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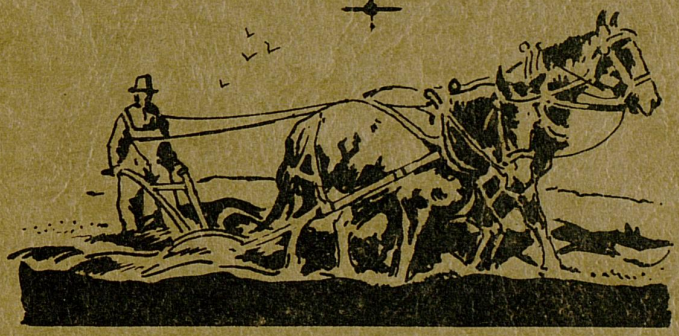
INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES - IX

DEPARTMENT OF AGRICULTURE

No. 5

CALIFORNIA



PART - I

GOVERNMENT PUBLICATION

UNIVERSITY OF KENTUCKY
LIBRARIES

SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor

SERIES IX. THE DEPARTMENT OF AGRICULTURE

NO. 5. CALIFORNIA

San Francisco, California
The Survey of Federal Archives
1940

The Survey of Federal Archives

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in California since that time as a state project of that Administration.

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

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

In California the work of the Survey was under the direction of Mr. Charles L. Stewart, Regional Director for California and Nevada, from its inception until June 30, 1937. From that time until September 1, 1937 the work was under the supervision of Mrs. Thelma Ziemer, State Director of the Historical Records Survey. Since then Mr. Cyril E. Paquin has been in charge of the state project. This Inventory of the records of the Department of Agriculture in California was prepared in the San Francisco office of the Survey and was edited before final typing by Mr. L. J. Darter, Jr., of the Division of Agriculture Department Archives of the National Archives.

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

San Francisco, California
May 15, 1940

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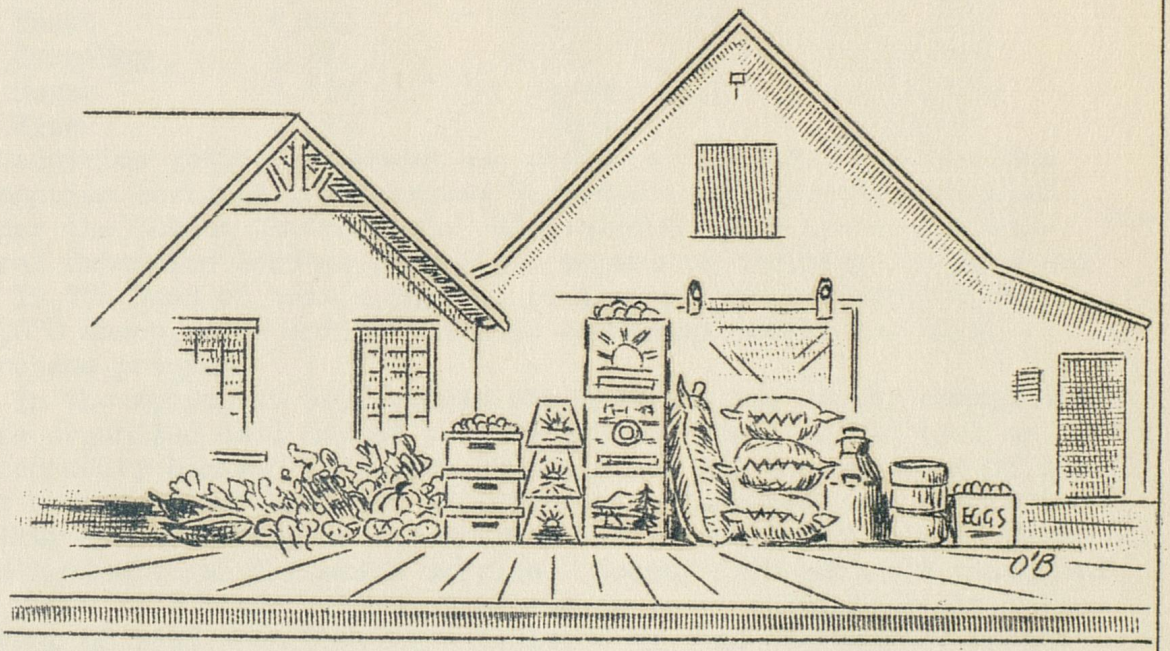
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AGRICULTURAL ADJUSTMENT ADMINISTRATION



AGRICULTURAL ADJUSTMENT ADMINISTRATION

Immediately following passage of the Agricultural Adjustment Act (Public Act 10, 73d Cong., 48 Stat. 31) approved May 12, 1933 and until August 1936, the AAA programs in California were administered by the State Agricultural Extension Service. County farm advisors served in an administrative capacity on county committees elected by producers of the commodity involved. These county committees approved contracts with producers of wheat, cotton, rice, sugar beets, corn, hogs, etc., for the acreage adjustment of such commodities. The contracts were forwarded through the state office of the Agricultural Extension Service to Washington to be audited and payments made to the farmers. Prior to the opening of the State AAA Conservation Office the Agricultural Extension Service handled the following contracts:

Program	No. of Contracts	Years in Force	Payments
Cotton	11,155	1933 - 1936	$3,992,109
Wheat	8,243	1933 - 1936	4,438,805
Corn-Hog	4,784	1934 - 1935	2,735,154
Sugar	3,690	1934 - 1935	4,811,676
Rice	693	1935	1,723,076

In addition cotton producers who pooled their surplus cotton tax exemption certificates received Bankhead Pool payments of $4,421 under the Cotton Control Act. Also administered by the Agricultural Extension Service were 1,391 contracts covering the purchase of 19,776 head of cattle and 161 contracts for the purchase of 24,070 sheep, made during the 1934 emergency cattle and sheep purchase program.

In the spring of 1936 county associations and county committees were organized on a county or geographical basis rather than on a commodity basis. In August 1936 a State AAA Conservation Office was opened in Berkeley and administration functions and responsibility for operation of the program was gradually taken over from the Agricultural Extension Service. County farm advisors continued to serve as administrative officials on local committees until the spring of 1938 when they were replaced by paid secretaries responsible to the county committees.

Adaption of the national conservation program to the needs and problems of California agriculturists is in the hands of the State Agricultural Conservation Committee composed of four paid farmer's representatives, appointed by the Director of the Western AAA Division and serving at his pleasure, and the State Director of the Agricultural Extension Service. Under the general direction of the chairman of the state committee a State Executive Assistant, a full-time employee of the AAA, serves as secretary of the committee, supervises all auditing, accounting and clerical work, and is responsible for all funds alloted, as well as property and supplies. Responsibility for local and county administration of the program rests with county and community committees working under

the general direction of the state committee and the immediate direction of AAA district field men. These committees function through forty-three county offices representing agricultural interests of fifty-seven of the fifty-eight counties in the state. County farm advisors serve as ex-officio members of county committees and head up the educational phase of the program.

Although closely related and to some extent interlocking the AAA program in California is administered through two offices. The State Agricultural Conservation office (Berkeley) is chiefly concerned with soil conservation and the prevention of excessive farm surpluses by means of acreage reduction quotas; by commodity loans to enable producers to withhold large crop surpluses; by price adjustment payments to assist in adjusting market prices of certain commodities and by the encouragement of the conservation and improvement of farm and crop lands through payments of acreage allotments to cooperating farmers and ranchers. Following are the several general divisions of the program administered through this office:

1. AGRICULTURAL CONSERVATION. The diversion of soil depleting crops to soil conserving crops, as from cotton to legumes, and for soil building practices such as terracing and other mechanical erosion controls, planting grasses and legumes, green manure crops, forest tree planting and many others. Participation has been as follows:

	1936	1937	1938	1939
Farmers	19,568	49,349	58,495	61,763
Payments	$3,910,000	$5,134,000	$8,418,000	$8,759,000

2. RANGE CONSERVATION. Reseeding range and mountain meadow land, developing springs, constructing reservoirs, fireguards, and other range improvement practices. Of the approximately 5,735 ranches eligible the following have participated:

	1936	1937	1938	1939
Farmers	1,035	1,549	1,149	1,265
Acreage	4,100,000	5,100,000	6,146,000	7,158,000
Payments	$ 149,600	$ 252,000	$ 201,000	$ 275,000

3. MARKETING QUOTAS. Authorized by the Agricultural Act of 1938 (Public No. 470, 75th Cong.; 52 Stat. 204, Title 7, U.S.C. sec 1372d) approved April 7, 1938, to assist producers of cotton, rice, wheat and corn in keeping surpluses from reaching excessive levels. Quotas operate in conjunction with acreage allotments and become effective only when prices fall below specified levels or when supplies of these crops reach specified levels; even under the above circumstances the quotas become effective only if two-thirds of the producers favor the quotas by nationwide referendum.

4. WHEAT INSURANCE. The Federal Crop Insurance Act provides for wheat crop insurance beginning with the wheat crop planted for harvesting in 1939 and for research with a view to applying similar insurance to other crops. The program is administered by the Federal Crop Insurance Corporation in cooperation with the AAA and covers losses in wheat yields against all unavoidable crop

hazards. Under the direction of a State Crop Insurance Assistant and county crop insurance supervisors 1,008 policies covering 125,000 acres were issued in 1939 and 2152 policies covering 165,434 acres in 1940.

5. COMMODITY LOANS. The Commodity Credit Corporation was formed to make loans to producers to enable them to withhold surpluses of big crop years for use in years of shortage. In this office loans are made on cotton, wheat and corn in those years when the crops exceed specified levels and when the producers have accepted specified marketing quotas. (Also see Part II, Commodity Loans.)

6. PRICE ADJUSTMENT PAYMENTS. Parity payments to cotton, wheat and rice growers were authorized by the AAA Act of 1938 and funds for payments on 1939 crops were provided by the Price Adjustment Act of 1939. Payments to California producers were made as follows:

Cotton	$3,489,000
Wheat	837,000
Rice	355,000

7. SUGAR PROGRAM. The Sugar Act of 1937 provided for payments to sugar beet growers who met specified requirements, the purpose being to stabilize sugar beet production and improve returns to growers. Under the direction of a State Sugar Beet Assistant, $4,501,000 was paid to California growers in 1938 and $5,542,000 in 1939.

- II -

A regional AAA office (San Francisco) administers that part of the AAA program dealing with the marketing and handling of excessive farm surpluses by marketing agreements regulating shipments of certain commodities; by the diversion of surplus and substandard crops from normal markets; by the removal of price depressing surpluses by purchase and distribution to relief clients and by commodity loans on certain agricultural products. Following are the several general divisions of the program administered through this office:

1. MARKETING AGREEMENTS AND ORDERS. The 1937 Agricultural Marketing Agreements Act authorized voluntary agreements between the Secretary of Agriculture and interstate handlers which regulate quantities of and the conditions under which the commodities under agreements may be handled by interstate commerce, the purpose being to establish orderly marketing of farm products, to prevent disastrous market gluts and yet protect the consumer by insuring adequate supplies geared to market demands.

Through the mechanism of agreements limitation of certain grades or sizes permitted to be shipped can be imposed, or the volume to be shipped through specified successive periods can be limited or, as in the case of hops, the total annual saleable quantity can be limited. These agreements may be initiated either by industries or by the Secretary of Agriculture, the majority of growers of a product must indicate their desire for an agreement and public hearings in advance of the signing if an agreement is necessary. Control boards or committees composed of producers and handlers assist in the administration of agreements, and they also supervise operations and investigate and report violations.

The principal commodities affected by agreements are:
WALNUTS. Yearly establishment of saleable tonnage in line with consumption demands has been in operation since November, 1933.
HOPS. An agreement to improve market conditions and to increase returns to growers began operation in August, 1938.
ORANGES AND GRAPEFRUIT. Regulation by weekly proration of interstate and foreign shipments in line with market demands has been in effect since 1933.
HARDY PEARS. Regulation of grades and sizes of shipments became effective May, 1939.
BARTLETT PEARS, PLUMS AND ELBERTA PEACHES. Regulation of grades and sizes of shipments in effect from 1934 through 1937, again effective May, 1939.
WINTER PEARS (EXCEPT HARDY PEARS). First agreement, similar to the above, in effect through the 1938-1939 season.

In addition the following commodities have operated under agreements for one or more years or seasons: EVAPORATED, DRY SKIM AND FLUID MILK, PACKAGE AND QUEEN BEES, DATES, RICE, CANNING CLING PEACHES, ASPARAGUS CANNING, RIPE OLIVES AND TOKAY GRAPES.

2. DIVERSION PROGRAM. Section 32, AAA Amendments of 1935, authorized funds for the development of new uses and new markets for farm surpluses and the diversion of substandard grades into approved by-products. The principal commodities affected by this program are:
PRUNES. Removal from competition with standard grades by the purchase, as of June 30, 1938, of 13,000 tons of low grade fruit, (payments, $197,118), for conversion into feed, brandy, alcohol, etc. In effect since 1935.
WALNUTS. Diversion program in operation since 1935. 65,180,000 pounds diverted to shelling to replace imported shelled nuts and 69,800,000 pounds exported.
WINTER PEARS. Diversion program using 70,000 boxes, (payments, $34,782), for the development of new foreign and domestic markets. Effective since November, 1936.
DATES. 1,546 pounds purchased as of June 30, 1938. (Payments, $73,695), for conversion into by-products. In operation since 1936-1937 season.
FIGS. In operation since 1937. 6,500 tons of substandard fruit purchased as of June 30, 1938, (payments, $150,254), for conversion into animal feed, syrup, alcohol, etc.
HOPS. 40,000 bales, (payments, $289,646), of old crop purchased as of June 30, 1938, for conversion into approved by-products. Second program, for 1938-1939 crop in effect.
ORANGES AND GRAPEFRUIT. 12,000 pounds, (payments, $97,965), diverted to develop new uses, other than natural juices and approved by-products.
RAISINS. 6,000 tons of substandard fruit, (payments, $96,633), diverted for conversion into hog feed, brandy, etc.

3. PURCHASE AND DISTRIBUTION PROGRAM. By authority of Section 32, AAA Amendments, 1935, the Federal Surplus Commodity Corporation purchases price-depressing surpluses and distributes them

to certified relief clients through the State Relief Administration. The principal commodities purchased for distribution, July 1, 1934 to June 30, 1939 are:

Commodity	Quantity		Commodity Cost
Apples, dried	1,300	ton	$ 174,876
Apples, fresh	276,433	bu	178,594
Apr'cts, dried	1,795	ton	269,250
Beans, dry	387,600	sacks	1,229,705
Butter	6,659,194	lb	1,837,433
Cattle	19,784	head	199,380
Cheese	194,888	lb	36,527
Corn Meal	9,000	bbl	36,450
Cotton, raw	3,963	bale	127,146
Cotton, bags	25,000	No.	2,225
Eggs	18,180	cs	118,611
Figs, dried	405	ton	31,332
Fish	35,140	lb	2,087
Gr'p'ft, fresh	136,343	bx	76,376
Gr'p'ft, juice	3,240	cs	3,240
Milk, dr. sk.	11,179,226	lb	667,144
Milk, evap.	126,400	cs	294,945
Onions	129,835	sacks	109,233
Oranges	2,927,347	bx	2,634,269
Peaches, dried	7,978	ton	1,097,176
Pears, fresh	478,676	bx	446,326
Plums, fresh	32,355	bx	17,311
Potatoes, white	147,200	bu	51,809
Prunes, dried	93,474	ton	7,187,275
Raisins	24,950	ton	1,946,070
Rice	110,500	sacks	241,675
Seed, sm.gr.	30,186	bu	32,384
Sheep	23,206	head	46,412
Sugar Beets	6,000,000	lb	239,283
Walnuts	1,013,000	lb	139,682
White Flour	72,900	bbl	265,479
Graham Flour	11,580	bbl	43,890
		Total	$19,783,595

To January 1, 1939 the following commodities were distributed in California:

Commodity	Quantity
Meats, fresh	3,415,000 lbs.
Hogs, live	114,000 "
Pork, salt	3,600,000 "
Pork, smoked	6,763,000 "
Bologna	103,000 "
Lard	654,000 "
Fresh fish	240,000 "
Canned fruit	5,350,000 "
Dried fruit	13,600,000 "
Fresh fruit	36,600,000 "
Canned meat	22,817,000 "
Butter	4,950,000 "
Cheese	840,000 "
Eggs	1,532,000 "
Milk, dry	1,900,000 "
Milk, evaporated	2,607,000 "
Onions, dried	4,178,000 "
Potatoes	14,694,000 "
Dried beans and peas	5,800,000 "
Cereal foods	3,000,000 "
Flour	19,000,000 "
Rice	3,800,000 "
Canned vegetables	1,548,000 "

In addition an excess of 80,000,000 pounds of fresh fruits and vegetables and a half million pounds of fresh fish have been donated by California farmers, agricultural industries and garden projects, and have been distributed through the same channels.

4. COMMODITY LOANS. In addition to loans on cotton, wheat, and corn (See Part I), producers of the following commodities have had loans on their crops from the Commodity Credit Corporation as authorized by the Agricultural Adjustment Act of 1938:

Prunes	$ 8,745,000
Raisins	2,500,000
Hops	2,300,000
Figs	125,000
Butter	33,375,000

AGRICULTURAL ADJUSTMENT ADMINISTRATION

ALTURAS

FIELD AGENT
Courthouse, Court and Modoc Sts.

This office was established in August 1933 and was placed under the supervision of the contracting agent of the Agricultural Adjustment Administration. Its chief functions are the stabilization of production of corn, wheat, rice, hogs, and cattle and the preparation of control contracts for these products in Modoc County over which the office has jurisdiction. Routine reports and contracts are sent to Washington.

1. ACCOUNTS, July 1, 1933 - Dec. 1935. Records, reports, and tabulations of receipts and expenditures. (Frequently, official.) 10 x 12 envelopes, 1 in., in steel filing case. R. 1. (42)

2. AGRICULTURAL WORK SHEETS, July 1, 1933 - Dec. 1935. Showing office, location, dates, character of work performed, travel expense, names of employees and assignments, and work accomplished. (Occasionally, official.) 10 x 12 envelopes, 1 ft., in steel filing case. R. 1. (39)

3. CORN-HOG RECORDS, July 1, 1933 to date. Record of applications and contracts for corn-hog production control and price adjustments, names of individuals, corn-hog referendum, mailing lists, organization and instructions for guidance of field agents; county, state, and Federal correspondence pertaining to orders and regulations; also rulings of the Department of Agriculture. (Older records, weekly; current records, daily, official.) 10 x 12 envelopes and folders, 1 ft. 2 in., in steel filing case. R. 1. (38, 45, 50)

4. CORRESPONDENCE, July 1, 1933 to date. Letters to and from Washington, Berkeley, and individuals relating to contracts, purchases, corn, corn-hog, wheat, and rice control, and related subjects such as instructions on use of forms and administration work of agents. (Older records, weekly; current records, daily, official.) 10 x 12 folders, 1 ft. 2 in., in steel filing case. R. 1. (37, 44)

5. STOCK PURCHASED, July 1933 to date. Record of stock purchased by the Government to aid farmers, showing producer's name,

state, township, county, item, classification of livestock, dates of purchase, agent number, type, class, age, weight, and price. (Frequently, official.) 10 x 12 envelopes, 1 ft. 6 in., in steel filing case. R. 1. (36)

6. BEEF COST STUDIES, July 1935 to date. Summary of beef cattle production methods and costs. (Daily, official.) 10 x 12 envelopes, 7 in., in steel filing case. R. 1. (46)

7. POTATO ACCOUNTS, July 1935 to date. Record of participants in potato control contracts, amount of acreage uncultivated, and amount paid to each contractor. (Daily, official.) 10 x 12 folders, 4 in., in steel filing case. R. 1. (47)

8. TELEGRAMS, July 1, 1935 to date. Outgoing and incoming telegrams relating to wheat control. (Daily, official.) 10 x 12 folders, 1 in., in steel filing case. R. 1. (51)

9. WHEAT ACCOUNTS, July 1935 to date. Correspondence, reports, tabulations, maps, schedules, financial statements, accounts, and contracts for wheat production control between producers and the Government. (Daily, official.) 10 x 12 folders, 3 in., in steel filing case. R. 1. (48)

10. WHEAT CONTRACT SIGNERS, July 1, 1935 to date. List of farmers who have signed contracts with the Government for control of wheat. (Daily, official.) 10 x 12 folders, 2 in., in steel filing case. R. 1. (41)

11. WHEAT INSTRUCTION, July 1935 to date. Letters and bulletins from Washington regarding wheat program and administration rulings on operations and violations of wheat adjustment contracts. (Daily, official.) 10 x 12 folders, 4 in., in steel filing case. R. 1. (49)

12. WHEAT CORRESPONDENCE, July 7, 1935 to date. Letters to and from Washington relating to wheat contracts with farmers. (Daily, official.) 10 x 12 folders, 2 in., in steel filing case. R. 1. (50)

BERKELEY

CALIFORNIA AGRICULTURAL CONSERVATION COMMITTEE
STATE OFFICE
Odd Fellows Bldg., 2288 Fulton St.

This state office was established in August 1936 at 2168 Shattuck Avenue, Berkeley. On January 28, 1940 it was moved to the Odd Fellows Building, 2288 Fulton Street. It has jurisdiction over the administration of the Agricultural Adjustment Administration program in California, functioning through forty-three county offices which represent the agricultural interests of fifty-seven of the fifty-eight counties in the state.

13. MISCELLANEOUS REPORTS AND RECORDS, 1929 to date. Census data, 1929 - 1934; estimates, reports, summaries, cotton charts, fiscal reports and participations. (Frequently, official.) Variously sized rolls (35), 2 ft., in 2 drawers of steel filing case. Statistical Room. (1263A)

14. RICE ASSIGNMENTS, 1929 - 1937. Form Rice RW-11, showing owner's statement of acreage, production, and average yield per acre, etc.; dissolving of partnerships; instructions to rice growers, notices of county committee meetings; additional assignments to rice growers, correspondence relating to the rice program, printed matter, memoranda to producers, etc. Filed alphabetically, by name of producer and numerically, by county code number. See addenda for further information and description of forms. (Frequently, official.) 8½ x 11 folders and envelopes, 7 ft. 2 in., in 4 drawers of steel filing cases. R. D, hall. (1280A)

15. CORN-HOG COMMODITY REPORTS, RECORDS, INSTRUCTIONS, AND CORRESPONDENCE, 1933 - 1936. Forms, correspondence, certificates, vouchers for hog payments, table sheets, summaries, acreage, maps, memorandum to allotment committees, applications for corn-hog contracts, minutes of committee meetings, instructions; transmittal sheets; receipts of checks delivered, circular letters, printed matter, administrative rulings, etc. Arranged numerically, and by subject. See addenda for further information and description of forms. (Occasionally; official.) Variously sized folders and envelopes, 96 ft. 11 in., in 75 drawers of steel filing cases. Basement. (1204A)

16. COTTON COMMODITY PROGRAM, 1933 - 1936. Forms, correspondence, records, reports, bills of ladings, schedules, applications, etc., pertaining to the cotton program in the various California counties. Arranged by subject and numerically, by county code number. See addenda for further information and description of forms. (Occasionally, official.) Variously sized folders, envelopes, covers, loose-leaf books, and loose sheets, 92 ft. 8 in., in 60 drawers of steel filing cases. Basement. (1182A)

17. DATE MARKETING AGREEMENTS, 1933 - 1935. Releases, forms, reports, resolutions, restrictions, control committees, inspections, etc., regarding marketing agreements. Arranged by subject. See addenda for further description of forms. (Occasionally, official.) 10 x 12 folders, 2 in., in steel filing case. Basement. (1186A)

18. GENERAL AAA DATA, 1933 - 1937. Washington correspondence, circular letters, plats, AAA legal process, reports of tabulator, township map, irrigation district check claims, and weekly reports. (Occasionally, official.) Variously sized folders, 1 ft. 6 in., in steel filing case. Basement. (1177A)

19. PRORATE ACT DATA, 1933 - 1937. Report of Agricultural prorate commission, petition, letters of advice to committees, etc. Arranged by subject. See addenda for further information. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing case. Basement. (1187A)

20. ALMOND MARKETING AGREEMENT, 1934 - 1935. Docket 265, L-48, proposed marketing agreement for packers and producers of almonds in the State of California; statistics pertaining to the almond industry. Arranged by subject. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing case. Basement. (1188A)

21. CATTLE COMMODITY PROGRAM, 1934 - 1936. Forms, correspondence, receipts, appraisals, inspections, records, certificates, instructions, Federal Emergency Drought Relief Cattle Purchasing Program; directions, feed and forage conservation plans, personnel of advisory board, etc., relating to cattle commodity program. Arranged numerically and by subject. See addenda for further information and description of forms. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 5 ft. 11 in., in 12 drawers of steel filing cases. Basement. (1203A)

22. COTTON CORRECTION SHEETS, 1934 - 1936. Cotton Forms 102 and 104, correction sheets showing errors in completed forms and work sheets; shorthand reports. (Seldom, official.) 10 x 12 bundles, 2 ft. 2 in., in steel filing case. Basement. (1206A)

23. COTTON LOANS, 1934. Form CRCL-209, California Register of Borrowers Twelve-cent Cotton Loans; record of base history figures under the cotton farming agreement; tabulations of 5-year base history; Form 11, register of checks issued for payments. Arranged by subject. (Occasionally, official.) 10 x 12 folders, 1 ft. 10 in., in steel filing case. Basement. (1180A)

24. EMERGENCY CROP AND FEED LOAN SECTION OF THE FARM CREDIT ASSOCIATION, 1934 - 1935. Memoranda on discontinuances of applications, press releases, forms, correspondence, chattel mortgages, non-disturbance agreement, field procedure; supplemental applications, vouchers, etc. See addenda for further information and

description of forms. (Occasionally, official.) 10 x 12 folders, 2 in., in steel filing case. Basement. (1178A)

25. OLIVE PLAN, 1934. Growers' ballots in relation to approval or disapproval of an order to be issued by the Secretary of Agriculture regulating handling of olives for canning; names of members of statewide olive growers' committee, questions and answers relating to olive growers surplus crop control association known as "United California Olive Growers". Arranged by subject. (Occasionally, official.) 10 x 12 folders, ½ in., in steel filing case. Basement. (1195A)

26. POTATO COMMODITY PROGRAM, 1934 - 1936. Forms, correspondence, applications, summaries, circulars, instructions, proposed marketing agreement, etc., regarding the potato program. Arranged by subject and numerically. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 3 ft. 8 in., in 18 drawers of steel filing cases. Basement. (1197A)

27. PRUNE MARKETING AGREEMENT, 1934 - 1935. Minutes of meetings, printed matter, tentative approved marketing agreement, etc., regarding prunes. Arranged by subject. See addenda for further information. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing case. Basement. (1196A)

28. RICE COMMODITY PROGRAM, 1934 - 1936. Forms, correspondence, schedule of rice acreage, applications, memorandum to producers, contracts, receipts, administrative rulings, etc., on the rice program. Arranged numerically and by subject. See addenda for further information and description of forms. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 6 ft. 3 in., in 9 drawers of steel filing cases. Basement. (1200A)

29. SHEEP COMMODITY PROGRAM, 1934 - 1936. Forms, correspondence, receipts, summaries of applications, public vouchers, inventory, emergency livestock agreement, procedures for purchases of sheep and goats, outline of work done in drought relief, etc., regarding the sheep program. Arranged numerically and by subject. See addenda for further information and description of forms. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 1 ft. 3 in., in 11 drawers of steel filing cases. Basement. (1202A)

30. SUGAR BEET COMMODITY PROGRAM, 1934 - 1937. Forms, correspondence, certificates of performance, production adjustment contracts, inspection of acreage, transmittal sheets, circular letters, receipts, reports and records regarding the sugar beet program. Arranged by subject. See addenda for further information and description of forms. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 25 ft. 6 in., in 28 drawers of steel filing cases. Basement. (1201A)

31. SWEET POTATO PRORATE PROGRAM, 1934. Letters to agent granting petitions for a prorate program to the sweet potato growers; schedule of locations at which sweet potato growers may meet with field agent to obtain primary and secondary certificates for marketing during the week. Arranged by subject. (Occasionally, official.) 10 x 12 folders, ½ in., in steel filing case. Basement. (1191A)

32. TREE FRUIT MARKETING AGREEMENT, 1934 - 1935. Reports of crop survey, questions and answers on the proposed marketing agreement, and printed matter and press releases. Arranged by subject. See addenda for further information. (Occasionally, official.) 10 x 12 folders, ½ in., in steel filing case. Basement. (1193A)

33. WALNUT PRORATE MARKETING AGREEMENT, 1934 - 1937. Circulars, sheet tables, list of packers, radio talks, opening prices, correspondence, etc. Arranged by subject. See addenda for further information. (Occasionally, official.) 10 x 12 folders, ½ in., in steel filing case. Basement. (1192A)

34. WHEAT COMMODITY PROGRAM, 1934 - 1936. Forms, correspondence, reports, telegrams etc., pertaining to the wheat program in various California counties. See addenda for further information and description of forms. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 46 ft. 5 in., in 43 drawers of steel filing cases. Basement. (1181A)

35. APPEALS, SUPPLIES, EQUIPMENT AND ACCOUNTS - COTTON PROGRAM, 1935. Contracts, inventory reports, requests for supplies, purchase orders, public vouchers, forms and correspondence regarding rental of office equipment. Arranged by subject. See addenda for further description of forms. (Occasionally, official.) 10 x 12 folders, 1 ft. 9 in., in steel filing case. Basement. (1183A)

36. CITRUS MARKETING AGREEMENT, 1935. Docket 0-4, proposed order regulating the handling of oranges and grapefruit grown in the States of California and Arizona; notice of hearing, proposed marketing agreement regulations and handling in interstate commerce of citrus fruit. Arranged by subject. See addenda for further information. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing case. Basement. (1189A)

37. CORRESPONDENCE, CIRCULARS, AND SPECIAL CASES, 1935. Forms, correspondence, circulars, and special cases regarding cotton program; applications, appeals and proceedings, etc. Arranged by subject. See addenda for further description of forms. (Occasionally, official.) 10 x 12 folders, 1 ft. 9 in., in steel filing case. Basement. (1184A)

38. COTTON CORRECTION SHEETS, 1935. Subdivisions of cotton farm lands; Forms Cotton 101a and 114, Correction Sheets; list on non-participating agreements reviewed by Madera County board;

memoranda regarding use of Forms Cotton 101a and Cotton 101; disposition of cotton contracts, correspondence dealing with tabulation of contract numbers, list accounting for 1934 contracts. Arranged by subject. (Occasionally, official.) 8 x 10 folders, 2 ft. 1 in., in steel filing case. Basement. (1179A)

39. COTTON COUNTIES, 1935. Correspondence, forms, reports, and lists of individuals, showing the amount of refund due to the administration through over-assessment, contracts, etc. Arranged by subject. See addenda for detailed information and description of forms. (Occasionally, official.) 10 x 12 folders, 2 ft. 2 in., in steel filing case. Basement. (1171A)

40. COTTON GINNING, 1935 - 1936. Correspondence dealing with cotton price adjustment refunds, daily reports, work sheets, public vouchers, statements, record of ginner of cotton, etc. Arranged by subject. See addenda for further information and description of forms. (Occasionally, official.) 10 x 12 folders, 2 ft. 3 in., in 2 drawers of steel filing case. Basement. (1176A)

