, 24-26 Court St.

394. MISCELLANEOUS - COMPLAINTS, APPROVED OFFERS - CORRESPONDENCE - PROJECT DATA, 1935--. 1 file drawer.
Correspondence concerning complaints from tenants, conditions of property, offers of purchase of property, data on construction projects under direction of the department. Arr. by date of correspondence. No index. Hdw., typed. 13 x 16 x 16½. Rm. 1008, C. H. Annex, 24-26 Court St.

395. FRONT OF FILE 1939, REAR OF FILE UNCOMPLETED 1938 CASES (Correspondence), 1938--. 1 file drawer.
Communications from law department relative to liens on property and taxpayers' offers of payment to prevent foreclosure of property for nonpayment of taxes. Arr. alph. by name of st. No index. Typed. 13 x 16½ x 16. Rm. 1008, C. H. Annex, 24-26 Court St.

Plans and Atlases
(See also entries 353, 356-i)

396. (MUNICIPAL AND COUNTY BUILDINGS), 1860--. 51 file drawers, 48 rolls. Missing: 1861, 1863-64.
Plans and specifications for alterations of municipal and county buildings. Various authors. Blueprint, black-and-white, colored. Scales vary. File drawers, 3 x 45 x 28 to 3 x 45 x 35; rolls, 30 x 3. 31 file drawers, 1860, 1862, 1865--, cabinets 91, 92, 94, 95, 99, rm. 1005; 48 rolls, 1869-1915, shelf, storage rm.

397. 245 STATE ST - MISCELLANEOUS PLANS, 14-18 OLIVER ST., 1934, 1937. 1 file drawer.
Plans and specifications of Faneuil Hall, Quincy Market, and proposed construction of Youth Center Building in East Boston. Also contains schedule of rentals of Faneuil Hall and Quincy Markets, Nov. 1934: Name of tenant, area rented, rate per square foot, total yearly rental, charges per tenant; total amount of anticipated rent. Various authors. Black-and-white. Scales vary. 3 x 45 x 35. Cabinet 92.

398. LOT PLANS (of) PARENTAL SCHOOL PROPOSED - WHITE FUND BUILDINGS, 1934-36. 1 file drawer.
Contains plans for:
i. Health center on Huntington Avenue, to be erected by George Robert White Fund; plans of office buildings owned by George Robert White Fund at 77 State Street and at 138-140, 190-192, 194-200 and 482 Boylston Street.
ii. The city planning board drawn by the CWA: Assessed valuation and outlines of parcels of land in Brighton, Allston, South Boston, Roxbury, East Boston, downtown business district, outer South End, and Charlestown; land valuation, total land and building valuation; parcel, CWA project number.
Various authors. Blueprint, black-and-white, colored. Scales vary. 3 x 45 x 33. Cabinet 95.

399. (Plans of) PUBLIC BUILDINGS AND LOTS BELONGING TO THE CITY OF BOSTON NOT INCLUDING SCHOOL HOUSES, 1867-84. 1 vol. (3).
For description, see entry 400. Arr. by date of plan. Indexed alph. by name of bldg. Hdw., black-and-white. 61 pp. $22\frac{1}{4}$ x $29\frac{1}{4}$ x $2\frac{1}{2}$.

400. PLANS OF PUBLIC BUILDINGS AND SCHOOL HOUSE LOTS IN CITY PROPER, SOUTH AND EAST BOSTON, 1891. 1 vol.
Name, location of property; names of grantors, area in square feet, streets bounding property; volume, page reference to deed records; date of transfer to city. Arr. by date of plan. Indexed alph. by name of dept. Black-and-white, colored, hdw. 55 pp. $22\frac{1}{4}$ x $29\frac{1}{4}$ x $2\frac{1}{2}$.

401. ATLASES OF BOSTON DISTRICTS, 1910, 1912, 1914, 1915, 1918, 1925, 1928. 8 vols. (1 vol., 1925, dated 1916, 1925, and marked by name of city dist.; 1 vol., 1928, dated 1922 and marked by name of city dist.; 6 vols., 1910, 1912, 1914, 1915, 1918, marked by name of city dist.).
Maps of private and public buildings and vacant lots: Name of owner; location of property, type of construction of buildings; names of streets and private ways, railroad lines; location of sewers, rivers, and streams; plate number. Includes pencil marks designating land and property taken by city through court procedure. Arr. by plate no. Indexed alph. by name of st. George W. and Walter S. Bromley, Philadelphia, Pennsylvania. Ptd., colored. Scales vary 20':1" to 600':1". 100 plates, 24 x 17 x $1\frac{1}{2}$ to 24 x 7 x $2\frac{1}{2}$. Cabinet 108, rm. 1008, C. H. Annex, 24-26 Court St.

Correspondence
(see also entries 356-iv, 374-i, 380, 387-v, 391, 394, 395)

402. APPOINTMENTS, SUSPENSIONS, CHANGES IN COMPENSATION, 1900--. 8 vols. (dated). Missing: Mar. 1921 - Nov. 1923. No title, 1914-21, 1928--, 4 vols.

Correspondence with mayor and state civil service commissioner relative to approval or rejection of provisional, temporary, permanent appointments and reinstatement, suspension, discharge, changes in compensation of employees. Arr. by date of correspondence. No index. Hdw., typed. 200 pp. 10 x 9 x 2½. 7 vols., 1900-1933, storage rm. off rm. 1005; 1 vol., 1933--, rm. 1005.

403. (Copies of) LETTERS (to) AND NOTICES FROM MAYOR, 1908--. 7 vols. (dated).

Contains:

i. Correspondence with mayor relative to request for approval of contracts to be awarded for services and equipment: Name of contractor, description of materials, equipment needed; stamp of approval.

ii. Notices from mayor regarding meeting of department heads, requests for statements on employees, accomplishments of department, granting of leave of absence for military duty, holidays.

Arr. by date of correspondence. Indexed by name of contractor, addressee, or subject. Hdw., typed. 12 x 10 x 3. 6 vols., 1908-29, storage rm. off rm. 1005; 1 vol., 1930--, rm. 1005.

404. LETTERS - PUBLIC BUILDINGS (Requests for Drafts), 1899--. 15 vols. Missing: 1902-05.

Copies of requests to city auditor for payment of departmental bills for services of contractors: Name, purpose of appropriation; name of creditor; amount, date, purpose of draft; signature of superintendent. 1899-1914 includes communications with contractors relative to explanation of specifications, contracts, request for payments; with applicants relative to acceptance, rejection of applications for hall rentals. Arr. by date of letter. 1899-1914, indexed alph. by name of correspondent; 1914-- no index. Letter press, typed under ptd. head. 1000 pp. 12 x 10¼ x 2. 12 vols., 1899-1914, subbsmt. storage rm.; 2 vols., 1915-28, storage rm. off. rm. 1005; 1 vol., 1929--, rm. 1005; C. H. Annex, 24-26 Court St.

405. CORRESPONDENCE (With Firms, Contractors, City and State Officials), 1908--. 8 vols., 3 bdls., 9 file drawers (8 vols., 1908-13, dated; 3 bdls., 1914-17, 1923, 1925, 9 file drawers, 1926--, unlabeled). Missing: 1918-22, 1924. Title varies: Letters, 1908-13, 8 vols.

Correspondence with contractors and vendors relative to supplies, materials, and repairs. Also contains: (Permanent Record of Public Building Engagements), 1908-13, entry 377; Communications from Law Department,

CORRESPONDENCE (Cont'd)
1914--, entry 407. 8 vols., 1908-13, arr. by date of correspondence; 3 bdls., 9 file drawers, 1914--, arr. alph. by name of correspondent. 1908-13, indexed alph. by name of correspondent; 1914--, no index. Hdw., typed. Vols., 225 pp. 12 x 10 x 3; bdls., 11 x 13 x 10; file drawers, 11½ x 13½ x 26½. 8 vols., 1908-13, 3 bdls., 1914-17, 1923, 1925, storage rm. off rm. 1005; 4 file drawers, 1926-32, subbsmt. storage rm.; 5 file drawers, 1933--, cabinets A1-A5, rm. 1005; C. H. Annex, 24-26 Court St.

406. NEW CITY HALL (and) QUINCY MARKET, 1910--. 1 file drawer. Correspondence with contractors relative to construction of the new City Hall and Quincy Market, including construction specifications and description of labor and material cost. No arr. No index. Hdw., typed. 4½ x 17¼ x 26¼. Cabinet 101.

407. COMMUNICATIONS FROM LAW DEPARTMENT, 1906-13. 1 vol. (dated). 1914-- in Correspondence (With Firms, Contractors, City and State Officials), entry 405.
Correspondence with law department relative to legal aspects of contracts, interpretation of civil-service laws regarding employees, and compensation to injured employees. Arr. by date of letter. No index. Hdw., typed. 100 pp. 12 x 10 x 2. Storage rm.

Miscellaneous

408. (PERSONNEL RECORD), 1900--. 2 file drawers.
Name, address, position, date of birth of employee; civil-service number, veteran status, amount of yearly wages; date of employment, transfer, promotion or resignation. Arr. alph. by name of employee. No index. Hdw. and typed on ptd. cards. 4½ x 6½ x 15¼. Cabinet A-7.

409. (Disposition of) UNUSED FURNITURE (of) PUBLIC BLDGS. DEPT., 1907-12. 1 vol.
Name of purchaser, department receiving furniture; number, description of items; date of transaction. Arr. by date of transaction. No index. Hdw. 200 pp. 13½ x 8½ x ½. Storage rm.

XXVIII DEPARTMENT OF SCHOOL BUILDINGS

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XXVIII DEPARTMENT OF SCHOOL BUILDINGS

In 1901 the Massachusetts legislature established a schoolhouse department for the City of Boston and invested it with control over the maintenance and construction of the city's school buildings, functions which had formerly belonged to the school committee.[1] This transfer was made, according to Prof. A. C. Hanford, to "relieve the School Committee of business functions which interfered with its purely educational activities, to remove the temptation involved in the purchase of land and supplies and in the letting of contracts, and to concentrate the responsibility for schoolhouse construction under the Mayor."[2]

The new department was placed under the charge of a board of three paid commissioners appointed by the mayor of Boston.[3] The original appointees were to serve for terms of one, two, and three years, respectively; their successors, for three years.[4]

The powers granted the board were extensive. Full control was given it over the designs, plans, construction, alteration, repair and furnishing of all school buildings.[5] No erection, substantial alteration, or furnishing could be made, however, until the superintendent of public schools had expressed a written opinion on the proposal.[6] With the approval of the mayor the board of commissioners select land for school purposes within a district defined by the school committee.[7]

In addition to granting these general powers, the legislation of 1901 expressly enjoined the board of commissioners to undertake an emergency building program designed to provide adequate accomodations for Boston's school children, and a special repair program to safeguard their life and health.[8] Years of neglect had left the school plant badly in need of new buildings, proper sanitation, and suitable fire protection.[9]

Making good these deficiencies was perhaps the most important work carried out by the department in the first decade of its existence.[10]

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1. Acts, 1901, ch. 473, sec. 1, 2; City Doc. 26, 1937, pp. 60, 61.
2. Fifty Years of Boston (Compiled by the Subcommittee on Memorial History of the Boston Tercentenary Committee, 1932), pp. 94-5.
3. Acts, 1901, ch. 473, sec. 1
4. Idem
5. Acts, 1901, ch. 473, sec. 2; The Consolidated Statutes Relating to the City of Boston, codified by Thomas M. Babson, Boston, 1908; ch. 33, sec. 16.
6. Acts, 1901, ch. 473, sec. 5
7. Idem
8. Acts, 1901, ch. 473, sec. 3
9. City Doc. 1, 1904, p. 9; City Doc. 35, 1903, pp. 2, 4
10. City Doc. 35, 1903, pp. 6-16; City Doc. 35, 1904, p. 34; City Doc. 35, 1906, p. 48; City Doc. 31, 1910, pp. 21-22

This formative period saw also the drawing up of a model specification, standardizing, as far as possible, school construction requirements.[1]

Perennially the major responsibilities of the department center around maintenance and construction work. By the board of commissioners these responsibilities have been interpreted to mean the establishment in the school buildings of physical conditions that will be most conducive to the health and happiness of the school's occupants.[2] In its attempt to attain this ideal the board has sponsored many fruitful tests and experiments,[3] the more important of which were to determine the most hygenic type of school seat,[4] the best method of artificial lighting,[5] and the desirability of moistening the air of school rooms.[6] The lighting system developed by the department became standard for schoolhouses throughout the country.[7]

During the World War years school construction lagged.[8] The decade following, however, witnessed an unprecedented outlay of funds for schoolhouse expansion and repairs. Forty million dollars were spent by the department in the eight years prior to 1929.[9] The board's handling of these lush appropriations laid it open to charges of waste and mismanagement and proved fatal to its continued existence.[10]

On the recommendation of a special investigating committee legislation was adopted in 1929 abolishing the twenty-eight year old schoolhouse department and replacing it by the department of school buildings.[11] Employees of the old department enjoying civil service status were transferred to the new department without loss of any of their prerogatives.[12] The functions of the new department were substantially the same as those of its predecessor, but there was an important intra-departmental shift in authority. The duties and powers belonging to the board of schoolhouse commissioners in respect to designs, plans, construction, alterations, repairs and furnishing of school

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1. City Doc., 35, 1903, p. 25. The standards were subsequently revised; City Doc., 26, 1929, p. 2
2. Ibid., 37, 1908, appendix X, pp. 88, 98,
3. Ibid., 35, 1906, p. 26; City Doc. 26, 1929, p. 1
4. Ibid., 35, 1903, appendix VIII; City Doc. 35, 1904, appendix VI
5. Ibid., 37, 1908, p. 81
6. Ibid., 35, 1905 (incorrectly listed as City Doc. 35, 1904), p. 49, appendix VII; City Doc. 35, 1906, appendix VIII
7. Ibid., 31, 1916, p. 101
8. Ibid., 26, 1929, p. 3
9. Boston Herald, Nov. 1, 1929, p. 24
10. Idem; Fifty Years of Boston, op. cit., p. 110
11. Fifty Years of Boston op. cit., p. 110. The new arrangement was subject to ratification - which was given - by the voters of Boston; Acts, 1929, ch. 351, sec. 9; Boston Herald, Nov. 6, 1929, p. 1
12. Acts, 1929, ch. 351, sec. 5

buildings were transferred to a newly created official, the superintendent of construction, who became active head of the department.[1] Before the superintendent of construction can erect, substantially alter or furnish any school building, however, he must first receive a requisition therefor from the superintendent of public schools.[2]

The legislation doing away with the schoolhouse department also put an end to the board of schoolhouse commissioners and substituted for it a greatly emasculated body of three members, the board of commissioners of school buildings, chosen as follows: One member by the mayor of Boston, one by the school committee, and the third by the other two members.[3] The term of office is for three years.[4] The commissioners receive no compensation for their work[5] and lack the extensive powers enjoyed by their predecessors. They are charged with investigating and reporting on all appropriation orders drawn by the school committee for the construction, furnishing, or repairing of school buildings.[6] They also select the department head, the superintendent of construction, who serves at their pleasure.[7]

The department of school buildings is organized, for working purposes, into ten divisions: Accounting, architectural, civil engineering, clerk of works, electrical, heating and ventilating, inspection, plumbing, roofing, and storekeeping.[8] Each of these divisions functions along two lines: repairs and alterations to existing buildings, and the construction of new buildings and of additions to old ones.[9] All repairs and alterations, irrespective of the division having jurisdiction, are in charge of a deputy superintendent, appointed by the superintendent of construction with the approval of the board of commissioners.[10] A second deputy superintendent, similarly appointed, supervises all the construction work.[11] The permanent

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1. Acts, 1929, ch. 351, secs. 2, 3
2. Ibid., sec. 8
3. Ibid., secs. 1, 3. If the third member is not chosen within thirty days the power to appoint him falls to the governor.
4. Ibid., sec. 1. The original appointees, however, served for terms of one, two and three years, respectively, the purpose being to ensure experienced members on the board at all times.
5. Idem
6. Ibid., sec. 7
7. Ibid., sec. 2
8. City Doc. 26, 1934, p. 2
9. Idem
10. Acts, 1929, ch. 351, sec. 4; City Doc. 26, 1934, p. 2
11. Idem

staff of the department includes an architect, engineers, inspectors, skilled draughtsmen, clerical assistants and others.[1]

Department officials make a weekly inspection of each school building with an eye to possible structural defects.[2] The department's solicitude for the safety of the school population is further attested by monthly examinations of the school fire-alarm system.[3]

All records are in the Washington School, 26 Norman Street; except where otherwise noted, they are in Room 507.

Minutes and Reports
(See also entry 457-iv)

410. RECORDS SCHOOLHOUSE DEPARTMENT, 1901--. 28 vols., 4 file drawers (12 vols., 1901-13, 1-12, dated; 16 vols., 1914-29, unlabeled; 4 file drawers, 1930--, dated). Title varies: No title, 1914-29, 16 vols., 1930--, 1 file drawer; General, 1930--, 1 file drawer; Chairman Baxter, 1930--, 1 file drawer; Commissioner Dazzi, 1930--, 1 file drawer.

Minutes of meetings of the board of commissioners: Motions, discussions, votes concerning organization, appointments, acceptance of bids, awarding of contracts, approval of drafts and plans, appropriations, sale of land, requests of opinions from corporation counsel, purchase and sale of material, correspondence; names of commissioners, place and date of meeting. Arr. by date of meeting. No index. Typed. 28 vols., 1901-29, 300 pp. 11½ x 9½ x 3; 4 file drawers, 1930--, 12 x 15 x 28. Rm. 408.

411. ANNUAL REPORT, July 1, 1901--. 10 vols. (dated). Title varies: Schoolhouse Department Annual Reports, 1901-30, 6 vols.; Department of School Buildings Annual Reports, 1931-35, 1 vol.; Annual Report of the Department of School Buildings, 1936, 1 vol.; Annual Report of the Superintendent of Construction, 1937--, 1 vol.

Contains reports of the schoolhouse department, 1901-30; department of school buildings, 1931-36; superintendent of construction, 1937--:

i. Appropriations and expenditures for land and construction, alteration and repairs to buildings: Balance at beginning of year, amount of tax levy, balance from bond issues; special appropriations for administration, hired accomodations; expenditures for sites, erection, equipment of new buildings, administration expenses, hired accomodations, educational alterations, WPA programs, additional school accomodations, alterations, repairs.

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1. City Doc. 26, 1936, p. 2
2. Ibid., p. 21
3. City Doc. 26, 1935, p. 13

ANNUAL REPORT (Cont'd)

ii. General statement: Description of organization, functions of departments, location of housing, names of school buildings abandoned.

iii. Interdepartmental reports of activities of the accounting, architectural, civil engineering, electrical, heating and ventilating, storekeeping, inspection, plumbing, and roofing divisions. 1935-- includes WPA activities.

iv. Summary for six-year period: administration expenses, record of alterations and repairs, purchase of land, construction of buildings, rentals; totals.

v. Table showing cost of buildings in process of construction: Percentage of cost for building, heating, plumbing, electrical contracts; cost per cubic foot, number of children accommodated, cost per pupil.

vi. Unoccupied land and buildings: Location, area of lot; value of land, buildings; total value.

Includes illustrations, maps, portraits, picture of schools, school activities. No arr. 1901-36, no index; 1937--, indexed by subject. Ptd. 70 pp. 9 x ½ x 6 to 400 pp. 9¼ x 2 x 6¼. Rm. 408. (Also 35 pamphlets, 1901-35, found in Boston City Document series, State Lib. State House, Boston.)