41. COTTON PRICE ADJUSTMENTS, 1935 - 1937. Form CAP-15, monthly reconciliation with disbursing office; Form CAP-13, weekly report of certifications by counties; Form W-177, instructions to secretaries; Form CAP-11b, transmittal sheet for Form CAP-3, receipt for and report of distribution of cotton price adjustment payment. Arranged by subject. See addenda for further description of forms. 10 x 12 folders, 4 ft. 5 in., in steel filing case. Basement. (1174A, 1175A)

42. GENERAL CORRESPONDENCE, 1935. Regarding the Bankhead Act; sheets showing name and designation of County Farm Bureau officers and state officials; list of tax exemption certificates both regular and pool, reports, instructions, schedules, etc. Arranged by subject. See addenda for detailed information and description of forms. (Occasionally, official.) 10 x 12 folders, 1 ft. 10 in., in steel filing case. Basement. (1172A)

43. GENERAL CORRESPONDENCE - COTTON PROGRAM, 1935. Forms, correspondence, tabulation data, contracts, acreage reduction and instructions regarding cotton program. Arranged by subject. See addenda for further description of forms. (Occasionally, official.) 10 x 12 folders, 2 ft., in steel filing case. Basement. (1185A)

44. INDEX TO BANKHEAD APPLICATIONS AND COTTON CONTRACTS, 1935. Showing name of applicant and owner, county and contract number. (Seldom, official.) 4 x 6 and 5 x 8 cards, 13 ft. 6 in., in wooden and pasteboard boxes. Basement. (1168A)

45. RECORDS AND CORRESPONDENCE OF APPEALS, SUPPLIES AND EQUIPMENT, 1935. Forms, newspaper clippings of current agricultural

items, correspondence, bills of lading, time sheets, application for allotment, etc. Arranged by subject. See addenda for detailed information and description of forms. (Occasionally, official.) 10 x 12 folders, 1 ft. 3 in., in steel filing case. Basement. (1170A)

46. TOMATO PRORATE PLAN, 1935 - 1936. Memorandum concerning control committee, names of committeemen and agents employed to endorse proration, summary of number of growers, acres and volume by counties, price comparison, etc. Arranged by subject. See addenda for further information. (Occasionally, official.) 10 x 12 folders, ½ in., in steel filing case. Basement. (1190A)

47. ASSOCIATION EXPENSE, 1936 - 1938. Confirmation of approved association expenses, transmittal letters, memoranda, supplemental accounts; Form ACP 8a, Public Voucher for Payments to Agricultural Conservation Associations or Committees of Producers; Form ACP-9, Statement of Administrative Expenses; Form ACP-11, Receipt Schedule; Form ACP-12, Individual Receipt (attached to Form ACP-11); Form ACP-19, Budget; correspondence, bills and receipts, schedule of penalties; statistics on wheat loan budget, monthly reports of audit of association accounts, bonds, authorization for liquidation and encumbrance. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders and bundles, 12 ft. 11 in., in 8 drawers of steel filing cases. Accounting Office. (1240A)

48. BULLETINS, 1936 to date. Instructions as to methods of procedure in all programs. (Frequently, official.) 11 x 17½ loose-leaf books, 22 ft., on window shelf. Administration Office, 1st floor. (1218A)

49. CIRCULARS, BULLETINS, AND PRINTED MATTER, 1936 - 1939. Concerning all procedures and methods of land conservation, control of insects and pests; general summary of the AAA Act of 1938, and various forms relating to the program. Filed chronologically. (Frequently, official.) 8½ x 11 folders and bundles, 27 ft. 2 in., in 13 drawers of steel filing cases. Administration Office, 1st floor. (1215A)

50. COTTON PRICE ADJUSTMENTS, 1936 - 1938. Form CAP-103-a (revised), Application for Payment, showing identification of farm as operated, certificate of county committee, acres planted and cotton produced; Form ACP-28, Official Receipt; Treas. Form 1664-A (revised), Notice of Check Returned; Form CAP-107, Notice of Payment Disallowance; Form CAP-104a, Operator's Certificate of Compliance. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 3 ft. 8 in., in 2 drawers of steel filing case. R. D, hall. (1277A)

51. COUNTY ANALYSIS DATA, 1936 - 1938. Form WRB-2, Revision of Bulletins; minutes of meetings, reports of seasonal labor needs,

rough drafts of plans, and material for Washington conference for development of 1938 programs. Filed chronologically and alphabetically, by subject. (Frequently, official.) 8½ x 11 folders, 3 ft. 9 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1222A)

52. GENERAL CORRESPONDENCE AND COUNTY RECORDS, 1936 to date. Receipts, record of operations; WR Form 22, Transmittal Sheet for Applications for Payment; range program data and correspondence regarding same. Covers all counties of California. Filed alphabetically and chronologically. (Frequently, official.) 8 x 12 folders, 1 ft. 10 in., in steel filing case. R. D, hall. (1269A)

53. GENERAL FILES, 1936 - 1937. Containing development programs of engineering, experimental courses, flood and rodent control, wheat and other commodity contracts; correspondence, telegrams, bulletins, reports of conferences, field travel and committee meetings, daily digest sheets, transmittal memoranda, and administration expense, and personnel reports. Filed chronologically and alphabetically, by subject. (Frequently, official.) 8½ x 11 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1223A)

54. ENGINEERING RECORDS OF THE COUNTY AGRICULTURAL CONSERVATION ASSOCIATION, 1936 - 1939. WR-AP Form 5, Cost Progress Record of Farm Surveys in California; correspondence, records, receipts, memoranda, etc. Filed by subject. See addenda for detailed information and description of forms. (Occasionally, official.) Variously sized booklets and folders, 2 ft. 11 in., in 3 drawers of steel filing case. Basement. (1173A)

55. EXAMINATION OF RANGE LAND, 1936 - 1937. Form WR-16, Report on Examination of Range Land, showing certification of examiner, operator and county committee, and other data regarding livestock grazed or fed and capacity of farm; Form WR-19a, Application for Payment - Range Land, showing certificate of inspection, certificate of county committee and administrative officer. Filed alphabetically, by operator's name and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 1 ft. 11 in., in steel filing case. R. D, hall. (1284A)

56. MISCELLANEOUS INSTRUCTIONS, 1936 to date. Instructions and reports of county committee of class "A" farms; summary of non-work sheets, interpretations and instructions of 1940 program for all counties; Form WRL-1, Notification of Shipment of Materials; miscellaneous and statistical reports; analysis forms for rice, range and commercial vegetables. Filed alphabetically, by county. 8½ x 11 folders and 10 x 12 envelopes, 3 ft. 2 in., in 2 drawers of steel filing case. Statistical Room. (1253A)

57. MISCELLANEOUS MEMORANDA, 1936 to date. Wheat, hay, cotton,

potato and other grain estimate memoranda, crop and statistical reports, and payment data; WR Form 114, photostatic charts; tally of 1936 crop and range payments. Filed alphabetically, by county. (Frequently, official.) 10 x 15 folders, 2 ft. 2 in., in steel filing case. Statistical Room. (1254A)

58. MISCELLANEOUS RECORDS, 1936 to date. Subsidiary register, payments, advice of allotments, and price adjustments. (Frequently, official.) 10 x 11 loose-leaf books, 2 ft. 4 in., on wooden table. Accounting Office. (1242A)

59. ORGANIZATION OF ASSOCIATIONS, 1936 - 1939. Correspondence, material and data, committee reports from all counties, appointment of members, and drafts for procedure in organization. Filed alphabetically, by county. (Frequently, official.) 8½ x 10 folders, 3 ft. 2 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1220A)

60. PERSONNEL AND PAYROLL, 1936 - 1939. Employment authorizations and applications; AAA Form 77, Personnel Recommendations; Washington referrals, absentee reports, leaves of absence, estimates, compensation claims and confidential data regarding employees. Filed alphabetically, by name. (Frequently, confidential.) Variously sized folders and bundles, 9 ft. 2 in., in 5 drawers of steel filing cases. Administration Office, 1st floor. (1216A)

61. PROCEDURE AND PROGRAMS (OBSOLETE), 1936 - 1938. Showing certificate of land, crop insurance data, wheat statistics, and audit procedure. Filed numerically, by county code number. (Rarely, official.) 8½ x 11 folders, 2 ft., in steel filing case. Audit Room. (1290A)

62. RECORD OF AGRICULTURAL PRODUCTS, 1936 - 1937. Form WR-12a, Application for Payment ACP-Western Division; Form WR-12-A-2, County Recapitulation of Payments and Deductions; computation tables; Form ACP-[illegible], Schedule of Rice Acreage; Form WR-12-C-a, Individual Record of Class 1 Payments with Respect to Rice; notice of suspended payments, and correspondence covering various agricultural products in California. Filed chronologically and alphabetically, by county. (Frequently, official.) 8½ x 15 folders, 4 ft. 1 in., in 2 drawers of steel filing case. R. D, hall. (1271A)

63. REPORT OF PERFORMANCE, 1936 - 1937. Form WR-10-California, Report of Performance by County; Forms WR-11 and 11a, single form, application for payment - 1936 Agricultural Conservation Program - Western Region. Arranged by subject. See addenda for further description of forms. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 2 ft. 2 in., in steel filing case. Basement. (1199A)

64. REPORT ON EXAMINATION OF RANGE LAND, 1936. Form WR-16, Report on Examination of Range Land; Form WR-18, Report of Performance Agricultural Conservation Program Range Land; Form WR-19a, Application for Payment - Range Land. Arranged by subject. See addenda for further description of forms. (Occasionally, official.) 10 x 12 folders and loose-leaf books, 23 ft. 9 in., in 14 drawers of steel filing cases. Basement. (1198A)

65. RYE COMMODITY PROGRAM, 1936. Rye Form 10, Operator's Application and Certification for Payment; Rye Form 11, Statement of Joint Compliance under Application for Rye Adjustment Contract. Arranged by subject. (Occasionally, official.) 10 x 12 folders, 1 in., in steel filing case. Basement. (1194A)

66. SUPPLIES AND EQUIPMENT, Aug. 1936 - June 1939. Requests for supplies and equipment, telephone contracts, bids, bills of lading, and invoices for other purchases sent to accounting office. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 3 ft. 4 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1229A)

67. TRAVEL AND EXPENSE VOUCHERS, 1936 to date. Standard Form 1012, Public Voucher for Reimbursement of Travel and Other Expenses; AAA Form 361, Letter of Authorization; bills, receipts, correspondence to and from Washington regarding same. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 5 ft. 9 in., in 3 drawers of steel filing case. Accounting Office. (1241A)

68. APPEALS AND CORRECTIONS, 1937 to date. WR Form 303-Calif., correction memorandum for deletions, omissions, subdivisions, and combinations; correspondence regarding same. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 5 ft. 1 in., in 3 drawers of steel filing case. Statistical Room. (1261A)

69. APPLICATIONS, 1937 - 1938. Form WR-112a, Application for Payment; Form WR-107, Multiple Diversion Farms - Computation Table - Diversion Payments; Form WR-107, Supplement 1, same as Form 107 for Class II Payments; Form WR-104, Non-diversion Farm - Computation Table; Form WR-105, Diversion Farm - Computation Table. Filed alphabetically, by county and chronologically. (Frequently, official.) 8½ x 11 folders, 42 ft. 2 in., in 23 drawers of steel filing cases. R. D, hall. (1276A)

70. APPLICATIONS FOR PAYMENT, 1937 to date. Form WR-211a, Application for Payment - Single Farm (Class B); Form WR-213a, Application for Payment - Single Farm (Class A); Form WR-212a, Application for Payment - Multiple Farm; certificate of county committee; computation and division of net payments and net deductions. Filed alphabetically, by county and numerically, by state

and county code numbers. (Frequently, official.) 8½ x 11 folders, 51 ft. 4 in., in 28 drawers of steel filing cases. R. D, hall. (1282A)

71. COTTON ADJUSTMENT PAYMENT PLAN, 1937 to date. Showing acreage planted, excess and final yield, statistical data and corrections. Filed alphabetically and chronologically. (Frequently, official.) 10 x 11 folders, 6 in., in steel filing case. Statistical Room. (1260A)

72. COTTON PROGRAM, 1937 to date. Bulletins, press releases, and circulars containing all instructions to the 1937-38-39 cotton adjustment program. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 5 ft. 2 in., in 3 drawers of steel filing case. Administration Office, 1st floor. (1226A)

73. CORRESPONDENCE AND REPORTS, 1937 to date. General correspondence, progress and statistical reports from state and county offices; data on flax; continuation farms and range data. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 1 ft. 8 in., in steel filing case. Statistical Room. (1249A)

74. FARM PAYMENTS, 1937 - 1939. ACP Form 104, Public Voucher for Agricultural Conservation Payments, showing amount paid less deductions. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 16 ft. 8 in., in 10 drawers of steel filing cases. Accounting Office. (1234A)

75. GENERAL COUNTY FILES, 1937. Form WR-122, Transmittal of Application for Payment; record of operations and applications suspended. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 3 ft. 1 in., in 2 drawers of steel filing case. R. D, hall. (1273A)

76. GENERAL RECORDS, 1937 to date. Preaudit of soil conservation programs. (Awaiting instructions from Washington for further particulars.) Filed chronologically. (Daily, semi-confidential.) Variously sized folders, 31 ft. 2 in., in filing cases. General Accounting Office. (1246A)

77. LEDGERS, 1937 to date. Standard Form 1015A, Allotment Ledger, showing previous balance, date, description, liquidated and authorized encumbrances, allotments and unencumbered balance of allotment regarding various commodities; Standard Form 1016A, Distribution Ledger. Filed numerically, by county code number. 10½ x 16 loose sheets, 4 ft. 10 in., in 4 drawers of steel filing case. Accounting Office. (1236A)

78. LISTING SHEETS, 1937 to date. WR Form 211 (revised),

Range Listing Sheets; Form ACP-84, Listing Sheets for Farm Cotton Acreage, showing allotments and yield; Form ACP-108, County Cotton Listing Sheets; tabulations for payments. (Frequently, official.) 18 x 24 loose-leaf books, 4 ft. 6 in., on shelves in 2 steel cabinets. Statistical Room. (1266A)

79. MISCELLANEOUS RECORDS, 1937 to date. Showing county, estimate, number of applications made, submitted and examined; daily report of unencumbered balances on cotton, sugar, wheat, and rice programs. Filed chronologically and alphabetically, by county. (Frequently, official.) 8½ x 15 folders, 2 ft., in steel filing case. Statistical Room. (1270A)

80. MISCELLANEOUS STATISTICS, 1937 to date. On all crops, county analyses, reports and data of Salt Lake City conference, measured cotton acreage data, list of cotton growers, cotton referendum and data, county and state summary, participation estimates for all crop programs, allotments and corrections, publications, outlook tables, statistical information, and relative correspondence. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 4 ft. 8 in., in 3 drawers of steel filing case. Statistical Room. (1248A)

81. OPERATION REPORTS, 1937. Form WR-110, showing state, county, description of farm, operator's certification, certificate of inspection, record of land use, and additional farm data and relative correspondence. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 7 ft. 4 in., in 16 drawers of steel filing cases. R. D, hall. (1272A)

82. PRICE ADJUSTMENT PAYMENTS, 1937 - 1938. Form CAP-108, Public Voucher for 1939 Cotton Price Adjustment Payments, certifying correctness of payments and approval by Secretary of Agriculture; Form CAP-109, continuance sheet for Form 108; Form S-1, continuance sheet (same as Form 108) used for sugar program; Form S-2, Public Voucher for Sugar Payments, showing name and address of payee and amount paid. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 5 ft. 9 in., in 3 drawers of steel filing case. Accounting Office. (1235A)

83. PRICE ADJUSTMENTS, 1937 to date. Bulletins and circulars regarding price adjustments and audit instructions on all commodities. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 1 ft., in steel filing case. Administration Office, 1st floor. (1211A)

84. RANGE PROGRAM, 1937 to date. Bulletins, press releases, instructions regarding range program in all counties. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 1 ft. 3 in., in steel filing case. Administration Office, 1st floor. (1210A)

85. RANGE RECORDS, 1937. Form WR-119a, Application for Payments - Range Land; Form WR-118, Report of Performance - Range Land; Form WR-116, Report of Examination of Range Land; supplemental reports and suspension notices; information and correspondence from applicant regarding development of range land. Filed alphabetically, by county and numerically, by range number. (Frequently, official.) 8½ x 11 folders, 3 ft. 4 in., in 2 drawers of steel filing case. R. D, hall. (1275A)

86. REMITTANCES AND RETURNED CHECKS, 1937 - 1939. Form ACP-28A, Notice to Remitter; Form ACP-1664A (revised), Notice of Check Return; claim cases, refund cases, requisitions for check, etc., in connection with agricultural programs. Filed numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Audit Room. (1292A)

87. REPORTS AND SCHEDULES OF PAYMENTS, 1937 to date. Standard Form 1065, Statement of Disbursements; Form ACP-25a, vouchers for payments subject to deductions for claimant's indebtedness; Form ACP-22, Schedule of Disbursements; daily reports, new applications, schedules on sugar, and relative correspondence. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 7 ft. 10 in., in 4 drawers of steel filing case. Accounting Office. (1237A)

88. RICE ACREAGE, 1937 - 1939. Forms ACP-1, 31, 17 and 63, schedules of rice planted and yield per acre for years 1937 - 1939. Filed numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 1 ft. 4 in., in steel filing case. Audit Room. (1291A)

89. RICE PROGRAM, 1937 to date. Bulletins outlining initial steps and procedure for the rice program. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 6 in., in steel filing case. Administration Office, 1st floor. (1209A)

90. SUGAR BEET RECORDS, 1937 - 1938. Form SB-210A-a, application for payment less deduction for accrued unpaid wages and certificate of county committee; Form SB-205A, supplement to farming unit summary; notice of suspension of applications; Form SB-110a, Application for Payment; Form SB-105B, Scale of Rates; Form 117B, Preaudit Difference Statement; general correspondence relating to sugar beet program. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 4 ft. 7 in., in 3 drawers of steel filing cases. R. D, hall. (1281A)

91. SUGAR DATA, 1937 to date. Sugar beet allotment data, miscellaneous correspondence, and interpretation and instruction regarding 1938 Sugar Act; transmittal letters, acreage lists, data from sugar factories from 1931 to 1936. Filed alphabetically and

chronologically. (Frequently, official.) 10 x 15 folders, 1 ft. 9 in., in steel filing case. Statistical Room. (1256A)

92. SUGAR PROGRAM, 1937 to date. Reports, circulars and bulletins on the sugar program. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 2 ft. 10 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1208A)

93. ACCOUNTING UNIT, 1938 to date. Correspondence regarding appropriations, administration expenses and payroll data, general instructions from Washington on payrolls, travel vouchers, accounting; miscellaneous procedure and reports; market quotas; Standard Form 1844, Schedules and Cancelled Checks; AAA Form 375, Requisition for Cancellation of Checks. Filed chronologically and by subject. (Frequently, official.) 8½ x 11 folders, 14 ft. 1 in., in 8 drawers of steel filing cases. Accounting Office. (1238A)

94. APPLICATION FOR STOCK FORMS, 1938. Correspondence dealing with applications for leaflets and official forms; Form ACP-16, Instructions on Signatures and Authorizations for Publication. (Seldom, official.) 8 x 10 folders and bundles, 1 ft. 10 in., in 2 drawers of steel filing case. Basement. (1205A)

95. CORRECTIONS AND ADJUSTMENTS, 1938 - 1939. Form WR-210, Summary of Performance; correspondence relating to corrections on various allotments. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 3 ft., in 2 drawers of steel filing case. R. D, hall. (1279A)

96. COTTON PROGRAM DATA; 1938 - 1939. Outline of procedure, establishment of allotments, amounts, deductions, and all other matters pertaining to the cotton adjustment program. Filed by subject. (Frequently, official.) 8½ x 11 folders, 11 ft. 8 in., in 7 drawers of steel filing cases. R. 200. (1303A)

97. GENERAL FILES, 1938. Reports of educational and organization meetings, conferences with supervisors regarding general plans for 1938; requests for equipment and supplies, liability insurance, establishment of allotments, applications, correspondence, and bulletins. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 5 ft. 4 in., in 3 drawers of steel filing case. Administration Office, 1st floor. (1219A)

98. HANDBOOKS, 1938 - 1939. For adjustments, claims, refunds, returned checks, and decedent cases. (Frequently, official.) 8½ x 11 folders, 6 in., in steel filing case. Administration Office, 1st floor. (1232A)

99. INFORMATION SHEETS, 1938 - 1939. Form WR-210, Summary of Performance of various agricultural programs. Filed numerically, by county code number. (Frequently, official.) 7½ x 15 loose-leaf

books (132), 44 ft., on 11 wooden shelves. Audit Room. (1297A)

100. LISTING SHEETS, 1938 to date. Showing acreage, allotment, yield, and rate; correspondence, bulletins, and statistical data regarding the wheat and cotton program. Filed alphabetically and chronologically. (Frequently, official.) 10 x 15 folders, 1 ft. 2 in., in steel filing case. Statistical Room. (1255A)

101. MISCELLANEOUS RECORDS AND CORRESPONDENCE, 1938 - 1939. General correspondence, applications transmitted from county offices, suspended and cancelled applications, covering parity, sugar beet and range programs. Filed numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 15 ft. 9 in., in 8 drawers of steel filing cases. Audit Room. (1295A)

102. PAYROLLS, 1938 to date. Payroll estimates, receipts from disbursing office, letters of transmittal, correspondence to and from Washington relating to payments; Standard Form 1070, Schedule of Retirement and Disability - Fund Credits; Standard Form 1064, Schedule of Disbursements; Standard Form 1065, Statement of Disbursements; Form 1013A, Payroll for Personal Services - Short Form; transmittal letters, certification of services, payroll vouchers. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 1 ft. 3 in., in steel filing case. Accounting Office. (1244A)

103. PHOTOSTATIC CHARTS, 1938. Form WR-203, County Listing Sheet, showing name of operator or owner, total acreage of land planted, individual crop, non-crop pasture, etc., in various California counties. (Occasionally, official.) 18 x 24 loose-leaf books (43), 3 ft. 7 in., on steel filing cases. Basement. (1167A)

104. PUBLICITY, 1938. Press releases and data for publications. (Frequently, official.) Variously sized loose sheets and pamphlets, 1 ft. 6 in., in steel filing case. Administration Office, 1st floor. (1221A)

105. RANGE REPORTS, 1938 to date. Showing examiner's weekly progress reports, rough drafts and charts of irrigated and non-irrigated plots with suggested plans for improvements; crop insurance work sheets. Filed alphabetically and chronologically. (Frequently, official.) 8½ x 11 folders, 1 ft. 11 in., in steel filing case. Statistical Room. (1250A)

106. RANGE REPORTS AND APPLICATIONS, 1938. Correspondence regarding improvements and development of range land; Form WR-216, Report of Approved Range Building Practices; Form WR-218, Supervisor's Report of Performance. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 2 ft., in steel filing case. R. D, hall. (1274A)

107. RECORD OF OPERATION, 1938 - 1939. Form CAP-109a; Public Voucher for Cotton Price Adjustment Payments; Form WR-325, Record of Operations; Form WR-122, Transmittal Sheet for Applications for Payment; Form WR-322, Transmittal Sheet. Filed alphabetically, by county and chronologically. (Frequently, official.) 8½ x 11 folders, 1 ft. 5 in., in steel filing case. R. D, hall. (1278A)

108. REQUESTS, 1938 to date. For forms, bulletins, and supplies from all county offices. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 1 ft. 10 in., in steel filing case. Administration Office, 1st floor. (1228A)

109. RICE SUMMARIES, 1938. Calif-Rice Form 29, Summary of Individual Producer's of Rice Operation; Calif-Rice Form 28, Farm Rice Diversion and Planted Acreage Determination. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 1 ft. 10 in., in steel filing case. Statistical Room. (1258A)

110. STATISTICAL INFORMATION, 1938. Form WR-213a, Application for Payment; representations, certificates of county committee, and statistical data. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 1 ft. 9 in., in steel filing case. Statistical Room. (1259A)

111. WHEAT PROGRAM, 1938 to date. Bulletins, press releases, and circulars containing all instructions for the 1937 - 1939 Wheat Adjustment Program. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 2 ft. 9 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1231A)

112. MISCELLANEOUS FILE, Apr. 1, 1938 to date. Stencils for mimeographed letters of instructions and forms relating to crop insurance, and general data on agricultural programs in California. Filed chronologically. (Occasionally, official.) Variously sized loose sheets, 4 ft. 2 in., in steel filing cases. Mimeographing and Mailing Room. (1286A)

113. ADMINISTRATIVE CIRCULARS AND INSTRUCTIONS, 1939 to date. For administrative and fiscal procedures on all programs. Filed chronologically. (Frequently, official.) 8½ x 12 folders, 5 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1214A)

114. CALIFORNIA LETTERS, 1939. Copies of bulletins issued by Berkeley office to various state offices and chairmen of county committees on matters of procedure regarding all commodity programs. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 4 ft. 2 in., in 3 drawers of steel filing case. Administration Office, 1st floor. (1230A)

115. COMPUTATION SHEETS, 1939. Form 310A, showing payments and deductions in connection with acreage allotments and general crops, and soil building data; Form WR-326, suspense memorandum. Filed numerically, by county code number. (Frequently, official.) 11 x 11 loose-leaf books (112), 46 ft. 8 in., on 13 wooden shelves. Audit Room. (1298A)

116. COUNTY LISTING SHEETS, 1939. Form WR-203, photostatic charts, showing name of owner, total cropland, individual crops, and general summary of crop conditions in all counties except San Francisco. Filed alphabetically, by county. (Frequently, official.) 18½ x 24 loose-leaf books (57), 4 ft. 9 in., on wooden racks. Audit Room. (1294A)

117. CROP INSURANCE, 1939 - 1940. Applications, transmittals, correspondence, telegrams, and other data relating to insurance on all commodities and in all counties of California. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 and 10 x 15 folders, 10 ft. 3 in., in 8 drawers of steel filing cases. R. 200. (1300A)

118. CROP INSURANCE BULLETINS, 1939 to date. Bulletins of instruction pertaining to insurance procedure on all programs. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 5 ft. 10 in., in 4 drawers of steel filing case. Administration Office, 1st floor. (1213A)

119. FARM LIMITATIONS, 1939. Form WR-328, giving acreage available and planted, average yield, and amount requested, not to exceed $10,000. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 1 ft. 10 in., in steel filing case. Audit Room. (1288A)

120. INFORMATION, 1939 to date. AAA news bulletins, mimeographed circulars for committeemen in western region; copies of broadcasts, newspaper articles, illustrations, and suggestions for association activities. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 3 ft. 10 in., in 2 drawers of steel filing case. Administration Office, 1st floor. (1212A)

121. MISCELLANEOUS FILE, 1939 to date. Form WR-402, Approved Listing Sheet, showing wheat, cotton and potato acreage allotment for 1940; cotton analysis sheet, correspondence, telegrams, and bulletins, regarding instructive procedure for establishing allotments for 1940. Filed alphabetically, by county. (Frequently, official.) 10 x 15 folders, 1 ft. 9 in., in 2 drawers of steel filing case. Statistical Room. (1252A)

122. MISCELLANEOUS FARM COMMODITY DATA, 1939 to date. Form WR-311A-a, Application for Payment, showing acreage allotments and general crops, soil building and land restoration data, date of

payment and receipt, receipt of applicant, and certification from county committee. Filed numerically, by state and county code number. (Frequently, official.) 10 x 11 loose sheets, 26 ft., in 15 drawers of steel filing cases. R. D, hall. (1283A)

123. PARITY PROGRAMS, 1939. Form ACP-90, Wheat Parity; Form ACP-96, Rice Parity; Form ACP-98, Cotton Parity, showing comparison and method of attaining same. Filed numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 7 ft. 4 in., in 4 drawers of steel filing cases. Audit Room. (1293A)

124. RANGE BUILDING PRACTICES, 1939 to date. Form WR-319a, Application for Payment of Range Land, showing representation and application for payment, computation of range building payment and allowances, total payment for ranch building practices; Form WR-111, Application for Payment (Single); Form WR-112, Application for Payment (Multiple) for all classes of crops. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 1 ft. 7 in., in steel filing case. Statistical Room. (1257A)

125. RANGE PROGRAM, 1939. Form WR-316, Practices Approved for Performance, giving name and address of applicant, county and serial number, acreage for grazing, calculation of allowance, and description of land in ranching unit; auditing data on reverse side. Filed numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 1 ft. 9 in., in steel filing case. Audit Room. (1289A)

126. SUGAR BEET APPLICATIONS, 1939 to date. Form SB-310, Applications for Payment. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 1 ft. 10 in., in steel filing case. Statistical Room. (1264A)

127. TEMPORARY FILES, 1939. Form WR-311A-a, Application for Payment, awaiting to be filed in R. D, hall. (Frequently, official.) 10 x 11 loose sheets, 18 ft., on 36 wooden shelves. Audit Room. (1296A)

128. WESTERN DIVISION - 1940 PROGRAM, 1939 - 1940. Concerning all phases of programs for 1940, establishment of allotments, determination of performance, reports and transcripts of conferences, educational programs and exhibits, supervisor's meetings and other relative projects, personnel replacements, and instructions as to procedure on other relative problems, work sheets, payments, refunds. Any further detailed description of files cannot be given at present as files are in process of being transferred to other offices. (Frequently, official.) Variously sized folders, books, and pamphlets, 13 ft. 4 in., in 10 drawers of steel filing cases. R. 200. (1301A)

129. ASSOCIATION EXPENSE FILES, 1940. Standard Form 1064, Schedule of Disbursements; Standard Form 1065, Summary of Statement of Disbursements; Form ACP-37, Schedule of Disbursements; Form ACP-88 Oath of Office; Form ACP-37, Expenses Cleared; items claimable, expense, miscellaneous expense vouchers. Filed alphabetically, by county and numerically, by county code number. (Frequently, official.) 8½ x 11 folders, 18 ft., in 12 drawers of steel filing cases. Accounting Office. (1243A)

130. EXAMINATIONS, 1940. Reports of general tests in typing, calculating machine, stenography and clerical work; interviews, employment procedure and policy, applications, and registration for employment. (Frequently, official.) 5 x 8 cards and 8½ x 11 folders, 2 ft., in 2 drawers of steel filing case. Administration Office, 1st floor. (1217A)

131. GENERAL FILE, 1940. Correspondence, telegrams, reports of conferences, suggestions and instructions regarding the 1940 rice and sugar beet programs. Filed by subject. (Frequently, official.) 8½ x 11 folders, 11 ft. 8 in., in 6 drawers of steel filing cases. R. 200. (1302A)

132. PENDING FILE, 1940. Outstanding receipts, estimates for monthly budgets for association expenses. Filed alphabetically, by county. (Frequently, official.) 8½ x 11 folders, 5 ft. 11 in., in steel filing case. Accounting Office. (1239A)

133. WHEAT CROP INSURANCE, 1940 to date. Listing sheet procedure, charts, bulletins, and relative correspondence. Filed alphabetically, by county. (Frequently, official.) 10 x 11 folders, 1 ft. 8 in., in steel filing case. Statistical Room. (1251A)

134. AERIAL FILES, n. d. Maps, photographs, and charts, relating to various phases of the development of all conservation programs in California. (Frequently, official.) Variously sized maps, charts, and photographs, 1 ft., in 8 drawers of steel filing cases. Administration Office, 1st floor. (1225A)

135. RECORDS AND REPORTS, n. d. Aerial photographs and maps, reports, and records from each county. (Frequently, official.) 8½ x 11 folders, 15 ft. 2 in., in 9 drawers of steel filing cases. Administration Office, 1st floor. (1224A)

136. MISCELLANEOUS RECORDS - INACTIVE, n. d. Inactive applications filed in state office before political clearance became effective; printed material, maps, educational charts, vouchers, correspondence, bulletins, commodity contracts, wheat records, range letters, stencils, advertising charts, photostatic charts, and circular letters. (Seldom, official.) Variously sized vols., folders, envelopes, covers, loose-leaf books, bundles and loose sheets, 15 ft. 3 in., in wooden, steel, and pasteboard boxes.

Basement. (1169A)

137. TABULATIONS, n. d. Tabulation sheets from Form WR-210. (Frequently, official.) 10 x 16 loose-leaf books (2), 4 in., in steel filing case. Statistical Room. (1262A)

138. CATALOGUES, n. d. From various manufacturers of machinery, material, office supplies and equipment used on all programs. (Occasionally, official.) Variously sized booklets and pamphlets, 1 ft. 3 in., in steel filing case. Administration Office, 1st floor. (1227A)

139. LISTING SHEETS, current. Listing sheets for all crops in the various counties in California. Filed alphabetically, by county. (Frequently, official.) 18 x 24 loose-leaf books (57), 4 ft. 2 in., on wooden racks. Statistical Room. (1267A)

140. WHEAT REPORTS, current. Wheat report cards and progress reports on wheat for 1940. (Frequently, official.) 4½ x 6½ cards, and 8 x 15 loose sheets, 1 ft. 6 in., in steel filing case. Statistical Room. (1265A)

COLUSA

FIELD AGENT
First Savings Bank Bldg., 212 - 5th St.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. In March 1936 it was moved from 612 Market Street to the present address. Its chief functions are the stabilization of production of corn, rice, wheat, sugar beets, and hogs and the preparation of control contracts for these products in Glenn and Colusa Counties over which it has jurisdiction. Copies of all contracts are sent to Washington.

141. BEET CONTRACTS, 1934 - 1935. Sugar Beet-Calif. Form 3, Application for Allotment of Sugar Beet Acreage for 1935 Planting, showing name and address of applicant, new or additional acreage, location of property, date and method of control of land, number of additional acres, serial numbers of contract, acreage allotment of farm or farms under contract, number of acres to be used for the planting of sugar beets, number of acres necessary to make a more economical farming unit, statement of years sugar beets were produced, name of land owner, location of land, acreage of beets seeded, name of processor purchasing beets, date, and address and signature of applicant; Sugar Form 3b, Sugar Beet Production Adjustment Contract, showing state and county codes, names of county

and state, serial numbers, name and address of producer, whether owner or renter, total acres, cultivated acres, miles and direction from named town or mailing point, township or district, county and state, factory district, schedule of stipulated terms and conditions entered into a contract with the Dept of Agriculture; participation in payments, general terms, agreement for 1936 crops, acceptance by Dept. of Agriculture, factory district production control committee certification, computation of payments, certificates of administrative officer, comptroller and general accounting office, and date and amount of payment; court judgement orders and correspondence relating to production allotments, and adjustment. Filed alphabetically. (Daily, official.) 9½ x 12 folders, 5 ft., in 4 drawers of steel filing cases. Main floor. (20)

142. CORN-HOG PRODUCTION CONTROL RECORDER, 1934 - 1935. Form CH-14, Producer's Statement of Supporting Evidence; showing contract number, producer's name, number of hogs sold from 1932 and 1933, litters when farrowed, name by which farm is known, miles and direction from named town, township, county and state, statement and inventory, purchases and disposition of hogs and feeder pigs during 1932 and 1933, first and second neighbors' affidavits of correctness of count and ownership of hogs, and number of persons over 10 years of age resident on said farm for the year 1932 - 1934; Form CH-17, circular directions for filling in preliminary work sheet, statement of supporting evidence, and map of farm and contracted acres, relating to corn-hog reduction contract; Form CH-24, Minutes of Community Organization, showing name of community, state and county corn-hog control associations, date of meeting, name of presiding member and affiliation, number of producers present having executed corn-hog reduction contracts, names and addresses of chairman and vice-chairman, and number of votes cast at this meeting; Forms CH-60 and CH-60a, Proof of Compliance for Final Payment under Corn-Hog Reduction Contract, showing state and county, code and contract serial number, name and address of producer, corn acreage, planted corn acreage, hog production detailed as to production, purchases, sales and miscellaneous items, affirmation with date and names of three witnesses to landlord's signature, and supervisor's certification with date and signature; Forms CH-101 and CH-101a, 1935 Corn-Hog Contract, consisting of performance by producer, agreement by secretary, further agreements and conditions, basis for determining adjustment in production and payments, signatures and divisions of payments, and county allotment committee certification, giving name and address of producer, post office and state, number of acres operating in 1935 covered by this contract, name of homestead farm, miles and direction from stated town, name or number of road, township, county and state, date, certificate of comptroller, and signature of auditor; Form CH-103, Application for 1935 Corn-Hog Contract, showing name of producer, post office address, number of acres of land covered by application, name of homestead farm, miles, direction from stated town, name or number of road, township, county and state landlord's name and address, division of corn and hogs

under the 1935 lease, number of corn acres to be retired, producers' and landlord's signatures, date of application, and division of corn and hog payments to be filled in by the Allotment Committee; bulletins and letters from Washington relating to administrative rulings on operations, cooperation, and regulations authorized by Agricultural Adjustment Administration. Filed alphabetically and chronologically. (Daily, official.) 9½ x 12 folders, 12 ft., in 6 drawers of filing cases. Main floor. (22)

143. WHEAT CONTRACTS, 1934 - 1936. Applications for allotments of wheat acreage for 1935 planting, adjusted acreage allotments, wheat production adjustment contracts, certificates of community organizations, certificates of compliance, adjusted payment receipts; bulletins, circulars and letters relating to administrative rulings on operations, cooperation, community and county organizations and regulations authorized by Agricultural Adjustment Administration. Arranged alphabetically and chronologically. (Daily, official.) 9½ x 12 folders, 5 ft. 8 in., in 4 drawers of steel filing cases. Main floor. (21)

144. RICE BASE ASSIGNMENTS, 1935. Rice Form 33, Official List of Individual Rice Growers, Allotments and Quotas, assigned by the State Rice Control, showing names, addresses and serial numbers of applicants, allotment of rice acreage, quotas of rice production in barrels, bushels or bags, and county and state totals with approval by State Rice Control Committee. Arranged alphabetically. (Daily, official.) 8½ x 11½ loose-leaf books, 6 in., on steel cases. Main floor. (18)

145. RICE PRODUCTION ADJUSTMENT CONTRACT RECORDS, 1935. Standard Rice Form 36A, Rice Production Adjustment Contract, showing terms and conditions of agreement, rules for performance by producer and Secretary of Agriculture, further agreements and conditions, state and county code number, name and address of producer, number of acres covered, name and location of acreage, basis for determining adjustment in production and payments, signatures and division of payments, county and state allotment committee certification, dates, signatures of producer, witnesses, and authorized agent for the secretary; Standard Rice Form 37A, Final Certification of Compliance, schedules of payments, showing names and addresses of individual producers, serial numbers, amounts and dates of issue of adjusted payment checks with signatures of producers as receipt of payment; correspondence relating to correction in errors in applications and contracts, approval of transfer of allotments and quotas, base acreage histories, misgrading of rice, and arbitration and other activities in the administration of the rice production control program. Filed alphabetically and chronologically. (Daily, official.) 9½ x 11½ folders, 8 ft., in 4 drawers of filing case. Main floor. (19)

146. SOIL CONSERVATION, 1936. Correspondence relating to applications for prevention and control of accelerated soil erosion, activity, statistics, and bulletins and circulars on field and office procedure. Arranged alphabetically, by subject. (Daily, official.) 9½ x 11½ folders, 6 in., in filing case. Main floor. (17)

EL CENTRO

FIELD AGENT
Imperial County Courthouse, 10th and Main Sts.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of cotton, corn, and hogs, the purchasing of hogs and cattle during the drought relief program, and the preparation of control contracts for these products in Imperial County over which it has jurisdiction.

Records of the Agricultural Adjustment Administration and the Extension Service are combined in this office. The Agricultural Adjustment Administration records for 1933-1934 (approximately 16 feet) consist of cotton acreage allotments, reduction, adjustment, compliance and payment contracts, receipts for rental and parity and benefit checks issued to cotton farmers as payment; applications for 1935 corn-hog reduction contract; supplementary work sheets for 1935 corn-hog contract; producer's statement of supporting evidence; 1935 corn-hog contract compliance certificate; corn-hog reduction contract statements; copies of vouchers issued for payment of purchasing contracts of livestock under authority of Drought Relief Program of 1934.

FRESNO

FIELD AGENT
Holland Bldg., 2135 Fresno St.

This office was established in July 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of cotton, corn, wheat, potatoes, and hogs and the preparation of control contracts for these products in Fresno County over which the office has jurisdiction. Copies of control contracts are sent to Washington.

147. DISBURSEMENTS, July 1933 to date. Receipts and reports showing payments made by U. S. Government to contract holders for

cotton, wheat, and corn-hog reduction contracts and payments for price adjustments to producers. (Daily, official.) 9½ x 12 folders, 1 ft., in steel filing case. Office. (313)

148. WHEAT CONTRACT APPLICATIONS, Aug. 1933 to date. Requests for allotments of wheat acreage for 1935 planting; adjusted acreage allotments; wheat production adjustment contracts; certificates of community organizations; certificates of compliance; adjusted payment receipts; bulletins, circulars, and letters relating to administrative rulings on operations and regulations. (Frequently, official.) 8 x 11 folders and books and 9 x 12 envelopes and loose-leaf books, 4 ft. 9 in., in 2 drawers of steel filing case. Office. (314)

149. BANKHEAD APPLICATIONS, 1934 to date. For tax exemption certificates under the Bankhead Act of Apr. 21, 1934; correspondence to and from county agents relating to portions of certificates cancelled, transferring of certificates, and reissues. (Frequently, official.) 9 x 12 folders and 10 x 11½ books, 11 ft. 9 in., in 6 drawers of steel filing cases and in 2 pasteboard boxes. Office. (315)

150. COTTON ADJUSTMENT CONTRACTS, Mar. 1934 to date. Cotton Form 101, Cotton Acreage Reduction Contract, showing agreement between producer and Secretary of Agriculture, performance by producer, agreement by Secretary, further agreements and conditions; basis for determining adjustment in production and payments, signatures and divisions of payment, County Allotment Committee certification and certification of comptroller and auditor with date of payment; receipts for payment checks of producers; correspondence between state and county offices, agencies, and producers relating to allotments, acreage, revision of contracts, cotton prices, and legal opinions. (Frequently, official.) 9 x 12 folders, 17 ft. 3 in., in 9 drawers of steel filing cases. Office. (317)

151. DROUGHT RELIEF RECORDS, Aug. - Dec. 1934. Applications for purchase of livestock; copies of paid vouchers issued in payment of livestock purchase contracts; correspondence relating to drought relief activities. (Rarely, official.) 9 x 12 folders, 9 in., on wooden shelf. Office. (318)

152. POTATO CONTROL ACT CORRESPONDENCE, Nov. - Dec. 1935. Relating to allotments of potato production, past production, apportionments to producers, amount of tax to be levied on sales in excess of the allotment, and tax exemption stamps for the amount of producers' allotments. (Rarely, official.) 10 x 11½ bundles, 2 in., in steel filing case. Office. (319)

153. CORN-HOG RECORDS, Dec. 1935 to date. Receipts for checks issued by U. S. Treasury to farmers in compliance with corn-hog

agreements with the Government, tabulations from reports, and miscellaneous correspondence. (Frequently, official.) 9 x 12 folders and 10 x 12 books, 6 ft. 10 in., in 2 drawers of steel filing case and on wooden shelf. Office. (320)

154. AGRICULTURAL CONSERVATION, May 1936 to date. Work Sheet B, showing program reports and work to be performed at stated periods. (Daily, official.) 9 x 12 vols. and 10 x 12 envelopes, 1 ft. 9 in., in 2 drawers of steel filing case. Office. (321)

HANFORD

FIELD AGENT
Odd Fellows Bldg., 108 - 8th St.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of cotton, wheat, corn, and hogs and the preparation of control contracts for these products in Kings County over which it has jurisdiction. Copies of control contracts are sent to Washington.

155. COTTON ADJUSTMENT CONTRACTS, 1933 - July 1, 1936. Cotton Form 101, Cotton Acreage Reduction Contract, showing agreement between producer and Secretary of Agriculture upon the terms and conditions set forth in Performance by Producer, Agreement by Secretary, Further Agreements and Conditions, Basis for Determining Adjustment in Production and Payments, Signatures and Divisions of Payments, and County Allotment Committee Certification; certification of comptroller and auditor with check and schedule numbers and dates of payment; correspondence to and from state and county offices and producers, relating to allotments, acreage, payments, prices, and regulations. (Daily, official.) 9 x 11 folders, 16 ft., in 8 drawers of steel filing cases. Office. (97)

156. WHEAT PRODUCTION CONTROL RECORDS, 1933 - July 1, 1936. Applications for wheat allotment contracts, acreage requirements for land under contract, field maps, and certification of compliance by producers; correspondence between the Extension Service and wheat growers concerning applications, certifications, contracts, and compliance; bulletins and circular letters from Washington relating to rules of operation, regulations, and instructions. (Daily, official.) 9 x 11 folders, 9 ft., in steel filing cases. Office. (94)

157. CORN-HOG PRODUCTION CONTROL RECORDS, 1934 - 1935. Form CH-14, Producer's Statement of Supporting Evidence, showing contract number, producer's name and address, number of hogs sold

from 1932 and 1933, litters when farrowed, name by which farm is known, miles and direction from named town, township, county and state, statement and inventory of purchases and disposition of hogs and feeder pigs during 1932 and 1933, first and second neighbors' affidavits of correctness of hog count and ownership, and number of persons over 10 years of age resident on said farm for the years 1932 - 1934; Form CH-17, Circular Directions for filling in preliminary work sheets, statement of supporting evidence, and map of farm and contracted acreage relating to Corn-Hog Reduction Contract; Form CH-24, Minutes of Community Organization, showing name of community, state and county Corn-Hog Control Association, date of meeting, name of presiding member and affiliation, number of producers present having executed Corn-Hog Reduction Contracts, names and addresses of chairman and vice-chairman, and number of votes cast for elected committeemen; Forms CH-60 and CH-60a, Proof of Compliance for Final Payments under Corn-Hog Reduction Contract, showing state and county code and contract serial numbers, name and address of producer, total corn acreage, planted corn acreage, detailed hog production as to litters and hogs farrowed, purchases, sales and miscellaneous items, affirmation with date, names of three witnesses to landlord's signature, and supervisor's certification with date and signature; Forms CH-101 and CH-101a, 1935 Corn-Hog Contract, agreement between producer and Secretary of Agriculture upon the terms and conditions set forth in Performance by Producer, Agreement by Secretary, Further Agreements and Conditions with name and address of producer, number of acres operating in 1935 covered by this contract, name the homestead is commonly known by, miles and direction from stated town, name or number of road, and township, county and state, basis for determining adjustment in production and payments, signatures and divisions of payments, and County Allotment Committee Certification, certificate of comptroller and signature of auditor, schedule number and date of first payment and check numbers of adjusted payments; Form CH-103, Application for 1935 Corn-Hog Contract, showing name and address of producer, name of homestead farm, miles and direction from stated town, name or number of road leading to farm, township, county and state, landlord's name and address, division of corn and hogs under the 1935 lease, number of corn acres to be retired, producer's and landlord's signatures, date of application, division of corn and hog payments to be filled in by the County Allotment Committee; bulletins and letters from Washington relating to administrative rulings on operations and regulations. (Daily, official.) 9 x 11 folders, 7 in., in steel filing case. Office. (93)

158. SOIL CONSERVATION, Feb. 15 - July 1936. Correspondence, reports, tabulations, and records of soil conservation work. (Daily, official.) 9 x 11 folders, 6 ft., in 3 drawers of wooden filing case. (96)

HOLLISTER

FIELD AGENT
County Courthouse, 4th and Monterey Sts.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of corn, corn-hog, wheat, sugar beet, cattle, and sheep and the preparation of control contracts for these products in San Benito County over which it has jurisdiction. Copies of control contracts are sent to Washington.

159. BOWN IRRIGATION PROJECT, 1933 to date. Surveys relating to quantity and quality of available water, analysis, distribution, utilization, storage reservoirs, conduct of water, rights-of-way, and data on irrigation district and wells. (Occasionally, official.) 9 x 12 folders, ¼ in., in desk. Basement. (69)

160. CORN-HOG CONTROL AND WHEAT PRODUCTION ADJUSTMENT RECORDS, 1934 to date. Form CH-21, Listing Sheet - Reduction Contracts; Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contracts; Form CH-60a, Proof of Compliance for Final Payment; Form CH-101a, 1935 Corn-Hog Contract; Form CH-103, Application for 1935 Corn-Hog Contract; Form CH-104a, Supplementary Work Sheet for 1935 Corn-Hog Contract; Form CH-105, Flow Chart for AAA Corn-Hog Program; Form CH-106, Producer's Statement of Supporting Evidence; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished; Form CH-106b, Check Sheet for Hogs; Form CH-106c, Buyers' Inquiry; Form CH-106d, Analysis of Hog Evidence; Form CH-110, Community Committee Corn-Yield Certification; Form CH-116a, Transmittal Sheet - 1935 Corn-Hog Contracts; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate; Form CH-130, Change of Landlord. (Occasionally, official.) 8 x 10½ folders, 3 ft. 3 in., in 2 drawers of transfer case. Basement. (70)

161. LIVESTOCK EMERGENCY PURCHASE RECORDS, 1934 to date. Applications for purchase and copies of vouchers issued in payment of purchasing contracts of livestock under authority of Drought Relief Program of 1934. (Rarely, official.) 8 x 10½ folders, 11 in., in transfer case. Basement. (71)

162. LIVESTOCK IMPROVEMENT REPORTS, Dec. 1934 to date. Advice, suggestions, and services rendered by the Farm Advisor's Bureau to the farmers and livestock producers, relating to breeding, feeding, fattening, and improving quality, health, and size of livestock. (Occasionally, official.) 9 x 12 folders, ¼ in., in desk. Basement. (72)

163. SUGAR BEET PRODUCTION CONTROL RECORDS, 1935 to date.

Sugar Form F-I, Acreage Abandonment Record under 1935 Sugar Beet Production Adjustment Contract; Sugar Form 3-b, Sugar Beet Production Adjustment Contract; Sugar Beets-Calif. Form 3, Application for Allotment of Sugar Beet Acreage for 1935 Planting; Sugar Form 3-c, Supplement to Sugar Beet Production Adjustment Contract Refund Payment; Sugar Form L-6, Beet Labor Complaint; Sugar Form L-7, Record of Wage Complaint; Sugar Form 11, Certificate of Community Organization Meeting; Sugar Form 22, Summary of Base Acreage; Sugar Form 24, Monthly Certificate of Expense for Personal Services; Sugar Form 25, Sugar Beet Marketing Card - 1935; Form SS-27, Sugar Beet Production Adjustment Contract Summary; Sugar Form 30a, Certificate of Compliance; Sugar Form 36, Adjustment Acreage Allotments - 1935; Sugar Form 37, Statement of Voluntary Compliance; Form 1025a, Agricultural Adjustment Administration, Individual Receipt; correspondence concerning acreage allotments, production, adjustments and payments; bulletins and circulars relating to rules, operations, and regulations. (Occasionally, official.) 8 x 10½ folders, 1 ft., in transfer case. Basement. (73)

MADERA

FIELD AGENT
Madera County Exhibit Bldg.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of cotton, corn-hogs, and wheat, the preparation of control contracts for these products, and the purchase of cattle under the Drought Relief Program in Madera County over which it has jurisdiction. Copies of control contracts are sent to Washington.

164. CONSERVATION PROGRAM INDEX, 1933 to date. Index of the records, correspondence, and miscellaneous information on conservation program. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 ft., in steel filing case. Basement. (19)

165. COTTON CONTROL, 1933 to date. Correspondence, reports, tabulations, and contracts controlling cotton production acreage and regulating prices. (Daily official.) 9 x 11 folders, 23 ft. 3 in., in 4 drawers of steel filing case. Basement. (18)

166. WHEAT PRODUCTION CONTROL, 1933 to date. Tabulations, reports, contracts, and related correspondence on wheat acreage production. (Daily, official.) 9 x 11 folders, 2 ft. 3 in., in steel filing case. Basement. (20)

167. CORN-HOG PRODUCTION, Jan. 1934 - Dec. 1936. Applications, regulations, authorizations, contracts, and related correspondence. (Daily, official.) 9 x 12 and 9 x 14 folders, 4 ft. 7 in., in 2 drawers of steel filing case. Basement. (22)

168. DROUGHT RELIEF PROGRAM, 1934. Correspondence and contracts for sale of cattle to the Government to relieve stockmen and farmers in drought area where feed and water were unobtainable. (Occasionally, official.) 9 x 14 folders, 1 ft. 6 in., in steel filing case. Basement. (21)

169. AGRICULTURAL CONSERVATION ASSOCIATION ACCOUNTS, May 1, 1936 to date. Records, reports, and tabulations of receipts and expenditures. (Daily, official.) 9 x 11 folders, 10 ft. 8 in., in 6 drawers of steel filing cases. Basement. (23)

MARYSVILLE

FIELD AGENT
Federal Bldg., 4th and C Sts.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of wheat, corn, hogs, and rice and the preparation of control contracts for these products in Yuba, Nevada, and Placer Counties over which it has jurisdiction. A range survey program including a census of range animals in this district is in progress. Copies of control contracts are sent to Washington.

170. WHEAT RECORDS, 1933 to date. Receipt Form 12, notices of payments approved by Washington; contracts from old AAA wheat program; applications for payments for cutting down on wheat production, old budgets, expense accounts to date, transmittal sheets, and correspondence from Berkeley, Washington, and farmers relating to the wheat program. (Frequently, official.) 9 x 12 folders, 3 ft., in filing case. Office. (139)

171. RANGE PROGRAM, 1934 to date. List of farmers in Placer, Nevada, and Yuba Counties, showing number of hogs, beef, and dairy cattle in their possession. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. Office. (120)

172. MAILING LIST OF FARM PRODUCERS, Feb. 10 - May 10, 1934. Showing names and addresses of farmers, nature of crops raised, livestock, and dairy products derived from each farm. (Rarely, official.) 4 x 6 cards, 6 in., in 2 drawers on shelf. Office. (163)

173. CORN-HOG CONTRACTS AND POTATO CROP INFORMATION, 1935. Contracts relating to old AAA program dealing with the cutting of hog production; applications for potato sales allotments under old program which were never executed, and correspondence to and from Berkeley office and potato growers in Nevada and Yuba Counties relating to potato cultivation. (Rarely, official.) 9 x 12 folders, 2 ft., in steel filing case. Brittle, dirty. Office. (141)

174. RICE CONTROL, Dec. 1, 1935 to date. Circular letters to rice growers of Yuba County, letters dealing with rice problems in Yuba City, and a list of rice growers. (Rarely, official.) 9 x 12 folders, 1 ft., in steel filing case. Office. (130)

175. RANGE LANDS, 1936. Reports on examination of range land, applications for determination of grazing capacity under range program, and Government payments for improvement of ranges. (Frequently, official.) 9 x 12 folders, 9 in., in steel filing case. Office. (142)

MODESTO

FIELD AGENT
Post Office Bldg., 12th and I Sts.

This office was established in July 1933 and was placed under the supervision of the contractural agent of the Agricultural Adjustment Administration. Its chief functions are the stabilization of production of hogs, wheat, and rice and the preparation of control contracts in Tuolumne County over which it has jurisdiction. Copies of control contracts are sent to Washington.

176. MISCELLANEOUS REPORTS AND CORRESPONDENCE, 1933 to date. Treasurer's reports, survey blanks, advertising, approval sheets, correspondence, and receipts. (Older records, never; current records, daily, official.) 9 x 12 and 11 x 12 folders, 2 ft. 4 in., in filing case. R. 1. (42, 43, 47)

177. WHEAT CONTRACTS, 1933 to date. Applications for proof of compliance. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in filing case. R. 1. (49)

178. APPLICATIONS FOR CORN-HOG CONTRACTS WITHDRAWN, 1934. (Never.) 10 x 12 folders, 4 in., in filing case. R. 1. (46)

179. CORN-HOG CONTROL, 1934. Proof of compliance for payment to AAA. (Never.) 8½ x 11 bundles, 3 in., in filing case. R. 1. (45)

180. INACTIVE CORN-HOG CONTRACTS, 1934. Contracts, agreements, and correspondence. (Older records, never; current records, daily, official.) 9 x 12 folders, 3 ft. 10 in., in 3 drawers of filing case. R. 1. (40, 44)

181. CORN-HOG REPORTS, 1935 to date. Advertising and miscellaneous reports. (Daily, official.) 9 x 12 folders, 9 in., in filing case. R. 1. (41)

182. RICE CONTRACTS, 1935. Applications and agreements with AAA. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. R. 1. (48)

OROVILLE

FIELD AGENT
Post Office Bldg., 1735 Robinson St.

This office was established in October 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of corn, hog, wheat, and rice and preparation of control contracts for these products in Butte County over which it has jurisdiction. Copies of control contracts are sent to Washington.

183. ADMINISTRATIVE EXPENDITURE RECORDS - WHEAT PRODUCTION CONTROL, 1933 to date. Forms 1024 and 1024a, Agricultural Adjustment Administration and Comptroller's Office Monthly Statement of Administrative Expenses for Personal Services and Use of Automobiles on Mileage Basis, showing statement, code and sheet numbers, total sheets, name and location of control association, date, month covered, names and titles of wheat association committeemen, actual dates car was used, number of days, rate per day, amount, auto miles and total amount; miscellaneous statement, showing dates, names of individuals or firms, nature of services or kind of material, quantity, price per unit and total, certification of correctness with signatures of president and secretary of wheat control association; Form 1025, receipt, showing receipt, code and sheet numbers, total number of sheets, name and address of control association, dates, serial number, names and amounts, total, signature of individuals, and signature of treasurer of Wheat Control Association. (Daily, official.) 10 x 12 folders, 4 in., in steel filing case. Basement. (56)

184. CIRCULAR LETTERS AND BULLETINS, 1933 to date. Relating to plans, procedure, administrative rulings on operations, cooperation, enforcements, penalties, violations, removal of surpluses, extension work, home economics, and other activities of the wheat

production control program. (Daily, official.) 9½ x 11½ loose-leaf books (3), 4 in., in desk. Basement. (59)

185. WHEAT ASSOCIATION ORGANIZATION RECORDS, 1933 to date. Forms W-13, W-18, W-20, W-21, W-22, W-23, CRW-3, and CRW-20; mailing lists, data, statistics, reports, and instructions on procedure in organizing county association to promote participation and cooperation in the wheat production reduction program. (Daily, official.) 10 x 12 folders, 3 in., in steel filing case. Basement. (54)

186. WHEAT CONTRACTS, 1933 to date. Form 201, Applications for Wheat Adjustment Contracts and Wheat Forms 2B, 3B, 8A, 9, 34, 37, 38, 50, 51, 53, 54, 55, and 57: contracts between the Government and the farmers for adjusting wheat acreage and production authorized by the AAA. Arranged numerically and alphabetically. Indexed. (Daily, official.) 10 x 12 folders, 3 ft., in 2 drawers of steel filing case. Basement. (52)

187. GENERAL CORRESPONDENCE, Oct. 1933 to date. To and from Washington, relating to administrative rulings on operations and procedure and to and from producers concerning participation and cooperation in the wheat production control program. (Daily, official.) 10 x 12 folders, 4 in., in steel filing case. Basement. (57)

188. WHEAT PAYMENT RECEIPTS, Oct. 1933 to date. Form 12, signed by farmers for checks issued in payment for compliance with wheat adjustment contracts under the AAA. (Monthly, official.) 10 x 12 folders, 3 in., in steel filing case. Basement. (55)

189. CORN-HOG CONTRACT RECORDS, 1934 - 1935. Form CH-14, Producer's Statement of Supporting Evidence; Form CH-16, Map of Farm and Contracted Acres; Form CH-50, Excess, Feeder-Pig Purchases; Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-60, Proof of Compliance for Final Payment under Corn-Hog Reduction Contract; Form CH-101a, 1935 Corn-Hog Contract; Form CH-103, Application for 1935 Corn-Hog Contract; Form CH-104a, Supplementary Work Sheet for 1935 Corn-Hog Contract; Form CH-110, Community Committee Corn-Yield Certification; Forms CH-127a, and CH-127b, 1935 Corn-Hog Contract Compliance Certificates; Forms CH-8a, 13, 48, 53, 54, 57, 59, 102, 103, 104, 112, 121, 128 and 131; related reports, data, statistics, and records in the administration and operations of the corn-hog program. (Occasionally, official.) 10 x 12 folders, 3 ft. 9 in., in 4 drawers of steel filing case. Basement. (50)

190. CORN-HOG PROGRAM ADMINISTRATIVE EXPENSE RECORDS, 1934 to date. Standard Forms 1024, 1024a, and 1025c, Schedule of Disbursements; Standard Form 1027, Requisition for Disbursing Funds; Forms 12 and 12c, Forms CH-CA-13A and CH-CA-13BC, Calif. Form 119,

and Forms CR-CH-3 and CR-CH-201; also reports and records of expenses incurred by county association committeemen in the activities of the administration and operations of the corn-hog program. (Monthly, official.) 10 x 12 folders, 1 ft. 2 in., in 2 drawers of steel filing case. Basement. (49)

191. CORN-HOG PROGRAM MISCELLANEOUS FILE, Jan. 1934 to date. Form R2 and Forms CH-12, 36, 36a, 124, 125, 133, 134 and related forms, data, statistics, reports, and correspondence in the activities, operations, cooperation, and participation in the corn-hog program. (Daily, official.) 10 x 12 folders, 1 ft. 5 in., in 2 drawers of steel filing case. Basement. (51)

192. APPLICATION FOR ALLOTMENT RECORDS, 1935. Standard Rice Forms 40A and 40B, Application for Allotment Quotas upon which no contracts were executed; Standard Rice Forms 41A, 41B, 44A and 44B, Adjusted Rice Acreage and Production Contracts. (Weekly, official.) 10 x 12 folders, 1 ft. 10 in., in 2 drawers of steel filing case. Basement. (60)

193. DECLARATION OF FARM ACREAGE, 1935. Rice Form 42A, California declaration of acreage devoted to rice production. (Occasionally, official.) 9½ x 11½ loose-leaf book, 1 ft. 6 in., in desk. Basement. (61)

194. GENERAL CORRESPONDENCE, 1935. To and from Washington headquarters relating to administrative rulings, orders, and operations; to and from producers concerning applications for rice acreage allotments, participation and cooperation in the activities of the rice program. (Weekly, official.) 10 x 12 folders, 3 in., in steel filing case. Basement. (58)

195. RICE PAYMENT RECEIPTS - INACTIVE, 1935. Form 12, receipts signed by farmers for checks issued by the U. S. Treasury for compliance with their AAA rice adjustment contracts. Arranged chronologically. (Never.) 10 x 12 folders, 2 in., in steel filing case. Basement. (62)

196. RULES AND REGULATIONS FOR 1936 - 1939 WHEAT PROGRAM, Sept. 4, 1935 to date. Circular letters issued from Washington containing rules, regulations, and other information for aiding producers and committeemen to understand and comply with AAA wheat program. (Daily, official, public.) 9½ x 11½ loose-leaf book, 10 in., in desk. Basement. (53)

PLACERVILLE

COUNTY AGRICULTURAL OFFICE
Rolleri Bldg., 489 Main St.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agency. Its chief functions are the stabilization of production of farm products and livestock and the preparation of control contracts for these products in El Dorado County. Copies of control contracts are sent to Washington.