Contracts, Bids, Orders

(See also entries 410, 457-v, -vi, -viii, -x, -xi, -xiii)

412. CONTRACTS - SCHOOLHOUSE DEPARTMENT, July 27, 1901-- 8 vols., (3 vols. 1901-2, 1925--, unlabeled; 5 vols., 1911-25, 5-9). Missing: Aug. 18, 1902 - Jan. 24, 1911.

Record of contracts for construction of and repairs to school buildings: Name of contractor; location, description of work; amount, number, date of contract; amount of additions, deductions, extensions, cancelations effecting contract; amount, number, date of payments; amount, source of new funds, disposition of unused balances; intermittently, date contract completed. Arr. alph by name of contractor and thereunder by date of contract. Indexed alph. by name of contractor. Hdw. on ptd. form. 260 pp. 14 x 11 x 1 to 750 pp. 11½ x 10 x 5½. Rm. 401.

413. CONTRACTS, 1914--. 4 file boxes, 9 file drawers (labeled by incl. contract nos.). No title, 1926--. 9 file drawers.

Contains contracts and related papers relative to additions, alterations, improvements to school buildings:

i. General contract specifications: Rights, responsibilities of contracting parties; provisions for changes in contract, extension of time to complete work, subletting work; conditions for termination of employment. Includes certificates of contractor in request of payments; also includes drawings of work to be done.

CONTRACT (Cont'd)

ii. Letters to mayor relative to contracts, proposals, and specifications, submitted for approval: Names of bidders, amount of each bid; name, address of successful bidder; amount of successful bid; date of letter, approval; signature of chairman of board of commissioners, facsimile of mayor's signature.

iii. Newspaper advertisements requesting bids from contractors: Names of commissioners; description, location of work; closing date, place for leaving bids. For scrapbook of newspaper clippings 1924-30, see entry 457-xi.

iv. Notices to contractors regarding submitting of bids: Manner of identifying and amount of certified check to accompany bid; regulations covering acceptance, rejection of bids; change, interpretations of plans, specifications; closing date, place for leaving bids.

v. Office copy of contract: Names of contracting parties, location of work; articles, amount, number, date of contract; method of payment, date of approval; attestation of chairman of board of commissioners, corporation counsel; signatures of mayor and contractor, or his representatives; seal of city.

vi. Proposals on contracts submitted to mayor: Outline of proposed work showing location of work, amount of labor, materials to be used; proposal stipulations; name, address of bidding firm; names of firm members; amount of bid, signature of bidder.

vii. Surety bond: Name of surety company, place of business, state of incorporation; name of president, treasurer; seal, obligations of surety; conditions, date of bond, attestation of representative.

Arr. by date of contract and contracts numbered consecutively. No index. Hdw. and typed on ptd. form. File boxes, 11½ x 34 x 14½; file drawers, 11 x 13½ x 27. 4 file boxes, 1914-26, rm. 507; 9 file drawers, 1926--, rm. 401.

414. (ORDERS FOR CHANGES IN CONTRACTS), 1923-27, 1931--. 1 letter file, 6 vols. 1928-30 in (Miscellaneous Papers), entry 457-viii.

Orders for change in contracts, authorized by the superintendent of construction: Name of contractor, school; amount, date of contract; itemization, description of changes; net additions or deductions, new amount of contract; order number, signature of superintendent of construction. Arr. by order no. No index. Hdw. on ptd. form. 1 letter file, 1923-27, 12 x 10 x 2; 6 vols., 1931--, 100 pp. 13 x 9½ x 3/4. Rm. 401.

415. LETTERS (Requests for Payments on Contracts), Feb. 1, 1929--. 4 vols.

Name of contractor, schoolhouse; amount, description of work performed, itemization, estimated value of labor, materials used; original amount, additions, deductions, new amount of contract; period covered by payment, amount retained under contract to date, amount of payment due; date of request, contract approved for payment; attestation of architect, approval of superintendent of construction. Arr. by date of payment. Indexed alph. by name of contractor. Hdw. on ptd. form. 1000 pp. 12½ x 10½ x 2. Rm. 401.

For contractors' monthly applications for payment 1926-30, see entry 457-vi.

416. PROPOSALS - DEPT. OF SCHOOL BUILDINGS, Aug. 1, 1929--. 4 vols (7-10, dated). Title varies: Proposals Schoolhouse Commission, Aug. 1929 - June 1931, 1 vol.

Name of school, successful bidder; complete list of bidders, amount of each bid; description of new construction, repairs, materials to be supplied; date of opening bids. Arr. by date of opening of bids. Indexed alph. by name of bidder. Hdw. on ptd. form. 318 pp. 10 x 8½ x 1½ Cabinet, rm. 401.

For proposals submitted to mayor 1914--, see entry 413-vi.

417. LAND & BUILDINGS (Orders for Labor and Materials), 1932--. 32 file boxes, 8 file drawers (labeled by incl. order nos., dated). Title varies: L & B, 1932, Jan. - July 1934, Jan. - Apr. 1935; June 1935 - Jan. 1936, 14 file boxes; no title, Jan. 1932, July - Dec. 1932, 1933, Aug. - Dec. 1934, May - July 1935, Oct. - Nov. 1935, 1936--, 16 file boxes, 8 file drawers.

Contains:

i. First order: Name, address of contractor, vendor; description of items ordered, date of order, signature of superintendent of construction.

ii. Inspector's order: Name, address of contractor, vendor; name of school; quantity, description of items ordered; estimated cost, number, date of order; signature of inspector.

iii. Request for order: Name of school, contractor, vendor; purpose, quantity of material, article; labor requested, estimated cost, date of request, signature of inspector.

Arr. by order no. No index. File boxes, 9¼ x 3½ x 12½; file drawers, 11 x 13½ x 27. 32 file boxes, 1932-36, rm. 507; 9 file drawers, 1937--, rm. 401.

418. CITY OF BOSTON DEPARTMENT OF SCHOOL BUILDINGS ORDERS, 1934-- 16 vols. (13 vols., 1934--, labeled by type of school, dated; 1 vol., 1937, unlabeled; 2 vols., 1938--, dated).

Name of school, contractor; description of work, estimated cost of order, amount of invoice; number, date of order; amount, date of payment; state classification symbol, budget group code letter and number. Includes intermittently cancelations of orders. Arr. by order no. No index. Typed and hdw. on ptd. form. 300 pp. 18 x 11½ x 2. Rm. 401.

419. CITY OF BOSTON DEPARTMENT OF SCHOOL BDLGS. ORDER REGISTER, Jan. 2, 1930 - Dec. 30, 1933. 4 bdls. (numbered 1-16134, 1-17337, 1-16500, 1-12460 and dated).

Record of repairs and installations ordered: Name of contractor; location, description, estimated cost of work; amount of invoice, date paid, order number, date of cancelation of order. Arr. by order no. No index. Typed on ptd. form. 17 x 12 x 2.

420. SPECIFICATIONS FOR GRAMMAR SCHOOLHOUSES (Grades 5-8), 1847-69 1 vol. (1),

Name of architect; type, size, location of proposed building; appointment of committee on public buildings or agent to supervise construction,

SPECIFICATIONS FOR GRAMMAR SCHOOLHOUSES (Cont'd)
complete specifications for construction; date construction started, completed. Includes list of schools showing name, number of school; date of construction. Arr. by year. No index. Ptd. 600 pp. 9 x 6 x 2¼. Rm. 407.

421. SPECIFICATIONS FOR PRIMARY SCHOOLHOUSES (Grades 1-4), 1847-69. 1 vol. (1).
For description, see entry 420. Arr. by year. No index. Ptd. 600 pp. 9 x 6 x 2¼. Rm. 407.

Public Works Projects
(See also entry 411-i, -iii)

422. PWA TIMILTY SCHOOL (Pay Rolls), Dec 10, 1935 - May 27, 1937. 6 bdls. (labeling varies). Title varies: Payrolls - Washington Irving Dist., Dec. 10, 1935 - July 2, 1936, 1 bdl.; Weekly Payroll - Federal Emergency Administration of Public Works - Tanner, Jan. 9, 1936 - Oct. 3, 1936, 1 bdl.; English High Addition - PWA Payrolls, Feb. 13, 1936 - Nov. 19, 1936, 1 bdl.; Lucy Stone School, Apr. 30, 1936 - Dec. 31, 1936, 1 bdl.; Phillips Brooks Dist. PWA Payroll, Dec. 9, 1936 - Mar. 4, 1937, 1 bdl.
Pay rolls of inspection division: Name of employee, classification as relief or nonrelief, union or nonunion member; type, location of project; docket number, work symbol; daily, weekly, monthly, hours of work; rate per hour, amount of pay; total for relief, nonrelief workers, total pay roll; number, date, period of pay roll; name, address of employer; contract number, printed instructions in preparation of pay roll, employer's or representative's affidavit for correctness of pay roll, signature of employee. No arr. No index. Hdw. and typed on ptd. form. 3⅛ x 11 x 14.

423. PWA JOHN MARSHALL DIST (Delivery Slips for Ready-Mix Cement), Jan 31, 1936 - Oct. 14, 1936. 4 bdls. (1089 R-1092 R). Title varies: Phillips Brooks Dist., Jan. - Sept 1936, 1 bdl.; English High Addition, Mar. - July 1936, 1 bdl.; South Boston High Addition, Apr. - Aug 1936, 1 bdl.
Name of contractor; place, date, time of delivery; truck, ticket, PWA docket number; ratio and weight of cement, sand, stone in mix; quantity in cubic yards, brand of cement used; signature of receiving official, inspector verifying quantities, weights, and mix; date of slip. Includes copies of certificates of insurance to show that contractors and employees were insured in accordance with building laws. Arr. by date of slip. No index. Hdw. and typed on ptd. form. 2 x 7 x 11.

424. (General Correspondence) PWA PROJECTS, 1934--, 6 file drawers (dated and marked by project and school dist. nos.). Title varies slightly.

Correspondence with contractors, architects, public works administration relative to construction, repairs, alteration of school buildings; with school committee chairman relative to construction, repairs, alteration and maintenance of school buildings; with firms relative to purchases. Includes photographs of buildings under construction. Arr. by name of school. No index. Typed. 12½ x 11 x 27. Rm. 409.

425. (ERA CORRESPONDENCE AND APPLICATIONS FOR APPROVAL OF WORK PROJECTS), Feb 28, 1934 - Aug. 22, 1934. 2 folders (marked by project no.)

Contains:

i. Correspondence from local administrator relative to placement and transfer of employees, applications for approval of work project, reports concerning projects, monthly report of ERA activities.

ii. Copies of applications for approval of work projects (FERA form 141): Name of sponsor; title, type, location, description, number of project; name, title of proposed project supervisor; name of person preparing plans; date of application, approval; signature of approving officer, state ERA administrator, budget commissioner; rubber stamp in attestation of true copy; amount to be appropriated by city, request for balance from ERA. Type of labor: Estimated cost, average number of workers for month, total man-hours of work, hourly rate, cost of each type of labor, total cost of all labor. Materials: Estimated cost, description, number of units needed; estimated unit cost, total cost of each item. Trucks and teams: Capacity, estimated cost of truck or team; daily, weekly drivers' wages; estimated total cost. Percentage of work completed, date started (if project has already been in operation), date when plans will be available, name of ERA official who signed original form, department stamp showing date form received; attached slip gives name of official to whom form is to be referred.

Arr. chron. No index. Typed. 11½ x 9 x ½.

Financial Records
(See also entries 411-i, -iv, -v)

426. JOURNAL - LAND & BUILDINGS FOR SCHOOLS - SCHOOLHOUSE DEPARTMENT, Mar. 1, 1901--. 12 vols. (3 vols., 1901-14, 2 vols., 1925--, unlabeled; 7 vols., 1907-25, dated). Title varies: Building Accounts Land & Buildings for Schools, 1907-15, 1 vol.; no title, 1925--, 2 vols.

Record of appropriations for purchase of land and repairs, alterations, construction of school buildings: Name of creditor, contractor; name of

JOURNAL (Cont'd)
school, school district; amount, source, date of appropriation; cancelation of appropriation, purchase; amount, date of transfer of unexpended balance to general appropriation; amount, description, date of expenditure; monthly total of expenditures. Arr. chron. 10 vols., 1901-25, indexed alph. by name of school; 2 vols., 1925--, no index. Hdw. on ptd. form. 300 pp. 14 x 11 x 1½ to 400 pp. 14½ x 13 x 2½. 10 vols., 1901-25, rm. 507; 2 vols., 1925--, rm. 401.

427. REGISTER BILLS - SCHOOLHOUSE (Journal), Feb. 1, 1908 - Dec. 31, 1929 9 vols. (dated). Missing: Feb 1, 1924 - Jan. 31, 1927 Title varies slightly.
Record of appropriations, income, and expenditures for schoolhouse land and buildings: Name of person or firm performing work; amount, date of charges against appropriation; total monthly charges, amount of original annual appropriation, unexpended monthly balance, date of draft. Includes intermittent notations of amount, source, date of additional income; return of unexpended balance to school committee at end of year. Arr. by date of draft. 3 vols., 1908-12, 2 vols., 1917-24, indexed alph. by name of creditor; 4 vols., 1913-16, 1927-29, no index. Hdw. 200 pp. 15⅓ x 11 x 1.

428. JOURNAL NEW FURNITURE, Feb. 1, 1914 - Dec. 31, 1916. 5 vols. (dated) Title varies: Journal School House Dept., 1914-16, 3 vols.; Journal School - House Dept. Budget, 1915, 1 vol.
Record of expenditures for furniture, equipment, and minor repairs to buildings: Name of school, creditor; itemization, description, amount, date of invoice; order number, date of draft for payment. Arr. chron. Indexed alph. by name of account. Hdw. on ptd. form. 320 pp. 14 x 12 x 1½.

429. (Stock) LEDGER, Nov. 17, 1930--. 3 vols. Missing: Aug. 1, 1934 - Jan. 26, 1938. Title varies: Schoolhouse Record Book Dept. of School Buildings, Nov. 17, 1930 - July 31, 1934, 1 vol.; Record, Jan. 27, 1938 - Dec. 30, 1938. 1 vol.
Record of materials purchased in anticipation of building requirements: Name of school; description, quantity, cost of material supplied; amount of order, date of requisition; includes occasionally requisition number. Arr. by date of requisition and thereunder by name of school. 1930-38, no index; 1939--, indexed alph. by name of school. Hdw. 136 pp. 10½ x 8½ x ½. Rm. 403.

430. LEDGER (of Supplies, Equipment, Building Materials), Apr. 26, 1938-- 4 vols.
Record of purchases of school supplies, equipment, and building materials: Name of school charged, creditor; quantity, itemized description, estimated and actual cost, date and number of order; amount, date of payment; date of delivery. Also contains record of:

LEDGER (Cont'd)

i. Classified material and equipment: Name of vendor, school receiving material or equipment; number, estimated and net cost, date of order; date bill approved for payment.

ii. Firms dealing with department: Name of firm, school receiving material or equipment; description, quantity of materials ordered; estimated and actual amount, number, date of order; date bill approved for payment.

iii. Requisitions for materials: Name of school; name, description of materials or articles ordered; number, cost of items; date requisition entered.

Arr. alph. by name of firm. Indexed alph. by name of school or firm. Hdw. 300 pp. 13 x 15½ x 1 to 500 pp. 14 x 9 x 2. Rm. 403.

431. JOURNAL (of School Stock Supplies), Jan. 5, 1934 - Dec 27, 1934. 1 vol.

Receiving clerk's ledger record of school stock supplies purchased: Name of vendor, school, department; place of delivery of supplies; quantity, description, unit and total cost of supplies received; date goods received, delivered to school building or receiving official. Arr. alph. by name of creditor, school, or commodity. Indexed alph. by name of creditor. Hdw. on ptd. form. 300 pp. 14¼ x 9 x 1¼.

432. BUILDING ACCOUNTS SCHOOLHOUSES (Record of Fixtures and Supplies Purchased), Feb 1, 1902 - May 31, 1905. 1 vol. (dated)

Name of creditor, school supplied; description, amount, date of purchase; total amount charged to each school. Arr. alph. by name of school and thereunder by date of invoice. Indexed alph. by name of account. Hdw. on ptd. form. 100 pp. 16 x 10½ x ½.

433. (Budget) ENCUMBRANCES AND BALANCES DEPARTMENT OF SCHOOL BUILDINGS, 1936--. 8 vols. (2 vols., 1936-38, dated; 6 vols., 1938--, unlabeled). Title varies: Budget, 1936-38, 2 vols.

Record of budget items: Name of vendor; order number, budget code letter and number, estimated amount of budget; adjustment of accounts, date of purchase order; amount, date, of draft for payment of expenditure. Includes intermittently record of amounts transferred between budget items, special drafts for payment of special expenditures, and cancelations of purchase orders. 2 vols., 1936-38, arr. by budget no.; 6 vols., 1938--, arr. alph. by work classification. No index. Hdw. on ptd. form. 100 pp. 18 x 11½ x 1 to 150 pp. 14½ x 11½ x 1¼. Rm. 401.

434. INDIVIDUAL ACCOUNTS - SCHOOLHOUSE DEPARTMENT, Feb 1, 1901 - Jan. 31, 1915. 2 vols. Title varies: Individual Accounts - Land & Buildings for Schools, 1901-10.

Record of purchases, and monthly, yearly recapitulation of pay roll, rent and creditors' accounts: Name of creditor, amount of purchases for each month, total amount of yearly purchases for each creditor. Arr. by month. Indexed alph. by name of creditor. Hdw. on ptd. form. 160 pp. 17½ x 12 x 1.

435. (DUPLICATE BILLS FOR MAINTENANCE OF SCHOOL BUILDINGS), 1935, 1938--. 3 file boxes, 5 file drawers (3 file boxes, 1935, 4 file drawers, 1938, unlabeled; 1 file drawer, 1939--, dated).

Name, address of contracting firm; description, itemization of work or material; unit price, total amount, terms of bill; order number, budget code letter; date of performance of work, bill, draft. Arr. by date of draft. No index. Typed on ptd. form. File boxes, 11 x 13½ x 25½; file drawers, 11 x 13½ x 27. 3 file boxes, 1935, rm. 507; 5 file drawers, 1938--, rm. 401.

436. (LIST OF BILLS SUBMITTED FOR PAYMENT), Jan. 22, 1930 - Dec. 31, 1933 2 bdls. (dated).

List of bills submitted to city auditor for ordinary, discount, or supplementary drafts: Name of creditor, amount of bill; amount, date of request for draft, signature of superintendent of construction. Arr. by date of request. No index. Typed on ptd. form. 1½ x 10 x 18.

437. PAY ROLLS, June 1, 1914--. 12 vols.

Contains copies of payrolls for:

i. Land and building employees: Name, number, official title, occupation of employee; number of days employed, rate of pay; amount of earnings, retirement deductions; net amount due, total amount of earnings, retirement deductions, pay roll; date of pay roll, signature of chairman of board of commissioners, attestation of justice of the peace.

ii. Veterans' pensions: Name, position of veteran; period for which pension is due, amount due for period, annual amount of pension, date of pay roll.

Arr. by date of pay roll. No index. Hdw. and typed on ptd. form. 300 pp. 20 x 14½ x 1. 5 vols., 1914-28, rm. 507; 7 vols., 1928--, auditing dept. off.