197. LOAN CORRESPONDENCE, 1930 to date. Relating to applications for emergency crop loans, crop mortgages, crop loan certificates, crop and feed loan vouchers, promissory notes, preliminary questionnaires, note maturity and renewals, and other activities in the functions of the Emergency Drought Act and Farm Credit Administration. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. Office. (110)

RED BLUFF

FIELD AGENT
Post Office Bldg., Walnut and Jefferson Sts.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of corn, hogs, and wheat and the preparation of control contracts for these products in Tehama County over which it has jurisdiction. Copies of control contracts are sent to Washington.

198. COMPLIANCE DATA - WHEAT CONTROL, 1933 - 1934. Minutes of community organization, showing number of producers having executed wheat control contracts; certifications of compliance; data on meetings, and results of election of vice-chairman and additional members of county committee, and designation of temporary county campaign committee; lists of cooperative and non-cooperative farmers; Federal grain inspector's reports and expense account; Governmental orders relating to special rulings and instructions, appeals, dismissals, and errors in inspection certificates. (Never.) 9 x 12 folders, 4 in., in steel filing case. R. 202. (186)

199. WHEAT PRODUCTION ADJUSTMENT CONTRACT RECORDS, 1933 - 1936. Lists of participants, giving allotment acreage, acreage remaining uncultivated and adjusted payment receipts; letters to and from producers relating to administrative rulings, operations,

cooperation, and participation in the activities of the wheat program. (Occasionally, official.) 9 x 12 folders, 1 ft., in 3 drawers of steel filing case. R. 202. (187)

200. ADJUSTED PAYMENTS AND EXPENSE ACCOUNT RECORDS, Oct. 1933 to date. Copies of vouchers for reimbursement of travel and other expense including per diem; schedule of disbursements for telephone, telegram, and mailing services; bills of lading; office equipment; vehicle expense, utilities and rent; receipts for checks issued by U. S. Treasurer in adjusted payments to producers complying with the regulation prior to Jan. 6, 1936. (Monthly, official.) 9 x 12 folders, 1½ in., in steel filing case. R. 202. (185)

201. CORN-HOG CONTRACT RECORDS, 1934 - 1935. Form CH-21, Listing Sheet - Reduction Contracts; Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-60a, Proof of Compliance for Final Payment; Form CH-101a, 1935 Corn-Hog Contract; Form CH-103, Application for 1935 Corn-Hog Contract; Form CH-104a, Supplementary Work Sheet for 1935 Corn-Hog Contract; Form CH-105, Flow Chart for AAA Corn-Hog Program; Form CH-106, Producer's Statement of Supporting Evidence; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for Which Supporting Evidence is Furnished; Form CH-106b, Check Sheet for Hogs; Form CH-106c, Buyer's Inquiry; Form CH-106d, Analysis of Hog Evidence; Form CH-110, Community Committee Corn-Yield Certification; Form CH-116a, Transmittal Sheet - 1935 Corn-Hog Contract; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate; Form CH-130, Change of Landlord; relative data and correspondence pertaining to operation of Agricultural Adjustment Administration. (Daily, official.) 6 ft. 3 in., in 4 drawers of steel filing case. R. 202. (188)

202. EMERGENCY CONSERVATION CORRESPONDENCE, Apr. 1936 to date. Relating to restoration of natural resources, plans, supervision, regulations, personnel, cooperation, tree diseases and tree destroying insects, erosion control, and other activities where the Department of Agriculture assists in Emergency Conservation Work in Tehama County. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 202. (189)

REDDING

FIELD AGENT
County Office Bldg., Placer and West Sts.

This office was established in 1934 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of corn, hogs, and wheat and the preparation of control contracts for these products in Shasta County over which it has jurisdiction. Copies of control contracts are sent to Washington.

203. CORN-HOG CONTRACT RECORDS, 1934 - 1935. Form CH-21, Listing Sheet - Production Contracts; Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-60a, Proof of Compliance for Final Payment; Form CH-101a, 1935 Corn-Hog Contract; Form CH-103, Application for 1935 Corn-Hog Contracts; Form CH-104a, Supplementary Work Sheet for 1935 Corn-Hog Contract; Form CH-105, Flow-Chart for AAA - Corn-Hog Program; Form CH-106, Producer's Statement of Supporting Evidence; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished; Form CH-106b, Check Sheet for Hogs; Form 106c, Buyers' Inquiry; Form CH-106d, Analysis of Hog Evidence; Form CH-110, Community Committee Corn - Yield Certification; Form CH-116a, Transmittal Sheet - 1935 Corn-Hog Contracts; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate; Form CH-130, Change of Landlord; relative data and correspondence in the administration of Agricultural Adjustment Administration in Shasta County. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 2 in., in 3 drawers of steel filing case. R. 4. (236)

204. CORRESPONDENCE AND INSTRUCTIONS, 1934 - 1935. Information and rules for performing the duties of field agents; also correspondence concerning corn-hog and wheat problems. (Daily, official.) 9 x 12 folders, 9½ in., in steel filing case. R. 4. (235)

205. WHEAT CONTRACTS, 1934 - 1935. Applications and contracts between the Government and wheat producers to pay for acreage not sown in wheat; also instructions, reports, correspondence, receipts, and other information regarding wheat production and control. (Daily, official.) 9 x 12 folders, 9½ in., in steel filing case. R. 4. (234)

RIVERSIDE

FIELD AGENT
Reynolds Bldg., 3937 Orange St.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of cotton, potatoes, wheat, hay, and citrus fruits and the preparation of control contracts for these products in Riverside County over which it has jurisdiction. Copies of control contracts are sent to Washington.

206. COTTON DESTRUCTION AND REDUCTION, 1933 to date. Cotton reduction plan, rulings and correspondence, financing payment schedules, receipts, and contracts. Filed by subject and serially. (Daily, official.) 10 x 12 folders, envelopes, and loose-leaf books, 6 ft., in 3 drawers of filing case. Office. (458)

207. CORN-HOG PROGRAM, 1934 to date. Organization rulings and correspondence, payments, schedules, receipts, circular letters, and contracts. Filed by subject and serially. (Daily, official.) 10 x 12 folders and envelopes, 2 ft. 3 in., in 2 drawers of filing case. Office. (454)

208. DROUGHT RELIEF PROGRAM, 1934. Loans, cattle and dairy production control program, and cattle and sheep buying. Arranged by subject. (Semi-annually, official.) 10 x 12 folders, 5 in., in filing case. Office. (456)

209. MARKETING AGREEMENTS, 1934 to date. Correspondence relating to Prorate Act, marketing agreement for almonds, citrus fruits, dates, potatoes, sweet potatoes, prunes, tomatoes, hay, and walnuts. Filed by subject. (Rarely, official.) 10 x 12 folders, 4 in., in filing case. Office. (453)

210. WHEAT PRODUCTION CONTROL PROGRAM, 1934 - 1936. Contracts, applications, rules, regulations, correspondence, organization, instructions, and wheat payments. Arranged by subject and serially. (Daily, official.) 10 x 12 folders and envelopes, 3 ft., in 2 drawers of filing case. Office. (447)

211. POTATO PROGRAM, 1935. Applications, correspondence, potato budget, news releases, and circular letters. Arranged by subject. (Never.) 10 x 12 folders, 4 in., in filing case. Office. (455)

212. SOIL CONSERVATION PROGRAM, 1936. Applications, elective ballots, correspondence, news releases, and circulars. Arranged by subject. (Daily, official.) 10 x 10 folders, 1 ft., in filing case and on wooden shelf. Office. (457)

SACRAMENTO

FIELD AGENT
County Courthouse, 6th and I Sts.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of rice, corn, hogs, wheat, and sugar beets and the preparation of control contracts for these products.

213. AAA CONTRACTS, 1933 - 1936. Contracts and correspondence on rice, corn, hogs, wheat, and sugar beets. (Frequently, official.) 9 x 12 folders, 10 ft., in 5 drawers of steel filing cases. (430)

214. AGRICULTURE CONSERVATION, 1936 to date. Agricultural conservation program for 1936; work sheets and correspondence. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. (422)

SAN BERNARDINO

FIELD AGENT
Federal Bldg., 5th and D Sts.

This office was established in 1934 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of sugar beets, wheat, cotton, and potatoes and the preparation of control contracts for these products in San Bernardino County over which it has jurisdiction. Copies of control contracts are sent to Washington.

215. AAA RECORDS, 1934 to date. Form CH-14, Producer's Statement of Supporting Evidence; Form CH-15, Community Committee Certification; Form CH-16, Map of Farm and Contracted Acres; Form CH-17, Preliminary Work Sheet; Form CH-21, Listing Sheet - Contracts; Form CH-24, Minutes of Community Organization; Form CH-37, Transmittal Sheet for Corn-Hog Reduction Contracts Approved; Form CH-60a, Proof of Compliance for Final Payment under Corn-Hog Reduction Contract; Form CH-101a, 1935 Corn-Hog Contract; Form CH-103, Application for 1935 Corn-Hog Contract; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate; Form CH-130, Change of Law and Landlord; Standard Form 1012, Public Voucher for Reimbursement of Travel and Other Expenses, Including Per Diem; Standard Form 1034, Public Voucher for Purchaser Other Than Personal; Form F-1, Acreage Abandonment Record under Sugar Beet Production

Adjustment Contract - 1935; Sugar Form 3-b, Sugar Beet Production Adjustment Contract; Sugar Beet-Calif. Form 3, Application for Allotment of Sugar Beet Acreage for 1935 Planting; Sugar Form 3-c, Supplement to Sugar Beet Production Adjustment Contract Refund Payment; Sugar Form L-6, Beet Labor Complaint; Sugar Form L-7, Record of Labor Complaint; Sugar Form 11, Certificate of Community Organization Meeting; Sugar Form 22, Summary of Base Acreage; Sugar Form 24, Monthly Certificate of Expense for Personal Services; Sugar Form 25, Sugar Beet Marketing Card - 1935; Form SS-27, Sugar Beet Production Adjustment Contract Summary; Sugar Form 30a, Certificate of Compliance; Sugar Form 36, Adjusted Acreage Allotments - 1935; Sugar Form 37, Statement of Voluntary Compliance; Standard Form 1024, Monthly Statement of Administrative Expenses; Standard Form 1025, Comptroller's Office Receipt; bulletins and circulars on administrative rules of operations and procedure; letters to and from producers of cotton, corn, hogs, potatoes, and wheat. (Daily, official.) 10 x 12 folders and envelopes, 4 ft., in 3 drawers of steel filing case. R. 219. (7)

216. FARM CREDIT ADMINISTRATION RECORDS, 1934 to date. Applications for purchase of livestock; copies of vouchers issued in payment of livestock contracts; reports on debt adjustments, financing and mortgage moratorium; correspondence relating to the Potato Act of 1935; production credit for production and harvesting of crops and feed for livestock; credit facilities for marketing organizations; long-term first mortgages; livestock security and feed and seed loans, physical facilities made for construction or acquisition of facilities for handling, storing, processing, or merchandising agricultural commodities or their food products. (Daily, official.) 10 x 12 folders and envelopes, 1 ft. 6 in., in desk drawer. R. 219. (7a)

SAN FRANCISCO

AAA REGIONAL MARKETING PROGRAM OFFICE
Santa Marina Bldg., 112 Market St.

The first unit of this office was opened in San Francisco in September 1933 when the Field Investigation Section was established. In March 1936 this section was transferred to the Shattuck Square Building, Shattuck and University Avenues, Berkeley, California, and in April 1937 was transferred back to this address. The functions of this section are primarily the investigation of reported alleged violations of growers and shippers of various commodities, requirements and regulations contained in certain Federal market

agreements and orders set up in cooperation with and governing the activities of the growers and shippers in certain areas.

The Regional Contact Section was established in July 1934 at this address, was transferred to the Shattuck Square Building, Berkeley in 1936, and in May 1937 was reopened in the present location. Its chief functions are the gathering and distributing of information for marketing agreements and diversion programs relating to fruits and vegetables in this region.

The Economic Analysis Section was established in the Shattuck Square Building, Berkeley in 1934 as the General Crops Section. It was transferred to this location in May 1937, the section then being given its present title. Its functions are the supervision of the administration of marketing agreements and diversion programs relating to fruits and vegetables and in an advisory capacity in connection with purchases for relief distribution of various commodities.

This office has jurisdiction over all the western states. Records are kept until permission is received to dispose of them. Some records are sent to Washington upon request.

217. ADDRESSOGRAPH PLATES FOR MAILING LIST, 1934 to date. Showing name and address of firm or individual. Filed alphabetically, by name of firm or individual. (Frequently, official.) $2\frac{1}{4}$ x 4 metal tags, 18 ft., in 9 drawers of steel addressograph cabinet. R. 516. (20921)

218. GENERAL CORRESPONDENCE FILES, 1934 to date. Originals and copies of letters and telegrams to and from Washington headquarters, AAA units, firms, and individuals, pertaining to personnel, expenses, supplies and equipment, deciduous fruits, vegetables, and other subjects relating to the farm program. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing cases. R. 527. (20920)

219. GENERAL FILES, 1934 to date. Standard Form 8, Oath of Office; P & S Form 17, Requests for Supplies, Material, Equipment, or Service; AD Form 17A, Applications for Leave - Field; AAA Form 22, Temporary Service Certificate; P & S Forms 24 and 24A, Inventory Reports; P & S Form 49, Records of Postage Stamps; AD Form 120, Applications for Employment; AAA Form 338, Comparative Statements of Cost of Travel by Personal Automobile and by Travel or other Common Carrier; AAA Form 342, Requisitions for Postage Stamps; Standard Form 1012A, Public Vouchers for Reimbursement of Travel and Other Expenses Including Per Diem; Standard Form 1012E, Statements of Travel by Motor Vehicle; Standard Form 1034A, Public Vouchers for Purchases and Services other than Personal; Standard Form 1058A, Government Bill of Lading (memorandum copy); release

reports, miscellaneous records, and price lists; administrative office and personnel; radio farm program data; equipment and supplies; department circulars and bulletins, and other material relating to the general administration of this office. See addenda for further description. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 43 ft. 4½ in., in 22 drawers of steel filing cases. R. 527. (20916)

220. INDEX OF FIRMS AND INDIVIDUALS, 1934 to date. Showing name, home and office addresses, telephone number, and notations. Filed alphabetically, by name of individual. (Daily, official.) 3 x 5 cards, 6 in., in 2 wooden card trays. R. 527. (20919)

Regional Investigation Section

221. GENERAL CORRESPONDENCE, 1933 to date. Originals and copies of letters and telegrams to and from Washington headquarters, various AAA units, firms, and individuals pertaining to the investigation of deciduous fruits and other commodities covered by market agreements and other subjects relating to the general administration. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 6 ft., in 4 drawers of steel filing case. R. 521. (20924)

222. GENERAL FILES, 1933 to date. AD Form 17A, Applications for Leave - Field; AD Form 135, Monthly Summary of Circumstances and Causes of Injuries; AD Form 136, Narrative Reports of Accidents; AAA Form 338, Comparative Statement of Cost of Travel by Personal Automobile and by Railroad or other Common Carrier; Standard Form 1012A, Public Voucher for Reimbursement of Travel and other Expenses Including Per Diem; Standard Form 1012E, Statement of Travel by Motor Vehicle; Standard Form 1034A, Public Voucher for Purchases and Services other than Personal; Standard Form 1038, Application for Advance of Funds for Travel Expenses; Standard Form 1039, Statements of Advance of Funds for Travel Expenses; general regulations, marketing agreements and orders relating to deciduous fruits and other commodities, personnel, and other data relating to routine business. See addenda for further information. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 5 ft. 11 in., in 3 drawers of steel filing cabinet. R. 521. (20923)

Economic Analysis Section

223. GENERAL CORRESPONDENCE FILES, 1936 to date. Originals and copies of letters and telegrams to and from Washington headquarters, various AAA units, firms, and individuals pertaining to personnel, crop productions, statistical data, and other

subjects relating to the general administration of this office. (Daily, official.) 9 x 15 folders, 10 ft., in 5 drawers of steel filing cases. R. 506. (20913)

224. MISCELLANEOUS REPORTS, 1936 to date. Pertaining to deciduous fruits and vegetables, seasonal prices and returns, sales, crop productions, shipments, comparisons with earlier seasons, etc. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 15 folders, 3 ft. 4 in., in 2 drawers of steel filing case. R. 506. (20907)

225. STATISTICAL TABLES, 1936 to date. Pertaining to deciduous fruits, vegetables, and other commodities under control of this office, showing table of various stages of fruits and vegetables in season; also annual, special, and seasonal reports relating to various commodities, cold storage plants, and farm income. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 25 ft., in 13 drawers of steel filing cases. R. 506. (20912)

Field Representative Section

226. APPLICATIONS FOR LEAVE - FIELD, 1935 to date. AD Form 17A, showing date, station, name and address of applicant, number of days requested, commencing and ending dates, by whom recommended and approved, signature of applicant; and sick report certified by attending physician. Attached is AD Form 50, Record of Annual Leave, showing name of employee, date reported for duty, amount of leave available, total number of hours and days on leave, record of absence, sickness, and leave without pay. Filed alphabetically, by name of employee. (Occasionally, official.) 5½ x 8 covers, 8 in., in steel card cabinet. R. 711. (20908)

227. GENERAL FILES, 1934 to date. P & S Form 1, Property Account; Standard Form 6, Personal History; AD Form 14, Request for Supplies, Material, and Equipment; P & S Form 17, Request for Supplies, Material, Equipment, or Service; AAA Form 22, Temporary Service Certificate; P & S Forms 24 and 24A, Inventory Report, Property and Supply; Standard Form 31, Standard Government Form of Bid (supply contract); AD Form 39, Registrations; Standard Form 40, Contract for Telephone Service; P & S F 49, Record of Postage Stamps; AAA Form 55, Statement of Personnel Record; AAA Form 61, Report of Employee's Marital Status; AD Form 120, Application for Employment; AAA Form 257, Daily List of Absentees; AAA Form 338, Comparative Statement of Cost of Travel by Personal Automobile and by Railroad or other Common Carrier; Standard Form 1012A, Public Voucher for Reimbursement of Travel and Other Expenses Including Per Diem; Standard Form 1012E,

Statements of Travel by Motor Vehicle; Form 1034A, Public Voucher for Purchases and Services other than Personal; Standard Form 1038, Application for Advance of Funds for Travel Expenses; Standard Form 1039, Statements of Advance of Funds for Travel Expenses; Standard Form 1058A, Government Bill of Lading (memorandum copy); Standard Form 1064, Schedule of Disbursements; Treasury Dept. Form 6559, Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States; shipper's performance record, showing period, name and address of shipper, kind of commodity, estimated amount to be shipped, allotment serial number, prorate period and movement, and notations; application for formal hearing on marketing agreement, showing date, commodity, division of industry, name and address of organization or individual requesting formal hearing, purpose, by whom recommended and approved, method of publication, personnel of hearing, remarks, and signatures of interested parties; originals and copies of letters and telegrams to and from Washington headquarters, various AAA units, firms, and individuals pertaining to equipment and supplies, personnel, transportation, purchasing of food commodities, and numerous subjects relating to the general administration of this office; reports from field workers; circulars and Department of Agriculture decisions and bulletins. See addenda for further information. Filed chronologically and alphabetically, by subject. (Daily, official.) 9 x 12 folders, 33 ft. 2 in., in 18 drawers of steel filing cases. R. 711. (20903)

228. TOLL CALL CERTIFICATES, 1937 to date. AD Form 102, showing date, bureau and division, names and addresses of persons calling and being called, time and charge of call, and certification of correctness by person making call. Filed chronologically. (Frequently, official.) 4 x 8 loose sheets, 8 in., in steel card cabinet. R. 711. (20907)

Marketing and Regulatory Work Section

229. GENERAL FILE, July 1939 to date. Originals and copies of correspondence and telegrams, reports from field workers, press releases, marketing agreements, radio talks, personnel data, traveling expense records, and other data relating to the general administration of this office. (Daily, official.) 9 x 12 folders, 8 in., in desk drawer. R. 510. (20910)

SAN LUIS OBISPO

FIELD AGENT
Federal Bldg., 693 Marsh St.

This office was established in July 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of corn-hogs, wheat, and sugar beets and the preparation of control contracts for these products in San Luis Obispo County over which it has jurisidiction. Copies of control contracts are sent to Washington.

230. CORN-HOG COMPLIANCE RECORDS, 1933 - 1934. Form CH-14, Producer's Statement of Supporting Evidence; Form CH-33, Supporting Evidence for Hogs Sold as Meat (Supplement to Form CH-14); Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished; Form CH-106b, Check Sheet for Hogs; Form CH-106c, Buyers' inquiry; correspondence to and from Washington and producers relating to cooperation. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in filing case. R. 9. (66)

231. GENERAL CORRESPONDENCE, 1933 to date. To and from headquarters at Berkeley, relating to expense accounts, authorizations for traveling and personal expenses; reports of supervisors, field men and other personnel; letters to and from producers relating to cooperation and participation in the activities in the corn-hog reduction program. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in filing case. R. 9. (68)

232. MISCELLANEOUS WHEAT FILE, 1933 to date. Bulletins and circular letters, relating to administration rulings, orders, regulations, and instruction on appeals, dismissals, inspection and supervision, allotments, contracts, compliance, claims, adjustments, and expenses in the activities of the wheat acreage reduction program. (Frequently, official.) 12 x 15 folders, 1 ft., in filing case. R. 10. (54)

233. SUGAR BEET FILE, 1933 to date. Reports, date and records of sugar beet producers, giving names and addresses, base acreages, planted acres, and actual yield in tons per acre. Filed chronologically. (Frequently, official.) 12 x 15 folders, 1 ft. 6 in.,

on wooden shelf. R. 10. (59)

234. SUGAR BEET PRODUCTION ADJUSTMENT CONTRACT RECORDS, 1933 to date. Sugar Beet-Calif. Form 3, Application for Allotment of Sugar Beet Acreage for 1935 Planting, showing name and address of applicant, additional or new sugar beet acreage, location of property, date and method of control of described property, minimum and maximum acres desired, serial number of contract, number of acres in field to be used for planting of sugar beets, numbers of acres necessary to complete a more economical farming unit, schedule of years sugar beets were produced, name of owner of land, location of land, acreage of sugar beets seeded, name of process for purchasing beets, date, and signature and address of applicant; Sugar Form 3b, Sugar Beet Production Adjustment Contract, showing factory district, state and county codes, name of state and county, serial number, name and address of producer, owner or renter, comprising acres, cultivated acres, miles and direction from town, name or number of road township or district, county and state, factory district, terms of contract relating to performance of producer and performance by the secretary, further performance by producer and secretary, participation in payments, general terms, agreement and acceptance by producer and secretary, dates, signatures of producer, witnesses and authorized agent for the secretary; factory district production control committee certification, computation of payments, certifications of administrative officer and comptroller, schedule of payment checks, court judgments on orders relating to the enforcement, compliance, contracts and agreements. Filed alphabetically. (Daily, official.) 12 x 15 folders, 1 ft., in filing case. R. 10. (60)

235. WHEAT CORRESPONDENCE, 1933 to date. Correspondence with farm members, letters signed by Allotment Committee, mailing lists, change of legal status, and instructions on program donations to remedy non-compliance and acreage measurements. (Frequently, official.) 12 x 15 folders, 1 ft. 6 in., in filing case. R. 10. (62)

236. WHEAT PRODUCTION CONTROL FILE, 1933 to date. Applications for wheat allotment contracts, acreage requirements for land under contract, farm and field maps, and certified proof of compliance by producer; correspondence to and from the Extension Service and producers, relating to applications, certifications, contracts and compliance, and related activities in the administration and operation of the wheat program. Filed alphabetically. (Frequently, official.) 12 x 15 folders, 2 ft., in filing case. R. 10. (61)

237. WHEAT PROGRAM CORRESPONDENCE, 1933. To and from the State Agricultural Extension Service, allotment committees and farm members, relating to mailing lists, changes in legal status, donations to remedy non-compliance and acreage measurements, and other activities in the wheat reduction program. Filed

alphabetically. (Frequently, official.) 12 x 15 envelopes, 1 ft., in filing case. R. 10. (58)

238. CORN-HOG CONTRACT RECORDS, 1934 - 1935. Form CH-15, Community Committee Certification; Form CH-17, directions for filling in preliminary work sheet, statement of supporting evidence, map of farm and contracted acres, relating to corn-hog reduction contract; Form CH-21, Listing Sheet for Corn-Hog Reduction Contracts; Form CH-110, Community Committee Corn-Yield Certification; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate; correspondence to and from Berkeley office and producers relating to the corn-hog program. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 2 drawers of filing case. R. 9. (65, 67)

239. CONTRACTS, 1936 - 1939. General contracts including applications and certifications of possible acceptance. (Never.) 12 x 15 folders, 1 ft. 6 in., in filing case. R. 10. (64)

240. INEFFECTIVE CONTRACT FILE, 1936. Lists of ineffective farm and soil erosion control contracts awaiting operation by Extension Service. Filed alphabetically. (Frequently, official.) 12 x 15 folders, 1 ft., in filing case. R. 10. (63)

SAN RAFAEL

FIELD AGENT
Post Office Bldg., 3d and D Sts.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the education of farmers in soil conservation and the distribution of farm acreage for soil-conserving and soil-building purposes in Marin County over which it has jurisdiction.

241. REPORTS OF PERFORMANCE, AGRICULTURAL CONSERVATION PROGRAM, 1935 to date. Showing state and county, name and address of operator and owner, description of farm, operator's certification, soil-depleting and soil-conserving crops, soil-building practices, map of farm, and remarks by supervisor of project. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 ft. 3 in., in pasteboard boxes and in steel record chests. R. 2. (10518)

242. SOIL CONSERVATION PROGRAM WORK SHEET, 1936 to date. Form WR2, showing name and address of operator, date, location of land, utilitization of land, distribution of farm acreage, signature of investigator and reviewing county committee, and date of review. Filed alphabetically, by districts. (Semi-weekly, official.)

9 x 12 folders, 3 ft. 4 in., in steel filing case. R. 2. (10526)

SANTA ROSA

FIELD AGENT
Courthouse, 4th and Mendocino Sts.

This office was established in May 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of corn, hogs, wheat, and potatoes and the preparation of control contracts for these products in Sonoma County over which it has jurisdiction. Copies of control contracts are sent to Washington.

243. ADMINISTRATIVE INSTRUCTIONS, Oct. 25, 1932 to date. Soil Conservation Digest, circular letters, bulletins, and governmental publications pertaining to functions and administration of the Agricultural Adjustment Administration. Filed by subject. (Daily, official.) 9½ x 11-3/4 folders, 10 ft., in wooden filing case. Stenographer's Room. (566)

244. POTATO AND WHEAT ADJUSTMENT RECORDS, July 1933 - Dec. 1935. AAA Form 2A, Application for Wheat Contract; wheat contracts, certifications of compliance, tabulations, data, reports and maps of farms for inspection; schedules of payments to producers; potato control agreements; certification of evidence of sales; miscellaneous records on the activities of the wheat and potato control programs. Filed alphabetically, by subject. (Daily, official.) 9½ x 11-3/4 folders, 1 ft., in wooden filing case. Stenographer's Room. (568)

245. CORN-HOG PROGRAM REPORTS, 1934 to date. Account book, showing items of expenses incurred in the administration and operation of corn-hog reduction program; statistics and data relating to the program; circular letters pertaining to instructions and information on administration and cooperation. Indexed. (Occasionally, official.) 6 x 9-3/4 vols., and 9 x 11-3/4 folders, 1 ft. 8 in., in steel filing case. Office. (574)

246. CORN-HOG REDUCTION RECORDS, Jan. 1934 to date. Form CH-14, Producer's Statement of Supporting Evidence; Form CH-15, Community Committee Certification; Form CH-16, Map of Farm and Contracted Acres; Form CH-21, Listing Sheet; Form CH-24, Minutes of Community Organization; Form CH-33, Supporting Evidence for Hogs Sold as Meat; Forms CH-37 and CH-37a, Transmittal Sheet for Corn-Hog Reduction Contracts Approved; Form CH-50, Excess Feeder-Pig Purchases; Form CH-58, Final Certification of Compliance for

Corn-Hog Reduction Contract; Form CH-60a, Proof of Compliance for Final Payment under Corn-Hog Reduction Contract; Form CH-103, Application for 1935 Corn-Hog Contract; Form CH-106, Producer's Statement of Supporting Evidence; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished; Form CH-127a, 1935, Corn-Hog Contract Compliance Certificate; relating data and statistics on the activities of the corn-hog reduction program. Filed alphabetically. (Occasionally, official.) 9 x 11-3/4 folders, 1 ft., in steel filing case. Office. (573)

STOCKTON

FIELD AGENT
Amblers Bldg., 110 E. Miner Ave.

This office was established in August 1933 and was placed under the supervision of the contractural agent of the Agricultural Adjustment Administration. Its chief functions are the stabilization of production of hogs, feed grains, and sugar beets and the preparation of control contracts for these products in Alameda, Contra Costa, and San Joaquin Counties over which it has jurisdiction. Copies of control contracts are sent to Washington.