438. CITY OF BOSTON SCHOOLHOUSE DEPT. NEW BUILDINGS, CLERK OF WORKS RECORD, Apr. 18, 1916--. 292 vols. (1-292).

Record of progress of work and employees' time: Names of project, contractor, inspector, employees, visitors; daily number of telephone calls; daily record of materials, trucks, equipment used; type of work performed, classification of workmen under each type of work, number of hours worked each day; total hours of work under each classification, date project began, date of record. Also contains:

i. Diary of weather conditions: Temperature, weather conditions, time lost, number of workers employed and work performed under each classification of labor, notes on work progress, date of record.

ii. Recapitulation of all labor used: Classification of labor; number of men, hours worked per day under each classification; period of recapitulation, date of record.

Arr. chron. No index. Hdw. on ptd. form. 200 pp. 10 x 5½ x 3/4. 180 vols., 1916-32, rm. 507; 112 vols., 1927--, rm. 406.

For inspectors' weekly report of progress of work 1924-31, see entry 457-iv.

439. WEEKLY TIME CARDS, Dec 25, 1933 - May 31, 1934. 3 file boxes (dated).
Record of time of employees making repairs and alterations to school buildings: Name of school; names, occupations of employees; place, nature of work; pay-roll period; number of days, hours worked; total hours; hourly rate of pay. Arr chron. No index. Hdw. on ptd. form. 9¼ x 3½ x 12½

440. PAY ROLLS, Aug 1, 1901 - Jan. 31, 1925. 1 vol. Missing: Feb. 1, 1903 - Feb 28, 1907
Monthly record of land and building employees: Name, position of employee; amount of monthly, yearly earnings for each employee; monthly, yearly totals of earnings for all employees. Arr by month. No index. Hdw. under ptd. head. 56 pp. 18 x 12 x ½

Records of Surveys

441 (ENGINEERS' FIELD NOTES), Feb. 28, 1902-- 42 vols. (1-42).
Measurements, levels, curves, arcs, of ground plots to be used for building purposes. Arr by date of recording. For index, see entry 442. Hdw. 200 pp. 9 x 5 x 3/4. Rm 506.

442 (Index to Engineers' Field) NOTE BOOKS, 1902-- 1 drawer.
Name, location of school plot; type of work, volume and page reference, date of recording. Arr alph by name of school or location of plot. Hdw. 10½ x 14 x 13. Rm 506.

443 CALCULATIONS, May 15, 1902-- 4 vols. (1-4).
Calculations made from engineers' notes taken in the field relative to construction, repair, and improvements to school buildings: Calculations in cubic feet and cubic yards of earth cuts and fills for lots, buildings, walks, driveways. Arr chron. For index, see entry 444. Hdw. 550 pp. 15 x 10 x 2½. Rm 506.

444 CALCULATION BOOK INDEX, 1902-- 1 file drawer.
Name of school, calculator; nature of calculations, volume and page reference, date of recording. Arr alph by name of school. Hdw. 5¼ x 6 x 13. Rm 506.

Plans and Photographs
(See also entries 413-i, 424)

445 (TRACINGS OF PLOT PLANS), 1902-- 5 drawers (A1-A 500).
Name of school, location of school plot; plan number, land elevations, section of school to be improved or constructed, dimensions of construction work; guide or key to reading of plan, facilities for water connections, sewerage service; date of approval of plan; initials of drawer, tracer, approving official. Arr by plan no. For index, see entry 446. Hand-drawn. 28 x 40 x 30. Rm. 506.

446. (INDEX TO TRACINGS OF PLOT PLANS), 1902--. 1 drawer (A1-A400). Name of school, school district; type, number of plan. Arr. alph. by name of school. Hdw. 10½ x 14 x 13. Rm. 506.

447. (BLUEPRINTS OF LAND TAKINGS FOR SCHOOL PURPOSES), 1902--. 5 file drawers (B1-B400)
Location, dimensions, description of land taken; amount paid, proposed use, plan number. Arr. by plan no. For index, see entry 448. Blueprint. 28 x 40 x 30. Rm. 406.

448. (INDEX TO BLUEPRINTS OF LAND TAKINGS FOR SCHOOL PURPOSES), 1902-- 1 file drawer (B1-B300).
Name of school, school district; nature, number of plan; type of improvement. Arr. alph. by name of school. Hdw. 5 x 6 x 13. Rm. 506.

449. (TRACINGS OF PROPOSED IMPROVEMENTS TO SCHOOL PROPERTY), 1902--. 7 drawers (marked by plan numbers, 1-525).
Name, location of school, plot; dimensions, extent and nature of proposed work to school buildings, grounds, grading of grounds, erection of fences; plan number. Arr. by plan no. For index, see entry 450. Hand-drawn. 28 x 40 x 30. Rm. 506.

450. (INDEX TO TRACINGS OF PROPOSED IMPROVEMENTS TO SCHOOL PROPERTY), 1902-- 1 file drawer (1-400)
Name of school, location of plot; type, number of plan; nature of proposed work. Arr. alph. by name of school or location of plot. Hdw. 5 x 6 x 13. Rm. 506.

451. (PLANS OF SCHOOL BUILDING IMPROVEMENTS), Apr. 1, 1912--. 13 file cases
Plans for construction and alteration of buildings and installation of heating, electric, plumbing, ventilation, sanitation equipment: Name, location of school; description of proposed work; date, number of plan; plan rack number, date of approval; name of architect, tracer, approving official or checker. Arr. by plan rack no. For indexes, see entries 452, 453. Inked on tracing cloth. 42 x 38 x 28½ to 96 x 38 x 42. Rm. 508.

452. (INDEX TO PLANS OF SCHOOL BUILDING IMPROVEMENTS), 1912--. 1 wooden drawer
Name of school, plan rack number, identification letter. Arr. alph. by name of school. Hdw. 4 x 6 x 15. Rm. 508.

453. ARCHITECTS (Index to Plans of School Building Improvements), 1912-- 2 file drawers.
Name, address of school; type, extent of improvement; plan rack number. Arr. alph. by name of school or st. Hdw. 4 x 6 x 15. Rm. 508.

454. PHOTOGRAPHS (of School Buildings), undated. 1500 photographs in 3 file drawers. (A-W).
Name, location of school; views of buildings in process of construction, under repair, and completed buildings; interior views of rooms, offices; date of photograph. No arr. No index. Black-and-white. 8 x 12 x 24. Rm. 506.

455. (FRAMED PHOTOGRAPHS OF SCHOOL BUILDINGS), undated. 293 photographs.

Face, side views of buildings and grounds; number of photograph on button in frame. No arr. No index. Black-and-white. 6½ x 9. Rm. 408.

456. (LIST OF FRAMED PHOTOGRAPHS OF SCHOOL BUILDINGS), undated. 1 framed sheet.

Name of school building, number of photograph. Arr. by photograph no. Typed 12 x 10. Rm. 408.

Miscellaneous

457. (MISCELLANEOUS PAPERS), 1909-36. 10 file boxes. Missing: 1913-23, 1932-35.

Contains:

i. Certificate of payment for materials and services, 1935-36: Name of supervisor, location of construction work, date of certification, statement of familiarity with law covering false certification, percentage of sums received, inclusive period covered, signature of contractor. For certificates to be used in requesting payments 1914--, see entry 413-i.

ii. Delivery tickets on memorandum billheads, Feb. - Aug. 1936: Name of vendor, contractor, driver; quantity, description, unit cost and total cost of materials delivered; ticket number, date of delivery.

iii. General correspondence, 1924-31: Correspondence between contracting firms, architects, mayor, and chairman of board of commissioners relative to construction, alteration, and repairing of school buildings.

iv. Inspectors' weekly reports to superintendent of construction on progress of work, 1924-31: Location, type of work; weather conditions, time lost; amount, description of material received, biweekly requirements of materials, men; date of report, inspection; signature of inspector. Includes architect's report: Average number of employees for period, signature of architect. Also contains photostat reproductions showing progress of buildings under construction: Name, location of school; name, address of architect; date of photo. For clerk of works' record of progress Apr. 18, 1916--, see entry 438.

v. Lists of subcontractors, 1930: Name, address of firm; name of general contractors' representative; nature of work to be performed, date communications received, amounts for each subcontract.

vi. Monthly application by contractors for payment of installments on contracts, 1926-30: Name, address of contractor; amount of certificate (request for payment), location of work, amount of work performed; date of application, contract; amount, number of payments made; amount per item, amount unpaid, total payments; amount due, unpaid; additions to and deductions from contract, revised amount of contract; signature of chairman of board, attestation by clerk. For certificates of contractor in request of payments 1914--, see entry 413-i; for other requests for payments 1929--, see entry 415.

(MISCELLANEOUS PAPERS) (Cont'd)

vii. Newspaper clippings from Boston dailies relative to controversial issues of interest to the department, 1930-31.

viii. (Orders for Changes in Contracts), 1928-30, entry 414.

ix. Ready-mix concrete delivery receipts, Aug. 1931 - Nov. 1932: Name of vendor; place, date of delivery; ratio, weight of cement, sand, stone in mix; brand of cement, size of stone in inches, quantity in cubic feet; statement relative to supervision of mix by chemists, engineers.

x. Requests of architects for permission to change contract, 1930-31: Name of architect, firm making addition; nature of request, additional items required, cost per item, total cost, signature of contractor. For orders changes in contracts 1923--, see entry 414.

xi. Scrapbook of clippings of advertised proposals inviting sealed bids, 1924-30: Amount of certified check, deposit for set of specifications required; closing date, place for leaving bids. For newspaper advertisements requesting bids 1914--, see entry 413-iii.

xii. Scrapbook of notices of petitions, submitted by board of fire commissioners to board of street commissioners, 1909-12: Name of petitioner, city clerk; location, nature of work to be done; date, exact time of meeting of board of street commissioners to consider petition; date notice received by schoolhouse department. Includes copies of plans of work; reports of foundation test borings.

xiii. Specifications by board of commissioners for materials and work, 1930-31: Quality of materials specified, date of commencement of work, number of days allowed for completion of work, penalties for delays; years allowed for reasonable wear and tear after completion, specifications regarding supervision. Includes guaranty by bond against poor material, workmanship. For general contract specifications 1914--, see entry 413-i.

Arr. by subject. i-xi, xiii, no index; xii, indexed alph. by name of st. Various types of recording, 11½ x 20½ x 13¼.

458. GENERAL (Correspondence) 1918--. 27 file drawers (10 file drawers, 1918-34, unlabeled; 17 file drawers, 1934--, A-Z, dated). Title varies: No title, 1918--, 15 file drawers; Correspondence, 1931-35, 1 file drawer; school districts, 1934--, 2 file drawers; Joyce Kilmer, Agassiz district - Patrick E. Gavin school, 1934--, 1 file drawer.

Correspondence between superintendent and schoolmasters pertaining to promotion of employees; with mayor for approval of additional employees; with engineers relative to requests for erection of fences, pavements for yards, improvement to land and buildings; with manufacturers and dealers pertaining to materials, furnishings, school equipment. Includes recommendations of various committees; internal memoranda. Arr. alph. by name of school dist. and thereunder by date of letter. No index. Typed. 12½ x 11 x 27. 10 file drawers, 1918-34, rm. 507; 17 file drawers, 1935--, rm. 409.

459. (CORRESPONDENCE), Aug. 4, 1926 - Dec. 30, 1929. 7 folders (dated). Missing: Jan. 1, 1927 - Dec. 31, 1927.
Correspondence between chairman of board of schoolhouse commissioners and the superintendent of schools relative to land takings, materials and supplies, alterations and construction of school buildings, appropriations for upkeep of grounds and athletic fields. Arr. by date of communication. No index. Typed. 12 x 9½ x 1.

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XXIX PRINTING DEPARTMENT

In the early years of the city's existence municipal printing requirements were not of such importance as to call for any special legislative regulation. By 1846, however, the volume of business had increased sufficiently to justify the setting up of a joint standing committee of the city council to supervise it.[1] The committee on printing, as it was known, consisted of three members elected annually for one-year terms, one from the board of mayor and aldermen and two from the common council,[2] and was charged with advertising for bids for city printing, with awarding contracts, with checking up on their execution, and with approving all printing bills.[3] The committee's powers were extended in 1867 to include the purchasing of stationery for the city government.[4]

The system of control over the municipal printing by a committee of the city council, as outlined in the ordinance of 1846, proved unsatisfactory in practice. Neither the various city officials who sent in the requisitions for printing jobs to the committee on printing, nor the members of the committee whose responsibility it was to contract for these needs possessed a knowledge of the technical aspects of printing necessary to an intelligent and economical execution of their duties.[5] On the recommendation of the committee, therefore, an ordinance was passed in 1871 creating the office of superintendent of printing, with the proviso that it be filled by a man equipped with practical experience in the field.[6] The superintendent was to be appointed by the mayor, with the consent of the committee, for a three year term.[7] Under the direction of the committee he was to purchase the stationery used by the city departments and the printing stock required by the city printers.[8] He was to supervise the execution of the printing and binding contracts and see to it that they

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1. City Doc. 7, 1846; City Doc. 3, 1847, p. 44
2. Ibid., 3, 1847, p. 44. After 1868 the committee was composed of five members, two from the board of aldermen and three from the common council; Ibid., 2, 1869, p. 40
3. Ibid., 3, 1847, p. 44
4. Ord., 1867, (City Doc. 89, 1867). The contracts for the stationery had to be approved by the mayor.
5. City Doc. 119, 1870, p. 6
6. Ibid., p. 5; ibid., 53, 1871, p. 3; p. 5, sec. 2
7. Ibid., p. 5; sec. 1. In 1878 confirmation by the city council was substituted for that of the committee on printing (ibid., 23, 1878, sec. 3). Rev. Ord., 1885, ch. 33, sec. 1, reduced the term of office of the superintendent from three years to one and placed confirmation in the hands of the board of aldermen. Since 1909 the superintendent's term of office has been four years; appointment has been by the mayor without confirmation (Acts, 1909, ch. 486, sec. 9, 13).
8. Ord., 1871, sec. 4, 6 in City Doc. 53, 1871

were properly performed.[1] All requisitions for printing and binding had to pass through his office for scrutiny and possible revision, giving him an opportunity to bring his technical knowledge into play.[2] Finally, under the terms of the ordinance, the superintendent was to act as clerk to the committee on printing, carrying out such miscellaneous services as the committee might order.[3] The power to purchase materials and to award contracts remained, where it had been since 1846, in the hands of the committee on printing.

The committee's control over the printing department came to an end in 1885 with the passage of amendments to Boston's charter which prohibited the city council, through its committees or otherwise, from participating further in the administrative or executive functions of the city government.[4] The wide executive powers that had been enjoyed by the council were transferred, for the most part, to the mayor and his departmental heads.[5]

From the time of Boston's incorporation as a city in 1822, municipal printing needs had been handled almost exclusively by private contractors.[6] The year 1897 witnessed a significant change in this policy, however. City printing was henceforth to be handled by the city's own printing plant expressly established for the purpose after years of agitation by the local typographical union.[7]

The experiment - the first of its kind in the country[8] - did not get off to a very auspicious start largely because, so it was alleged, political considerations entered into the purchasing of supplies and the hiring of labor.[9] Reforms carried out in 1908 placed the plant on a fairly sound business basis, turning an operating deficit for the year 1907 into a large surplus the following year.[10] The plant has been a consistent money-maker ever since,[11] giving the printing department the unique distinction of being the only city department that meets all its expenses from

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1. Ord., 1871, sec. 7 in City Doc. 53, 1871
2. Ibid., sec. 3
3. Ibid., sec. 9
4. City Doc. 115, 1885, p. 2
5. Idem
6. City Doc. 5, 1834, pp. 1, 2. A very small amount was handled annually at the House of Reformation on Deer Island from 1877 to 1893 (See City Doc. 31, 1878, p. 4 and the other annual reports of the printing department in this period). The Reformatory may have executed some of the city printing since 1893 but the departmental reports are not clear on this point.
7. Ibid., 1, 1897, pp. 59, 60; City Doc. 27, 1898, p. 2
8. Ibid., 27, 1898, p. 1
9. Ibid., 30, 1901, p. 25; ibid., 32, 1908, pp. 9, 19
10. City Doc. 30, 1909, pp. 1-3. The loss in 1907 was over $18,000 (ibid., 32, 1908, p. 9). The reform measures carried out in the following year changed this loss to a profit in excess of $38,000 for 1908 (ibid., 30, 1909, p. 3).
11. Since 1908 there have been deficits in only two years and these have been relatively small ones, (ibid., 24, 1919, p. 8; ibid., 21, 1933, p. 1). By 1933 the department had amassed more than half a million dollars in profits (ibid., 21, 1933, p. 2).

revenue.[1] All employees of the department enjoy civil service status.[2]

Today the printing department meets the printing needs of all other municipal departments that are subject to the control of the mayor, and of many city and county offices independent of such control.[3] Some of the independent city and county offices, however, still contract for their printing with private firms in spite of the fact that their printing bills clear through the city treasury.[4] Binding services are supplied those departments which require it by private firms through the offices of the superintendent of printing.[5] The superintendent purchases also most of the stationery and other office supplies, except furniture, used by the city, and is empowered to standardize these supplies and the printing and the binding, as far as practicable.[6] In addition to his other duties the superintendent buys the city's postage.[7] The municipal printing plant may not, however, print any ballots that are to be used in the election of state, city or town officers.[8]

Except where otherwise noted, all records are located in the general office, first floor, Printing Building, 174 North Street.

Reports

460. ANNUAL REPORT OF THE PRINTING DEPARTMENT, 1871-80, 1882-1890, 1892-93, 1895-97, 1900-1936. 61 pamphlets (dated)
Amount of expenditures by month; amount of printing orders, stationery purchased and on hand; total annual expenditures. Includes intermittently narrative account of department functions; inventory of machinery and equipment, and type, cost, depreciation and book value of each; amount, type of appropriation of postal cash account, balance on hand; cost of printing and bookbinding, city auditor's draft in payment of cost; cost of printing ferry passes, total value of passes printed, request for additional appropriation and reasons therefor; list of departments with which the printing department has contracted for services to be rendered, comparative balance sheets and analysis of accounts receivable from city departments, analysis of sales to each department for printing, stationery,

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1. City Doc. 21, 1926, p. 3
2. Idem
3. Ibid., 65, 1920, p. 3
4. Ibid., p. 6; ibid., 21, 1930, p. 1
5. Ibid., 65, 1920, p. 5. Up to 1908 the printing department had its own bindery but it was abolished because the work could be done much cheaper by private firms.
6. Rev. Ord., 1925, ch. 24, sec. 1. Not all of the stationery paid for by the city is purchased by the superintendent (City Doc. 21, 1930, p. 1).
7. Ibid., 38, 1938, p. 69
8. Gen. Laws, 1932, ch. 54, sec. 40, which goes back to Acts, 1897, ch. 530, sec. 21

ANNUAL REPORT OF THE PRINTING DEPARTMENT (Cont'd)·
postage; comparative cost, table of printing sales; city auditor's findings after audit of department records; public accountants' reports on the finances of the department. Includes copy of city ordinances under which the department was established. No arr. No index. Ptd. 8 pp. 9 x 5½ x 1/16. 60 pamphlets, 1871-1935, in Boston City Document series, State Lib., State House, Boston; 1 pamphlet, 1936, gen. off., first fl., 174 North St. (Also 60 pamphlets, 1871-1935, found in statistical dept., rms. 73-76, C. H.)