247. AAA BUDGETS AND STATEMENTS, 1933 - 1936. Budgets, expense reports, statements, receipts, acceptances, sugar beet finance and organization, monthly expense reports, sugar beet budgets, correspondence pertaining to budgets and expense instructions; wheat finance, organization reports, and monthly wheat expense; corn-hog finance and organization, and monthly corn-hog expense reports; corn-hog budgets, correspondence pertaining to corn-hog budgets and expenses; sugar beet payment reports, wheat payments for San Joaquin, Contra Costa, and Alameda Counties, and corn-hog payments for San Joaquin and Calaveras Counties. (Occasionally, official.) 8 x 10½ folders, envelopes, pockets, and bundles, 2 ft. 6 in., in steel filing case. General Office. (315)

248. WHEAT ALLOTMENT CONTRACTS, 1933 - 1935. Wheat allotment regulations and contracts, notices of acceptance, and applications. (Occasionally, official.) 8 x 10½ folders, 1 ft., in steel filing case. General Office. (310)

249. WHEAT CONTRACTS, 1933 - 1934. Copies of executed wheat contracts. (Occasionally, official.) 8 x 10½ envelopes, 3 ft., in 2 drawers of steel filing case. General Office. (311)

250. WHEAT CORRESPONDENCE, 1933 - 1935. Correspondence with

farm members, mailing lists, and instructions on program donations. (Occasionally, official.) 8 x 10½ folders, 2 ft., in steel filing case. General Office. (307)

251. CORN-HOG COMPLIANCE, 1934 - 1935. Compliance Serial 5001; 1936 series not completed. Arranged alphabetically. (Occasionally, official.) 8 x 10½ folders, envelopes, and bundles, 4 ft. 7 in., in 3 drawers of steel filing case. General Office. (305)

252. CORN-HOG CONTRACTS, 1934 - 1935. Corn-hog contracts for the following communities: Farmington, Lodi, Manteca, Stockton, and Calaveras. Arranged alphabetically. (Occasionally, official.) 8 x 10½ folders, envelopes, and bundles, 7 ft. 6 in., in 4 drawers of steel filing case. General Office. (300)

253. CORN-HOG CORRESPONDENCE, 1934 - 1935. Form CH-116, summary of corn-hog contracts, correspondence, and applications for corn-hog contracts for Lodi, Farmington, Stockton, Manteca, and Calaveras. (Occasionally, official.) 8 x 10½ bundles, 2 ft. 6 in., in 2 drawers of steel filing case. General Office. (301)

254. SUGAR BEETS - MISCELLANEOUS, 1934 - 1936. Miscellaneous reports, correspondence, labor claims, and stenographers' time reports; index to miscellaneous sugar beet records; sugar beet marketing cards; summary of base acreage, adjustment acreage allotment, potato sale allotment, and sugar beet correspondence. (Occasionally, official.) 8 x 10½ folders, envelopes, and bundles, 2 ft., in steel filing case. General Office. (314)

255. TELEGRAMS, 1934 - 1936. Telegrams received and sent pertaining to wheat. (Occasionally, official.) 6 x 8 folders, 2 ft., in steel filing case. General Office. (308)

256. DISBURSEMENT VOUCHERS, Jan. 5, 1934 - Apr. 9, 1936. Disbursements for hog compliance, and copies of letters attached to vouchers. (Occasionally, official.) 8 x 10½ folders, 2 ft., in steel filing case. General Office. (316)

257. CORRESPONDENCE AND INSTRUCTIONS TO COUNTY AGRICULTURAL AGENTS, May 1934. Correspondence and instructions pertaining to corn-hog production. (Occasionally, official.) 8 x 10½ loose sheets, 2 ft., in steel filing case. General Office. (304)

258. CORRESPONDENCE, INSTRUCTIONS, AND COMPLIANCE REPORTS, Aug. 3 - Nov. 3, 1934. Instructions on the use of compliance forms; also letters pertaining to administrative work of agents. (Occasionally, official.) 8 x 10½ loose sheets, 2 ft., in steel filing case. General Office. (302)

259. PROOF OF COMPLIANCE, Jan. 1935. Proof of compliance for

final payment under corn-hog reduction contract. (Occasionally, official.) 8 x 10½ loose sheets, 2 ft. 6 in., in 2 drawers of steel filing case. General Office. (303)

260. SUGAR BEET CONTRACTS, NEW AND OLD GROWERS, 1935 - 1936. Copies of old and new sugar beet contracts with growers in Alameda, Contra Costa, and San Joaquin Counties. (Occasionally, official.) 8 x 10½ folders and envelopes, 6 in., in steel filing case. General Office. (312)

261. WHEAT SECTION, 1935 - 1936. Copies of wheat section summary transmittal sheets. (Occasionally, official.) 8 x 10½ folders, 2 ft., in steel filing case. General Office. (309)

262. INCOMPLETE SUGAR BEET CONTRACTS, 1936. Contracts awaiting signatures of applicants. (Occasionally, official.) 8 x 10½ folders, 1 ft., in steel filing case. General Office. (313)

263. WORK SHEETS FOR FARMS NOT UNDER WHEAT ADJUSTMENT CONTRACT, Dec. 1936. Section No. 1 identifications. (Occasionally, official.) 8 x 10½ folders, 2 ft., in steel filing case. General Office. (306)

SUSANVILLE

FIELD AGENT
Veterans' Memorial Bldg., Main St.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of wheat and hogs and the preparation of control contracts for these products in Lassen, Plumas, and Sierra Counties over which it has jurisdiction. Copies of earlier reimbursement contracts were sent to Washington; later reports have been sent to the regional director at Berkeley.

264. MINUTES OF WHEAT CONTROL ASSOCIATION, 1933 to date. Record of deliberations and resolutions made at meetings of this association. (Weekly, official.) 9-3/4 x 11-3/4 loose-leaf books, 2 in., on desk. 1st room, right. (156)

265. MISCELLANEOUS FILE, 1933 to date. Claims, contracts, allotments, circulars, and reports on general expenses and salaries of officials. (Daily, official.) 9 x 11 folders, 5 in., in steel filing case. 1st room, right. (158)

266. WHEAT PRODUCTION CONTROL RECORDS, Sept. 1933 to date. Contracts, wheat allotment reports on regulations, work sheets,

budgets, expenses, and relative correspondence. (Daily, official.) 9 x 15 folders, 1 ft. 11 in., in 4 drawers of steel filing case. 1st room, right. (155)

267. HOG CONTROL RECORDS, Jan. 1934 to date. Corn-hog production contracts, tabulations, applications, authorizations for adjustments by the Agricultural Adjustment Administration, reports on publicity activities and organization expenses, and relative correspondence. (Daily, official.) 9 x 15 folders, 1 ft. 11 in., in steel filing case. 1st room, right. (153, 154)

268. MINUTES OF HOG PRODUCTION ASSOCIATION MEETINGS, Jan. 1, 1935 to date. Record of deliberations and resolutions made at meetings of this board. (Weekly, official.) 9-3/4 x 11-3/4 loose-leaf book, 2 in., on desk. 1st room, right. (152)

269. POTATO APPLICATIONS, Jan. 1, 1936 to date. Showing name of farmer, date of application, and number of acres devoted to potatoes. (Occasionally, official.) 9 x 11 bundles, 2 in., in filing case. 1st room, right. (157)

270. AGRICULTURE CONSERVATION RECORDS, Apr. 1, 1936 to date. Bulletins, circulars, reports, and correspondence pertaining to soil conservation. (Daily, official.) 9 x 11 folders, 1 ft., in filing case. 1st room, right. (159)

271. MINUTES OF SOIL CONSERVATION MEETINGS, Apr. 4, 1936 to date. Record of deliberations and resolutions made at meetings of this board. (Weekly, official.) 9-3/4 x 11-3/4 loose-leaf books, 1 ft. 2 in., on desk. 1st room, right. (151)

UKIAH

FIELD AGENT
County Courthouse

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of hogs and wheat and the preparation of control contracts for these products in Mendocino County over which it has jurisdiction. Copies of control contracts are sent to Washington.

272. CORN-HOG CONTRACT RECORDS, 1933 to date. Form CH-15, Community Committee Certification; Form CH-16, Map of Farm and Contracted Acres; Form CH-17, Directions for Filling in Preliminary Work Sheet, Statement of Supporting Evidence, and Map of Farm and Contracted Acres; Form CH-21, Listing Sheet - Production Contracts;

Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-60a, Proof of Compliance for Final Payment; Form CH-101a, Corn-Hog Contract; Form CH-103, Application for Corn-Hog Contract; Form CH-104a, Supplementary Work Sheet for Corn-Hog Contract; Form CH-105, Flow Chart for AAA Corn-Hog Program; Form CH-106, Producer's Statement of Supporting Evidence; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished; Form CH-106b, Check Sheet for Hogs; Form CH-106c, Buyers' Inquiry; Form CH-106d, Analysis of Hog Evidence; Form CH-110, Community Committee Corn-Yield Certification; Form CH-116a, Transmittal Sheet - 1935 Corn-Hog Contract; Form CH-127a, 1935 Corn-Hog Compliance Certificate; Form CH-130, Change of Landlord; wheat production control contracts, applications, preliminary work sheets, schedules of adjusted payments and receipts, related data statistics and reports on the operation and administration of the wheat control program; bulletins, circulars, and Government publications; county, state and producers' correspondence, relating to administrative regulations, orders and rules and cooperation and participation in the corn-hog and wheat production control program. (Daily, official.) 8½ x 11 folders, 10 ft., in 4 drawers of steel filing case. Farm Advisor's Office. (457)

VENTURA

FIELD AGENT
County Courthouse

This office was established in July 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of sugar beets, corn, hogs, and wheat and the preparation of control contracts for these products. It has jurisdiction over sugar beet and wheat production in San Luis Obispo, Santa Barbara, and Ventura Counties, but acts only as a branch of the San Luis Obispo office in corn and hog control.

273. CORN-HOG REDUCTION RECORDS, 1933 - 1934. Form CH-14, Producer's Statement of Supporting Evidence; Form CH-15, Community Committee Certification; Form CH-16, Maps of Farm and Contracted Acres; Form CH-17, Directions for Filling in Preliminary Work Sheet, Statement of Supporting Evidence, Map of Farm and Contracted Acres; Form CH-24, Minutes of Community Organization; Form CH-33, Supporting Evidence for Hogs Sold as Meat; Form CH-36a, Corn-Hog Reduction Contract Statements - Continuation Sheet; Form CH-37, Transmittal Sheet for Corn-Hog Reduction Contracts Approved; Form CH-37a, Continuation Sheet for Form CH-37; Form CH-41, Substitution

of Producer named in Corn-Hog Reduction Contract; Form CH-50, Excess Feeder-Pig Purchases; Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-60a, Proof of Compliance for Final Payment under Corn-Hog Reduction Contract; relative correspondence in the activities and administration of the corn-hog program. Filed alphabetically. (Occasionally, official.) 9 x 15 folders, 1 ft., in filing case. Main Office. (86)

274. GENERAL FILE, July 1933 to date. Sugar Form F-1, Acreage Abandonment Record under Sugar Beet Production Contract - 1935; Sugar Form L-6, Beet Labor Complaint; Sugar Form L-7, Record of Wage Complaint; Sugar Form 22, Summary of Base Acreage; Sugar Forms 24 and 24a, Monthly Certificate of Expense for Personal Services; Sugar Form 36, Adjusted Acreage Allotments - 1935; Forms 1024 and 1024a, U. S. Dept. of Agriculture, AAA and Comptroller's Office Monthly Statement of Administrative Expenses, for personal services and use of automobiles on mileage basis; Forms 1025 and 1025a, USDA, AAA and Comptroller's Office Receipts for Personal Services and for Material or Supplies; letters to and from community committees; bulletins and circular letters relating to administration orders, regulations, and rules; letters to and from the American Crystal Sugar Company. Filed alphabetically. (Daily, official.) 9 x 12 and 9 x 15 folders, 2 ft. 1 in., in 2 drawers of filing case. Main Office. (83, 85)

275. SUGAR BEET PRODUCTION ADJUSTMENT RECORDS, July 1933 - 1935. Sugar Beet-Calif. Form 3, Application for Allotment of Sugar Beet Acreage for 1935 Planting, showing name and address of applicant, new or additional acreage allotment, location of property, miles from named town, name or number of road farm is located on, district, county and state, date, manner of control of property, number of acres applied for, minimum and maximum additional acre allotment, serial number of contract or contracts, acreage allotment of farm or farms under contract, number of acres necessary to complete and make a more economical farming unit, years sugar beets produced, name of owner of land on which sugar beets were grown, location of land, acreage of beets seeded, name of processor purchasing beets; date, and signature and address of applicant; Sugar Form 3-b, Sugar Beet Production Adjustment Contract, showing factory district, state and county codes, name of state and county, serial number, name and address of producer, miles and direction from named town, name of number of road, name of farm, total acres and number of acres cultivated, township or district, county, state, and factory district; contract with the Secretary of Agriculture agreements set forth in performance by producer covering acreage and farms, performance of the secretary covering payments to producer, further performance by producer and secretary relative to extended contracts, payments and death or disappearance of producer, participation in payments covering sharetenant and landlord, general terms relating to producer's control of land and application for membership in

Control Association giving date, name of producer, and names of two witnesses, acceptance by secretary, date, signature of authorized agent for the Secretary of Agriculture; factory district production control committee certification, covering acreage and production date represented by producer, date checked by county agent, signatures of Factory District Production Control Committee, computation of payments, certificates of administrative officer and comptroller, general accounting preaudit, dates, signatures, and schedules of payment of checks showing dates, number, amounts, and names of payees; Sugar Form 3-C, Supplement to Sugar Beet Production Adjustment Contract - Referred Payment, showing factory district, county and state codes and names, basis of refund payment, participation of landlords, participation of sharetenants and for sharecroppers, refund payments to the producers, recapitulation of total payments, distribution of payments, date, signatures of witness and producer, sugar beet production control committee certification with signatures and date, certificates of administrative officer and comptroller with signatures and date, general accounting office preaudit giving dates, numbers, amounts of checks, and names of payees; Sugar Form 17, 1933 Producers' Agreement as to Future Land, showing producer's name and address, serial number, state and county, factory district, signatures and addresses of applicant and witness with date, acceptance by secretary with signature of authorized agent for Secretary of Agriculture with date, statistics, data, memoranda, reports, and records pertaining to the activities of the Sugar Beet Production Adjustment Program in Santa Barbara, Ventura, and San Luis Obispo Counties. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 5 ft. 3 in., in 3 drawers of filing case. Main Office. (87-89)

276. SUGAR BEET FILE, July 1934 to date. Sugar Form 11, Certificate of Community Organization Meeting; Form CR-11, Block and Lot Record; Sugar Form 25, Sugar Beet Marketing Card - 1935; Sugar Form 55-27, Sugar Beet Production Adjustment Contract Summary; Sugar Form 30a, Certificate of Compliance - under Sugar Beet Production Adjustment Contract 1935; Sugar Form 37, Statement of Voluntary Compliance; related data, statistics, and reports with letters to and from beet producers, farm administrators, and Union Sugar Company. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 1 ft. 3 in., in filing case. Main Office. (90)

277. SUGAR BEET PRODUCTION SUMMARY, July 1934 to date. Showing page number, factory district, state and county, names and addresses of individual producers, base acreage, representative yield, planted acres, estimated and actual production, acreage allotments, and amounts of payment to landlord, tenant, or producer. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 3 in., in filing case. Main Office. (81)

278. WHEAT REDUCTION PROGRAM FILE, July 1934 - July 1935. Lists showing number of spring and winter wheat growers with

acreage allotments for production for new wheat program in California; bulletins and circulars relating to Emergency Drought Relief, wheat production reduction, dairy and poultry adjustment agreements, and licenses. Filed alphabetically. (Never.) 9 x 15 folders, 1 ft., in filing case. Main Office. (82)

279. CORN-HOG CONTRACT RECORDS, 1935. Form CH-21, Listing Sheet, showing name and address of tabulator, township, county and state, preliminary contract number, name and post office of producers, acres of land in farm, acres of land in all field corn, acres in major crop, acres of all-crop land, bushels of corn harvested for grain, community committee appraisal of contracted land, history of contracted land, litters farrowed, farm slaughter for use on farm, hogs produced for market, hogs raised to disposal age (farm slaughter plus marketings), hogs raised per litter, spring and fall 1932 - 1933, and acres of corn for grain per litter 1932 - 1933; Form CH-101a, 1935 Corn-Hog Contract, consisting of Performance by Producer, Agreement by Secretary, Further Agreements and Conditions, giving name and address of producer, acres of land operating in 1935, name of homestead farm, number of miles and direction from town, name or number of road located on, township, county and state, basis for determining adjustment in production and payments, signatures and divisions of payments, and County Allotment Committee Certification, giving dates, amounts of separate checks, and total amount paid, certificate of comptroller and auditor showing amount, date, and schedule number; Form CH-103, Application for 1935 Corn-Hog Contract, showing name and address of applicant, number of acres in farm, name and location of homestead, district, township, county and state, questions to be answered by the 1935 producer, ownership and 1935 leasing arrangement of land to be covered by the contract, producer's and landlord's signature, and date and division of corn and hog payments; Form CH-105, Flow Chart for AAA 1935 Corn-Hog Program, showing procedure, functions and distribution of forms and reports, information on preparing and submitting to Washington office, units, sections, State Board of Review and county control associations in the administration, and operation and activities of Agricultural Adjustment Administration; Form CH-106, Producer's Statement of Supporting Evidence, showing committee count, certification date and signatures, table of purchases of breeding stock since Nov. 30, 1933, table of purchases of stockers and feeder-hogs since Nov. 30, 1933, table of all sales of breeding, stocker, and feeder-hogs for which there is sales evidence attached, table of hogs sold from litters since Nov. 30, 1933, table of purchases of breeding stock between Dec. 1931 and Nov. 30, 1933, table of purchases of stocker and feeder-hogs between Dec. 1, 1931 and Nov. 30, 1933, table of sales of all breeding, stocker, and feeder-hogs purchased between Dec. 1, 1931 and Nov. 30, 1933, for which there is sales evidence attached, table of hogs sold that were on hand Dec. 1, 1931, for which there is sales evidence, table of hogs sold from litters farrowed between Dec. 1, 1932 and Nov. 30, 1933, and between Dec. 1, 1931 and Nov. 30,

1932, certification of correctness of representation of 1932 - 1933 litters and farrowing with signature, address and location of farm producer; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished, showing table of hogs from 1933 litters, (litters farrowed between Dec. 1, 1932, and Nov. 30, 1933, inclusive), pounds of pork sold, month and day of sale, whether fresh, in whole or half carcasses or cuts, cured, sausage, lard, total pounds of pork sold, number of head slaughtered, total live weight, to or through whom sold with address of purchaser, certification of correctness of statements, and representations of producer with signature and address of producer; Form CH-106b, Check Sheet for Hogs, balance table for Forms CH-104 and 106; showing pplicant's name, township and county, item numbers, classification of hogs, number in each class disposed of Dec. 1, 1931 to time of count, number sold, died, or farm slaughter, number on hand at time of count for breeding, sale or farm slaughter; first and second check totals, remarks, name of tabulator and date of first check; Form CH-106c, Buyers' Inquiry, showing buyer's name and address, date of mailing, name and address of producer, name and address of county corn-hog allotment committee with signature of chairman, type of buyer, certification of purchase with date of purchase, total hogs purchased, market class of hogs; butchers, sows, stags, skips and roughs; weight from record, value from record, average weight and price, and signature of buyer; Form CH-106d; Analysis of Hog Evidence, showing name and address of applicant, record of supporting evidence submitted by producer, type of evidence, sales claimed by producer, sales recertified, doubtful hogs, number, percent removed, number removed, and 1932 and 1933 hogs produced for market and total hogs allowed; Form CH-110, Community Committee Corn-Yield Certification, showing name of community, producer's name, total acres under contract, 1932 - 1933, average corn acreage, acres planted to corn once during 1930 - 1934; commun ty committee estimated yield per acre, preliminary and revised with remarks, date, and signatures of community committeemen; Form CH-116a, Transmittal Sheet for 1935 Corn-Hog Contracts, showing state and county codes, approved by State Board of Review, signature and date, serial number, name of producer, adjusted corn acreage 1932 - 1933, acres of corn land to be retired, adjusted estimated corn-yield per acre, adjusted production on retired corn land, hogs produced for market, 1932 - 1933 average number, contracts which are delayed or refused, and record of handling; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate, showing name and address of producer, corn acreage permitted for 1935 contract, planted corn acreage, multiple land holdings statement, affirmation of statements and representations with dates and signatures of producer and landlord, certification of county allotment committee, remarks and signatures, final payment - 1935, to producer and landlord, final installment payment; certificate of comptroller, date and schedule number, hog production permitted for market in 1935, list of sales of hogs, date of sale, number sold,

average weight when sold, to whom or through whom sold, nature of evidence of sales, affirmation of statements and representations with dates and signatures of producer and stock share landlord, and supervisors' certification for verification of statements of compliance for final payment under 1935 corn-hog contract with date and signature of supervisor; Form CH-130, Change of Landlord, showing corn-hog contract number, county and state, name of farm, name of new landlord, date, date of sale, remaining interest or control over farming operations of land covered by said contract, dates, names and addresses of original and new landlord, date and approval of county allotment committee, and signatures of members of the committee and person representing the Secretary of Agriculture. Filed alphabetically. (Occasionally, official.) 9 x 15 folders, 1 ft., in filing case. Main Office. (84)

VISALIA

FIELD AGENT
Post Office Bldg.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Its chief functions are the stabilization of production of cotton, wheat, and corn-hogs and the preparation of control contracts in Tulare County over which it has jurisdiction. Copies of control contracts are sent to Washington.

280. COTTON PRODUCTION CONTROL RECORDS, Apr. 1933 - Feb. 1936. Form CAP-1, Cotton Sale Certificate; Form CAP-2, Application for Cotton Price Adjustment Payment; Form CAP-3, Receipt and Report of Distribution of Payments; Form CAP-4, Work Sheet; Form BA-8, Application for Allotment and Tax Exemption Certificate Pursuant to Cotton Act Approved Apr. 21, 1934; Form CAP-11, Transmittal Sheet for Form CSP-2; Cotton Form 21a, Cotton Acreage Reduction Contract; Form BA-21, Summary of Allotment Basis and Determination of Individual Allotments; Cotton Form 121, Supplementary Representation of Producer to County Committee; Cotton Form C-125, Schedule of Payments Receipted by Producers; Form BA-211a, Tax Exemption Certificate; Form BA-322, Receipt for Cotton Tax Exemption Certificate; correspondence to and from cotton growers, county agents and assistants, and state and Washington offices relating to the activities of administration and operation of the cotton program in Tulare County. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of steel filing cases. R. 6. (180)

281. WHEAT CONTROL RECORDS, Sept. 1933 - July 1935. Applications for allotments of wheat acreage for 1935 planting; adjusted acreage allotments; wheat production adjustment contracts;

certificates of community organizations; certificates of compliance; adjusted payment receipts; bulletins, circular letters, and letters relating to administrative rulings on operation, cooperation, community and county organizations in the activities of the wheat program in Tulare County. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 6. (178)

282. CORN-HOG PROGRAM RECORDS, 1934 - 1935. Form CH-14, Producer's Statement of Supporting Evidence; Form CH-15, Community Committee Certification; Form CH-16, Map of Farm and Contracted Acres; Form CH-21, Listing Sheet; Form CH-24, Minutes of Community Organization; Form CH-33, Supporting Evidence for Hogs Sold as Meat; Form CH-37, Transmittal Sheet for Corn-Hog Reduction Contracts Approved; Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-60a, Proof of Compliance for Final Payment; Form CH-101a, 1935 Corn-Hog Contract; Form CH-103, Application for 1935 Corn-Hog Contract; Form CH-105, Flow Chart for AAA 1935 Corn-Hog Program; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished; Form CH-106b, Check Sheet for Hogs; Form CH-106c, Buyer's Inquiry; Form CH-106d, Analysis of Hog Evidence; Form CH-110, Community Committee Corn-Yield Certification; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate; Form CH-130, Change of Landlord; relative data and correspondence in administration and operation of the AAA in Tulare County. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 6. (179)

283. DROUGHT RELIEF RECORDS, July - Sept. 1934. Applications for purchase of livestock; statements of appraisal; buying, shipment and movement of cattle; copies of vouchers issued in payment of livestock purchase contracts; data, tabulation, and related correspondence pertaining to activities, administration, and operation of the Emergency Drought Relief Act in Tulare County. (Daily, official.) 9 x 12 folders, 2 ft., in cardboard box. R. 4. (181)

YREKA

FIELD AGENT
Courthouse, 4th and Lane Sts.

This office was established in 1933 and was placed under the supervision of the county agricultural extension agent. Prior to 1935 it occupied quarters in the Chamber of Commerce Building. Its chief functions are the stabilization of production of corn, hogs, wheat, and potatoes in northern Siskiyou County over which

it has jurisdiction. Copies of control contracts are sent to Washington.

284. CORN-HOG GENERAL FILE, 1933 to date. Lists of producers and farm equipment; inventories of office equipment and blank forms; expense account records; transmittal sheets; tabulations, data and reports; minutes of corn-hog control associations; telegrams, circular letters, and bulletins from Washington office relating to administrative rules, orders, and regulations in the activities of the corn-hog program. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. SW.corner. (28)

285. WHEAT CONTRACT RECORDS, 1933 - 1935. Applications for allotments of wheat acreage for 1936 planting; adjusted acreage allotments; wheat production adjustment contracts; certificates of compliance, adjusted payment receipts and related exports and records in the operation of the wheat acreage reduction program. (Daily, official.) 9 x 12 folders, 2 ft. 2 in., in steel filing case. W. corner. (34)

286. WHEAT FILE, 1933 - 1936. Lists of wheat producers and forms; inventories of farm equipment; maps of listed forms for inspection for participation in wheat acreage reduction contracts and adjusted payments; expense accounts, tabulations, data and reports, bulletins, and circular letters relating to administration and operations; also letters from producers pertaining to cooperation and participation in the activities of the wheat program. (Daily, official.) 9 x 12 folders, 1 ft. 1 in., in steel filing case. NW. corner. (33)

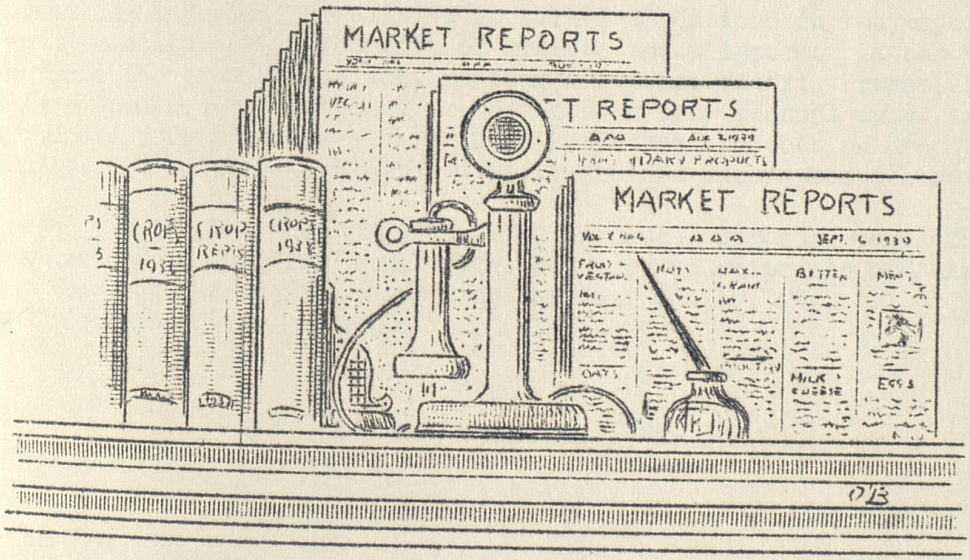
287. CORN-HOG CONTRACT RECORDS, 1934 - 1935. Form CH-14, Producer's Statement of Supporting Evidence; Form CH-15, Community Committee Certification; Form CH-16, Map of Farm and Contracted Acres; Form CH-17, Directions for Filling in Preliminary Work Sheet, Statement of Supporting Evidence and Map of Contracted Acres; Form CH-21, Listing Sheet; Form CH-24, Minutes of Community Organization; Form CH-33, Supporting Evidence for Hogs Sold as Meat; Form CH-37, Transmittal Sheet for Corn-Hog Reduction Contracts Approved; Form CH-58, Final Certification of Compliance for Corn-Hog Reduction Contract; Form CH-60a, Proof of Compliance for Final Payment; Form CH-101a, 1935 Corn-Hog Contract; Form CH-103, Application for 1935 Corn-Hog Contract; Form CH-105, Flow Chart for AAA 1935 Corn-Hog Program; Form CH-106, Producer's Statement of Supporting Evidence; Form CH-106a, Record of Hogs Sold as Meat, Lard, or Dressed Carcass for which Supporting Evidence is Furnished; Form CH-106b, Check Sheet for Hogs; Form CH-106c, Buyer's Inquiry; Form CH-106d, Analysis of Hog Evidence; Form CH-110, Community Committee Corn-Yield Certification; Form CH-127a, 1935 Corn-Hog Contract Compliance Certificate; Form CH-130, Change of Landlord; relative data, tabulations, and correspondence in the activities of administration and operation of corn-hog program. (Weekly,

official.) 9 x 12 folders, 2 ft. 9 in., in steel filing case. SW. corner. (29, 31)

288. POTATO CONTROL RECORDS, 1936. Applications, statements of past potato production, allotments of potato production, apportionments to producers, certifications and evidence of sales; correspondence relating to amount of tax to be levied on sales in excess of the allotments, tax exemption stamps and records of other activities in the administration and operation of the potato control program. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. SW. corner. (30)

289. SOIL CONSERVATION RECORDS, 1936. Allowances, expense accounts, work sheets, and minutes of county associations; bulletins, publications, circular letters, and telegrams, relating to cooperative agreements, demonstrations of practical and effective measures, and research and investigation in soil erosion control activities. (Daily, official.) 9 x 12 folders, 9 in., in steel filing case. NW. corner. (32)

BUREAU OF AGRICULTURAL ECONOMICS



BUREAU OF AGRICULTURAL ECONOMICS

FRESNO

DIVISION OF FRUITS AND VEGETABLES
MARKET NEWS FIELD HEADQUARTERS
Holland Bldg., 2135 Fresno St.

This office was established in 1916. Originally quartered in the Sequoia Hotel, it was moved to the present location in 1929. It functions as an information service, acquiring and disseminating data as to probable crop yields for the guidance of buyers, and assembling information relative to market conditions in the major market centers for the benefit of growers and shippers. It has jurisdiction over Stanislaus, Merced, Mariposa, Madera, Fresno, and Tulare Counties. The agency is operated in crop seasons only, approximately four months each year. Statistical reports on crop conditions are sent to Washington daily. Useless papers are destroyed.

290. GENERAL CORRESPONDENCE, 1931 to date. Reports, tabulations, and letters to and from Washington, relating to shipments and market news service on fruits and vegetables. (Daily, official.) 9 x 12 folders, 6 in., on desk. R. 401. (239)

LOS ANGELES

DIVISION OF DAIRY AND POULTRY PRODUCTS
MARKET NEWS AND STANDARDIZATION AND GRADING FIELD HEADQUARTERS
Wholesale Terminal Bldg., 784 S. Central Ave.

This office was established in 1925 to gather and disseminate market condition information and statistics pertaining to dairy and poultry products. Constant contact is maintained with producers, jobbers, and wholesalers. Fluctuations in price and changes in general market conditions are tabulated daily. These compiled statistics appear in the market news of the daily press and are broadcast on radio programs sponsored by the State Department of Agriculture. Intra- and interstate purchases and shipments of the above products are also tabulated daily and the figures made avail-

able to producers, processors, dealers, and carriers. In cooperaton with the State Department of Agriculture, the agency's jurisdiction is considered to cover California. Copies of all publications and outgoing correspondence, as well as annual reports are sent to Washington.

291. GENERAL OFFICE FILES, 1929 to date. Correspondence from interstate buyers, producers, jobbers, retailers, and wholesalers relating to ordering, purchasing, and shipping of dairy and poultry products to and from the markets of California; also accounts and tabulations of same. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 300-5. (2299)

DIVISION OF FRUITS AND VEGETABLES
MARKET NEWS FIELD HEADQUARTERS
Wholesale Terminal Bldg., 784 S. Central Ave.

This office was established on May 1, 1918 as a unit of the Bureau of Markets within the Department of Agriculture. In 1920 it was merged with the Bureau of Crop Estimates becoming the Bureau of Markets and Crop Estimates and in 1923 it was made a unit of the Bureau of Agricultural Economics. Its major function is to furnish general market information to producers, processors, and dealers in fruits, vegetables, and their products. Daily tabulations are made of price fluctuations and market conditions generally. Records of shipments of the various kinds of fruits and vegetables are compiled separately, indicating points of origin and destination. Truck loadings are tabulated daily; carloadings, weekly, and water shipments, by sailings.

Since 1928, this agency has cooperated with the California State Department of Agriculture in the publication of market news and bulletins, as well as supplying the press with statistics appearing on the commodity market pages. It has furnished material for radio broadcasts sponsored by the State Agriculture Department.

Wholesalers and brokers, operating under a grant issued by the License Bureau at Washington, are listed by name and license number and carried in three groups: (a) cities in California; (b) cities in other western states; (c) terminated or cancelled. Their license status is checked against a daily sheet issued by headquarters in Washington.

In cooperation with the State Department of Agriculture, the jurisdictional region is considered as California but the records cover all territory west of the Continental Divide.

In 1932, when reorganizing the storage space, some old correspondence was destroyed, but since 1933 all records have been retained under orders of this bureau.

Summaries of truck, car, and vessel loadings, annual reports,

copies of outgoing correspondence, and copies of bulletins and publications are sent to Washington.

292. LICENSES OF WHOLESALERS AND BROKERS, 1918 to date. Showing city, street and number, and licensee's name and number as copied from daily license sheets issued from the License Bureau at Washington. Segregated in three groups: California cities, cities of other western states, and terminated or cancelled licenses. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 7 ft. 6 in., in 6 drawers of wooden card cabinet. R. 300-5. (2294, 2295)

293. EASTERN MARKET TELEGRAMS, 1932 to date. Reports of prices in eastern markets, pertaining to activities of the Fruit and Vegetable Division, Poultry and Dairy Division, and Hay, Seed and Feed Division of this bureau. Filed chronologically. (Rarely, official.) 8 x 8 bundles (26), 9 ft. 4 in., on wooden shelves. Dirty, sooty. R. 300-5. (2290)

294. EXPENSE AND PERSONNEL FILE, 1932 to date. Vouchers for public utility accounts, office supplies, rentals, travel accounts, and miscellaneous expenditures. Arranged chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. R. 300-5. (2297)

295. GENERAL CORRESPONDENCE, 1932 to date. Relating to all general phases of the bureau's activities: investigations, statistical data, reports, and inquiries. Filed alphabetically. (Daily, official.) 9 x 12 folders and bundles (3), 3 ft. 2 in., in 2 drawers of wooden filing case and on wooden shelf. R. 300-5. (2296)

296. UNLOADING - WORK SHEETS, 1932 to date. Notations made by fieldmen unloading agricultural products from railroad cars and boats in the Los Angeles district. (Rarely, official.) 8 x 8½ bundles (5), 3 ft., on wooden shelf. R. 300-5. (2293)

297. WEEKLY SUMMARIES OF CARLOAD SHIPMENTS, 1932 to date. Showing date of shipment, car number, place of origin, destination, and description of commodities. Filed chronologically. (Frequently, official.) 9 x 14 bundles, 3 ft. 8 in., on desk. R. 300-5. (2292)

298. DAILY TRUCK SUMMARIES, 1933 to date. Showing name of truckers, description of load, names of consignor and consignee for all truck loads of agricultural products coming under the observation of this division. Filed chronologically. (Daily, official.) 8½ x 16 bundles (3), 6 in., on wooden shelf. R. 300-5. (2291)

GRAIN DIVISION
ADMINISTRATION OF GRAIN STANDARDS ACT
FIELD HEADQUARTERS
I. W. Hellman Bldg., 124 W. Fourth St.

This office was established on September 15, 1926. On July 1, 1934, the Department of Agriculture added to its grain activities, the supervision of hay and beans. Its chief function is to maintain grade standards in grains, hay, and beans. All shipments arriving or leaving Los Angeles by truck, train, or vessel are inspected and graded by licensed inspectors. Shipments originating in this jurisdictional territory and consigned to other markets are examined by field inspectors. In event of dispute as to grade allowance by company, corporation, or individual dealer, an appeal on Form 1-C may be filed, in which event, the appellant must abide by the decision of the Board of Agriculture at Portland, Oregon. Samples of shipments in question are sent to Portland with other samples and are used as a check on inspections. The agency has jurisdiction over California south of Monterey, Kings, and Tulare Counties. In March 1935, records termed useless were destroyed under orders from Washington. Reports are sent regularly to Washington.

299. FEDERAL APPEAL GRADE CERTIFICATES, 1926 to date. Form 1-C, appeals made by companies, corporations, and individual dealers in grain against grade allowances by licensed grain inspectors, for final decision as to the grade and class of grain under controversy. Filed chronologically. (Rarely, official.) 5 x 8 bundles (5), 10 in., in steel filing case. Rs. 631 and 632. (3071)

300. INSPECTORS' REPORTS, Sept. 15, 1926 - June 13, 1936. Monthly and bi-monthly reports covering inspections of grains by licensed grain inspectors, showing carload and shipments in Los Angeles, and indicating grade and class of grains inspected under supervision of supervisor. Filed chronologically. (Never.) 8 x 10½ pockets, 1 ft. 2 in., in 2 drawers of wooden filing case. R. 631. (3066)

301. INSPECTION CERTIFICATES, 1932 to date. Made by licensed inspectors of grain, hay, and beans, showing location and volume of inspection and grade and class of hay or beans at time of inspection. Filed chronologically. (Rarely, official.) 5 x 8 bundles (24), 5 ft. 4 in., in wooden filing case and on 2 wooden shelves. Rs. 631 and 632. (3069)

302. MISCELLANEOUS CORRESPONDENCE, 1932 to date. Correspondence, statements, vouchers, personnel applications, telegrams, certificates, bulletins, memorandums, requisitions, reports, agreements, orders, and other papers pertaining to the acitivities of this office and field offices on the inspection and supervision of grain, hay,

and beans and general administration activities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft. 7 in., in 4 drawers of wooden filing case. Damaged by faulty containers, torn, and scattered. Rs. 631 and 632. (3070)

303. INSPECTION ACCURACIES AND SUPERVISION COVERAGE REPORTS, Jan. 20, 1933 to date. Monthly reports made by United States Board of Agriculture at Portland, Oregon, on samples furnished them by this office to determine correctness of inspections made by licensed grain inspectors in this district. Filed chronologically. (Rarely, official.) 8 x 10½ pockets, 1/2 in., in wooden filing case. R. 631. (3068)

304. COURT REPORTER'S TRANSCRIPT COVERING PROPOSED CODE FOR MARKETING MILK PRODUCTS UNDER NRA, June 10, 1933. Agreement between milk producers and distributors which came up for hearing before the Secretary of Agriculture, Agricultural Adjustment Administration in the Assembly Room, California State Building, Los Angeles. Comprises 72 pages of testimony by proponents and opponents. Arranged numerically. (Never.) 8¼ x 10 vol., 1 in., on shelf in wooden cabinet. R. 631. (2067)

DIVISION OF HAY, FEED AND SEED
SEED REPORTING AND INSPECTION FIELD HEADQUARTERS
Wholesale Terminal Bldg., 784 S. Central Ave.

This office was established on June 29, 1929. Its chief functions are to furnish daily information to producers, dealers, and the public, regarding market fluctuations and supply and demand statistics on grain, hay, feed, rice, beans, and seeds; to tabulate prices on telegraphic advice from leading market centers; to compile supply figures gathered in production areas including carry-overs, current harvest, and growing crop conditions. Demand is based on shipment reports, designating points of origin and destination. The assembled information is furnished the press daily for the Commodity Market News pages. In cooperation with the State Department of Agriculture, this agency publishes market sheets and bulletins and supplies statistical material for radio broadcasts sponsored by the State Department. It has jurisdiction over southern California and the State of Arizona. Copies of all published material, outgoing correspondence, general summaries, and annual reports are sent to Washington.

305. GENERAL OFFICE FILE, 1929 to date. General correspondence, personnel matters, and expense accounts pertaining to the general routine of this office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 300-5. (2298)

SAN FRANCISCO

DIVISION OF DAIRY AND POULTRY PRODUCTS
MARKET NEWS AND GRADING SERVICE
FIELD HEADQUARTERS
Ferry Bldg., Foot of Market St.

This office was established in 1918. Its chief function is to gather and disseminate daily, weekly, and monthly reports and news on the butter, cheese, eggs, and poultry markets. It has jurisdiction over central and northern California and the States of Nevada and Utah. From 1918 to 1921 the offices were located in the Consular Building, 510 Battery Street, and from 1921 to 1923, in the Appraisers Building, Sansome and Washington Streets. Since the latter date, offices have been maintained at the present address.

306. STATISTICAL BULLETINS AND REPORTS, 1925 to date. On butter, cheese, shell eggs, frozen eggs, frozen poultry, importations, milk production trends, and world dairy prospects summary; foreign news on dairying and dairy products showing tariff rates of 1930 compared to 1922; annual summaries of condensed, evaporated, dry, and concentrated milk,. dressed poultry, butter production and shipments, showing markets compared with corresponding days of previous year; reports of office equipment and supplies sold or worn out; requisitions and vouchers for replacement. (Occasionally, official.) 9 x 12 folders, 2 ft. 10 in., in wooden filing case. R. 3. (2149)

307. GENERAL CORRESPONDENCE, 1932 to date. From dairy and poultry producers, shippers, and manufacturers, stating weekly productions of creamery butter, cheese, oleomargerine, fresh or cold storage eggs, condensed and dry milk; and dressed, fresh, and cold storage poultry. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. R. 3. (2148)

DIVISION OF FRUITS AND VEGETABLES
INSPECTION FIELD HEADQUARTERS
Agriculture Bldg., Foot of Mission St.

In 1919 an inspection field headquarters was established in offices in the Ferry Building, foot of Market Street. It remained there until 1933 when it was moved to its present location in the Agriculture Building, foot of Mission Street. Throughout its existence it has borne the present title. The purpose of this agency is to inspect fruits, vegetables, and canned goods relative to quality and grade for dealers and shippers upon request. Fees

are charged for this service. Inspections under official orders are also made of these commodities consigned to the Navy Department in San Francisco.

In 1920 the Department of Agriculture decided upon a policy of cooperation with the State of California in this inspection work. For this purpose, an agency known as the Federal and California State Department of Agriculture was created. An inspector in charge was employed by the state, under the direction of a supervising inspector for the Federal Government. The function of this agency is the inspection of fruits, vegetables, and canned goods in the coastal counties of California from Salinas in Monterey County to Santa Rosa in Sonoma County. Offices were maintained in the Ferry Building until 1931 when they were moved to the present location in the Agriculture Building. Copies of all records are sent to Washington.

308. INSPECTION RECORD BOOKS, 1925 to date. Record of inspections of fruits, vegetables, and canned goods for local consumption and export, showing date, car number and initials, certificate number, kind of product, amount of fee, date paid, and name of person making inspection. Filed chronologically. (Daily, official.) 9 x 11½ vols. (2), 2 in., in desk drawer. R. 17. (9060)

309. CANNED FRUIT AND VEGETABLE GRADE CERTIFICATES, 1929 to date. Copies of certificates of grade inspections of samples of canned fruits and vegetables, showing date, by whom samples were submitted, product graded, number and kind of container, identifying marks, title of labels, grades, remarks, and fee charged; accompanied by applicant's request for grading and score sheet used by grader. Filed chronologically. (Frequently, official.) 9 x 12 folders and bundles, 2 ft., in wooden filing case and on wooden shelf. R. 17 and Storeroom. (8896)

310. LETTERS OF AUTHORIZATION, 1929 to date. Letters authorizing travel pay, hire of temporary assistants, station and field expenses, street car fares, and other necessary expenses in the operation of this office. Filed chronologically. (Occasionally, official.) Variously sized folders and vols., 1 ft., in wooden filing case. R. 17. (8892)

311. MISCELLANEOUS RECORDS, 1929 to date. Copies of orders and inspection reports of fruits, vegetables, and canned goods for United States Navy; copies of contracts for food supplies; copies of invitations, bids, and acceptances for food products; memoranda, letters, inspector's notes, and United States standards for fruits, vegetables, and canned goods. (Frequently, official.) Variously sized folders, bundles, and filing boards, 2 ft., in wooden filing case and on wooden shelf. R. 17 and Storeroom. (9057)

312. CANNING FRUIT AND VEGETABLE GRADING REPORTS, 1932 to date. Monthly reports by cannery graders, showing certificates issued to

canners complying with the pure food laws and cancellations for cause; also statements of assessed inspection fees, uncollected fees, total fees, amount of fees transmitted to Washington, unpaid bills forwarded to Washington, balance uncollected for ensuing month, remarks, and signature of grader in charge. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft., in wooden filing case and on wooden shelf. R. 17 and Storeroom. (8891)

313. FRUIT AND VEGETABLE INSPECTION REPORTS, 1932 to date. Monthly reports, showing number of inspections made; weight in pounds of fruits and vegetables passed and rejected, total quantity inspected, and number of certificates issued; also financial statement, showing fees assessed and collected. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 17. (8898)

314. SCHEDULE OF COLLECTIONS, 1932 to date. Monthly reports on inspection fee collections, showing period for which collected, names of remitters, date received, purpose for which remitted, amount remitted, fund to be credited, and total amount remitted. Filed chronologically. (Monthly, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 17. (8897)

315. CORRESPONDENCE, 1933 to date. To and from Washington, D. C. and Sacramento, California, relating to the inspection of fruits, vegetables, and canned goods. Filed chronologically. (Daily, official.) 9 x 12 folders and bundles, 5 ft., in wooden filing case and on wooden shelves. R. 17 and Storeroom. (9000)

316. FOOD AND PRODUCTS INSPECTION REPORTS, 1933 to date. Reports on fresh fruit and vegetable inspections made for the U. S. Navy, showing date, place of inspection, name of vessel, kind of products, number of containers, weight in pounds of amount passed or rejected, cause of rejection, if any, and signature of inspector. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 17. (9059)

317. STATEMENTS OF SERVICES RENDERED FEDERAL DEPARTMENTS, 1933 to date. Showing date of service, to what department rendered, name of employee giving service, time given to work, kind of work, salary for time worked, other expenses such as car fare or mileage, totals, and signature of inspector. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 17. (8893)

318. INSPECTION CERTIFICATES, 1934 to date. For fruit, vegetable and canned goods inspections, showing date, place, for whom inspected, products inspected, condition of load and containers, quality, condition, grade, remarks, fee charged, and signature of inspector. (Frequently, official.) 9 x 12 folders, 6 ft., in wooden filing case and on wooden shelves. R. 17 and Storeroom. (8895)

319. PROPERTY RETURNS, 1934 to date. Statements of Government-owned property chargeable to this office, showing name of article, number on hand, number received, number disposed of, remarks, date, and certificate of person to whom property was chargeable. Returns are for calendar year. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 in., in wooden filing case. R. 17. (8899)

320. CORRESPONDENCE RELATING TO PANAMA RAILROAD COMPANY, 1935 to date. Results of requested inspections of samples of canned goods consigned to the commissary of Panama Railroad Company in the Canal Zone, showing requisition date, order number, kind of products, number of cases, reults of inspections, and bills for fees from this office. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 17. (9058)

321. GOVERNMENT BILLS OF LADING, 1935 to date. Government bills of lading for samples of canned goods shipped to Department headquarters at Washington, showing date shipped, by whom, number of packages, marks, description of articles, and weight. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case. R. 17. (8894)

322. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1935 to date. For rental of laboratory paid to the Board of State Harbor Commissioners, showing dates, services rendered, to whom payable, amounts, and signatures of associate marketing specialists, accompanied by certified bills. Filed chronologically. (Monthly, official.) 9 x 12 pockets, 3 in., in wooden filing case. R. 17. (9061)

Federal and California State Department of Agriculture
Field Headquarters

323. DISTRICT DAILY REPORTS, 1929 to date. Copies of reports made by inspectors in charge of various districts in California, showing date, name of district, kind of commodity inspected, number of inspections of each commodity, total number of inspections, total man-days, total fees earned, and signature of inspector. Filed chronologically. (Daily, official.) 4 x 6½ bundles and loose papers, 3 ft., in wooden card cabinet and in 2 wooden boxes. R. 17 and Storeroom. (9055)

324. EXPORT INSPECTION CERTIFICATES, 1929 to date. For fruits and vegetables exported to foreign countries, showing names of applicants for inspections, dates, serial numbers, inspection points, names of vessels, kind of products, kind and number of containers, shipping marks and grades. Filed chronologically and numerically. (Daily, official.) 3 ft., in 3 drawers of steel filing case and in 2 wooden boxes. R. 17 and Storeroom. (9054)

325. INSPECTION CERTIFICATES, 1929 to date. For fruits and vegetables for domestic consumption, showing dates, inspection points, applicants, time inspections started, products inspected, sizes, kind of packages, quality and conditions, grades, signatures of inspectors, serial numbers, and fees charged. Filed chronologically and numerically. (Daily, official.) 9 x 15 folders and bundles, 4 ft., in steel filing case and in wooden boxes. R. 17. (9056)

326. CORRESPONDENCE, 1933 to date. To and from Washington and the California State Department of Agriculture. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 17. (8900)

327. APPLICATIONS FOR EXPORT GRADE CERTIFICATES, 1936 to date. From private firms requesting inspection of fruits and vegetables to be exported, showing name of firm, carrier, sailing date, number and kind of containers, products to be inspected, brands, grades, varieties, counts, and marks. Filed chronologically. (Occasionally, official.) 8½ x 10 loose papers and 9 x 15 filing board, 6 ft., in steel filing case. R. 17. (8901)

DIVISION OF FRUITS AND VEGETABLES
MARKET NEWS FIELD HEADQUARTERS
Ferry Bldg., Foot of Market St.

The Division of Fruits and Vegetables was established in San Francisco in 1918. In the same year a unit known as the Market News Service on Fruits, Vegetables and Peanuts was organized under the direction of an associate marketing specialist. This agency occupied offices in the Consular Building, 510 Battery Street from 1918 to 1922; the Merchants Exchange Building, California and Montgomery Streets from 1922 to 1923, and its present location in the Ferry Building, foot of Market Street, since 1923.

The functions of this office are the gathering and disseminating of reports on the marketing of fresh fruits and vegetables covering car lot shipments throughout the United States, movement from California, and current activities in San Francisco and other important terminal markets. Jurisdiction covers central and northern California. All market bulletins are sent to Washington.

328. MISCELLANEOUS CORRESPONDENCE, 1922 - 1927. Official and personal correspondence relative to agricultural activities. (Never.) 10 x 12 bundles and cartons (2), 4 ft., on wooden shelves. R. A, storeroom. (1953)

329. SUPPLIES, ACCOUNTS, AND INVENTORIES, 1926 to date. Records of office equipment, showing when ordered, date received,

accounts on transfer of supplies, inventories of office supplies and machines, and cost of maintenance. (Occasionally, official.) 9 x 11½ folders, 9 in., in wooden filing case. R. 1. (1928)

330. DECIDUOUS FRUITS, 1927 to date. Record of shipments of deciduous fruits, showing name of shipper, quantity and species of fruit, point of origin, destination, and consignee. Filed alphabetically and numerically, by commodity and district. (Frequently, official.) 4½ x 9 cards, 96 ft., in 48 wooden drawers. R. 1. (1768)

331. PEAR UNLOADS, 1928 - 1933. Daily reports transcribed for annual bulletins, showing loads of pears at the following points: Fresno, Brawley, Salinas, Santa Maria, Los Angeles, Corpus Christi, Laredo, and San Francisco, California; St. Louis, Missouri and Seattle, Washington; also shows fluctuations of market price due to unloads. (Occasionally, official, public.) 12 x 24 bundles, 2 ft. 2 in., on wooden shelf. R. A, storeroom. (1987)

332. GENERAL FILES, 1930 - 1934. Miscellaneous data covering all functions of bureau including specific produce and commodities, state regulations governing same, summaries of publications, and shipment reports in the form of bulletins and letters. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 1. (1888)

333. WHOLESALE PRICE SUMMARIES, 1931 - 1934. Ten-day records, showing fluctuation of wholesale prices on deciduous fruits. (Occasionally, official, public.) 11 x 15 bundles (2), 4 ft., on wooden shelves. R. A, storeroom. (1954)

334. DELIVERY MANIFESTS AND TABULATIONS, 1933 - 1934. Record of shipments by way of Southern Pacific Railroad, Pacific Fruit Express, and Santa Fe Railroad, showing commodity and produce, car lot numbers, destination, and dates of departure and arrival. (Occasionally, official, public.) 10 x 15 bundles, 5 ft., on wooden shelf and in pasteboard boxes. R. A, storeroom. (2052)

335. GENERAL CORRESPONDENCE, 1934 to date. Relating to matters concerning this bureau from the United States Department of Agriculture and others. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft. 3 in., in steel filing case and in wooden transfer case. R. 1, 2d floor. (1838)

336. POTATO AND ONION SHIPMENTS, 1934. Record of shipments of potatoes and onions destined for Santa Maria, Salinas, and Los Angeles, California; Portland, Oregon and Seattle, Washington, showing shipper, consignee, and quantity and quality of commodity. (Occasionally, official, public.) 10½ x 17 loose sheets, 2 ft., on wooden shelf and in pasteboard box. R. A, storeroom. (2051)

337. BULLETINS ON CAR LOTS FOR SAN FRANCISCO, 1935 to date.

Bulletins on produce and commodity shipments for local marketing, showing name of shipper, consignee, and number of carloads. (Occasionally, official, public.) 9 x 12 folders, 2 ft., in wooden filing case. R. 1. (1878)

338. DAILY WIRES ON PRODUCE SHIPMENTS, 1935. Showing specific produce or commodity, quality and quantity, route, destination, and consignee. (Occasionally, official, public.) 10½ x 17 bundles, 2 ft. 2 in., on wooden shelf and in box. R. A, storeroom. (2005)

339. MAILING LISTS, 1935 to date. Showing names of shippers, consignees, agents, commodities handled, and information concerning shipments. (Frequently, official, public.) 3 x 5 cards, 1 ft. 3 in., in wooden card cabinets. R. 1. (1877)

340. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Between this department and Washington in relation to shipments and Market News Service on fruits, vegetables, and other produce and commodities. (Frequently, official.) 12 x 15 folders, 5 ft., in wooden transfer case. R. 1. (1889)

341. PUBLIC CORRESPONDENCE, 1935 to date. Letters requesting information on produce and commodities relative to shippers, packers, canners, marketing, and Pacific species. Filed alphabetically, by commodity. (Occasionally, official, public.) 9 x 12 folders, 1 ft. 4 in., in wooden transfer case. R. 1. (1837)

342. SHIPMENT WORK SHEETS, 1935. Tabulations on shipments of specific commodities prior to daily and monthly publication. (Occasionally, official.) 12 x 18 loose sheets, 2 ft., in pasteboard box on wooden shelf. R. A, storeroom. (1988)

343. TELEGRAMS, 1935 to date. Telegrams regarding shipments of fruit and vegetables, cotton, and other commodities, giving information on shipments, shippers, and consignee, quantity, quality, species of commodity, car number, and railroad. (Daily, official.) 10 x 15 folders, 8 in., in wooden transfer case. R. 1. (1828)

344. TRAIN MANIFESTS, 1936 to date. Showing commodity, shipping point, destinations, dates of shipments, number of car lots, route, way station en-route, and time of arrival at each point. (Occasionally, official.) 7 x 8½ folded forms, 1 ft. 5 in., in wooden transfer case. R. 1. (1927)

345. SANTA FE TRAIN MANIFESTS, 1936 to date. Tables showing commodities, railroad, car number, point of origin, destination, routing, charges, shipper, and consignee. (Daily, official.) 15 x 24 loose sheets, 1 ft., in transfer case. R. 1. (1829)

GRAIN DIVISION
ADMINISTRATION OF GRAIN STANDARDS ACT
FIELD HEADQUARTERS
Federal Office Bldg., Civic Center

This office was established in 1917. It was created to carry into effect the provisions of the United States Grain Standards Act. Additional functions are to inspect hay, grains, soy beans, peas and seeds, upon request of dealers and shippers, the auditing of records of verified-origin seed dealers, and to consult with and advise dealers and shippers on problems relating to Seed Verification Service. It has jurisdiction over northern California and Nevada.

At the time this survey was made the agency occupied offices in the Appraisers Building, Sansome and Washington Streets. In May of 1936, it was moved to the New Federal Office Building in Civic Center.

346. GRAIN STANDARDS CORRESPONDENCE, Aug. 1917 - Dec. 1924. Letters to and from officials at Washington, Chicago, and Portland district offices and from state officials at Sacramento relative to grain standards. (Occasionally, official.) 8 x 11 bundles (3), 3 ft., in cardboard box. Damaged by rodents, dirty. Attic. (1420)

347. GENERAL OFFICE CORRESPONDENCE AND REPORTS, 1925 to date. General summary of inter-market differences and grading of cereals, grain, hay, and bean standards. (Daily, official.) 8 x 11 bundles (4), 7 ft. 6 in., in 3 drawers of steel filing case. R. 76. (1465)

348. INSPECTION CERTIFICATES, 1927 - 1935. Showing grade of grain with species and other information of interest to farmers and grain dealers. (Never.) 5 x 8 bundles, 4 ft., on floor. Damaged by rodents and careless handling. Attic. (1421)

349. GENERAL INTER-MARKET GRAIN SUMMARY, 1930 - 1932. Forms 175, 176 and 177, general information on receipts and shipments of grain in and out of San Francisco, Stockton, and Vallejo. (Occasionally, official.) 8 x 11 bundles, 1 ft., on floor. Dirty. Attic. (1407)

350. INSPECTION CERTIFICATES AND GRAIN ANALYSIS REPORTS, July 1933 to date. License Inspector's certificates of the grade of grains under the standard of this department and analysis of the grades of cereals, grain, beans, hay, and dried peas. Filed alphabetically. (Daily, official.) 5 x 8 envelopes, 4 ft. 6 in., in 2 drawers of filing case and in wooden cabinet. R. 72. (1455)

GRAIN DIVISION
RICE SUPERVISION AND INVESTIGATION FIELD STATION
Federal Office Bldg., Civic Center

This office was established in 1925, occupying space in the Thomas Clunie Building, 519 California Street, from 1925 to 1927. In May 1936, after the survey of its records, it was moved to the new Federal Building in Civic Center. The office supervises the grading of rice and conducts investigations into the efficient handling, conditioning, transportation, storage, and grading of grains and rice, and encourages the most economic methods of marketing.

351. RICE ANALYSIS CARDS, 1910 - 1935. Miscellaneous records of analyses of Pacific Coast rice specimens. Filed alphabetically. (Daily, official.) 3 x 5 bundles (10), 7 ft. 4 in., in wooden boxes. Torn. R. 86 and Attic. (1408)

352. CORRESPONDENCE AND SPECIFICATIONS, 1921 to date. General correspondence, questions and answers to problems submitted to office, and mimeographed copies of specifications for farm and elevator machinery. Filed alphabetically. (Daily, official.) 11 x 13 folders, 39 ft., in wooden transfer cases. R. 86. (1414)

353. GRAIN RESEARCH DATA AND CORRESPONDENCE, 1922 to date. Research data on grain resistance to air passage, milling, and quality; correspondence relative to rice handling, seeding, and storage. Filed alphabetically. (Daily, official.) 10 x 12 folders, 14 ft., in wooden transfer case. R. 86. (1403)

354. CORRESPONDENCE, 1926 to date. Correspondence on radio talks, farm meetings, world wheat prospects and outlook releases, project letters, and press releases. Filed alphabetically. (Daily, official.) 11 x 14 folders, 4 ft. 3 in., in wooden transfer cases. R. 86. (1406)

DIVISION OF HAY, FEED AND SEED
MARKET NEWS FIELD HEADQUARTERS
Ferry Bldg., Foot of Market St.

The Division of Hay, Feed and Seed was established in San Francisco in 1929. It has jurisdiction over central California, and its function is the gathering and disseminating of market news information and reports on hay, grain, hops, rice, seed, and commercial feedstuffs. Market bulletins and reviews are sent daily to Washington. None of the archives have been lost, but a surplus of bulletins have been destroyed from time to

time with permission from Washington.

355. COMMODITIES STATISTICS, 1929 to date. Miscellaneous data and information on various commodities and subjects pertaining to alfalfa meal production, barley, fermented malt liquors, beans, supplies and movement of California dried beans, manufactured cottonseed products, consumption and production of fats and oils, exports of feedstuffs, and linseed meal. Filed alphabetically. (Daily, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 2-A. (13322)

356. EXPENSE ACCOUNTS, 1929 to date. Form AE 106, Letters of Authorization to Incur Expenses; Standard Form 1012A, Public Vouchers for Reimbursement of Travel and Other Expenses Including Per Diem; itinerary reports; pre-audit difference statements and requests for transportation books. (Older records, never; current records, frequently, official.) 10 x 12 folders, 2 in., in wooden filing case. R. 2-A. (13326)

357. GENERAL CORRESPONDENCE, 1929 to date. Letters to and from Washington relating to the operation of this office, requests from individuals and private firms for market bulletins; also telegrams to and from Washington relating to hay, feed, and seed markets. Filed alphabetically. (Older records, seldom; current records, daily, official.) 9½ x 15 folders, 14 ft., in 3 drawers of wooden filing case and in pasteboard box. R. 2-A. (13325)

358. MAILING INDEX, 1929 to date. List of firms and individuals to whom daily market bulletins and reviews are sent, showing names, addresses, and kind of bulletins. Filed alphabetically. (Daily, official, public.) 3 x 5 cards, 4 ft., in 5 drawers of wooden card cabinets. R. 2-A. (13327)

359. MARKET BULLETINS AND REVIEWS, 1929 to date. Mimeographed copies of daily bulletins and reviews on the grain, hay, beans, rice, hops, feed, barley, and flax markets. Filed alphabetically and chronologically. (Older records, seldom; current records, daily, official, public.) 9 x 14½ covers, 24 ft., in wooden filing cases, on cabinet, and on filing boards on wall. R. 2-A. (13324)

360. MARKET NEWS BULLETINS AND REPORTS FROM OUTSIDE MARKETS, 1929 to date. On various commodities and subjects such as beans, cotton, grain stocks, rice, hay, livestock, seeds, droughts, feed markets, dairying, weather, crops, and foreign commerce on feedstuffs. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 1 ft. 6 in., in steel filing case. R. 2-A. (13328)

361. MARKET REVIEWS, 1929 to date. Weekly and quarterly mimeographed reviews on flax, feed, hay, wheat, barley, beans,

commercial grain stocks, hops, rice, and special subjects. (Frequently, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 2-A. (13323)

DIVISION OF LIVESTOCK, MEATS, AND WOOL
MARKET NEWS AND GRADING FIELD HEADQUARTERS
Ferry Bldg., Foot of Market St.

The Livestock, Meats, and Wool Division was established in 1922. The functions of this office consist of a grading service and a market news service. In the grading service, livestock and meats are examined for grade, quality, and weight for the Veterans' Hospital requirements and assists in educating the trade in the standard classification of livestock and meats for commercial trading. The market news service reports prices, market comments on cattle, hogs, and sheep at South San Francisco Union Stockyards, and collects and disseminates information on production, demand, and consumption for dressed meats at San Francisco. None of the records have been lost or destroyed.

362. CALIFORNIA LIVESTOCK REPORTS, 1920 to date. Relating to outbound and inbound livestock shipments, grain and hay dealers, and consumers, showing details of meat trade, meats graded, radio talks on this subject, and meat consumption. (Frequently, official, public.) 9 x 15 folders, 1 ft. 4 in., in steel filing case. R. 2, 2d floor. (2079)

363. GENERAL CORRESPONDENCE, 1929 to date. Relating to statistical reports on shipments of cattle, hogs and sheep, leaves of absence, time absent on account of illness, and recommendations on tentative standards. (Occasionally, official.) 9 x 12 folders, 1 ft. 10 in., in steel filing case. R. 2, 2d floor. (2080)

364. MISCELLANEOUS CORRESPONDENCE AND TABULATIONS, 1934 to date. Requests for copies of the Federal State Market News, reference letters, inter-office mail, and tabulations of San Francisco livestock market quotations. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 2, 2d floor. (2128)

365. MAILING LISTS, 1936 to date. List of names of interested persons to whom the Federal State Market News is mailed, specifying information desired such as livestock quotations in shipments made, prices, and crop and pasture land statistics. Arranged alphabetically. (Frequently, official, public.) 6 x 8 cards, 2 ft., in 2 wooden card cabinets. R. 2, 2d floor. (2130)

SAN PEDRO

DIVISION OF FRUITS AND VEGETABLES
INSPECTION FIELD HEADQUARTERS
Navy Stores Receiving Station, Foot of 22d St.,

This office was established in 1921. The primary purpose of this office is the inspection of fruits, vegetables, and canned goods for grade and quality which have been consigned to the Navy Department in San Pedro. Similar inspections are made for dealers and shippers upon request. Fees are charged for this service. Although the office was established in 1921, the one report shows the earliest date as 1934. Previous records will be found in the Long Beach agency of this Division.