Financial Records
(See also entry 460)

Receipts and Expenditures

461. TRANSFER JOURNAL, PRINTING DEPT., CITY OF BOSTON, 1898-- 18 vols. Title varies: General Journal, Printing Dept. City of Boston, 1898-1919, 8 vols.
Daily record of transactions with business firms and city departments: Name of account; amount, itemization, date of entry; page reference to (General) Ledger, entry 464. Includes totals of pay rolls. Arr. chron. No index. Hdw. on ptd. form. 150 pp. 16 x 12½ x 1 to 260 pp. 15½ x 10 x 2. 17 vols., 1898-1936, bsmt. storage rm.; 1 vol., 1937--, gen. off.; Printing Bldg., 174 North St.

462. PURCHASE JOURNAL - CITY OF BOSTON, PRINTING DEPARTMENT, 1898-- 10 vols.
Daily record of purchases of materials and supplies: Name of creditor; itemization, description of materials, supplies, miscellaneous items purchased; total amount of bill; date of expenditure. Arr. by date of expenditure. No index. Hdw. on ptd. form. 200 pp. 16 x 11 x 1½. 9 vols., 1898-1933, bsmt. storage rm.; 1 vol., 1934--, gen. off.; Printing Bldg., 174 North St.

463. STATIONERY JOURNAL - PRINTING DEPT., 1916-17. 1 vol. (6) System discont. 1917.
Monthly record of stationery purchases: Name of vendor, city department ordering; amount, itemization, number of order; monthly total for each department, vendor; date of purchase. Arr. chron. No index. Hdw. under ptd. head. 320 pp. 17 x 11 x 1¼. Bsmt. storage rm., Printing Bldg., 174 North St.

464. (General) LEDGER, 1917--. 17 vols. (dated). Missing: 1918-22.
Record of postings of monthly summaries of accounts from original books of entry, Transfer Journal, Printing Dept., City of Boston, entry 461; Sales Book - City of Boston Printing Department, entry 472; (Purchase and Sale of) Postage - Register - City of Boston Printing Dept., entry 473; City of Boston Printing Dept. Stationery, 1916-17, entry 476: Name, address of vendor; names of city departments; total debits, credits; cash receipts and payments; accounts receivable, payable; total monthly pay roll, pensions, stock purchases; volume and page refernces to original books of entry, date of entry. Arr. by name of account. Indexed alph. by name of account. Hdw. 320 pp. 16 x 11 x 1¼. 8 vols., 1917-29, bsmt. storage rm.; 9 vols., 1930--, gen. off.; Printing Bldg., 174 North St.

465. (LEDGER RECORD OF LAND AND BUILDINGS), 1924--. 2 vols. Prior records destroyed.
Record of assets and reserves of the department; summary of accounts as posted from Transfer Journal, Printing Dept., City of Boston, entry 461: Name, number of account; amount, date of debit, credit posting; date of purchase; rate, amount of depreciation set up in reserve for replacement; account balance. Arr. by date of purchase. No index. Hdw. on ptd. form. 175 pp. 14 x 11 x $\frac{1}{2}$.

466. RAYMOND'S - TRIAL BALANCE WITH RECAPITULATIONS, 1897--. 16 vols. Monthly recapitulation of account balances: Name of account, debit or credit account balance, department balance; page, line reference to (General) Ledger, entry 464; date of trial balance. Arr. by month. No index. Hdw. on ptd. form. 54 pp. 16 x 10$\frac{1}{2}$ x $\frac{1}{2}$. 14 vols., 1897-1928, bsmt. storage rm.; 2 vols., 1929--, gen. off.; Printing Bldg., 174 North St.

Bills and Orders (See also entry 483-i)

467. SUNDRY BILLS, 1901--. 17 vols., 4 bdls., 7 file boxes (17 vols., 1901-24, 7 file boxes, 1932--, dated; 4 bdls., 1929-30, unlabeled). Missing: 1902-3, 1925-28, 1931. Title varies slightly.
Copies of bills by merchants for supplies: Name, address of merchant; order shipping number; terms, quantity, description, price of each item; total amount, date of bill. Arr. by date of bill and thereunder alph. by name of merchant. No index. Typed on ptd. form. Vols., 300 pp. 17 x 12 x 4; bdls., 4 x 9 x 10; file boxes, 9 x 12 x 26. 17 vols., 1901-24, 4 bdls., 1929-30, bsmt. storage rm.; 7 file boxes, 1932--, gen. off.; Printing Bldg., 174 North St.

468. PRINTING STOCK BILLS, 1904--. 18 vols., 3 bdls., 7 file drawers (18 vols., 1904-24, 7 file drawers, 1933--, dated; 3 bdls., 1929-32, unlabeled). Missing: 1925-28. Title varies: Invoices, Paper Stock, 1904-7, 3 vols.; Invoices Stock, 1906, 1908-24, 15 vols.; Printing Stock Bills, City of Boston Printing Dept., 1929-30, 2 bdls.; Stock Bills - American Safety Envelope to Whiting Paper Co., 1931-32, 1 bdl.; Printing Bills, 1933, 1 file drawer; Stock Bills, 1937-38, 3 file drawers.
Name, address of merchant; quantity, description, terms of purchase; amount of bill, discount; net amount of bill; vendor's bill number, date of purchase. Arr. alph. by name of merchant. No index. Typed on ptd. form. Vols., 150 pp. 16$\frac{1}{2}$ x 14 x 4$\frac{1}{2}$; bdls., 9 x 10 x 4; file drawers, 9 x 12 x 25$\frac{1}{2}$; 18 vols., 1904-24, 3 bdls., 1929-32, bsmt. storage rm.; 7 file drawers, 1933--, gen. off.; Printing Bldg., 174 North St.

469. (Copies of) STATIONERY BILLS, 1918--. 4 vols., 4 bdls., 7 file drawers (4 vols., 1918-24, 4 bdls., 1929-30, unlabeled; 7 file drawers, 1932--, dated). Missing: 1925-28, 1931. Title varies: Invoices Stationery, Printing Department City of Boston, 1918-24, 4 vols.; Stationery, 1932, 1 file drawer.
Name, address of vendor; description, quantity, unit price, total cost

of items ordered; order number, date of bill. Arr. alph. by name of vendor. No index. Typed on ptd. form. Vols., 500 pp. 17 x 12 x 4; bdls., 4 x 8 x 10; file boxes, 9 x 11½ x 26. 4 vols., 1918-24, 4 bdls., 1929-30, bsmt. storage rm.; 7 file drawers, 1932--, gen. off.; Printing Bldg., 174 North St.

470. CITY OF BOSTON (Schedules of) BILLS RECEIVABLE, 1925-- 5 bdls., 2 vols. Title varies: Commitments - Collectors Statements, 1925-28, 1 bdl.; Bills Commited for Collection, Schedules, 1928, 1 bdl.; Schedule of Commitments to City Collector, 1929, 1 bdl.; Commitments, 1930-31, 1 bdl.; Commitments to City Collector, Printing, Stationery, Postage and Steam for the Year 1932, 1 bdl. Name of department, description of services rendered, amount due from each department, number of bill; total amount, date of schedule. Arr. by date of schedule. No index. Typed on ptd. form. Bdls., 14½ x 10½ x 1½; vols., 500 pp. 13½ x 12½ x 2½. 5 bdls., 1925-32, 1 vol., 1933-34, bsmt. storage rm.; 1 vol., 1935--, gen. off.; Printing Bldg., 174 North St.

471. COST CARDS (for Printing Work), 1908--. 2 vols., 73 bdls., 81 file boxes (labeled by incl. card nos.). Prior records destroyed. Title varies: City of Boston Printing Dept. Orders, 1908-9, 2 vols.
Name of city department charged; order, requisition, card number; quantity ordered; amount, size, cost of stock; itemized labor costs, type of work, total hours required, amount charged; date work ordered, promised, delivered. Arr. by card no. No index. Hdw. on ptd. form. Vols. 12 x 10 x 4; bdls., 8 x 11 x 16, file boxes, 13 x 10 x 26. 2 vols., 1908-9, 52 bdls., 1908-15, bsmt. storage rm.; 21 bdls., 1916-20, 81 file boxes, 1920--, gen. off.; Printing Bldg., 174 North St.

472. SALES BOOK - CITY OF BOSTON PRINTING DEPARTMENT, 1912-- 23 vols. (3 vols., 1912-18, unlabeled; 20 vols., 1919--, dated) Prior records destroyed. Title varies: Charges, City of Boston Printing Dept., 1912-18, 3 vols.
Monthly record of charges: Name of department; amount, itemization, date of charge; volume and page reference to (General) Ledger, entry 464; order number. 1912-19 includes cost of work, total charges. Arr. chron. No index. Hdw. on ptd. form. 500 pp. 16 x 11½ x 2. 21 vols., 1912-36, bsmt. storage rm.; 2 vols. 1937--, gen. off.; Printing Bldg., 174 North St.

473. (Purchase and Sale of) POSTAGE - REGISTER - CITY OF BOSTON PRINTING DEPT., 1913-19, 1929--. 8 vols. Title varies slightly. Record of postage purchased and sold to other departments: Name of department ordering; quantity, size, number of envelopes supplied; quantity of postal cards ordered, quantity, denomination of stamps ordered; cash or credit account, amount charged to each department; volume and page reference to (General) Ledger, entry 464; printing job number; total amount of bill, date of order. Arr. chron. No index. Hdw. 152 pp. 13½ x 8½ x ½. 7 vols., 1913-36, bsmt. storage rm.; 1 vol., 1936--, gen. off.; Printing Bldg., 174 North St.

474. (CARD RECORD OF STATIONERY ORDERS), 1928--. 20 bdls., 6 file drawers (20 bdls., 1928-34, dated; 4 file drawers, 1934--, A-W, dated, and marked by incl. card nos.; 2 file drawers, 1935--, labeled by incl. card nos.). System estab. 1928. Prior records destroyed.

Name of city department ordering, manufacturer supplying goods; quantity, description, cost of goods ordered; amount charged, card number. 20 bdls., 1928-34, 2 file drawers, 1935, arr. by card no.; 4 file drawers, 1936--, arr. alph. by name of dept. No index. Hdw. and typed on ptd. form. Bdls., 1928-34, 11 x 9 x 10; file drawers, 1934--, 6 x 18 x 26.

475. (Record of) STATIONERY ORDERS - PRINTING DEPT, 1914-17. 2 vols. (1, 2). System discont. 1917.

Name of city department ordering, vendor; quantity, itemization, amount, date of order; date of receipt of order. Arr. by date of receipt. No index. Hdw. under ptd. head. 500 pp. 15 x 11 x 2. Bsmt. storage rm., Printing Bldg, 174 North St.

476. CITY OF BOSTON PRINTING DEPT STATIONERY, 1916-17. 1 vol. System discont. 1917.

Record of charges against city departments for stationery: Name of department, cost of stationery; amount, date of charge; monthly total, order number, volume and page reference to (General) Ledger, entry 464. Arr. by date of charge. No index. Hdw. under ptd. head. 250 pp. 14 x 11½ x 3/4. Bsmt. storage rm., Printing Bldg., 174 North St.

Pay Rolls

477. PAY ROLL - PRINTING DEPT., CITY OF BOSTON, 1897--. 13 vols. Missing: 1900-1904.

Name, position of employee; number of regular, overtime, total hours worked; rate of pay, amount of deductions for retirement fund, net amount due employees, date of pay roll. Arr. by date of pay roll. No index. Hdw on ptd. form 250 pp. 18 x 12 x 2. 12 vols., 1897-1936, bsmt. storage rm.; 1 vol., 1936--, gen. off.; Printing Bldg., 174 North St.

478. PAY ROLL BOOK, 1922--. 8 vols. (dated). Title varies: Salaries, 1924-27, 2 vols.; Pay Roll, 1928-29, 1 vol.

Summary of employee's earnings: Name, address of employee; weekly wage; annual gross, net earnings, annual deduction for pension, date of pay roll. Arr. by date of pay roll. No index. Hdw. 250 pp. 10 x 6 x 3/4.

479. (WEEKLY SUMMARY OF WORK AND PAY ROLLS), 1922--. 15 vols. (dated) Missing: 1931.

Summary of pay roll and time classified by departmental divisions: Amount of pay roll, amount charged for printing; hours charged, not charged; record of time spent on corrections, sorts (sorting of new type into respective receptacles) waiting, distribution (breaking up and distributing of old type into respective receptacles); average amount of work per hour, gain or loss over previous week; average amount of work produced for week, date of summary. Also contains weekly record of monotype and linotype machine composition: Name of machine operator, type of machine used, daily amount of work done by each operator, daily amount of production for each size of type, total amount of work done, hours worked, average weekly

(WEEKLY SUMMARY OF WORK AND PAY ROLLS) (Cont'd)
production for each operator. Arr. by week. No index. Typed on ptd. form. 100 pp. 11½ x 9½ x 1.

480. TIME - PAY ROLLS, 1926--. 5 bdls. (dated).
Employees' weekly time sheet: Name, number of employee; name of division group; number of regular, overtime hours worked; rate of pay; amount of wages, pension deductions; net amount received. Includes daily report of time spent on corrections, distribution of type; net amount charged. Arr. by pay roll period. No index. Hdw. on ptd. form. 18 x 12 x 10. 2 bdls., 1926-29, bsmt. storage rm.; 3 bdls., 1930--, gen. off.; Printing Bldg., 174 North St

481. (EMPLOYEE'S DAILY TIME TICKET), Jan. 1939--. 3 bdls. Prior records destroyed.
Name of employee, division; type of work performed, time spent on each operation, total time for day, clock card number, date of work, foreman's initials. Arr. by day. No index. Hdw. on ptd. form. 10 x 8 x 10.

Requisitions

482. (Original) STATIONERY REQUISITIONS (Submitted by City Departments), 1933--. 5 file drawers (dated). Prior records destroyed. Title varies: Requisitions, 1935, 1 file drawer.
Name of department placing order, place of delivery; number, quantity, itemization, unit price, date of order; requisition number; signatures of officials placing and receiving orders, superintendent of printing. Arr. alph. by name of dept. No index. Hdw. on ptd. form. 9 x 11½ x 26.

483. (BILLS FOR STEAM SUPPLIED), 1933--. 1 file drawer.
Bills for steam requisitioned by Police Station 1 and the Tunnel Administration Building: Name of payer, period for which bill is rendered, rate per 1000 pounds of steam; amount, date of bill. Also contains memoranda of meter readings and charges: Name of department charged; rate, amount, date of charge. Arr. chron. No index. Bills, typed on ptd. form; memoranda, hdw. 9 x 13 x 26

For engineers' record of steam supplied 1932--, see entry 490-ii.

484. POSTAGE REQUISITIONS, 1937--. 2 file drawers (dated). Prior records destroyed.
Name of division, department, official making requisition; itemization, quantity of postage; number, date of requisition; printer's number. Arr. alph. by name of dept. No index. Hdw. on ptd. form. 9 x 11½ x 26.

485. (Original) PRINTING REQUISITIONS, 1937--. 4 file drawers (dated). Prior records destroyed.
Name of department ordering, place of delivery; name, address of official to whom proof is sent; requisition number, quantity, itemization, description of printing order; signature of official receiving order, goods; number, date of order; date of delivery. Arr. alph. by name of dept. No index. Hdw. on ptd. form. 9 x 11½ x 26.

Employees' Records

486. (EMPLOYMENT RECORDS - ACTIVE FILE), 1897--. 1 file box.
Name, address of employee; date of employment, type of work performed, weekly rate of pay; amount, date of wage increase. Arr. alph. by name of employee. No index. Typed. 3½ x 6 x 12.

487. (EMPLOYMENT RECORDS - DEAD FILE), 1897--. 2 file boxes.
Record of employees who died, left voluntarily, or were discharged: For description, see entry 486. Also includes date service terminated. Arr. alph. by name of employee. No index. Typed. 3½ x 6 x 12.

Miscellaneous

488. (JOB TICKETS), 1928--. 56 bins, 112 file drawers (56 bins, 1928-32, unlabeled; 112 file drawers, 1933--, labeled by incl. job nos.) Prior records destroyed.
Envelopes containing copies of proofs and completed samples of printing work, and showing the following information: Name of department ordering work; name, address of individual receiving proof, completed order; detailed description of work; name of compositor, pressman; number of job ticket; date order received, completed, delivered; order, requisition number; color of ink; size, number of copies, cuts, sheets; kind of stock; date proof promised, sent out, returned; date work sent to binder, perforator, numberer, blocker, ruler; amount, date charged. Arr. by job ticket no. For index, see entry 489. Hdw. on ptd. form. Bins, 14 x 41 x 11; file drawers, 11 x 17½ x 24½. 56 bins, 1928-32, paper stockrm., first fl; 112 file drawers, 1933--, gen. off; Printing Bldg., 174 North St.

489. RECORD OF JOB WORK PRINTING DEPT. CITY OF BOSTON (Index to Job Tickets), 1907--. 24 vols. (dated) System estab. 1907. No title, 1923--, 16 vols.
Name of department charged, description of work, number of copies produced, job ticket number, date job received. Arr. by date of receipt. Indexed alph. by name of dept. Hdw. 600 pp. 14 x 11½ x 2¼.

490. (ENGINEERS' DAILY RECORD), 1932--. 1 vol.
Contains daily record of:

i. Fuel oil consumed: Amount of oil in tank, purchased; quantity in tank in inches and gallons, quantity consumed daily in inches and gallons.

ii. Steam supplied to printing department, Police Station 1, Tunnel Administration Building: Name of place supplied; amount, date of meter reading. For bills for steam supplied 1933--, see entry 483.

iii. Time of night fireman, 1938--: Name of fireman; exact time in, out.

Arr. by day. No index. Hdw. 136 pp. 10½ x 8 x ½. Boiler rm., bsmt., Printing Bldg., 174 North St.

491. WHITE SLIPS, 1936--. 3 bdls., 4 file boxes (3 bdls., 1936, unlabeled; 4 file boxes, 1937--, dated). System estab. 1936. Notice to auditor that department requisition has been received and asking whether sufficient funds are on hand to cover cost: Name of department; description, quantity of item; place of delivery; estimated cost, date, number of order; number of requisition, budget item, printer; signature of superintendent, auditor. Arr. by order no. No index. Typed on ptd. form. Bdls., 10 x 12 x 14; file boxes, 9 x 11½ x 26. 3 bdls., 1936, bsmt. storage rm.; 4 file boxes, 1937--, gen. off.; Printing Bldg., 174 North St.

492. TRANSFERS - LETTERS, 1908--. 12 letter files, 12 file drawers (dated). Title varies slightly.
Correspondence with city departments and merchants regarding quotations on printing jobs and work done by department; with merchants relative to prices on supplies, raw materials; with individuals relative to employment. Arr. alph. by name of correspondent. No index. Hdw., typed. Letter files, 12 x 11½ x 3; file drawers, 15 x 17 x 26. 12 letter files, 1908-23, gen. off.; 12 file drawers, 1924--, supt. off., first fl.; Printing Bldg., 174 North St.

493. STOCK BOOK (of) SUPERINTENDENT OF PRINTING, 1895-97. 1 vol. (dated). System discont. 1897.
Record of receipt and use of printing stock: Name of vendor, division submitting requisition; itemization, description of stock; amount drawn by printer, superintendent; net balance of stock on hand, order number; date of receipt, delivery. Arr. by date of delivery. Indexed alph. by type of stock received or name of division. Hdw. under ptd. head. 400 pp. 17 x 11½ x 2. Bsmt. storage rm., Printing Bldg., 174 North St.

XXX SUPPLY DEPARTMENT

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XXX SUPPLY DEPARTMENT

The supply department was created in 1906 to serve as the purchasing medium for a restricted number of city departments in all things except furniture and those items provided by the printing department.[1] Subsequent legislation extended the department's authority so that since 1914 all departments of the city government have been required to buy through it.[2] Furniture, printing, binding, stationery and postage purchases still remain outside its scope, however.[3]

In charge of the department is a superintendent, appointed by the mayor for a term of four years.[4] The three thousand dollars originally paid him was increased to seventy-five hundred by 1927, reflecting, in part, the enhanced importance of the department's activities.[5] In addition to his purchasing duties the superintendent is required to check upon deliveries of supplies and materials to make certain of their acceptance by the department sending in the requisition for them.[6]

Except where otherwise noted, all records are in the City Hall Annex, 24-26 Court St.

Reports

(See also entries 511-ii, 512-iv, 520-i, 521, 525-v)

494. ANNUAL (Published) REPORT OF THE SUPPLY DEPARTMENT, 1907-24, 1931-36, 1938. 25 pamphlets (dated).
Name of mayor, superintendent; list of ordinances governing the activities

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1. Ordinance passed Feb. 14, 1906, found in Rev. Ord., 1898, fourth edition Boston, 1908.

2. Ord., 1908, ch. 6, sec. 1; Rev. Ord., 1914, ch. 35, sec. 2. In practice, however, several departments have made few, if any, purchases through the supply department. They are: the school department, the department of school buildings, the police department, the transit department; see City Doc. 38, 1938, p. 79; City Doc. 31, 1936, supplement.

3. Rev. Ord., 1914, ch. 35, sec. 2. All of these items except furniture are purchased by the printing department.

4. Rev. Ord., 1914, ch. 2

5. Ord., 1906, ch. 3, sec. 2; ord., 1927, ch. 4. Salary cut to $7000 by ordinance of Feb. 1938. The total spent by the department increased from approximately $800,000 in 1907 to almost four and a third million in 1923 (City Doc. 45, 1908, p. 3; City Doc. 29, 1924, p. 4.)

6. Rev. Ord., 1925, ch. 34, sec. 3. The functioning of the supply department has been discussed in detail in the various reports of the finance commission: Finance Commission of the City of Boston, Reports and Communications, XXVII, pp. 166, 167, 170, 175, 178, 179; XXVIII, pp. 7, 8; XXIX, p. 23; XXXII, pp. 13-16, 19, 180; XXXIV, p. 21; City Doc. 31-1933, p. 1

of the department, record of supplies purchased for city departments, total cost of each item for all departments, grand total. Includes: 1907-24, provisions of law establishing a supply department, and regulations governing requisitions, keeping of records, payment of bills, making of annual report; recommendations for operation of department giving anticipation of requirements, specifications establishing standard of quality, standardization of supply stock; inspection of supplies purchased, purchase of seasonal goods to effect saving to city; bonding of purchasing agent and employees. 1908-16, amount of appropriations, expenditures, balance on hand; 1910-16, copy of advertisements and specifications mailed to bidders; 1919-24, department expenditures for personal services, office supplies, motor vehicles, other services, totals for each, grand total; 1920-21, classification of purchase items; comparative prices showing high, low, average price for each item; 1935-36 classification of WPA project expenditures for month, year; expenditures of city departments for materials, services for year; grand total for all departments. No arr. No index. Ptd. 4 pp. 9 x 6 x 1/16. 23 pamphlets, 1907-35, in Boston City Document series, State Lib., State House, Boston; 2 pamphlets, 1936, 1938, off. of Mr. Thornton, off rm. 1001G, C. H. Annex. (Also 23 pamphlets, 1907-35, found in statistical dept., rms. 73-76, C. H.)

495. (DRIVERS' DAILY REPORTS ON CITY-OWNED VEHICLES), Apr. 23, 1938--. 66 bdls., 367 pigeonholes (labeling varies) System estab. 1938. Name of department using car, address of garage, registration number of car, departmental code number; type, purpose of work assigned, time trip started, ended; quantity of oil, gas at start of trip; odometer reading of car on leaving, return to garage; total daily mileage, date of report; signature, rating of driver. Arr. by name of department and thereunder by registration no. of car. For index, see entry 496. Hdw. on ptd. form. Bdls., 9 x 5 x 5; pigeon holes, 2 x 6 x 9. Rm. 108, first fl.

496. INDEX TO (Drivers' Daily Reports) FILES, 1938-- 1 sheet. Name of city department, registration number of car. Arr. by registration no. Hdw. 11 x $8\frac{1}{2}$ x 6. Rm. 108, first fl.

Contracts and Bids

497. CONTRACTS, 1906-- 1 vol., 7 bdls., 9 file drawers (labeling varies) Missing: 1908-30. No title, 1906-7, 1 vol., 1931-35, 7 bdls., 1936--, 3 file drawers.

Contains original contracts for supplies and related papers:

i. Bond posted by contractors: Name, address of bonding company; name of president, treasurer; State of incorporation; conditions, date, amount of bond; title, signature of official.

ii. Communications to mayor recommending award of contract to lowest bidder: Name, address of bidder; amount of bid; date of letter, approval of contract; signature of mayor, superintendent of supplies.

CONTRACTS (Cont'd)

iii Contracts awarded to bidders for supplies furnished to city departments: Names of contracting parties; amount, purpose, conditions, date of contract; place of delivery; description, quality, quantity of article to be furnished; signature of mayor, corporation counsel; signature, title of official of contracting company. Includes WPA contracts.

iv. Minutes of meeting of board of directors of corporate firms entering into contract with city: Name of company; place, date of meeting; vote of authorization to president to enter into contract with the city, signature of president; name, position of attesting officer.

v. Proposals for bids: Name of president, treasurer of corporation; business address of bidder, purpose of bid; conditions, requirements, obligations of bid acceptance; time limitations for submitting of bids, signature of bidder.

1 vol., 1906-7, 7 bdls., 1931-35, 2 file drawers, 1936-37, no arr.; 7 file drawers, 1936--, arr. alph. by subject and chron. thereunder. 1906-7, indexed alph. by name of contractor; 1931--, no index. Hdw. on ptd. form. Vol., 22 pp. 10 x 8 x 1; bdls., 10½ x 7 x 8 to 14½ x 8 x 11; file drawers, 11½ x 13½ x 30. 1 vol., 1906-7, 2 bdls., 1934-35, va., eighth fl.; 5 bdls., 1931-33, loft, City Yards, water div., public works department, 710 Albany St.; 9 file drawers, 1936--, rm. 1001A.

498. (Original) PROPOSALS, 1932--. 47 bdls., 8 file drawers (47 bdls., 1932-36, unlabeled; 8 file drawers, 1937--, dated). No title, 1932-36, 47 bdls.

Proposals submitted to firms and returned with bids: For description, see entry 497-v. Also includes amount of bid. 47 bdls., 1932-36, no arr.; 8 file drawers, 1937--, arr. alph. by name of contract item and thereunder by date of proposal. No index. Typed on ptd. form. Bdls., 10½ x 7½ x 6 to 10 x 8 x 11; file drawers, 11½ x 13½ x 30. 21 bdls., 1932-33, loft, City Yards, water div., public works dept., 710 Albany St.; 26 bdls., 1932-36, va., eighth fl., opp rm. 806; 8 file drawers, 1937--, rm. 1001A.

For reports of proposals for coal bids 1915--, see entry 511-ii.

499. (RECORD OF BIDS FOR SUPPLY CONTRACTS), 1933--. 27 vols., 3 bdls. (25 vols., 1933--, A-Z, dated; 3 bdls., 1933, 1938, unlabeled; 1 vol., 1937, marked Hospital Equipment Boston City Hospital, dated; 1 vol., 1938--, marked Drugs, dated).

Bids for equipment, miscellaneous supplies, building materials for all departments: Name of bidder, unit cost of materials, approximate total amount of all items; conditions, date of bid. 27 vols., 1933--, arr. alph. by type of supply; 3 bdls., 1933, 1938, no arr. No index. Vols., 50 pp. 11 x 13 x 1¼; bdls., 14 x 9 x 7 to 12 x 10 x 8. 22 vols., 1933-37, corr. opp rm. 1001A; 1 bdl., 1933, loft, City Yards, water div., public works dept., 710 Albany St.; 2 bdls., 1938, va., eighth fl.; opp. rm. 806; 5 vols., 1938--, rm. 1001A.

500. QUOTATIONS, 1936--. 7 file drawers (3 file drawers, 1936, 1938, marked by initial letter of firm name, dated; 2 file drawers 1937, dated; 2 file drawers, 1937--, marked WPA, dated). Price quotations under $1,000, submitted by vendors: Name of vending firm, firm agent submitting quotation; description of items, unit cost, total cost; date, number, terms of quotations; method, time, date, place of delivery; requisition number assigned, accepted quotation, signature of purchasing agent. Arr. alph. by name of firm. No index. Typed. 11½ x 13½ x 30. Rm. 1001A.

501. SPECIFICATIONS (of Purchases), 1937--. 4 file drawers (A-Z). Prior records destroyed. Statement that contractor shall deliver certain items to designated place: Description, quality, quantity of items; extension of time limit of proposal; date contract awarded, signature of purchasing agent. Arr. alph. by name of item. No index. Typed. 11½ x 13½ x 30. Rm. 1001A.

Financial Records
(See also entries 494, 520-ii)

502. BUDGET ITEMS, 1936--. 1 folder (dated). Copies of monthly and annual budget estimates for personal and contractural services, equipment, supplies, materials, relief projects: Name of department, date of budget estimate, department estimate of cost for each classified item; total estimated cost, amount allowed by mayor for each department, total cost for all items allowed by mayor. Also contains:

i. Explanatory notes supporting budget estimates: Name of item code number; cost of item, explanation in support of cost of item.

ii. Request to budget commissioner for transfer of appropriation: Classification, cost, budget code number of item; reason for transfer; citation of authority, signature of city auditor, date approved by mayor; date, signature of approval of budget commissioner; signature of superintendent.

iii. Salary and wage schedule: Name of department; title, classification of position; quota, amount of pay under each classification; date of meeting, initials of superintendent.

No arr. No index. Typed and hdw. on ptd. form. 11½ x 9½ x ½. Off. of Mr. Thornton, off rm. 1001G.

503. ANNUAL REPORT, 1930-34. 5 bdls. (dated). System discont. 1934. Monthly departmental analysis of purchases of commodities: Name of item, department for which purchased; monthly itemization, monthly and yearly summary for each department, grand total. Arr. chron. No index. Hdw. on ptd. form. 12 x 9 x 1. Va., eighth fl., opp rm. 806.

504. DRAFT SUMMARY BILL, 1933--. 5 bdls., 1 file drawer (5 bdls., 1933-35, unlabeled; 1 file drawer, 1933--, dated). No title, 1933-35, 5 bdls.

Contains:

i. Duplicate bills, 1933-36: Name, address of creditor; quantity, description of items purchased; unit cost, total amount, date of bill; requisition, budget code numbers; date bill submitted, signature of superintendent.

ii. Monthly estimate of recurring charges: Name of department, contractor; period, nature, estimated amount of charge; budget group, item code number. Includes orders to city auditor to make draft on city treasurer in favor of creditor.

iii. Discount order: Names of payees; total bill; amount of discount, payment to creditor; date, total amount of draft.

iv. Regular order: Name of department, names of creditors, amount due each; total amount, date of draft. Includes subdivision of bills: Name of department, amount of bill and discount listed under budget group code letter and number; total amount listed under each budget group, date of draft; also includes summary of subdivision of bills.

v. Special order: Name of payee; amount, purpose, date of draft.

vi. Supplementary order: For description, see iv.

1 bdl., 1933, arr. by date of draft; 4 bdls., 1934-35, no arr.; 1 file drawer, 1933--, arr. by month. No index. Typed on ptd. form. Bdls., 12 x 10 x 3; file drawer, 11½ x 13½ x 30. 3 bdls., 1933-34, loft, City Yards, water div., public works dept., 710 Albany St.; 2 bdls., 1934-35, va., eighth fl.; opp rm. 806; 1 file drawer, 1933--, rm. 1001A.

505. (VENDORS' DUPLICATE BILLS SENT TO SUPPLY DEPARTMENT), 1932-35. 78 bdls. System discont. 1935.

Name, address of vendor, department supplied; quantity, description of items ordered; order, requisition number; date, terms of bill; date of delivery, discount allowed; intermittently, signatures of officials verifying quantity and quality of supplies, correctness of invoice. 37 bdls., 1932-34, arr. by date of order; 14 bdls., 1933-34, arr. by order no.; 27 bdls., 1933-35, no arr. Typed on ptd form. 8½ x 7 x 4 to 7½ x 8½ x 6. 64 bdls., 1932-35, loft, City Yards, water div., public works dept., 710 Albany St.; 14 bdls., 1934-35, va., eighth fl., opp rm. 806.

506. (COPIES OF EMPLOYEES' WEEKLY PAY ROLLS), 1927--. 2 bdls.

Name, title of employee; nature of work performed, rate of pay, number of days worked, amount of pay; number of employees on pay roll, deductions for retirement fund, net amount due each employee, total amount of pay roll, budget code number, total net amount paid to employees; date, period of pay roll. Feb. 1, 1936--, total amount due WPA employees. 1 bdl., 1927-35, arr. by date of pay roll; 1 bdl., 1936--, no arr. No index. Typed. 19¼ x 18 x ½, 20 x 16 x 3. 1 bdl., 1927-35, va., eighth fl., opp rm. 806; 1 bdl., 1936--, rm. 1001A.

507. (INVOICES, DELIVERY RECEIPTS, WEIGHT CERTIFICATES), 1938--. 1 desk drawer. System estab. 1938.

Contains:

i. City scales weight certificate: Name, address of receiving department; gross weight, tare of truck, net weight of load; date, place of weighing; certificate, truck number; signature of sworn weigher.

ii. Delivery receipt: Name, address of receiving department; name of driver, weight of item delivered, date of delivery, signature of receiving official.

iii. Invoices for purchases of hay, grain, and straw: Name, address of vendor, receiving department; quantity, unit price, total cost of item delivered; order, requisition number; date of invoice, signature of inspector.

No arr. No index. Weight certificates and delivery receipts, hdw. on ptd. form; invoices, typed on ptd. form. 5¼ x 10½ x 24. Rm 1001G

508. (VENDORS' INVOICES), 1933-34. 8 bdls.

Name of department; name, address of vendor; amount of appropriation; itemization, total amount, number, date of invoice; date, amount approved; percentage of processing tax deducted, requisition number. 1 bdl., 1933, arr. by date of invoice; 7 bdls., 1933-34, no arr. No index. Typed on ptd. form. 8½ x 7 x 2. Loft, City Yards, water div., public works dept., 710 Albany St.

509. CITY OF BOSTON - DEPT. OF SUPPLIES (Record of Expenditures), 1906-8. 2 vols. (1-2, dated).

Name of vendor; purpose, amount, date of expenditure. Also contains record of:

i. Annual appropriations: Amount of appropriation, name of department to which transferred, date of draft used in transfer; totals.

ii. Monthly drafts in payment of vendors' bills: Name of vendor; description, cost of items purchased; date of draft.

iii. Pay-roll expenditures: Name, title of employee; amount of salary; date of pay-roll period, draft.

Arr. by date of expenditure. Indexed alph. by name of vendor. Hdw. 200 pp. 11 x 9½ x 1. Va., eighth fl., opp rm 806.

Orders and Requisitions

510. (Purchase) ORDERS, 1932--. 5 envs., 69 bdls., 25 file drawers (5 envs., 1932-33, 7 file drawers, 1938--, dated; 51 bdls., 1932-35, 13 file drawers, 1936-37, labeled by incl. order nos., dated; 18 bdls., 1933, 4 file drawers, 1937, unlabeled; 1 file drawer, 1938, marked WPA, dated). Title varies: Purchase Orders - Meats - Boston City Hospital, 1932-33, 5 envs.; no title, 1932-35, 69 bdls., 1936-38, 4 file drawers.

Contains:

ORDERS (Cont'd)

i. Correspondence: Copies of letters from auditing department to city departments relative to purchase orders held at the auditor's office because of insufficient funds. For original letters, 1935, 1938--, see entry 530-ii.

ii. Notices of cancelation of purchase orders (copies): Name, address of vendor; name of department ordering, superintendent of supplies; requisition number; date, number of order.

iii. Purchase orders (copies): Name, address of vendor; name of auditor, name of department ordering, place of delivery; quantity, description, unit cost, total cost of items, date, number of order; budget item code number, certification of auditing department that there is sufficient appropriation to cover present order, signature of assistant auditor.

5 envs., 1932-33, 69 bdls., 1932-35, arr. by order no.; 25 file drawers, 1936--, arr. alph. by budget code letter and thereunder by budget item no. No index. Typed on ptd. form. Envs., 12 x 9 x $\frac{1}{4}$; bdls., 12 x 10 x 4; file drawers, $11\frac{1}{2}$ x $13\frac{1}{2}$ x 30, 5 envs., 1932-33, 51 bdls., 1932-35, va., eighth fl. opp. rm. 806; 18 bdls., 1933, loft, City Yards, water div., public works dept., 710 Albany St.; 25 file drawers, 1936--, rm. 1001A.

511. FUEL BOOK, 1915--. 5 vols. No title, 1916--, 4 vols.

Record of coal deliveries to city departments and institutions: Name of department or institution, contractor; weight in tons, analysis of coal, ashes content, cost per ton, amount of fines paid for failure to meet coal tests, name or number of vessel; date of order, delivery, payment, carrier's discharge. 1915-25, 1934-- includes weight given in bill of lading. Also contains:

i. Newspaper clippings of advertised proposals for coal bids: Name of superintendent, place to leave bids, proposal specifications, bond requirements, statement of right of acceptance, date of closing advertisement of bids, time limit for signing of contract after award. For advertised proposals 1908-18, see entry 512-i.

ii. Reports of proposals for coal bids: Name of department, place of delivery; name of each bidder, firm awarded contract; kind, amount, quality desired; amount of successful bid; contract specifications, inclusive dates of proposal, date of closing of bids. For original proposals 1932--, see entry 498.

No arr. No index. Hdw., typed. 25 pp. $8\frac{1}{4}$ x 7 x $\frac{1}{2}$. Off. of Mr. Kee, off rm. 1001G.

512. FUEL BOOK, 1908-18. 2 vols. (1 vol. 1908-13, unlabeled; 1 vol., 1913-18, marked vol. 2, dated). Missing: 1919-30. No title, 1908-13. System estab. 1908, discont. 1931.

Record of coal and wood delivered to city-owned buildings: Quantity, quality, kind of fuel ordered, received, checked; date of requisition, fuel order. Intermittently includes name of dealer, cost per ton. Also contains:

i. Advertisements soliciting bids from fuel companies: For description, see entry 511-i.

FUEL BOOK (Cont'd)

ii Fuel bills: Name of vendor, department incurring bill; date fuel received, amount for month for each city department, annual total for all departments. Includes yearly recapitulation by months for each department: Kind of fuel, total cost for year. For coal and oil invoices 1936--, see entry 526-ii, -iii.

iii Monthly recapitulation of cost of fuel consumed: Cost of coal, wood consumed for month; amount of fuel purchased for month. 1913-18 includes intermittently, amount of bond, name of surety.

iv Reports of bids on sealed proposals: Names, quotations of competing bidders; contract period; name of successful bidder, surety.

No arr. Indexed alph. by name of bldg. i, ptd.; ii, hdw. under ptd. head; iii, iv, typed on ptd. form. 652 pp. 12 x 10¼ x 2½. Off. of Mr. Kee, off. rm. 1001G.