366. MISCELLANEOUS FILE, 1934 to date. Correspondence and monthly and quarterly reports of inspection. (Daily, official.) 8 x 10½ envelopes, 10 in., in steel filing case. Dirty, torn, scattered. S. room, 1st floor. (863)

VERNON

DIVISION OF LIVESTOCK, MEATS, AND WOOL
MARKET NEWS FIELD HEADQUARTERS
Administration Bldg., 4500 Downey Road

This office was established in 1922. Its major activities are to report prices, make market comments on cattle, hogs and sheep at the Los Angeles Union Stockyards, and collect and disseminate information on the production, demand and consumption of dressed meats at Los Angeles. This office also conducts a grading service on livestock and meats for the Veterans' Administration and assists in educating the trade in the standard classification of these commodities for commercial trading. Correspondence and reports are sent to Washington. So-called useless papers are retained until authorization for their destruction is received from headquarters.

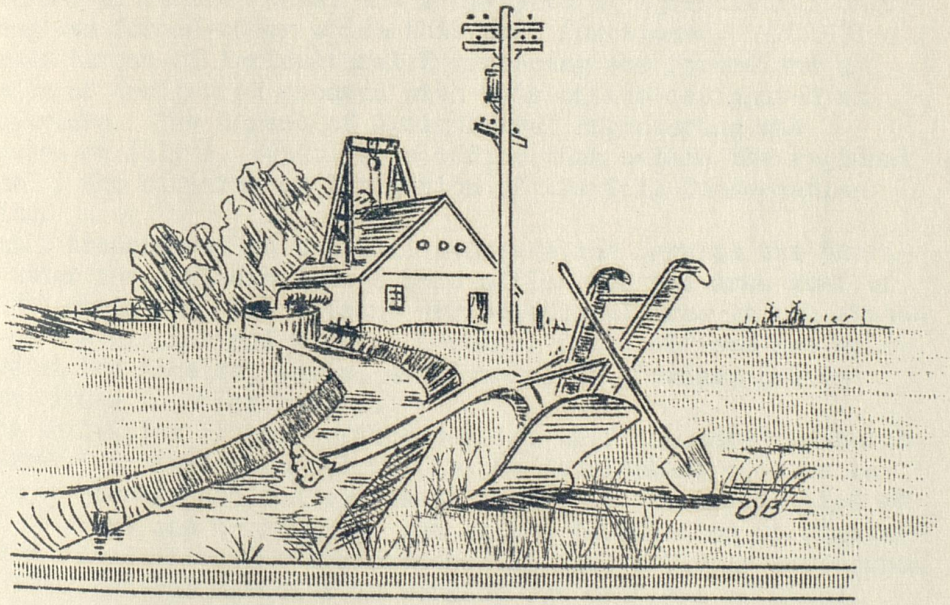
367. GENERAL FILE, 1923 to date. Correspondence with Department of Agriculture in Washington, pertaining to procedure in making out mimeographed forms, the checking of cattle, grading, price quotations, and leaves of absence for personnel; letters from packers, cattle raisers, and others, requesting "Daily Livestock Market Reports" and service and meat grading service; mimeograph forms of daily reports sent out to newspapers; yearly property returns (made in triplicate), showing serial number of item, amount on hand, and amount of non-expendable and semi-expendable material disposed; cattle raising reports, originating in Wash-

ington, sent by leased wire to San Francisco, and mailed to this office; receipts showing number of animals received by Union Stock Yard, place of origin, kind of animal, number of each, type, and total; LSM Form 14, Monthly Log, record of distribution of mimeographed reports for the month, giving name of report and number of Mail and Messenger lists at close of month, indicated by letters A, B, C, which stand for "Livestock Produce," "Livestock Shipping," and "Stockyard Agencies"; LSM Form 2, showing yearly slaughter of cattle in Los Angeles, and tabulations of animals slaughtered under Federal and State inspection; Form AD 44, Requests for Supplies, Equipment or Service; Form AA 4, Notification of Change of Status, Promotion, Transfers from Washington; Form 1012, Public Voucher for Reimbursement of Travel and Other Expenses; Form AE 77, Purchase Orders from Washington. Arranged alphabetically, by name of packer, employee, and subject. (Frequently, official.) 9½ x 15 folders, 12 ft. 1 in., in 6 pasteboard boxes and in steel filing case. NE. Attic and R. 223. (1, 2)

368. TELEGRAMS FROM FEDERAL LIVESTOCK MARKET AT KANSAS CITY, MISSOURI, 1923 - Jan. 1936. Regarding condition of market for each kind of animal (active, slow, steady) and condition of animals, as shortfed heifers, "plain dogies," and butcher cows. Arranged chronologically. (Never.) 8 x 10½ bundles, 6 ft. 11 in., in wooden box and stacked against the wall. Dirty. NE. Attic. (4)

369. CORRESPONDENCE FILE OF ASSISTANT MARKETING SPECIALIST, Jan. 13, 1936 to date. Correspondence with Department of Agriculture, California Cattlemen's Association, heads of chain stores, and meat packers, concerning grading of meat, passage of bills regulating same, payments from stock yards, and meat grading service; also letters of transmittals with invoices attached and Form 1012, Public Vouchers for Reimbursement of Travel Expenses. (Frequently, official.) 8 x 10½ loose sheets, 6 in., in desk. R. 223. (3)

BUREAU OF AGRICULTURAL ENGINEERING.



BUREAU OF AGRICULTURAL ENGINEERING

BERKELEY

DIVISION OF IRRIGATION
REGIONAL OFFICE
Post Office Bldg., Allston Way and Milvia St.

This unit was established in 1916 as a division of the then existing Office of Public Roads and Rural Engineering. In 1919 the Office of Public Roads and Rural Engineering was changed to the Bureau of Public Roads, and a Division of Agricultural Engineering was formed under which this unit functioned. In 1931 a separate Bureau of Agricultural Engineering was formed and a Division of Irrigation created with this office designated as headquarters. The Bureau of Agricultural Engineering was abolished on July 1, 1939. This office then became the regional office of the Division of Irrigation of the Soil Conservation Service.

Until transferred to the Soil Conservation Service the territory under the jurisdiction of this office was the area west of the 99th meridian. The present jurisdictional area is the states west of the Mississippi River. Local or field offices are maintained at Los Angeles, Davis, and Pomona, California, and in eleven cities in other states.

The activities of this office consist of fundamental research in farmers' irrigation problems, in the development of data relating to storage and conveyance of water, in the application of water to crops and to customs, and in the formulation of regulations and laws affecting irrigation. It also actively cooperates with other Federal agencies in working out problems of mutual concern in which agriculture under irrigation figures. Much of the work is done in cooperation with state agencies, state engineers' offices, or state agricultural colleges on cooperative projects and it has also acted as technical advisor in emergency action in connection with drought relief and water conservation.

From 1916 to 1918 offices were maintained at Budd Hall, University of California and since 1918 at the present address.

370. CHARTS, MAPS, BLUEPRINTS, AND SKETCHES, 1887 - 1917; 1919; 1922; 1927; 1929 - 1930. River charts showing drainage of various rivers in the United States; geological survey sheets on soil, irrigation, drainage, reclamation, silt, loam, etc.; field maps compiled by the Bureau of Operations, pertaining to soils in section of the Great Basin; original irrigation maps of California and field data pertaining to these maps; charts

and sketches showing depths of irrigation ditches, canals, and rivers in Tulare County, California; geological survey records showing the depths and flow of wells and streams; Land Office maps of the State of California, showing the county boundaries; State Engineering maps of Wyoming; charts of irrigation plans and investigations; survey maps showing details of dam surveys, river logs, reservoirs, and irrigation engineering; annual farm expenditures average chart; maps compiled by Division of Water Resources; irrigation maps showing topography and boundaries of irrigation districts in California; Bureau of Biological Survey charts of Bear River Migratory Bird Refuge; profile maps of dyke location, "N" line; topographical reconnaissance maps of regions in Nebraska. (Occasionally, official.) Variously sized rolls, bundles, loose sheets, maps, and charts, 12 ft. 9 in., on wooden shelves. C/B vault, basement. (1035A)

371. FINANCIAL CORRESPONDENCE, 1890 - 1894. To and from Sunset Irrigation District, concerning bonds, collections, assessments, banking, legal matters, etc. Arranged chronologically. (Occasionally, official.) 10 x 12 pockets, 3 in., on wooden shelf. Brittle, dirty, sooty, torn. C/B vault, basement. (1037A)

372. IRRIGATION CORRESPONDENCE, 1895 - 1896; 1904 - 1905. Relating to irrigation activities such as reclamation of land, drainage, etc. (Occasionally, official.) 8 x 10 and 10½ x 12 rolls, 5 ft. 2 in., on wooden shelf and in 3 pasteboard boxes. Ink faded. C/B vault, basement. (1038A)

373. DRAINAGE REPORTS, 1898 - 1916. Records of the Drainage Division for the western states which have been turned over to this office. (Rarely, official.) 9 x 12 envelopes, 5 ft., in 3 drawers of wooden filing case. R. 222. (1032)

374. FOREIGN DATA, 1898. Miscellaneous records on irrigation and horticulture as practiced in foreign countries. Arranged numerically. (Occasionally, official.) 5 x 8 bundle, 1 ft., on wooden shelf. Dirty. C/B vault, basement. (1039A)

375. INSPECTION AND INVESTIGATION REPORTS, 1898 to date. Reports on investigations, progress reports, manuscripts for preparation of bulletins, and copies of mimeographed bulletins compiled in this office. Arranged numerically. Indexed. (Occasionally, official.) 9 x 12 vols., folders, and envelopes, 54 ft., in 31 drawers of filing cases. R. 222. (1029)

376. UNIVERSITY OF CALIFORNIA CORRESPONDENCE, 1903 - 1907. Relating to irrigation and drainage investigations, meetings, interstate communications, vouchers, accounts, press clippings, surveys, specifications, and Geological Surveys. Arranged alphabetically and chronologically. (Occasionally, official.)

10 x 12 loose sheets, 1 ft. 10 in., in transfer cases on wooden shelf. Dirty. C/B vault, basement. (1040A)

377. INCOMING CORRESPONDENCE, 1904. Findings of irrigation and drainage investigations. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose sheets, 3 in., in transfer case on wooden shelf. C/B vault, basement. (1041A)

378. EXPENSE ACCOUNTS AND CORRESPONDENCE, 1904 - 1918. Form SA, Photographic Supply Account; book accounts and vouchers; invoices, bills of lading, and receipts; Form El, Official Telegrams; instructions, inventory reports; records of investigations. Arranged numerically and alphabetically. (Occasionally, official.) Variously sized loose sheets, 23 ft., in 75 folded document holders. C/B vault, basement. (1042A)

379. NEWSPAPER CLIPPINGS, 1904 - 1905. Scrap book of press clippings on irrigation methods, equipment, reports, and farm results. (Occasionally, official.) 11 x 16 vol., 1 in., on wooden shelf. C/B vault, basement. (1046A)

380. MISCELLANEOUS NOTES AND RECORDS, 1909 - 1914; 1919; 1928 - 1929. Outline for report of investigations of duty of water for alfalfa in Sacramento Valley and original notes and blueprints on investigation, giving description of water supply and rainfall and tabulated summary of measurements in all fields; notes and data pertaining to the duty of water in Montana, soil moisture samples before and after irrigation, soil moisture results, volume weight of soil, and general conclusions; compiled data on the study of orgainzation, financing, operation, and general utility of commercial irrigation companies, pertaining to control of soil erosion in Kansas, control of the pink bollworm, soil erosion reconnaissance, study of fertilizer distributors as applied to cotton, power and machinery in agriculture, and cost of pumping and water for rice crops; notes on water supply in South Dakota and Nebraska; data on Culbertson and Mitchell stations, underground and surface water, duty of water, crop investigations, and court decrees; Form 61 revised, Project Expense Account; travel vouchers, bills, receipts, and shipping invoices. (Occasionally, official.) Variously sized loose sheets, bundles, and pamphlets, 2 ft. 6 in., on wooden shelf and in transfer cases. C/B vault, basement. (1043A)

381. CEREAL INVESTIGATIONS, 1911 - 1913. Records collected during cereal investigation: appointments of personnel, salary records, expense accounts, progress reports, and correspondence pertaining to working data of personnel. Arranged chronologically. (Occasionally, official.) 8 x 10 loose sheets, 4 in., in transfer case on wooden shelf. C/B vault, basement. (1048A)

382. MISCELLANEOUS FILE, 1911 to date. Correspondence, field

reports, bulletins, etc., accumulated by specialist in testing irrigation water flow. (Frequently, official.) Variously sized vols., folders, envelopes, covers, and bundles, 12 ft. 6 in., in 10 drawers of wooden filing cases. R. 219. (1083A)

383. UPPER SNAKE RIVER VALLEY WATER SUPPLY, 1911. Pertaining to duty of water, treatment of soils, the source of water supply, quantity of water supplied, and yields per acre on various farm crops. Arranged alphabetically, by subject. (Occasionally, official.) 6 x 9 loose-leaf books, 1 in., on wooden shelf. (1049A)

384. EXPENSE ACCOUNTS, 1912 - 1915. Personal inquiries, appropriations, authority to incur expense, decision of auditor, statements and balances, monthly field expense reports, quotations, bids and specifications, and contracts for work conducted in Kansas and Nebraska. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 loose sheets, 3 in., in transfer case on wooden shelf. C/B vault, basement. (1050A)

385. IRRIGATION GATES, 1912 - 1913. Information on gate structures used in irrigation work; letters regarding head gates; rough draft of irrigation gates and photographs of Dee Weese Dam near Westcliff, Colorado. (Occasionally, official.) 10 x 14 bundle, 1 in., on wooden shelf. C/B vault, basement. (1051A)

386. KANSAS AND NEBRASKA ADMINISTRATION, 1912 - 1915. Instructions, executive orders, memoranduns, commendation of bureau, resolutions, criticisms, complaints, charges, controversies, clippings; and scientific tours and congresses. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 loose sheets, 3 in., in transfer case on wooden shelf. C/B vault, basement. (1052A)

387. INDEX TO MISCELLANEOUS RECORDS, 1912 - 1915. Relating to personnel, publications, promotions, salaries, requisitions, pumping plants, rainfall; spray irrigation, steel tapes, subirrigation, water rights, and Platte Valley investigations. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 8 in., on wooden shelf. C/B vault, basement. (1053A)

388. NEBRASKA AND SOUTH DAKOTA WATER SUPPLY, 1912 - 1915. Showing cooperation with state agriculture colleges, state engineer, North Platte station, Culbertson station, Mitchell station, and private parties; data on underground water, rainfall, and pumping plants. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 loose sheets, 3 in., in transfer case on wooden shelf. C/B vault, basement. (1054A)

389. CROP EXPERIMENTS, 1913. Experimental irrigation on farms, sections, and areas, showing number of acres of different kinds of crops, when planted, how much per acre, good or poor stand, yield of crop, kind of soil, depth to ground water, method of irrigation, and poor or good preparation of land. Arranged chronologically. (Occasionally, official.) 6 x 10 loose-leaf books, 2 in., on wooden shelf. C/B vault, basement. (1055A)

390. IRRIGATION MAPS, BLUEPRINTS AND PHOTOGRAPHS, 1913 - 1915. Maps and blueprints of ditches and creeks; field reports; photographs; fiscal regulations of field operations in Nebraska. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 loose sheets, maps, and blueprints, 2 in., in transfer case on wooden shelf. Dirty. C/B vault, basement. (1056A)

391. MISCELLANEOUS RECORDS, 1913 - 1936. Detailed technical reports and photographs of water flow in irrigation channels, flumes, and pipes in various irrigation areas. (Rarely, official.) 5 x 8 covers, 3 ft. 6 in., in wooden filing case. Damaged by careless handling. R. 219. (1084A)

392. PHOTOGRAPHS, 1913. Showing irrigated wheat fields, pumping plant installations, irrigation canals, check gates on canals, discharge over weirs, temporary weir at pumping plant, and installation of pipe lines. Arranged alphabetically, by subject. (Occasionally, official.) 5 x 7 envelopes, 8 in., on wooden shelf. C/B vault, basement. (1057A)

393. NOTES AND INVESTIGATION PAPERS, 1914. Pertaining to investigations conducted in Platte River Valley, Nebraska: charts, maps, logs, graphs, and weather bulletins. (Occasionally, official.) 10 x 12 loose sheets, maps, and blueprints, 3 in., in transfer case on wooden shelf. C/B vault, basement. (1058A)

394. INVESTIGATION REPORTS, 1915. Nebraska Platte Valley investigations and Kansas investigation reports; Federal appropriation and pumping irrigation reports; plan of townsite of Oxford, Nebraska; pencil tracings of wells. (Occasionally, official.) 10 x 12 loose sheets, 2 in., in transfer case on wooden shelf. Dirty. C/B vault, basement. (1059A)

395. PERSONNEL DATA IN NEBRASKA AND KANSAS, 1915. Authorities to travel, special journey details, applications for positions, appointments, promotions, recommendations, transfers, resignations; disallowances, suspensions, overpayments, and lists of checks sent. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 loose sheets, 3 in., in transfer case on wooden shelf. C/B vault, basement. (1060A)

396. PROPERTY ACCOUNTABILITY AND TRANSPORTATION IN NEBRASKA AND SOUTH DAKOTA, 1915. Bills of lading, records of passenger transportation, telephone and telegraph accounts, mail register, leases or permits for quarters in Federal Building, catalogues, supplies, stationery, record of instruments and instrumental equipment such as levels, chains, and tapes. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 loose sheets, 3 in., in transfer case on wooden shelf. C/B vault, basement. (1061A)

397. BULLETINS, MAPS, AND MISCELLANEOUS RECORDS, 1916 to date. Pertaining to water flow: underground and surface water, drainage, construction and installation of pipe lines, pumping plants, etc. (Occasionally, official.) Variously sized vols., folders, envelopes, and bundles, 32 ft. 3 in., in wooden filing cases. Damaged by careless handling. R. 219. (1085A)

398. GENERAL RECORDS, 1916 to date. Bulletins, charts, reports, and correspondence, pertaining to irrigation economics, costs of construction of irrigation facilities, and financial status of irrigation districts. (Occasionally, official.) Variously sized vols., folders, and envelopes, 18 ft. 6 in., in wooden filing cases. R. 226. (1086A)

399. INDEX TO INVESTIGATION AND INSPECTION FILES, 1916 to date. Divided into two sections: authors and titles. Author file arranged alphabetically, by name of individual investigated; title file, alphabetically, by name of project. (Occasionally, official.) 3 x 5 cards, 3 ft. 1 in., in steel card cabinet. R. 222. (1030, 1031)

400. DRAINAGE INVESTIGATIONS FOR DODGE FIELD, CALIFORNIA, 1917. Graph gauges, register sheets, and flushings. Arranged chronologically. (Occasionally, official.) 12 x 14 loose sheets, 1 in., on wooden shelf. C/B vault, basement. (1062A)

401. MAPS, 1917 to date. Maps from which blueprints and drawings for appraisements are made. (Daily, official.) 10 x 12 maps, 15 ft., in 30 drawers of wooden filing cases. R. 314. (1045)

402. IRRIGATION INQUIRY SCHEDULES, Apr. 1917. Showing California counties by number of irrigated acres; increase of areas, demand for water created, and prevention of waste. Arranged alphabetically, by county. (Occasionally, official.) 10 x 12 bundles, 4 in., on wooden shelf. C/B vault, basement. (1063A)

403. INDEX TO MAPS (OBSOLETE), 1918 - 1936. Has not been kept continuously, nor has it been brought up to date. (Rarely, official.) 3 x 5 cards, 12 ft., in wooden card cabinets. R.

220. (1023)

404. MISCELLANEOUS IRRIGATION FILE, 1918. Kansas rainfall records, showing details of sub-irrigation and amount to apply for percolation; water rights; pumping plant records; surface water tabulations; state laws and regulations from Supt. of Documents. (Occasionally, official.) 10 x 12 loose sheets, 2 in., in transfer case on wooden shelf. C/B vault, basement. (1064A)

405. IRRIGATION MATERIAL, 1920 - 1939. Concerning silt in the Colorado River and its relation to irrigation; rough draft of Colorado River Basin, showing silt in tributary streams, transportation of silt, and silt analyses; details of silt at the intake of the Imperial irrigation district and at intake of the Federal Yuma project; original draft of silt report, showing introduction and character of silt, relation of weight to volume of silt, and general conclusions; record of silt in the Colorado River at Topock and Yuma, Arizona; data on desilting processes; silt investigations in the Imperial Valley; letters pertaining to silt; revised copy of silt report from which final copy was made; blueprints and silt records at Yuma, Arizona. Arranged alphabetically, by subject. (Occasionally, official.) 8 x 10 vols., folders, and bundles, 2 ft. 4 in., in wooden filing case and on wooden shelf. C/B vault, basement. (1065A)

406. PROPERTY RECORDS, 1920 to date. Itemized list of all Government property at this office. Arranged alphabetically, by name of department and by name of person responsible for each item. (Occasionally, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of wooden card cabinet. R. 220. (1024, 1025)

407. GENERAL CORRESPONDENCE, July 1920 to date. Pertaining to technical operations, irrigation, water flow, construction of pipe lines, reclamation of arid and semi-arid lands, etc. Arranged alphabetically, by subject. Indexed. (Older records, rarely; current records, daily, official.) 9 x 12 folders and covers, 42 ft., in 28 drawers of filing cases and on shelf. Dirty, sooty. Rs. 219 and 222. (1027, 1067A)

408. FIELD OPERATIONS, 1921 - 1923. Personnel, salaries, appointments, promotions, records of business experience, and qualifications for employment. Arranged alphabetically. (Occasionally, official.) 8 x 10 bundles, 1 ft., on steel shelf. C/B vault, basement. (1066A)

409. PAYROLLS, Mar. 1921. Special USDA Form 2A, Payroll for Personal Services at Berkeley Central Station. (Occasionally, official.) 9 x 10 loose-leaf books and bundles, 6 in., on wooden shelf. C/B vault, basement. (1067A)

410. CONCRETE WATER PIPES, 1923. Data on the use and construction of concrete water pipes for sewers and other uses; notes compiled for use in bulletins on concrete water pipes; rough draft of concrete pipes for irrigated farms. (Occasionally, official.) 10 x 14 vol. and bundle, 1½ in., on wooden shelf. C/B vault, basement. (1068A)

411. BULLETINS AND IRRIGATION REQUIREMENTS, 1925. Pertaining to arid and semi-arid lands of the southwest; data for bulletins on Columbia River Basin and Great Basin. (Occasionally, official.) 10 x 14 bundles, 3 in., on wooden shelf. C/B vault, basement. (1069A)

412. ORCHARD NOTES, 1925. Concerning orchard irrigation: irrigation and drainage of orchard sites; reports and notes on suitability of locations. (Occasionally, official.) 10 x 14 bundles, 1½ in., on wooden shelf. C/B vault, basement. (1070A)

413. WATER USES, 1925. Data on the "Use of Water for Irrigation": photographs and detailed descriptions of irrigation in foreign countries. (Occasionally, official.) 10 x 14 bundles, 4 in., on wooden shelf. C/B vault, basement. (1071A)

414. IRRIGATION OF ALFALFA, 1927 - 1928. Duty of water experiments in the irrigation of alfalfa on the Minidoka Project, Idaho. (Occasionally, official.) 10 x 14 bundles, 1½ in., on wooden shelf. C/B vault, basement. (1072A)

415. PROGRESS REPORT, 1927. Fourth progress report on "The Cost of Pumping for Drainage in the Upper Mississippi Valley" and tables and graphs to illustrate report. (Occasionally, official.) 8 x 10 pamphlets, 4 in., on wooden shelf. C/B vault, basement. (1073A)

416. INDEX TO GENERAL CORRESPONDENCE, July 1, 1927 to date. Relating only to technical information. (Occasionally, official.) 3 x 5 cards, 9 in., in card cabinet. R. 222. (1028)

417. BUREAU OF PUBLIC ROADS SPECIFICATIONS, 1928 - 1930. For construction of Cold Springs Creek Dam, Custer County, South Dakota. Arranged alphabetically, by subject. (Occasionally, official.) 8 x 10 pamphlets, 2 in., on wooden shelf. C/B vault, basement. (1074A)

418. INVENTORIES OF GOVERNMENT PROPERTIES, Jan. 1929 to date. Yearly inventories of Government property in custody of this division, showing item number, name of item, description, location, and record of transfers from one location to another. (Occasionally, official.) 10 x 15 envelopes, 1 ft. 3 in., in filing case. R. 220. (1020)

419. PROPERTY CORRESPONDENCE, Jan. 1929 to date. Relating to Government property in custody of field agents and department heads. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in filing case. R. 220. (1019)

420. PROPERTY RECORDS, Sept. 1929 to date. Reports, requisitions, items for the quarterly magazine, and receipts for property. (Occasionally, official.) 9 x 12 folders and envelopes, 1 ft., in filing case. R. 220. (1018)

421. MONTHLY REPORTS; 1930 to date. Personal reports of field workers, engineers; and inspectors. (Occasionally, official.) 9 x 12 folders, 1 ft. 9 in., in wooden filing case. R. 222. (1033)

422. REHABILITATION SURVEYS, 1932. Irrigation investigations in Coachella Valley; National Land Use Planning Committee; technique in making rehabilitation surveys of irrigation districts which are in need of refinancing; stencils of report of the meeting of California members of Section of Hydrology, American Geo-physical Union, held Nov. 5, 1932; data on cost of irrigation water in California. (Occasionally, official.) Variously sized rolls, 6 ft., in pasteboard box. C/B vault, basement. (1075A)

423. IRRIGATION AND RECLAMATION OF LAND, 1933. Stencils for Directory of East Bay Federal Business Association; covering questions on irrigation, reclamation of land, drainage, loans from RFC, underground water, National Land Use Planning Committee; rehabilitation reports on Hood River Irrigation District, Oregon. (Occasionally, official.) 8 x 10 bundles, 2 ft. 8 in., in pasteboard box. C/B vault, basement. (1076A)

424. IRRIGATION TAX AND BOND RECORDS, 1933. Balance sheets concerning taxes and bonds on cleared lands and improvements. (Occasionally, official.) 6 x 8 rolls, 3 ft. 6 in., in pasteboard box. C/B vault, basement. (1077A)

425. USE OF UNDERGROUND WATER, June 1933. Findings of National Land Use Planning, National Advisory, and Legislative Committees, relating to the use of underground water. (Occasionally, official.) 6 x 9 bundles, 3 in., on steel shelf. C/B vault, basement. (1078A)

426. AUTHOR AND CLASSIFICATION INDEX TO LIBRARY BULLETINS, 1935 to date. Filed alphabetically, by name of author and by Dewey Decimal Filing System. (Occasionally, official.) 3 x 5 cards; 3 ft. 4 in., in 4 drawers of card cabinet. R. 220. (1021, 1022)

427. INDEXES TO OFFICE RECORDS, n. d. Concerning subjects

covered in bulletins such as tankage, bone meal for hogs, drainage, public roads, etc.; administration of agricultural field duties. Arranged alphabetically, by subject. (Occasionally, official.) 3 x 5 cards, 3 ft. 6 in., in pasteboard box and on wooden shelf. C/B vault, basement. (1070A)

428. IRRIGATION REQUIREMENTS, n. d. Concerning arid and semi-arid lands of the Missouri River Basin (Northern Great Plains River Basins); rough drafts, miscellaneous notes, figures, etc.; irrigation requirements and reports and notes on Pacific Slope Basin. (Occasionally, official.) 10 x 12 and 10 x 15 bundles, 8 in., on wooden shelf. C/B vault, basement. (1080A)

429. IRRIGATION SITES, n. d. Photographic plates of irrigation sites, showing soil experimentation, percolation, surface water, water flow through furrows, mechanical designs, and water falls. Arranged alphabetically, by subject. (Occasionally, official.) 4 x 6 plates, 2 ft. 4 in., in steel and wooden boxes. C/B vault, basement. (1081A)

430. LAND USES, n. d. Reports and illustrative maps, pertaining to the reclamation of lands, findings of National Land Use Planning Committee, RFC loans, etc. Filed alphabetically, by state. (Frequently, official.) 10 x 14 vols., folders, envelopes, and maps, 3 ft. 6 in., in wooden filing case. R. 219. (1088A)

431. NEBRASKA IRRIGATION DISTRICT, n. d. Report on Nebraska Irrigation District; stencilled reports and letters relating to irrigation matters, land reclamation, and drainage in the State of Nebraska. (Occasionally, official.) 8 x 10 rolls, 2 ft. 1 in., in wooden box. Ink faded. C/B vault, basement. (1082A)

432. WATER FLOW DATA, n. d. Graph gauges, register sheets, field notes, and other data, concerning conduits, channels, flumes, pumping plants, check gates, and installation of check gates, weirs, etc. (Occasionally, official.) 10 x 14 vols., folders, envelopes, and bundles, 7 ft., in 4 drawers of steel filing case. Fair. R. 219. (1089A)

DAVIS

DIVISION OF MECHANICAL EQUIPMENT
SUGAR BEET PRODUCTION MACHINERY
FIELD HEADQUARTERS
Engineering Bldg.

This office was established on February 5, 1931. It acts as advisor to growers in the selection of the most effectual machinery and equipment to install for the production and handling of sugar beets. Field tests and investigations of equipment are made and results checked against reports of manufacturers and other similar agencies. Annual reports only are sent to Washington.

433. UNPUBLISHED INVESTIGATIONS, Feb. 5, 1931 to date. Relating to mechanical equipment used in production of sugar beets. (Daily, official.) 9 x 12 vols., 3 in., in wooden filing case. R. 213. (47)

434. CORRESPONDENCE, 1932 to date. Relating to mechanical equipment in the production of sugar beets. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 213. (49)

435. EXPENDITURES, 1935 to date. Expense accounts. Indexed. (Daily, official.) 9 x 12 folders, 2 in., in desk. R. 213. (48)

LOS ANGELES

DIVISION OF IRRIGATION
FIELD STATION
Federal Bldg., Temple and Main Sts.

The Division of Irrigation was established in Los Angeles about July 1, 1910. From that date until 1915 it was under the jurisdiction of the Office of Experiment Stations, with the title "Irrigation Investigations"; from 1915 to 1922 under the Office of Public Roads and Rural Engineering, with the title "Division of Irrigation Investigations"; from 1922 to 1931 under the Bureau of Public Roads, Office of Public Roads and Rural Engineering, with the title "Division of Irrigation Investigations"; from 1931 to date under the Bureau of Agricultural Engineering, with the title "Division of Irrigation, Field Station." Prior to 1911 the agency occupied offices in the Consolidated Realty Building and since 1911 it has been located at the present address. This office conducts investigations of farm irrigation and drainage which includes studies of the hydraulics of flow in open

watercourses and in closed conduits; organization, administration and operation of community enterprises for the irrigation and drainage of farm lands; water requirements for irrigating various lands and crops. For additional historical information see addenda to original typed copy of Form 55 SA, Report on Agencies, number 18, on file in the National Archives.