513. FUEL OIL (and Coal and Wood Deliveries), 1931--. 1 env., 16 bdls., 5 vols. (1 env., 1931-34, 1 vol., 1935-36, dated; 16 bdls., 1933-36, 1 vol., 1937-38, unlabeled; 3 vols., 1937--, labeled by name of dept.). Title varies slightly.

Record of deliveries made to public buildings, ferries, and bridges. Name of dealer; place, date, quantity, total cost of deliveries; amount, number, date of order. 1936 includes name of driver, grade of oil delivered; number of truck, certificate; signature of receiver. Also contains:

i Certificate of delivery of coal, oil, and wood, 1933-36. Name of driver; itemization, description, quantity of fuel received; place, date of delivery; number of truck, certificate; signature of weigher, receiving official. For certificates of wood deliveries 1936--, see entry 526-i.

ii Customer's receipt of delivery of oil. Name, code number, address of vendor; temperature, gross quantity of oil (in gallons); date of delivery, order number; signature of driver, receiving official.

1 env., 1931-34, 14 bdls., 1933-36, no arr.; 5 vols., 1935--, arr. by name of dept.; 2 bdls., 1936, arr. by date of delivery. 1 env., 1931-34, 16 bdls., 1933-36, 1 vol., 1937-38, no index; 4 vols., 1935--, indexed alph. by name of dept. Typed. Env., 12 x 9 x ¼; bdls., 7 x 3½ x 6; vols., 60 pp. 11½ x 9½ x ½, 1 env., 1931-34, 3 bdls., 1933-36, 1 vol., 1935-36, va. opp. rm. 806; 13 bdls., 1933-35, loft, City Yards, water div., public works dept., 710 Albany St.; 4 vols., 1935--, off. opp. rm. 1001C.

514. (DAILY RECORD OF COAL AND OIL ORDERED), 1938--. 1 vol. System estab. 1938.

Name of department, vendor; place of delivery; date, number of order; quantity, kind of fuel ordered; date of record, inspection. Arr. chron. No index. Hdw. on ptd. form. 362 pp. 8½ x 7 x 1. Rm. 1001G.

515. (COPIES OF RECEIPTS OF COAL DELIVERIES), 1934-35. 5 bdls. 1936-- in (Certificates Delivery Receipts, Invoices,) entry 526-iv.

Name, address of vendor; name of department, place of delivery; number,

(COPIES OF RECEIPTS OF COAL DELIVERIES) (Cont'd)
tare and net weight of truck; name of sworn weigher; number, date of order; number of receipt; initials of truck owner; signature of truck driver, receiving official. No arr. No index. Hdw. on ptd. form. 8 x 4 x 2. Loft, City Yards, water div., public works dept., 710 Albany St.

516. (Original Purchase Supply) REQUISITIONS, 1932--. 47 bdls., 1 env., 18 file drawers (labeling varies). Title varies: Requisitions Sanatorium, 1932, 1 env.; no title, 1932-36, 47 bdls., 1936, 1938--, 4 file drawers.
Name, address of department; name of vendor, place of delivery; quantity, description, cost of items ordered; budget code, requisition number; date of purchase requisition; signature of department official. 47 bdls., 1932-36, arr. by requisition no.; 1 env., 1932, arr. by date of requisition, requisitions numbered consecutively; 18 file drawers, 1936--, arr. alph. by name of dept. and thereunder by requisition no. No index. Typed. Bdls., 12 x 10 x 5 to 12 x 10 x 10; env., 12 x 9 x $\frac{1}{4}$; file drawers, $11\frac{1}{2}$ x $13\frac{1}{2}$ x 30. 28 bdls., 1932, loft, City Yards, water div., public works dept., 710 Albany St.; 1 env., 1932, 19 bdls., 1933-36, va., eighth fl., opp. rm. 806; 18 file drawers, 1936--, rm. 1001A.

517. (Copies of) PRINTING REQUISITIONS, May 7, 1936--. 1 vol.
For description, see entry 518. Arr. by date of requisition and requisitions numbered consecutively. No index. Hdw. and typed on ptd. form. 300 pp. $8\frac{1}{2}$ x 8 x $2\frac{1}{2}$. Rm. 1001.
For original requisitions 1937--, see entry 485.

518. (Triplicates of) STATIONERY REQUISITIONS, 1936--. 1 vol.
Description, quantity, price of requested items; number, date of order; date of draft for payment, signature of department official. Includes records of purchases from private firms: Name of company; description, cost, number of items purchased. Arr. by date of requisition and requisitions numbered consecutively. No index. Hdw. and typed on ptd. form. 250 pp. $8\frac{1}{2}$ x 8 x $1\frac{1}{2}$. Rm. 1001.
For original requisitions 1933--, see entry 482.

Record of Inspections
(See also entry 494)

519. (CERTIFICATES OF MEAT INSPECTION), 1933--. 2 bdls., 3 folders, 1 file drawer. Missing: 1934.
Copies of certificates of inspection made by the United States Department of Agriculture of meat purchased for city institutions: Name, address of vendor, institution; location of market; description, identification of product; kind, class, grade of meat; number of pieces inspected; weight accepted, rejected; amount of fee; date, time of inspection; number of certificate; signature, address of grader. 1 bdl., 1933, no arr.; 1 bdl., 1935, 3 folders, 1936, 1 file drawer, 1937--, arr. by date of certificate and certificates numbered consecutively. No index. Typed on ptd. form. Bdls., 9 x 5 x 2, 12 x 9 x 6; folders, 10 x 12 x 2; file drawer, $11\frac{1}{2}$ x $13\frac{1}{2}$ x 25. 1 bdl., 1933, loft, City Yards, water div., public works dept.,

(CERTIFICATES OF MEAT INSPECTION) (Cont'd)
710 Albany St.; 1 bdl., 1935, 3 folders, 1936, va., eighth fl., opp rm. 806; 1 file drawer, 1937--, off. of Mr. Flanagan, off rm 1001G.

520. (MONTHLY REPORTS AND UNPAID INVOICES FOR FRUIT AND VEGETABLE INSPECTIONS), 1932--. 1 bdl., 1 folder, 1 file drawer. Missing: 1933-34.

Contains:

i. Monthly reports of United States Department of Agriculture on food-products inspection of fruits and vegetables: Amount inspected, passed, rejected; date of report; signature of inspector, filing clerk.

ii. Unpaid invoices of food-products inspections: Name, address of contractor; description of products inspected; unit cost, total monthly costs of inspection; date of invoice, signature of filing clerk.

No arr. No index. Typed on ptd. form. Bdl., 9 x 5 x 3; folder, 12 x 9 x 1; file drawer, 11½ x 13½ x 25. 1 bdl., 1932, loft, City Yards, water div., public works dept., 710 Albany St.; 1 folder, 1935, va. opp rm. 806, eighth fl.; 1 file drawer, 1936--, off. of Mr. Flanagan, off rm 1001G.

521. (REPORTS OF FOOD INSPECTIONS), 1935, 1937. 7 folders, 1 bdl. Copies of reports of food inspection made by United States Department of Agriculture at city institutions: Name of vendor, institution; description of food products, containers; date of order, delivery; location, results, date of inspection; date of report, signature of inspector. Arr. by date of report. No index. Hdw. on ptd. form. Folders, 10 x 12 x 1; bdl., 12 x 9½ x 5. Va. opp rm. 806, eighth fl.

522. (SWORN WEIGHT CERTIFICATES OF COAL AND OIL), 1933--. 21 bdls., 13 file drawers (21 bdls., 1933-36, unlabeled; 13 file drawers, 1935--, marked by firm name and dated). Prior records destroyed.

For description, see entry 523. Arr. by certificate no. No index. Hdw. on ptd. form, typed on ptd. form. Bdls., 7 x 3½ x 6; file drawers, 6½ x 8¼ x 16. 21 bdls., 1933-36, va. opp rm. 806; 13 file drawers, 1935--, rm. 1001G.

For sworn weight certificates of coal deliveries 1936--, see entry 526-v.

523. SAND - GRAVEL - CRUSHED STONE (Deliveries), 1934--. 7 bdls., 5 file drawers (7 bdls., 1934-36, 1 file drawer, 1937, unlabeled; 2 file drawers, 1935-36, dated and numbered by incl. certificate nos.; 1 file drawer, 1936, numbered 10,800-; 1 file drawer, 1938--, dated).

Duplicate sworn weight certificates: Name, address of vendor, receiving department; name of driver; description, gross and net weight of load; requisition, certificate number; date of delivery; signature of receiving official, weigher. 7 bdls., 1934-36, 3 file drawers, 1935-36, arr. by certificate no.; 2 file drawers, 1937--, arr. alph. by firm name and thereunder by certificate no. No index. Hdw. on ptd. form. Bdls., 7 x 3½ x 6; file drawers, 6¼ x 8¼ x 16. 7 bdls., 1934-36, va. opp. rm. 806; 5 file drawers, 1935--, rm. 1001G.

524. (CERTIFICATES OF LABORATORY FUEL TESTS), 1923-29. 5 folders. Name of testing laboratory, type of fuel, name of vendor; place, date of delivery; case number; results, date of test; signature of president of testing laboratory. Includes penalty imposed for nonconformance to requirements. Arr. by date of analysis. No index. Typed under ptd. head. 10 x 12 x 1. Va. opp. rm. 806, eighth fl.

Miscellaneous

525 (MISCELLANEOUS RECORDS), 1928--. 12 file drawers, 11 bdls. Contains:

i. Automotive equipment, record of: Name of department, driver; make, type, year of automobile, place where garaged, annual cost of repair, monthly garage rental, average number of hours car used daily, mileage of car, average mileage driven for month, registration number, date of report. For drivers' daily reports 1938--, see entry 495.

ii. Correspondence: Communications from contractors and firms relative to bids, contracts, adjustment of invoices; with city departments relative to inquires concerning reliability of contracting firms, shortage in deliveries; with testing laboratories relative to tests of coal and oil.

iii Commodities purchased, record of: Name of vendor, department; itemization, description, unit price, total cost of commodities purchased; date, terms of purchase; order number.

4 file drawers, 1928--, no arr.; 8 bdls., 1930-37, arr. alph. by subject; 6 file drawers, 1930-32, 3 bdls., 1938--, arr. alph. by name of firm; 2 file drawers, 1938--, arr. alph. by name of firm and thereunder by date of purchase. No index. i, blueprint; ii, hdw.; typed; iii, hdw. File drawers, 1 x 9 x 21½ to 11¼ x 13¼ x 25; bdls., 8 x 5 x 7. 4 file drawers, 1928--, off. of Mr. Kee, off rm. 1001C; 11 bdls., 1930-37, va. opp rm. 806, eighth fl.; 5 file drawers, 1938--, rm. 1001G; 3 file drawers, 1938--, off. of Mr. Flanagan, off rm. 1001C.

526. (CERTIFICATES, DELIVERY RECEIPTS, INVOICES), 1936--. 1 file drawer.

Contains:

i. Certificates of wood deliveries, 1936--: For description, see entry 513-i.

ii. Copies of coal invoices, 1936--: For description, see entry 507-iii. For fuel bills 1908-18, see entry 512-ii.

iii. Copies of oil invoices, 1936--: For description, see entry 507-iii. For fuel bills, 1908-18, see entry 512-ii.

iv. (Copies of Receipts of Coal Deliveries), 1936--, entry 515.

v. Sworn weight certificates of coal deliveries, 1936--: For description, see entry 522.

Arr. by date of delivery. No index. Hdw. on ptd. form. 6¼ x 3¼ x 16. Rm. 1001G

527. (Card Record of) COAL (Used in Municipal Buildings), 1900--. 1 file drawer.

Name of department, superintendent of building; name, telephone number of janitor; name, address of building; type of coal used; tonnage consumed annually, capacity of bin; type, description of boiler. Arr. alph. by name of dept. No index. Hdw. on ptd. form. 5¼ x 7 x 16. Rm. 1001G.

528. (Card Record of) FUEL OIL (Used in Municipal Buildings), 1900--. 1 file drawer.

Name of department; name, address of building; type of fuel, capacity of tank; name, description of heater. Arr. alph. by name of dept. No index. Hdw. on ptd. form. 5¼ x 7 x 16. Rm. 1001G.

529. CORRESPONDENCE (and Certificates of Deposit), 1923--. 12 bdls., 13 folders, 6 file drawers (12 bdls., 1923-37, 13 folders, 1923-37, 4 file drawers, 1937--, unlabeled; 2 file drawers, 1937--, dated).

Contains:

i. Correspondence with individuals relative to employment applications; with firms relative to proposals, contracts; with law department relative to legal matters.

ii. Certificates of deposit of money with city collector. Amount, purpose, date of payment; collector's number, signature of superintendent of supply department.

12 bdls., 1923-37, 13 folders, 1923-37, no arr.; 3 file drawers, 1937--, arr. alph. by subject; 3 file drawers, 1937--, arr. alph. by subject and thereunder alph. by name of dept. No index. Typed. Bdls., 22 x 9½ x 7½; folders, 12 x 9½ x 2; file drawers, 11¼ x 13½ x 29. 12 bdls., 1923-37, 13 folders, 1923-37, va., eighth fl., opp. rm. 806; 6 file drawers, 1937--, rm. 1001.

530. SERVICE ORDERS - YELLOW COPIES - LETTERS (From) AUDITOR (on) LACK OF FUNDS, 1935--. 1 folder, 1 file drawer. Missing: 1936-37.

Contains:

i. Yellow copies of service orders: Name, address of vendor, department issuing order; description, quantity; date, budget code number, number of order; date of approval, signature of auditor.

ii. Auditor's letters: For description, see entry 510-i.

1 folder, 1935, arr. by order no.; 1 file drawer, 1938--, arr. alph. by name of dept. and thereunder by date of order. No index. Typed on ptd. form. Folder, 12 x 9½ x 1; file drawer, 11½ x 13½ x 30. 1 folder, 1935, va., eighth fl., opp. rm. 806; 1 file drawer, 1938--, rm. 1001A.

531. (VENDORS' RECORD FILE), 1936-37. 2 file drawers (labeled by names of vendors). System discont. 1938.

Name, address of vendor; name of department; requisition number, amount of purchase, date of recording. Arr. alph. by name of vendor. No index. Hdw. and typed on ptd. form. 16 x 10½ x 24. Rm. 1001G.

533A. (COMMODITY CARD INDEX FILE), 1958--. 5 Kardex files. Card record of commodities purchased by supply department for other city departments: Name, address of vendor; name, description, quantity, unit price of commodity purchased; discount terms, order number, name of department for which purchased, date of purchase. Arr. alph. by name of commodity. No index. 30 x 24 x 10. Rm. 1001.

532. DEPT. & MISC. CORRESPONDENCE (WPA), 1936--. 3 file drawers (1 file drawer, 1936--, unlabeled; 2 file drawers, 1937--, dated). Title varies: No title, 1936--, 1 file drawer; Correspondence & Miscellaneous, 1937, 1 file drawer.
Communications with contractors concerning WPA bids and contracts, supplies, requisitions, orders, bills; authorizations by WPA authorities relative to use of equipment. 1 file drawer, 1936--, arr. alph. by name of correspondent; 2 file drawers, 1937--, arr. by date of correspondence. No index. Typed. 11¼ x 12 x 23¼. Rm. 1001A.

533. CORRESPONDENCE - OVERSEERS PUBLIC WELFARE, 1935-37. 2 file drawers (1 file drawer, 1935-36, unlabeled; 1 file drawer, 1936-37, A-Z).
Correspondence with city officials relative to departmental administration; with vendors relative to supply contracts. 1 file drawer, 1935-36, arr. alph. by name of correspondent; 1 file drawer, 1936-37, arr. by subject and thereunder by name of correspondent. No index. Typed. 11½ x 13½ x 30. Rm 1001A

XXXI ART DEPARTMENT

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XXXI ART DEPARTMENT

Boston was the first American city to have a permanent art commission.[1] It was established in 1890 by an act of the general court which provided for a body of five members, distinguished citizens of the community, who were to serve without compensation.[2] Before any art work could become city property its design and location had to meet with the approval of a majority of the commission.[3] At the request of the mayor, aldermen, or common council, the commission might be called upon to report on suitability of the design for any public building, but its advice was not binding.[4] There is little in the records to indicate that the commission established in 1890 was an active one[5] and in 1898 it was replaced by a new commission set up under an act of the general court of that year.

The statute of 1898 established an art department for the city of Boston and placed it under the control of a board of five commissioners appointed by the mayor for five-year terms.[6] The mayor selects one person from the lists of three candidates submitted by each of the five following organizations: the trustees of the Museum of Fine Arts, the trustees of the Boston Public Library, the trustees of the Massachusetts Institute of Technology, the Boston Art Club, and the Boston Society of Architects. Vacancies are to be filled by appointment from a list of three candidates nominated by the organization lacking representation. The members serve without compensation.

As was the case under the law of 1890, no art work, under the new law, can become city property, whether by purchase or gift, unless its design and location are approved by a majority of the commission.[7] The commission's sanction, together with that of the mayor, is necessary before any art work belonging to the city may be removed, relocated or altered.[8] With the approval of the mayor, the commission, acting by majority vote, lets the contracts for public art works.[9] The board of commissioners retained the privilege it had enjoyed under the legislation of 1890 of advising the

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1. City Doc. 2, 1918, p. 6
2. Acts, 1890, ch. 122, sec. 1
3. Ibid., sec. 2
4. Ibid , sec. 3
5. In the eight years of its existence it published no annual report. The city documents of this period contain but three minor references to it: City Doc., 168, 1892; 189, 1894; 55, 1896
6. Acts, 1898, ch. 410, sec. 1. Original appointments, however, were for terms of one, two, three, four and five years, respectively.
7. Ibid., ch. 410, sec 2
8. Idem
9. Ibid., sec. 6

mayor or city council, when requested to do so, upon the suitability of the design for any public building.[1] The only addition to the organic act of 1898 was made in 1919 when the board was given the custody and care of all works of art owned by the city.[2]

The art department came into being as a "protection against the 'city hideous' and as a help toward the 'city beautiful'".[3] Its function is to see to it, so far as possible, that public statues and memorials are artistically sound and in harmony with their surroundings. It has examined for acceptance or rejection all art works, such as statues, busts, paintings and commemorative tablets, donated to, or purchased by, the city. The examination has included also many objects of an essentially utilitarian nature - horse troughs,[4] traffic towers,[5] public clocks,[6] and convenience stations.[7] In the routine execution of its duties the commission has been called upon, at one time or another, to pass on the work of such well-known sculptors as Daniel C. French,[8] Augustus St. Gaudens,[9] and Cyrus Dallin.[10]

In addition to its regular work the commission, in collaboration with the Museum of Fine Arts, has catalogued all the public art works belonging to the city of Boston as of 1914.[11] In 1919 the board of commissioners sponsored a national conference of public art commissions to discuss the subject of suitable war memorials.[12] A good deal of the board's time in the decade following the war was taken up with this subject.

Under the terms of a statute passed in 1936 one member of the art commission is named annually by the commission to serve with the mayor and the police commissioner of Boston as a board of three with authority, by a majority vote, to suspend or revoke any license for theatrical and like exhibitions in Boston.[13]

Except where otherwise noted, all records are in the office of the Boston Art Commission, second floor, Fanueil Hall, Merchants Row.

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1. Acts, 1898, ch. 410, sec. 3
2. Special Acts, 1919, ch. 87
3. City Doc. 2, 1918, p. 5
4. Ibid., 1911, p. 2; 1912, pp. 1-2
5. Ibid., 1928, p. 2
6. Ibid., 1911, pp. 1-2
7. Ibid., 1913, p. 2
8. Ibid., 1904, p. 1
9. Ibid., p. 2
10. Ibid., 1911, p. 3
11. Appendices to City Documents 2, 1911; 2, 1912; 2, 1913; 2, 1914; 2, 1915
12. City Doc. 2, 1919, p. 6
13. Acts, 1936, ch. 340

534. (Minutes of Meetings of) ART COMMISSION, 1898-- 6 vols. (1-6, dated) Title varies slightly.
Names of members present; requests from other departments, private individuals, and artists for inspection of works of art; discussions, decisions on works accepted by city, granting of permission to private individuals or firms for reproduction of art works, loans of works of art; appointment of officers; date of meeting, signature of secretary. Arr. by date of meeting. No index. Hdw., typed. 175 pp. 9 x 7 x 2½

535. ANNUAL REPORT (of) BOSTON ART COMMISSION, 1900-- 39 pamphlets (1-39, dated)
Report submitted to mayor relative to reconstruction, repair, cleaning of tablets, monuments, and portraits; approval of sculptural work submitted; selection of sites, locations for works of art; loans of works of art to educational institutions and to museums for special exhibitions Includes: 1900, 1901, 1903, 1910, amount of expenditures; 1900-1901, number of meetings held by board; 1911-15, catalogue of art works owned by Boston. Arr. by year No index. Ptd. 3 pp. 8 x 5. 36 pamphlets, 1900-1935, in Boston City Document series, State Lib., State House, Boston; 3 pamphlets, 1936--, cabinet (36 pamphlets, 1900-1935, found in statistical dept., rms. 73-76, C.H.)

536. (CARD RECORD OF ALL WORKS OF ART OWNED BY CITY), 1898-- 1 file box.
Name of author or artist; title or subject; size, location, type of work Arr. by type of work and thereunder alph by subject. No index Typed 5 x 3 x 12.

537. (CARD RECORD OF MAJOR ART WORKS OWNED BY CITY), 1898-- 1 file box
Name of author or artist; title, subject of work; size, location, type of work. Includes occasionally whether gift to city, copy or original work; date work approved, erected Arr. alph. by name of author or artist No index. Typed. 5 x 3 x 12.

538. (PLANS OF PROJECTS SUBMITTED FOR APPROVAL OF COMMISSION), 1898-- 12 file drawers.
Plans of statues, monuments, tablets, inscriptions, park posts, benches, arches, colonnades: Name of architect, subject; location of project; scale, date of plan. Various architects. Arr. by date of plan No index Blueprint, hand-drawn 2 x 40 x 40.

XXXII THE BOSTON PORT AUTHORITY

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XXXII THE BOSTON PORT AUTHORITY

The Boston Port Authority was established in 1929 by act of the general court.[1] For purposes of the act the port of Boston was defined as all of the tide water, lying westerly of a line drawn between Point Allerton on the south and the southerly end of Point Shirley on the north and all parcels of land adjacent thereto together with property thereon.[2] As originally set up, the port authority consisted of an unpaid board of five members, two of whom were appointed by the governor with the advice and consent of the council, and three by the mayor of Boston.[3] Every member was required to be a resident of a city or town included in the metropolitan parks district.[4] All were to serve for five-year terms. The board's functions are twofold: To investigate all matters affecting the port of Boston, particularly those bearing on the condition and location of piers and channels, on floatage, lighterage, dockage, wharfage, on water front labor conditions, rates, rules, regulations and practices; and secondly, with the consent of the mayor, to initiate or participate in relevant investigations, hearings, or rate proceedings before any other body.[5] The board is empowered to employ such experts and counsel as it may need and to incur whatever expenses, up to fifty thousand dollars per annum, it thinks necessary.[6]

The port authority is the state and city agency most actively engaged in promoting the commerce of the port of Boston.[7] Its numerous investigations and reports have resulted in among other things, the dredging of sections of Boston harbor to improve navigation conditions;[8] the reforestation of some of the harbor islands to prevent the erosion of their soil;[9] the removal of rotting hulks,[10] the demolition of unsightly and unsafe buildings and wharves in the waterfront area;[11] and a reduction in stevedore insurance rates.[12] The authority has advertised the facilities of the port both at home and abroad,[13] and has been instrumental in bringing many new steamship services to Boston.[14] When occasion arose, its representatives have appeared before the state and national legislative bodies to plead the interests of the port.[15] The most important, however, of all the board's activities have been directed toward correcting a rate and terminal situation which it is alleged, favors competing ports at the expense of Boston.

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1. Acts, 1929, ch. 229
2. Ibid., sec. 2
3. Ibid., sec. 1
4. Idem
5. Ibid., sec. 2
6. Ibid., sec. 3
7. City Doc. 37, 1938, p. 3
8. Ibid., 1934, p. 12
9. Ibid., 1935, p. 10
10. Ibid., p. 11
11. Idem
12. Ibid., 1938, p. 37
13. Ibid., 1934, p. 2; 1936, p. 26
14. City Doc. 36A, 1931, p. 5; City Doc. 37, 1935, p. 16
15. Ibid., 1933, pp. 1, 6-8; ibid., 1936, p. 13

Complaints were filed with the Interstate Commerce Commission and the United States Shipping Board[1] looking to the abolition of certain less-than-cost terminal practices, such as the granting of free lighterage and of non-compensatory storage and warehouse facilities, indulged in by the carriers at the port of New York, but not existing at Boston.[2] These terminal practices are alleged to have caused a greater loss to Boston commerce than any other single factor.[3] The board suffered a serious setback, therefore, when its lighterage proceedings came to naught.[4] More success has attended its attack on discriminatory storage and warehouse arrangements.[5]

While moving to correct the New York terminal situation the board has concurrently been waging a fight to revise ocean and rail rates favoring the commerce of competing ports at the expense of that of Boston. Redress for ocean rates unfairly weighted in New York City's favor has been sought before the United States Shipping Board.[6] Rail rate revision has presented a special problem. It is the conviction of the board that before Boston can obtain a railroad rate structure attractive enough to enable her to compete favorably with other North Atlantic ports as an outlet for the exports of the interior of the United States, the New England railroads serving Boston must first divest themselves of outside control.[7] Accordingly, the board has sponsored an investigation by the Interstate Commerce Commission into the question of the relationship between the Pennsylvania Railroad and certain New England Carriers.[8]

In carrying out the functions outlined above the port authority has developed a small, but highly specialized, permanent staff exempt from civil service regulations.[9] The staff includes a marine supervisor, a commerce assistant, a rate expert, a traffic solicitor, and a rate and traffic assistant.[10]

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1. Superseded in 1936 by the United States Maritime Commission.

2. See the "Port Differential Case", City Doc. 36A, 1931, p. 4; City Doc. 37, 1932, pp. 6-7; the "Lighterage Case", ibid., 1934, pp. 2-3; "N.Y. Harbor Warehouse Case", ibid., 1934, pp. 5-6; "Pier Storage Case", ibid., 1935, pp. 7-8

3. "Lighterage Case", ibid., 1937, p. 9; ibid., 1939, p. 5

4. "Lighterage Case", ibid., 1935, pp. 4-5

5. Preliminary decisions have been favorable to Boston's aspirations, but a final disposition has not, at this writing, been made. See: "N.Y. Harbor Warehouse Case", City Doc. 37, 1936, p. 5; ibid., 1939, pp. 3-4; "Pier Storage Case", ibid., 1938, p. 24; ibid., 1939, p. 3

6. Ibid., 1934, p. 7 (Rate and other cases, U.S. Shipping Board); "Colombian Coffee Case", ibid., 1936, p. 5; ibid., 1939, p. 4

7. Ibid., 1937, pp. 4-5; ibid., 1934, p. 3

8. Ibid., 1935, p. 5, "Pennsylvania Road Corporation Case." The investigation has been held up because of reorganization proceedings by the New Haven R.R., ibid., 1938, p. 26, "Pennsylvania Road Case."

9. Acts, 1930, ch. 236; Acts, 1938, ch. 453, sec. 3

10. City Doc. 37, 1937, pp. 30-31; ibid., 1939, p. 2; Officials and Employees of the City of Boston, June 1, 1939, vol. 1, p. 11, which may be consulted in the Auditors' office, room 20, City Hall, Boston.

The port authority has been handicapped in prosecuting its work by a lack of adequate funds and by apathy on the part of the general public to port matters.[1] With a view to remedying the situation the general court, in 1938, increased the number of members on the board from five to seven, three appointed by the governor with the advice and consent of the council and four by the mayor for terms of seven years, at the same time doubling the funds available to the board.[2] It is hoped that an enlarged body with greater funds at its disposal will be able to stimulate public enthusiasm for port affairs and to advertise the advantages of the port more widely than was previously possible.[3]

All records are in suite 1600, sixteenth floor, Custom House. In addition to the following records, see entry 149 for port authority cases, conducted by law department.

539. (MINUTES OF MEETINGS OF BOARD OF PORT AUTHORITY), 1929--. 1 vol.

Names of members present; discussions, decisions, votes taken by board; appointment of officers; date of meeting, time of adjournment. Arr. by date of meeting. No index. Typed. 150 pp. 12 x 9 x 2.

540. ANNUAL REPORT OF BOSTON PORT AUTHORITY, 1929--. 1 vol., 1 pamphlet.

Record of new, discontinued steamer service; investigations and reports of wharfage and insurance rates, water-front zoning, dredging, removal of rotting hulks; statement of publicity work, traffic solicitation by the department, amount of annual expenditures; volume of passenger, freight business; record of legislative and congressional hearings on matters affecting the port and attended by the authority, summarization of rate proceedings before the Interstate Commerce Commission and the United States Shipping board. Includes: 1930-32, act of incorporation, chapter 229, section 3, Acts of 1929; 1932, highlights of activities of port of Boston; 1934, summary for the years 1905-33 of foreign and domestic trade, imports, exports; 1937, comprehensive summary of port situation for prepared special commission appointed by the general court to investigate the port authority; 1938, statistical studies made by WPA on sundry port matters. Arr. alph. by subject. No index. Ptd. Vol., 155 pp. 10 x 7 x 1; pamphlet, 18 pp. 8½ x 6 x 1/8.

541. (Intervener's) BRIEFS, COMPLAINTS, EXCEPTIONS AND EXHIBITS, 1930--. 650 vols.

Record of hearings held in New York, Boston, and Washington before the Interstate Commerce Commission on complaints relative to freight rate

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1. "Report of the Special Commission Relative to the Boston Port Authority and the Production and Development of the Commerce of the Port of Boston," House Document No. 209, Boston, 1938; pp. 12, 13

2. Ibid., pp. 15, 16; Acts, 1938, ch. 453, secs. 1, 3. Residence in a city or town of the metropolitan parks district was no longer required of board members.

3. Report of Special Commission, op. cit., p. 17

BRIEF, COMPLAINTS, EXCEPTIONS AND EXHIBIT (Cont'd)
discrimination cases in which the port authority is involved: Name of complainant, names of attorneys for complainant, name of bureau or board establishing rates; resume, date of complaint, case; docket number . Includes exhibits, charts, and graphs. Arr. by date of case. No index. Ptd. 10 pp. 9 x 6 x ½ to 300 pp. 9 x 6 x 1½.

542. (TRANSCRIPTION OF HEARINGS BEFORE INTERSTATE COMMERCE COMMISSION AND SHIPPING BOARD), 1929--. 40 bdls.
Cases involving discriminatory traffic rates: Name of complainant, defendant; record of testimony; place, time, date of hearing; names of witnesses and examiner; docket number. Arr. by date of hearing. No index. Typed. 8 x 3 x 1½.

543. (DUPLICATES OF REQUESTS FOR DRAFTS SENT TO AUDITOR), 1934--. 1 vol.
Itemization, amount, purpose of expenditures; amount, date of draft. Arr. by date of draft. No index. Typed on ptd. form. 100 pp. 15 x 12 x 2.

544. IMPORT AND EXPORT FILES, 1929--. 1 file drawer.
Record of imports and exports passing through port of Boston: Name, address of firm; name, amount of commodity; date of report by firm; total volume of exports, imports. Includes copies of inquiries to firms for information. Arr. alph. by name of commodity. No index. Typed. 12 x 12 x 24.

545. U. S. MARITIME COMMISSION FILES (Correspondence Relative to Cases Before Federal Maritime Commission), 1929--. 2 file drawers
Correspondence with carriers and manufactures relative to cases involving service changes and practices of east-bound carriers. Arr. by docket no. No index. Typed. 12 x 12 x 24.

546. (Correspondence Regarding) LEGISLATIVE MATTERS, 1929--. 1 file drawer.
Correspondence with carriers and federal legislative branches relative to merchant marine development, ship subsidy, water-carrier bills. Arr. alph. by subject. No index. Typed. 12 x 12 x 24.

547. INTERSTATE COMMERCE COMMISSION FILES, 1929--. 3 file drawers.
Title varies: Miscellaneous Files, 1929--, 1 file drawer.
Confidential correspondence with individuals and firms relative to information to be used in hearings before Interstate Commerce Commission. 1 file drawer, 1929--, arr. alph. by name of correspondent; 2 file drawers, 1929--, arr. by case no. No index. Typed. 12 x 12 x 24.

548. (FOREIGN CORRESPONDENCE), 1935-36. 9 file boxes.
Personal correspondence describing port developments in foreign countries, written to other board members by member of port authority on world tour. Arr. alph. by name of country and thereunder by date of correspondence. No index. Hdw., typed. 13 x 3 x 12.

XXXIII BOSTON HOUSING AUTHORITY

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XXXIII BOSTON HOUSING AUTHORITY

The Boston Housing Authority was established in 1935 under a general act of the legislature authorizing the appropriate city or town officials of Massachusetts to establish such authorities when they thought them necessary.[1] The legislation was passed in order to permit Boston and other communities to take advantage of federal subsidies for slum clearance and for the erection of low-cost housing projects.[2] Its passage reflects the heightened interest in good housing engendered by the New Deal.[3]

The legislation of 1935 is based explicitly on the realization that there exists a direct connection between substandard housing conditions and a high incidence of disease and crime, and that this pernicious nexus cannot be broken by the normal workings of private enterprise but must be removed with governmental help.[4] The act sets up a board of five unpaid members, four of whom are appointed by the mayor and city council for terms of one, two, four, and five years respectively, the fifth by the Massachusetts Housing Board for three years.[5] Their successors are appointed in the same manner for five years.[6] It is the duty of the authority to determine what areas within Boston are unsanitary and substandard, and to clear, replan, and rebuild such areas so as to provide therein decent housing for persons of low income.[7] Before it can go ahead with a project, however, the board must first obtain the approval of the State Board of Housing.[8] It may then, subject to the approval of the same body, enter into an agreement with any agency of the federal government for financial assistance.[9]

The legislation of 1935 proved defective in one very important respect. It made no provision for financial contributions by state or city to the total cost of a housing project but relied entirely on federal grants to bear such cost.[10] The authorities at Washington ruled, however, that

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1. Acts, 1935, ch. 449, sec. 5 (subsec. 26L) as it amends Gen. Laws, 1932, ch. 121. For the statutory origin and functions of housing authorities see Town and City Government in Massachusetts, op. cit.
2. Annual Report of the State Board of Housing (First Annual Report), Massachusetts Public Doc. 154, p. 2; Annual Report (Second), p. 3
3. Annual Report (First), p. 3
4. Acts, 1935, ch. 449, sec. 5 (subsec. 26K) as it amends Gen. Laws, 1932, ch. 121
5. Ibid., sec. 5 (subsecs. 26L, 26M).
6. Ibid., sec. 5 (subsec. 26L).
7. Ibid., sec. 5 (subsec. 26Q).
8. Ibid., sec. 5 (subsec. 26R).
9. Ibid., sec. 5 (subsec. 26P). Changed in 1938 to require the approval of the mayor also; Acts, 1938, ch. 484, sec. 1 (subsec. 26Q) as it amends Gen. Laws, 1932, ch. 121
10. Annual Report, (Second), p. 3

local financial participation was a sine qua non of federal aid.[1] It was not until 1938 that the general court brought Massachusetts law into line with federal requirements by permitting cities and towns to raise by taxation or by borrowing outside the tax limit the necessary sums.[2]

The work of the Boston Housing Authority was, therefore, largely of an anticipatory nature during the first three years of its existence. Plans were developed for low-cost housing projects in various parts of the city.[3] With the passage of the enabling legislation of 1938 active work got underway on four projects located in Charlestown, South Boston, Lennox Street(Ward 9), and Mission Hill (Roxbury), containing 2,739 "sub-standard hovels, of which 500 had no private toilets and nearly 1500 had no private bathing facilities."[4] Before these four areas could be cleared and construction begin, the housing authority had to acquire the title to all the property in these sections and move 2,193 families, totaling 7500 souls, into new quarters.[5] The construction work is carried out by private building contractors who are selected by the housing authority on the basis of competitive bidding.[6] When completed the housing units will be owned and managed by the authority which already operates, on lease from the federal government, the federal-built low-cost housing project at Old Harbor Village, South Boston.[7] In addition to the four projects underway, federal grants have been made for the construction of five more units.[8] The total cost of this 9-unit housing program is estimated at $32,000,000.[9]

Except where otherwise noted, all records in room 604, Boston Housing Authority Building, 18 Oliver Street..

Minutes and Reports
(See also entry 557)

549 (MINUTES OF MEETINGS OF BOSTON HOUSING AUTHORITY), Jan. 24, 1936--. 4 vols.
Names of board members present; discussions, decisions of board relative

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1. Annual Report, (Second), p. 3
2. Annual Report (Fourth), p. 2; Acts, 1938, ch. 484, Title; ibid., sec. 1 (subsec. 26V).
3. Annual Report (Fourth), p. 42
4. Address of Hon. Nathan Straus, Administrator of the United States Housing Authority, before the New England Conference of Housing Officials, January 10, 1940, in City Record, vol. 32, no. 3, p. 49; ibid., no. 4, p. 75
5. Straus address, op. cit., pp. 49, 51
6. Ibid., p. 51
7. Idem. For information on Old Harbor Village the author is indebted to Mr. John J. Moriarty of the housing authority's staff.
8. Mr. Moriarty is the authority for this information.
9. Annual Address of Hon. Maurice J. Tobin, Mayor of Boston, to the City Council, January 1, 1940, in City Record, vol. 32, no. 1, p. 6

(MINUTES OF MEETINGS OF BOSTON HOUSING AUTHORITY) (Cont'd)
to taking over of districts, number of houses to be demolished, progress of work on projects, settlement with property owners; date of meeting, signature of secretary or clerk. Arr. by date of meeting. No index. Typed. 100 pp. 8½ x 11 x 3/4 to 8½ x 14 x 3/4. Executive off., fifth fl., Boston Housing Authority Bldg., 18 Oliver St.

550. (ANNUAL REPORT OF BOSTON HOUSING AUTHORITY), 1937. 2 sheets. Names of board members; narrative report of board functions, including consideration of the taking over of Old Harbor Village, federal legislation relative to housing movements, sites recommended for housing projects and estimated costs of each; amount, source of receipts; amount, accounting of expenditures. No arr. No index. Ptd. 2 pp. 9 x 5½ x 1/8. In series titled Annual Report of the State Board of Housing, Department of Public Welfare, State Lib., State House, Boston.

Records of Surveys

551. (RECORD OF SURVEY OF PROPERTY), 1937--. 2 file drawers (labeled by name of city dist.).
Name, address of previous owner, new owner, mortgagee; number of ward, block; location, valuation of property; volume and page reference to assessors' valuation books; amount of first, second mortgage; record of tax titles; remarks, date of assessment. Arr. by location of project and thereunder by block no. No index. Hdw. on ptd. form. 7¼ x 9 x 18. Rm. 804, Boston Housing Authority Bldg., 18 Oliver St.

552. (SITE TENANT PROGRESS CARD), Jan. 25, 1939--. 8 file drawers (labeled by project and site survey nos. and name of city dist.)
Record of occupied apartments: Name, former and new address of tenant; registration, new apartment number; amount of rent paid, rate or score of present apartment; number, date of application. Also contains:

i. Slip issued by site office to inform Boston Housing Authority of moving of tenant: Name, present and new address of tenant; suite number of apartment; date of notice, moving; tenant's, vacancy survey registration number.

ii. Notice of rental submitted by rental agent: Name of tenant; address, suite and floor numbers of apartment; date of rental, signature of rental agent.

Arr. by dist. no. and thereunder alph. by name of tenant. No index. Typed on ptd. form. 6½ x 9¼ x 16½. Rm. 804, Boston Housing Authority Bldg., 18 Oliver St.

553. (RECORD OF VACANCIES SUGGESTED TO PROSPECTIVE TENANT), Jan. 27, 1939--. 4 file boxes (labeled by site no. and name of city dist.).
Name, address, number of tenant; suite number of present apartment; address, number of rooms, amount of rent of vacant apartment suggested; name, address of owner or owner's agent; registration number of vacant apartment.. Arr. alph. by name of tenant. No index. Typed on ptd. form, hdw. on ptd. form. 9½ x 6 x 24½.

554. (SURVEY OF TENANTS ON SITE), Jan. 27, 1939--. 4 file drawers (labeled by project no. and name of city dist.).
Record of tenants who occupy apartments: Name, old and new address, age, occupation, income of tenant; number, sex, age, schooling of children; amount of rent, detailed description, rating or scores, number of apartment; type of neightborhood, environment; attitude of tenant. Also contains statistical table showing location and description of property prior to new construction, whether occupied or vacant lot or structure, type of district (business, residential, educational and religious facilities), total score for dwelling units, stores, and industries; number of families; block, parcel, tally-sheet number; analysis of family composition, number and employability of minors and adults, income of family, financial status and size of family as compared to number of rooms, rating or score of family. Includes copy of site survey. Arr. by apartment no. No index. Hdw. on ptd. form. 11 x 16 x 26. Rm. 804, Boston Housing Authority Bldg., 18 Oliver St.

555. VACANCY SURVEY PROGRESS CARD, Feb. 10, 1939--. 4 file drawers (labeled by project no. and name of city dist.).
Contains separate lists of prospective and referred tenants. Prospective tenants: Name, address, rating or score, registration number of prospective tenant; address, number, amount of rent of vacant apartment. Referred tenants: Name, registration number, score, amount of rent of tenant; date referred. Also contains notice of existing vacancy submitted by rental agency: Name, address, phone number of rental agent; address of apartment, floor on which located, number of rooms, amount of rent, rules governing tenancy, date of notice. No arr. No index. Typed on ptd. form. $6\frac{1}{2}$ x 9 x $16\frac{1}{2}$. Rm. 804, Boston Housing Authority Bldg., 18 Oliver St.

556. (Tenancy) SURVEY CARDS, Feb. 1939--. 2 file drawers (labeled by project no. and name of city dist.).
Name of street; parcel, block, card, chart, street number of apartment; whether occupied or vacant; number of stories, units; date visited by field worker, date last vacated. Arr. by block no. and thereunder alph. by name of st. No index. Typed on ptd. form. $7\frac{1}{4}$ x 9 x 18. Rm. 804, Boston Housing Authority Bldg., 18 Oliver St.

557. VACANCY SURVEY, Mar. 1939--. 4 file drawers (labeled by project no. and name of city dist.).
Record of available apartments which can be used by tenants obliged to move from project site: Name, address, telephone number of owner, owner's agent; name of field worker; location of key to apartment; registration number, address of vacant apartment; floor on which located, number of rooms, amount of rent, terms of vacancy, date of survey, detailed description of property, neighborhood tenant requirements and ratings, total rating or score for tenement. Also contains daily report of field worker: Name of field worker; address, suite number of vacant apartment; registration number; number of visits, amount of expenses of field worker; date vacancy reported, survey completed. No arr. No index. Hdw. on ptd. form. 11 x 16 x 26. Rm. 804, Boston Housing Authority Bldg., 18 Oliver St.

558. SCHOOL CHILDREN, Mar. 1939--. 2 file drawers (labeled by name of city dist.).
Record of school children whose parents occupy property on project sites: Name, new and old address, sex, age of child; name of school, grade; registration number; whether parents desire to make application for apartment in new project, date of record. Arr. by name of city dist. and thereunder by name of school. No index. Typed on ptd. form. $7\frac{1}{4}$ x 9 x 18. Rm. 804, Boston Housing Authority Bldg., 18 Oliver St.

Financial Records
(See also entry 550)

559. BOSTON HOUSING AUTHORITY - VOUCHER REGISTER, July 1938--. 1 vol.
Record of paid vouchers: Name of payee, bank; project, check, account, voucher number; date of acquisition of site; amount, date of payment. Arr. by voucher no. No index. Hdw. on ptd. form. 250 pp. 18 x 12 x $1\frac{1}{2}$.

560. ORIGINAL VOUCHERS (Authorizing Payment of Bills Incurred) CENTRAL OFFICE, July 1938--. 10 transfer cases. Title varies: Duplicate Vouchers, Central Office, Feb. 6, 1939--, 5 transfer cases.
Name, address of payee; name of account, project; itemization, description of materials; amount of labor costs; project, check, development-fund number; page reference to Boston Housing Authority-Voucher Register, entry 559; amount, date of voucher; total amount, date of payment; signature of approving official, executive director. Includes intermittently copies of purchase requisitions. Arr. by date of voucher. No index. Typed on ptd. form. $9\frac{1}{4}$ x $2\frac{1}{2}$ x $12\frac{1}{2}$.

561. JOURNAL VOUCHERS, Feb. 28, 1939--. 5 vouchers in 1 transfer case.
Name of auditor; account reference to Boston Housing Authority - General Ledger, entry 562; project number; amount of debit, credit; number, date of voucher; signature of approving official. Arr. by voucher no. No index. Typed on ptd. form. $9\frac{1}{4}$ x $2\frac{1}{2}$ x $12\frac{1}{2}$.

562. BOSTON HOUSING AUTHORITY - GENERAL LEDGER, Jan. 1939--. 1 vol. (marked by project no.).
Record of transactions as posted from original books of entry, Boston Housing Authority - Voucher Register, entry 559; Journal Vouchers, entry 561: Name, number of account; folio number; amount, date of debit, credit posting; account balance. Arr. by account no. No index. Hdw. on ptd. form. 100 pp. $9\frac{1}{4}$ x $12\frac{1}{2}$ x $1\frac{1}{2}$.

563. (RECEIPTS FOR WEEKLY WAGES PAID), July 1938--. 1 file box.
Slips attached to workers' pay envelopes, signed by them and retained by the office as receipt for wages paid: Name of employee, period of pay, amount of deductions, net amount due employee, signature of employee, total wages earned. No arr. No index. Typed on ptd. form. 3 x 5 x 20.

564. (Duplicates of) CENTRAL OFFICE CHECKS, July 27, 1938--. 335 sheets in 1 transfer case.

Name of payer; amount, purpose, date of check; voucher or order number, checks are attached to sheets which show amount, purpose of check; sheet number, date of check. Arr. by sheet no. and checks numbered consecutively. No index. Checks typed on ptd. form, sheets typed. 10 x 3 x 13.

565. DUPLICATE CHECKS, Jan. 26, 1939--. 180 duplicate checks in 4 transfer cases (labeled by name of bank and project and development-fund nos.).

Copies of checks issued for the maintainance and operation of projects: Name of payee, bank; check, voucher number; date of check. Arr. by check no. No index. Typed on ptd. form. $9\frac{1}{4}$ x $2\frac{1}{8}$ x $12\frac{1}{8}$.

LIST OF SOURCES

Primary

BOSTON, CITY OF

City Documents, 1834-1935, 294 volumes, Boston, various city printers[1], 1839-1936. Documents published since 1935 have not yet been bound together. Cited as City Doc.

City Record: Official Gazette of the City of Boston, published weekly, Boston, Municipal Printing Office, 1898-1940. Discontinued from May 3, 1900 to January 7, 1911. The volumes for the years 1900 and 1911 are both listed as volume 3.

Finance Commission of the City of Boston, Reports and Communications, 1908-1938, 34 volumes, City of Boston Printing Department, 1908-1939. The first four volumes contain the reports of the finance commission of 1907; the succeeding ones contain the reports of the permanent commission established in 1909.

Index to the City Documents, 1834-1909, City of Boston Printing Department, 1910.

Officials and Employees of the City of Boston and County of Suffolk, With their Residences, Compensation, etc., 25 volumes, City of Boston Printing Department, 1905-1937. Published annually from 1905-21, inclusive; biennially, beginning with 1923. Publication discontinued after 1937. A typewritten equivalent, dated June 1, 1939, may be consulted in the Auditor's Office, City Hall, Boston.

Reports of Proceedings of the City Council, July, 1868 - December 1938, 72 volumes, Boston, various city printers[1], 1868-1938. Cited as City Council Minutes.

Revised Ordinances. Cited as Rev. Ord. There have been 14 revisions of the ordinances, all published in Boston by various city printers[1], in the following years: 1827, 1834, 1850, 1856, 1864, 1869, 1876, 1882, 1885, 1890, 1892, 1898, 1914, 1925. Ordinances passed in the years intervening between the above revisions were frequently published with the city documents. Beginning with 1867 these annual ordinances were sometimes published in separate volumes for one or more years, as for example, Ordinances of the City of Boston and Acts of the Legislature of Massachusetts on Municipal Subjects, Passed in 1875, Boston, Rockwell and Churchill, 1876.

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1. The city printers since 1827 have been: True and Greene, 1827; J. H. Eastburn 1829-1855; Moore and Crosby, 1855-1856; George C. Rand and Avery, 1856-1861; J.E. Farwell and Co., 1861-1866; Alfred Mudge and Son, 1866-1871; Rockwell and Churchill 1872-1897. In 1897 the Municipal Printing Office (Printing Department) took over the city's printing work.

Primary, (Cont'd)

BOSTON, CITY OF (Cont'd)

Rules and Orders of the Common Council of the City of Boston, and the City Charter, Together with a List of City Officers, Boston, J. H. Eastburn, 1834.

Boston Herald, May 1848 - Oct. 1861, Jan. 1862 - June 1869, Jan. 1879 to Dec. 1879, 1889 - July 1936, 355 vols.; Aug. 1936 to July 1940, 96 microfilms; Boston Public Library.

BOSTON, TOWN OF

"Boston Town Records," 1634-1822, 11 volumes, Boston, various city printers[1], 1881-1906. The "Boston Town Records" are volumes 2, 7, 8, 12, 14, 16, 18, 26, 31, 35, 37 of a 39-volume set records relating to the early history of Boston, issued between 1876 and 1909. Volumes 1 to 28, inclusive, were published by the Record Commissioners under the general title Record Commissioners' Reports; volumes 29-39, inclusive were published under the direction of the Registry Department of the city of Boston under the general title Records Relating to the Early History of Boston. All the above volumes may also be found in the city documents.

"Records of Boston Selectmen," 1701-1822, 12 volumes, Boston, 1884-1909. These are volumes 11, 13, 15, 17, 19, 20, 23, 25, 27, 33, 38, 39 in the 39-volume set described in the preceding entry.

MASSACHUSETTS, COMMONWEALTH OF

General Court, Documents
House Documents, 1827-1939, 531 volumes, printed by order of the Senate and House of Representatives of the General Court, Boston, various state printers[2], 1827-1939.

General Court, Session Laws
Acts and Laws of the Commonwealth of Massachusetts, 1780-1805, 13 volumes, Boston, Wright and Potter, State Printers, 1890-98. Cited as Acts.

Acts and Resolves of the General Court of Massachusetts, 1839-1914, 1920-1939, 98 volumes, including 2 for special sessions, Boston, various state printers[2], 1842-1939. Cited as Acts.

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1. See footnote 1, preceding page.

2. The state printers, since 1805, have been: Young and Minns, 1805-1811; Adams, Rhoades and Co., 1812; Benjamin Russell, 1812-1824; True and Greene, 1825-27; Dutton and Wentworth, 1828-1851; White and Potter, 1852-53; William White, 1854-1862; Wright and Potter, 1863-76; Rand, Avery and Co., 1877-1882; Wright and Potter, 1883 to date.

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General Court, Session Laws (Cont'd)

Consolidated Statutes Relating to the City of Boston, codified by Thomas M. Babson, Corporation Counsel, Boston, Municipal Printing Office, 1908.

General Acts of the General Court of Massachusetts, 1915-1919, 5 volumes, Boston, Wright and Potter, 1915-1919. Cited as Acts.

Laws of the Commonwealth of Massachusetts, May, 1805-1838. 11 volumes, Boston, various state printers[1], 1806-1838. Cited as Acts.

Special Acts and Resolves of the General Court of Massachusetts, 1915-1919, 5 volumes, Boston, Wright and Potter, 1915-1919. Cited as Special Acts.

Special Laws of the Commonwealth of Massachusetts, Relating to the City of Boston, Enacted Prior to January 1, 1938, compiled and edited by Henry E. Foley, Corporation Counsel, 2 volumes, City of Boston Printing Department, 1938.

General Court, Statutory Compilations

These were published in 1836 as Revised Statutes; in 1860 as General Statutes; in 1882 as Public Statutes; in 1902 as Revised Laws; in 1921 as General Laws; and in 1932 as General Laws, Tercentenary Edition. All published in Boston by the state printers[1].

Public Documents of Massachusetts, 1838-1937, 608 volumes, Boston, 1838-1938. These documents constitute the reports of state departments, bureaus, and institutions. The documents issued since 1937 have not yet been bound but may be obtained from the Department of Public Documents, State House, Boston.

MASSACHUSETTS BAY, COLONY OF

Colonial Laws of Massachusetts Reprinted from the Edition of 1672 with the Supplements through 1686, published by order of the City Council of Boston, under the supervision of William H. Whitmore, Record Commissioner, Boston, Rockwell and Churchill, 1887.

Records of the Governor and Company of the Massachusetts Bay in New England, Nathaniel B. Shurtleff, ed., 5 vols. in 6, Boston, William White, 1853-54.

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1. The state printers, since 1805, have been: Young and Minns, 1805-1811; Adams, Rhoades and Co., 1812; Benjamin Russell, 1812-1824; True and Greene, 1825-27; Dutton and Wentworth, 1828-1851; White and Potter, 1852-53; William White, 1854-1862; Wright and Potter, 1863-76; Rand, Avery and Co., 1877-1882; Wright and Potter, 1883 to date.

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Acts and Resolves, Public and Private of the Province of Massachusetts Bay, 1692-1780, 21 vols., Boston, state printers[1], 1869-1922. Cited as Province Acts and Resolves.

Winthrop's Journal, History of New England, 1630-1649, James Kendall Hosmer, ed., 2 volumes, New York, Scribners, 1908.

Secondary

Beebe, Lucius, Boston and the Boston Legend, New York, D. Appleton - Century Co., 1935.

Boston Year Book, 1923-24, Boston, Municipal Printing Office, 1924.

Brown, Abram English, Faneuil Hall and Faneuil Market, or Peter Faneuil and His Gift, Boston, Lee and Shepard, 1900.

Encyclopaedia Britannica, Fourteenth Edition, 24 vols., New York, 1936.

Hanford, A. Chester, "The Government of the City of Boston, 1880-1930", in Fifty Years of Boston, A Memorial Volume, Issued in Commemoration of the Tercentenary of 1930, compiled by the Subcommittee on Memorial History of the Boston Tercentenary Committee, Boston, no publisher indicated, 1932.

Huse, Charles P., Financial History of Boston, From May 1, 1822 to January 31, 1909, Cambridge, Harvard University Press, 1916.

Morse, Godfrey, Memoir of John Plummer Healy, L.L.D., Late City Solicitor and Corporation Counsel of the City of Boston, published as City Document No. 2, 1882.

Quincy, Josiah, A Municipal History of the Town and City of Boston During Two Centuries, From September 17, 1630 to September 17, 1830, Boston, Charles C. Little and James Brown, 1852.

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1. The state printers, since 1805, have been: Young and Minns, 1805-1811; Adams, Rhoades and Co., 1812; Benjamin Russell, 1812-1824; True and Greene, 1825-27; Dutton and Wentworth, 1828-1851; White and Potter, 1852-53; William White, 1854-1862; Wright and Potter, 1863-76; Rand, Avery and Co., 1877-1882; Wright and Potter, 1883 to date.

PUBLICATIONS OF THE HISTORICAL RECORDS SURVEY IN MASSACHUSETTS

Note: Except where noted, all volumes are published at the state headquarters of the Historical Records Survey, Sharp School, Pinckney & Anderson Streets, Boston, Mass.

Abstract and Index of the Records of the Inferiour Court of Pleas (Suffolk County Court) Held at Boston, 1680-1698, (iii, 224 pp., mim., 1940).

American Portraits, 1620-1825, Found in Massachusetts, 2 vols., (iv, 254 pp. and 318 pp., mult. dupl., May, 1939).

Brief History of the Town of Braintree in Massachusetts, 1640-1940, compiled and written for the Tercentenary Committee, Marion Sophia Arnold, ed., (64 pp., Boston, Thomas Todd Co., 1940).

Calendar of the General Henry Knox Papers in the Boston Public Library, (ii, 19 pp., mult. dupl., May, 1939).

Calendar of the Letters of Charles Robert Darwin to Asa Gray, (vii, 148 pp., mult. dupl., December, 1939).

Calendar of the Ryder Collection of Confederate Archives at Tufts College, (v, 165 pp., mim., 1940).

Diary and Journal, 1755-1807, of Seth Metcalf, (iii, 31 pp., mult. dupl., October, 1939).

Description of the Manuscript Collections of the Massachusetts Diocesan Library, (ii, 81 pp., mult. dupl., February, 1939).

Guide to Manuscript Depositories in Massachusetts, (ii, 160 pp., mim., September, 1939).

Index to the Hampshire Gazette, 1786-1937, 3 vols., (vii, 217, 213, and 295 pp., mim., May, 1939).

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Inventory to the County Archives of Massachusetts, No. 5, Essex County, (ii, 370 pp. mim., December, 1937).

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Vol. III Buckland (ii, 74 pp. mim., 1940)

No. 7 Hampden County
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Inventory of the Town and City Archives of Massachusetts, (Series) (Cont'd)

No. 11 Norfolk County

Vol. I Avon, (ii, 83 pp. mult. dupl., May, 1939).
Vol. II Bellingham, (ii, 76 pp. mult. dupl., August, 1939).
Vol. IV Brookline, (v, 348 pp. mult. dupl., 1940).

No. 13 Suffolk County

Vol. I, Part 5 Boston (v, 356 pp. mult. dupl., 1940)

No. 14 Worcester County

Vol. III Auburn, (iii, 89 pp. mim., February, 1940).
Vol. IV Barre, (iii, 132 pp. mim. 1940).

Sketch of History and Government (reprints for use of public schools)

No. 6 Franklin County

Vol. III Buckland (ii, 36 pp. mim. 1940).

No. 11 Norfolk County

Vol. IV Brookline (ii, 74 pp. mult. dupl., 1940).

No. 14 Worcester County

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