436. COUNTY MAPS, 1896 - 1935. Blueprints, drawings, graphs, charts, and plats, showing water sheds, national forests, boundary lines for drainage, water ways, soil erosion, proposed irrigation works, road districts, paved highways; topography, desert watering places, etc., in San Bernardino, Santa Ana, Los Angeles, Orange, Santa Barbara, San Diego, Ventura, Riverside, and Imperial Counties. (Occasionally, official.) Variously sized sheets, 9 in., in wooden map case. R. 600. (577, 578, 586-589)

437. TOPOGRAPHIC MAPS OF GEOLOGICAL SURVEYS, 1897 - 1921. Covering California, showing the roads, railroads, cities, towns, water features, mountains and hills, woodland areas, and other details. (Occasionally, official.) Variously sized sheets, 4 in., in wooden map case. R. 600. (574)

438. PLANS, PROFILES, AND MAPS, 1900 - 1920. Irrigation charts, blueprints, and maps, showing irrigated land, elevation of water surface, reservoir sites, proposed pwoer development sites, pumping and water power diagrams, and irrigation investigations. (Rarely, official.) Variously sized sheets, 2 in., in wooden map case. R. 600. (575)

439. GENERAL MAPS, 1901 - 1932. Maps, plans, and plats, pertaining to reclamation projects, roads, irrigation districts, topography of Pudding Stone Reservoir, contour and artesian well districts covering various districts within the State of California. (Occasionally, official.) Variously sized sheets, 2 in., in wooden map case. R. 600. (584)

440. GENERAL FILE ON IRRIGATION, 1905 - 1922. Records of duty of water, cost of water, law, water rights, litigation, finance organization, public utilities, companies, Imperial Valley companies, districts, Colorado River, historical, water analyses, water measurements, seepage and evaporation, water conservation, concrete reservoirs, underground waters, wells, tunnels, drainage, canals, structures, pipes, silt, and climatological and other subjects. (Rarely, official.) 4 x 6 cards, 11 in., in cardboard filing case. R. 600. (592)

441. CALIFORNIA STATE MAPS, 1907 - 1928. Showing river basins, relief, irrigation, water supply, postal routes, street indexes, and other details. (Occasionally, official.) Variously sized sheets, 1 in., in wooden map case. R. 600. (585)

442. DATA ON IRRIGATION PROJECTS, 1917 - 1925. Tabulations, correspondence, blueprints, graphs, and costs. (Never.) 12 x 14 envelopes, 6 in., in wooden boxes. Dirty. R. 600. (593)

443. GENERAL FILE, 1918 to date. Correspondence, reports, radio addresses, circulars, drawings, graphs, charts, blueprints, maps, and photographs pertaining to irrigation projects. See addenda for further details. Filed numerically. Indexed. (Frequently, official.) 10 x 12 folders, 10 in., in steel filing case. R. 600. (564)

444. PROPERTY RECORDS, 1918 - 1927. Tabulations, correspondence, descriptions, memorandums, and receipts. (Occasionally, official.) 5 x 8 sheets, 2 in., in wooden drawers. R. 600. (591)

445. PHOTOGRAPHS, 1921 - 1933. Showing irrigation areas in California, soil testing equipment, ditch clearing equipment, and various views of irrigation ditches and projects. (Rarely, official.) Variously sized envelopes, 4 in., in steel filing case. R. 600. (572)

446. CALIFORNIA STATE BULLETIN 36 ON COST OF WATER, 1922 - 1929. Tabulations, blueprints, correspondence, cost accounts, charts, and information pertaining to cost of water for irrigation purposes. (Rarely, official.) 10 x 12 envelopes, 1 ft. 5 in., in 2 steel drawers. R. 600. (590)

447. COST OF WATER TO IRRIGATORS AND IRRIGATION DISTRICTS, 1922 - 1934. Bulletins, cost charts, blueprints, drawings, and other papers covering irrigation districts in northern, central and southern California. (Occasionally, official.) Variously sized loose sheets, 2 in., in wooden map case. R. 600. (581)

448. SILT IN THE COLORADO RIVER AND ITS RELATION TO IRRIGATION, 1923 - 1927. Photographs, circulars, field reports, communications, blueprints, graphs, charts, and other papers, pertaining to summary and general conclusions, Colorado River Basin, character of silt, silt sampling equipment, silt in tributary streams, silt in lower Colorado River, silt problem of the lower basin, silt irrigation in Imperial Valley, transportation of silt, and desilting processes. (Rarely, official.) Variously sized folders and envelopes, 1 ft. 3 in., in steel filing case. R. 600. (573)

449. BLUEPRINTS, CHARTS, AND MAPS OF COACHELLA, IMPERIAL, MOJAVE, AND SAN JOAQUIN VALLEYS, 1924 - 1935. Showing evaporation and rainfall, water storage, land elevation, ground water elevation, water rights, land contour, and other details pertaining to these projects. (Occasionally, official.) Variously sized loose sheets, 2 in., on wooden table. R. 600. (580)

450. LOS VEGAS AREA SOIL SURVEY, 1925 - 1927. Maps, blueprints, graphs, reports, correspondence, photographs, booklets, and other papers. (Rarely, official.) 10 x 12 envelopes, 1 in., in steel filing case. R. 600. (571)

451. NEW TOPOGRAPHIC SHEETS AND MISCELLANEOUS MAPS, 1925 - 1935. Covering California, showing the roads, railroads, cities and towns, water features, mountains and hills, special features, woodland areas, and other details. (Rarely, official.) 17 x 20 and 18 x 24 loose sheets, 3 in., in wooden map case. R. 600. (576)

452. ADMINISTRATION RECORDS FOR AUTHORIZATION OF ACTIVE PROJECTS, 1926 to date. Accounts, addresses, agreements, contracts, leases, memoranda, authorization, administration and advance of funds, applications for work, automobiles, supplies, correspondence, bulletin lists, bills of lading, irrigation census, and current expenses. See addenda for further details. Indexed. (Frequently, official.) 10 x 12 folders, 2 ft. 9 in., in 2 drawers of steel filing case. R. 600. (562)

453. AUTHORIZATION AND ADMINISTRATION, 1927 - 1933. Automobile reports and letters, estimates of expenses, forms and leases, letters of authority, invoices and receipts, memoranda, monthly news letters, mailing lists, newspaper clippings, monthly progress reports, monthly personnel reports, requests for publications, proposed projects, project outlines, questionnaires, retirement fund, supplies, and telegrams and other papers. (Never.) 10 x 12 folders, 1 ft. 7 in., in wooden filing case. R. 600. (579)

454. SPECIAL REPORTS, 1927. Books, circulars, personal communications, photographs, and blueprints, pertaining to irrigation and distribution of moisture for orchards and plant life, control of erosion and silt, cost of water, and other subjects. See addenda for further details. Indexed. (Rarely, official.) 10 x 12 folders, 3 ft. 9 in., in 3 drawers of steel filing case. R. 600. (560)

455. COST OF WATER TABLES, DEVIL CANYON PLATES OF BULLETIN 44, 1928 - 1931. Blueprints, graphs, bulletins, charts, tables, maps and other papers, pertaining to transportation losses, Temescal Creek flow, evaporation rates, variations in moisture contents, storage of rainfall, observation, rainfall and water spreading study, water usage, and temperature and wind movements at Devil's Lake Canyon and various tank sites within the state. (Occasionally, official.) Variously sized loose sheets, 1 in., in wooden map case. R. 600. (563)

456. SPECIAL INVESTIGATIONS AND INFORMATION, 1928 to date. Data, reports, proceedings, instructions, bulletins, newspaper

clippings, photographs, appropriations, and surveys and proposals pertaining to irrigation projects. See addenda for further details. Filed numerically. Indexed. (Rarely, official.) 10 x 12 folders, 1 ft. 2 in., in steel filing case. R. 600. (565)

457. COMMITTEES AND ASSOCIATIONS, 1929 to date. Reports regarding various irrigation associations and committees and their meetin See addenda for further details. Indexed. (Rarely, official.) 10 x 12 folders, 1 ft. 2 in., in steel filing case. R. 600. (559)

458. MISCELLANEOUS CORRESPONDENCE, 1930 to date. To and from traveling irrigation engineers, pertaining to irrigation, soil erosion, seepage, evaporation, engineering projects, and related subjects. (Rarely, official.) 10 x 12 folders, 7 in., in steel filing case. R. 600. (563)

459. SCIENTIFIC AND CONSTRUCTION INSTRUMENT INFORMATION, 1930 to date. Descriptive circulars, correspondence, graphs, booklets, photographs, blueprints and other papers, pertaining to equipment and scientific instruments used on irrigation projects. See addenda for further details. Filed numerically. Indexed. (Rarely, official.) 10 x 12 folders, 5 in., in steel filing case. R. 600. (566)

460. SPECIAL PROJECTS, 1930 to date. Reports on irrigation projects, graphs on variations in evaporation co-efficients for short periods and digging wells; also correspondence and other papers. See addenda for further details. Indexed. (Frequently, official.) 10 x 12 folders, 8 in., in steel filing case. R. 600. (557)

461. VENTURA COUNTY INVESTIGATION, 1931 - 1932. Pertaining to soil moisture determinations, including data, circulars, calculations, computations and data of rainfall penetration, moisture equivalents, transportation, evaporation, drainage and other details. (Rarely, official.) 10 x 12 folders, 2 in., in steel filing case. R. 600. (569)

462. IMPERIAL AND COACHELLA VALLEYS AND ALL-AMERICAN CANAL REPORT, 1933 - 1934. Correspondence, cost accounts, circulars, charts, and other papers. (Never.) 10 x 12 folders, 1 ft. 2 in., in steel filing case. R. 600. (561)

463. KERN COUNTY SURVEYS, 1933 - 1934. Maps and blueprints, showing irrigation surveys and other details. (Rarely, official.) Variously sized sheets, 1 in., in wooden map case. R. 600. (562)

464. GENERAL OFFICE MEMORANDA, 1934 to date. Communications,

memoranda and other papers, pertaining to purchases, reports, income tax returns, budget and finance, manuscripts for publications, accounts, and records. (Rarely, official.) 10 x 12 loose-leaf books, 1 in., in steel filing case. R. 600. (570)

465. NEW MEXICO EMERGENCY RELIEF PROJECTS, 1934 - 1935. General correspondence, telegrams, reimbursement accounts, and other papers. See addenda for further details. (Occasionally, official.) 10 x 12 folders, 1 ft. 11 in., in steel filing case. R. 600. (567)

466. WATER CONSERVATION COMMITTEE MEETING, Mar. 1935. Minutes of the meeting of the Water Conservation Committee, Irrigation Division, and American Society of Civil Engineers. (Rarely, official.) 10 x 12 folders, 10 in., in steel filing case. R. 600. (568)

POMONA

DIVISION OF IRRIGATION
FIELD STATION
Federal Bldg., 440 S. Thomas St.

This office was established in 1932, and prior to occupancy of the present quarters, was located at 311 East A Street and 506 East A Street. Its major purpose is the improvement of farm lands by the most effective methods and systems of irrigation and drainage. Through research and experimentation these methods are determined by crop results of fruit trees, vines, and fields. Tabulated records of temperature, rainfall, water penetration, and soil consumption are studied on various soils and the water-spread measured to determine the volume of ditch or flume best adapted to any particular soil. Labor, largely supplied by the Works Progress Administration and the National Youth Administration, is drawn from enrollees in Los Angeles and San Bernardino Counties. Jurisdiction is over that portion of California lying south of the Tehachapi Range and Cuyama River. Many records antedate the establishment of the office and appear to have been assembled from reports of other similar agencies. They include precipitation records, maps, charts, blueprints, water levels, photographs, and general irrigation data.

467. PRECIPITATION RECORD, 1883 to date. Information from different sources such as old newspaper files and from old time ranchers. (Daily, official.) 9 x 12 loose-leaf books (9), 2 ft., in bookcase. R. 4. (60)

468. GENERAL FILE, 1916 to date. Records of various kinds pertaining to the activities of this station: weekly, monthly, progress, irrigation, and miscellaneous reports; work sheets, financial and property records, requisitions, manuscripts, photographs, drawings, blueprints, field notes, and orchard data; records pertaining to rainfall penetration, evaporation, transportation, losses from land of native vegetation, grass and weeds, alfalfa, fruits, weather, harvest, growth rates, soil surveys, agricultural engineering, investigations of land use, soil moisture; also related correspondence. See addenda for further details. (Older records, rarely; current records, daily, official.) 4 x 6 field books and 9 x 12 folders, envelopes, and loose-leaf books, 43 ft., in 9 drawers of steel filing cases, in 18 drawers of wooden filing cases; and in desk. Rs. 4, 202, and Basement Storage Room. (62, 66, 68, 69, 74, 76, 78, 79, 81)

469. BLUEPRINTS, CHARTS, GRAPHS, MAPS, AND DRAWINGS, 1928 to date. Records of dams, flumes, temperature, humidity, water levels, orchards, fruit growers, and various other activities. 3 x 8 card index. (Daily, official.) Variously sized vols.; folders, sheets, and cards, 13 ft. 6 in., in cabinet. Rs. 2, 4, and 202. (59, 65, 72, 73, 75)

470. EVAPORATION, THERMOGRAPH, AND RAIN GAUGE RECORDS, 1928 to date. Information on evaporation, temperatures, and rainfall. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 4. (64)

471. PHOTOGRAPHS AND MISCELLANEOUS CHARTS, 1930 to date. Showing erosion; irrigation, percolation tests, wilting point, wind blown sand, water sheds, water spreading, and evaporameter charts. (Daily, official.) Variously sized loose-leaf books (6), 4 ft. 6 in., in 2 drawers of wooden filing case and in bookcase. Rs. 4 and 202. (67, 77)

472. GENERAL CORRESPONDENCE AND REPORTS, 1932 to date. Pertaining to discussions, irrigation effect in citrus orchards, runoff, conservation, erosion, flood service, wilting range, water penetration soil temperatures, frost measurements, lemon trees, transportation and salt tests, alfalfa, current notes, effect of decreasing soil moisture, size of lemons, fruit measurements, soil moisture, rates of extraction moisture equivalents, penetration tests, weed growth, distribution of citrus roots, specific gravity, fruit and leaves, wilting point, field data on irrigation and field capacity moisture; also field note books, soil samples, reports concerning sour oranges, and summary of seasons activities. (Daily, official.) 4 x 6 folders and note books (13), 8 ft., in 6 drawers of wooden filing cases. R. 4. (61)

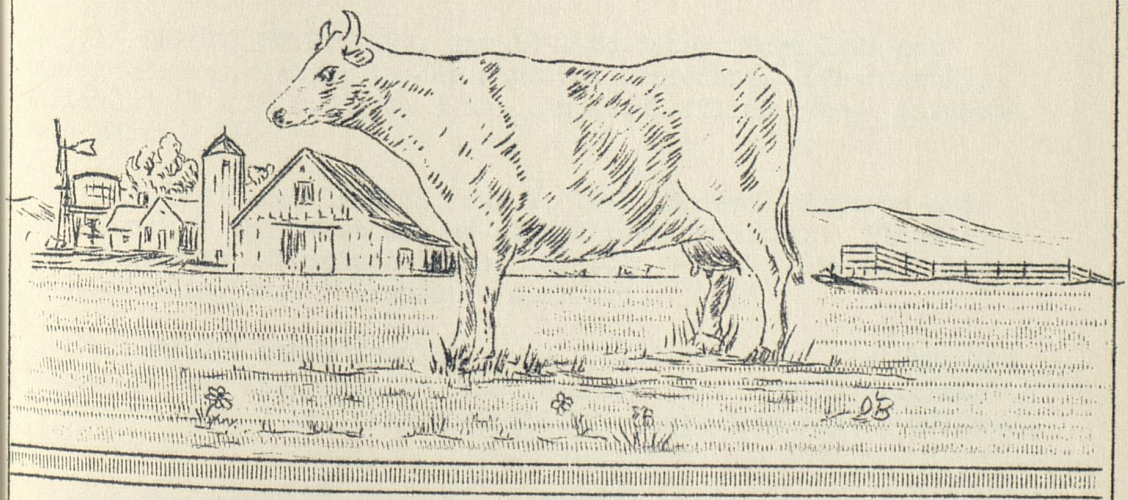
473. WPA FILE, Aug. 1935 to date. Time cards, job costs

inventory records, daily reports, weekly progress reports, semi-monthly man cost hour reports, physical reports, injury reports, and general correspondence pertaining to personnel, labor, set-up wage scale, and NYA Los Angeles and San Bernardino County reports. 3 x 5 card index. (Daily, official.) 5 x 8 cards and 9 x 12 folders, 4 ft. 6 in., in wooden filing case and in transfer case. Rs. 2 and 4. (58, 63)

474. TIME REPORTS, 1936. Daily time record of WPA workers. (Daily, official.) 9 x 12 loose-leaf books, 1 in., on desk. R. 4. (70)

475. FRUIT GROWTH RECORD, 1936. Showing fruit growth from day to day on certain orchards and is a check on how fruit grows after irrigation, and when fruit needs water. (Daily, official.) 9 x 12 loose-leaf books, 1 in., on desk. R. 4. (71)

BUREAU OF ANIMAL INDUSTRY



BUREAU OF ANIMAL INDUSTRY

ANAHEIM

MEAT INSPECTION DIVISION
FIELD STATION
Southern Meat Co. Bldg., 835 N. Patt St.

This station was established on May 1, 1931 and offices have always been maintained at the present address. The primary function of this agency is the enforcement of the Meat Inspection Act of June 30, 1906. The act prevents the use in interstate or foreign commerce of meat and meat products which are unsound, unhealthful, unwholesome, or otherwise unfit for human consumption.

476. DAILY REPORT OF OPERATIONS, May 1, 1931 to date. Form 124A and correspondence. Filed chronologically. (Older records, rarely; current records, daily, official.) 7 x 10 folders, 3 in., in steel filing case. Inspector's Office. (1)

477. DEPARTMENT REPORTS, May 1931 to date. Form 148A and correspondence relating to departmental procedure. (Frequently, official.) 9 x 10 folders, 4 in., in steel filing case. Inspector's Office. (6)

478. EXPORTS AND IMPORTS, May 1, 1931 to date. Reports and correspondence on livestock and agricultural products. Filed chronologically. (Frequently, official.) 9 x 10 folders, 1 in., in steel filing case. Inspector's Office. (2)

479. GENERAL CORRESPONDENCE, May 1, 1931 to date. Letters and reports on meat inspection. Filed numerically. (Daily, official.) 8½ x 11 folders, 2 in., in steel filing case. Inspector's Office. (10)

480. PERSONNEL REPORTS, May 1, 1931 to date. Assignments, transfers, sick leaves, annual leaves, insurance records, and correspondence. Filed numerically. (Older records, rarely; current records, daily, official.) 9 x 10 folders, 5 in., in steel filing case. Inspector's Office. (3)

481. POST-MORTEM AND ANTE-MORTEM INSTRUCTIONS AND REPORTS, May 1, 1931 to date. Meat Inspection Forms 114A, 112F, 112E, and 119B, pertaining to animals slaughtered and condition of meat; also correspondence and instructions for operation of office. Filed alpha-

betically. (Daily, official.) 9 x 10 folders, 1 in., in steel filing case. Inspector's Office. (8)

482. WEEKLY REPORTS ON SANITATION, May 1, 1931 to date. Meat Inspection Form 115A, a weekly report pertaining to sanitary conditions of meat packing establishments. Filed chronologically. (Frequently, official.) 3 x 6 folders, 8 ft., in 4 drawers of steel filing case. Inspector's Office. (9)

483. DROUGHT RELIEF UNDER SERA AND FSRC, May 1, 1934 to date. Correspondence and reports pertaining to slaughter and disposition of livestock under emergency relief program. Filed alphabetically. (Occasionally, official.) 9 x 10 folders, 3 in., in steel filing case. Inspector's Office. (5)

484. BRANDING, LABELING, AND MARKING OF PRODUCTS, n. d. Copies of brands and labels which certain firms are authorized to use and relative correspondence and reports. Filed chronologically. (Frequently, official.) 9 x 10 folders, 6 in., in steel filing case. Inspector's Office. (4)

485. REPORT OF SAMPLES FOR LABORATORY TESTS, n. d. Forms 160, 161, and 162, pertaining to meats tested. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in steel filing case. Inspector's Office. (7)

BERKELEY

DIVISION OF VIRUS-SERUM CONTROL
FIELD STATION
2503 San Pablo Ave.

This field station was established at Oakland on January 29, 1916 with substations at Berkeley and Stockton. Shortly after, the bureau office was transferred from Oakland to Berkeley where it occupied quarters in the Post Office Building. About 1920 the inspection work was discontinued at Oakland, and on July 1, 1926 the main office was transferred to Stockton. Work continued there until July 5, 1939 when the inspector in charge was transferred back to Berkeley. The duties of this office is to supervise production, testing, and distribution of veterinary biological products. Jurisdiction is over Berkeley and Petaluma where a substation is maintained.

486. CORRESPONDENCE, July 18, 1915 - Apr. 29, 1936. Pertaining to administration of this office. (Daily, official.) 9 x 12 bundles, 8 in., in wooden cabinet. Damaged by careless handling. R. 6-7. (227)

487. DAILY REPORT OF PRODUCTS DESTROYED, July 18, 1915 to date.

VS Form 79A, giving license number, class, date, complete and incomplete diseased, contaminated and otherwise affected products, reason for destruction, tag or serial numbers, totals; and signature of inspector. (Daily, official.) 5 x 8 loose sheets, 1½ in., in wooden cabinet. R. 6-7. (244)

488. MEMORANDUMS, July 18, 1915 - May 1, 1936. Memorandums and labels stating type of products used. (Occasionally, official.) 9 x 12 folders, in wooden cabinet. R. 6-7. (286)

489. PAYROLL FOR PERSONAL SERVICES - SHORT FORM, July 1915 - May 1, 1936. Standard Form 1013E, giving date of pay period, name of worker, hours worked, occupation, and wage class. (Monthly, official.) 8½ x 11 loose sheets, 2½ in., in wooden cabinet. R. 6-7. (236)

490. SUMMARY REPORT OF ANIMALS, July 18, 1915 to date. VS Form 41B, showing number of calves or hogs carried forward, number admitted, and number of cases removed. (Frequently, official.) 7 x 8 vol., 2 in., in wooden cabinet. R. 6-7. (284)

491. BULLETINS, CIRCULARS, AND CORRESPONDENCE, 1916 - 1934. Bulletins regarding expense accounts and travel expense claims, and correspondence pertaining to salaries and pay checks. (Frequently, official.) 9 x 12 pockets, 1 in., in desk drawer. R. 6-7. (272)

492. COMPENSATION COMMISSION FOR INJURIES, 1916 - 1935. Regulations governing compensation adjustment, and correspondence relating to injuries. (Occasionally, official.) 9 x 12 pockets, 1 in., in desk drawer. R. 6-7. (274)

493. CORRESPONDENCE OF OTHER LICENSED ESTABLISHMENTS PRODUCING VACCINES, 1916 to date. Showing quantities of vaccine produced, bottling, labeling, and production methods. Filed alphabetically. (Frequently, official.) 9 x 12 folders and pockets, 1 ft. 8 in., in steel and wooden filing case. R. 6-7. (270)

494. PERSONNEL, 1916 - 1936. Bulletins and circular letters concerning regulations of personnel management and all employment by inspector and department. (Frequently, official.) 9 x 12 pockets, 1 in., in desk drawer. R. 6-7. (266)

495. CIRCULAR LETTERS, Aug. 26, 1916 - May 1, 1936. Circular letters of instructions, definitions, and correspondence concerning production of serum. (Daily, official.) 9 x 12 folders, 2 in., in desk drawer and in wooden cabinet. R. 6-7. (230, 264)

496. CHICKEN POX VACCINE-SERUM AND VIRUS RECORD, 1917 - Apr. 29, 1936. VS Form 97A, monthly report showing number of containers, c.c. grams, disks, doses and units to be given each month for the ensuing year, name of firm, license number and type and name of product. (Monthly, official.) 8½ x 11 loose sheets, 6 in., in wooden cabinet. R. 6-7. (251)

497. CORRESPONDENCE AND VIRUS-SERUM REPORTS, 1917 - May 1, 1936. Record of tests concerning serum prepared by the U. S. Standard Serum Company, Woodworth, Wisconsin, and correspondence relating to same. (Monthly, official.) 9 x 13 envelopes and loose-leaf books, 2 in., in wooden cabinet. R. 6-7. (254)

498. DIPS AND DISINFECTANTS, 1917 to date. Circular letters and memoranda of instruction, concerning disinfectants in animal industry and inspection procedure. (Frequently, official.) 9 x 12 folders, ½ in., in desk drawer. R. 6-7. (273)

499. PROSPECTIVE OPERATIONS - ANTI-HOG CHOLERA SERUM ESTABLISHMENTS, 1917 - Apr. 1936. VS Form 87, showing license number of establishment, possible increase or decrease of operations during coming month, estimated number pigs to be inoculated during coming month, estimated number serum tests to be started during coming month, hyperimmunes on hand at close of month, and serum and virus tests carried forward at close of month. (Frequently, official.) 8 x 10½ loose sheets, 2 in., in wooden cabinet. R. 6-7. (296)

500. RECORD OF PRODUCTION AND TESTS OF SIMULTANEOUS VIRUS, 1917 - May 1, 1936. VS Form 42B, showing firm name and license number; description giving tag number, weight, color, sex and species; source and dose of virus; temperature and symptoms on date of inoculation, ten subsequent notations on temperature and visible symptoms, date killed, disposition, remarks, results of tests, etc.; serial number, date mixed, number of bleedings, amounts of virus blood, test sample unpreserved, preservative virus produced, and virus bottled; dates of findings for purity and virulence; signed by inspector. (Daily, official.) 4½ x 7 vols., 2½ in., in wooden cabinet. R. 6-7. (234)

501. PLATS AND DRAWINGS, Jan. 11, 1917; May 1, 1917; June 1928; June 6, 1928. Plats showing specifications of the Cutter Laboratory at Berkeley and Hog Serum Farm at University of California; plat showing complete details of buildings, grounds, and equipment of the Western Laboratory Serum Farm; pencil outline of specifications of additions to Veterinary Science Building, Veterinary Science College at Berkeley. (Never.) Variously sized rolls, 9 in., in wooden cabinet. R. 6-7. (228, 246, 248, 253)

502. BIOLOGICAL PRODUCTS, Apr. 1917 to date. Notes taken on the preparation and testing of biological products. (Occasionally, official.) 8½ x 11 vols., 6 in., in wooden cabinet. R. 6-7. (287)

503. SERUM RECORDS, Apr. 4, 1917 - July 14, 1931. Giving serum record, serum test samples, simultaneous virus test samples, calf tests, approved labels for hog-cholera serum, serum production record, and serum received from other establishments. Indexed. (Occasionally, official.) 9 x 14 vols., 1 in., in wooden cabinet. R. 6-7. (245)

504. GENERAL STATION CORRESPONDENCE AND LETTERS OF AUTHORIZATION, July 1917 - Apr, 1936. Concerning antharigation from proculture, expense accounts, payrolls, etc. See addenda for contents of file.

Arranged alphabetically. (Frequently, official.) 9 x 12 folders and pockets, 1 ft. 3 in., in steel and wooden filing case. Damaged by careless handling. R. 6-7. (267)

505. SUMMARY REPORT OF PIG TESTS OF ANTI-HOG CHOLERA SERUM, Aug. 1917 - Apr. 15, 1936. VS Form 42B, giving firm name, license number, serial numbers of serum and virus; description of virus and serum, showing tag number, weight, color, sex, identifying marks, dose, date inoculated; A.M. and P.M. record, showing temperature and visible symptoms during 21 subsequent examinations, date test started, and whether first test or retest; amount of serum under test produced and bottled; date test concluded, results for potency and purity, and signature of inspector; autopsy findings, total virus, how used and serial number. (Daily, official.) 4½ x 7 vols., 3 in., in wooden cabinet. R. 6-7. (250)

506. RECORD OF APPROVAL OF STAMPS AND LABELS FOR SERUM PRODUCTS, Aug. 27, 1917 - Jan. 28, 1925. Instructions for submitting labels for all biological products for approval to the Washington office. Index in front of vol. (Never.) 11 x 13 vols., 2 in., in wooden cabinet. R. 6-7. (231)

507. CUTTER LABORATORY FILE, Oct. 1917 - Apr. 1930. Correspondence, reports, test records, labels, tuberculin samples, etc. Filed alphabetically. See addenda for detailed description. (Occasionally, official.) 9 x 12 folders, in steel and wooden filing cases. R. 6-7. (295)

508. INFECTIONS LARYNGOTRACHEITIS VACCINE, Nov. 11, 1917 to date. VS Form (revised), showing date, type of containers, c.c. grams, doses, and units. (Frequently, official.) 5½ x 8 loose sheets, 2 in., in wooden cabinet. R. 6-7. (291)

509. LABELS OF SERUMS AND INSTRUCTIONS, May 6, 1918 - May 7, 1936. Serum labels approved by Dept. of Agriculture and instructions and information pertaining to all serums used. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in wooden and steel filing case. R. 6-7. (242)

510. REVISED OUTLINES OF METHODS USED IN THE MANUFACTURING OF SERUMS, May 6, 1918 to date. Correspondence relating to method of production of serums. (Occasionally, official.) 9 x 12 folders, 1 ft. 4 in., in steel and wooden filing case. R. 6-7. (269)

511. SERUM MIXING RECORD, May 6, 1918 - May 7, 1936. VS Form 55A, Serum and Bottling Record, showing license number, serial number, date of first bleeding, amounts bled on subsequent dates, bottles filled, size of bottle, quantity, how labeled, expiration date, and signature of inspector. (Daily, official.) 5½ x 8½ loose slips, 2 in., in wooden and steel filing case. R. 6-7. (238)

512. DAILY REPORT OF HOG CHOLERA (VIRUS-SERUM) DESTROYED, July 18, 1918 - May 1, 1936. Showing name of station, date, name of inspector, number of animals tested, and quantities of diseased or contaminated anti-hog cholera serum, simultaneous virus, and

hyperimmunizing virus. (Frequently, official.) 9 x 11½ loose sheets, ½ in., in wooden cabinet. R. 6-7. (276)

513. REPORTS OF INSPECTION OF HYPERIMMUNE HOGS, July 18, 1918 - May 1, 1936. VS Form 63B, Memorandum Report, giving date, license number, class, tag number, numbers passed and rejected before and after bleeding, remarks, and signature of veterinary inspector. (Frequently, official.) 3½ x 8 loose slips, 4 in., in wooden cabinet. R. 6-7. (261)

514. PUBLIC VOUCHERS, 1919 - Apr. 15, 1936. Standard Form 1012A, Vouchers for Reimbursement of Travel and Other Expenses. (Frequently, official.) 8 x 12 loose sheets, 4 in., in wooden cabinet. R. 6-7. (290)

515. REPORT OF INSPECTIONS AND SUMMARY OF TESTS, May 1919 - May 1, 1936. VS Form 75, Report of Inspections and Summary of Tests, showing date of last report, station, license number, date, animals passed and rejected, hogs and calves received, tests started and concluded, causes for rejection, and signature of inspector. (Daily, official.) 8 x 10½ loose sheets, 4 in., in wooden cabinet. R. 6-7. (229)

516. REPORT OF SERUM TEST, June 9, 1919 - Apr. 15, 1936. VS Form 43D, Report of Serum Test, showing license number, serum, amount produced and bottled, starting date, composition of mixture, date test concluded, dates and results of previous tests, virus serial number, dates mixed and phenolized, results for potency and purity, test animals used, tag numbers, weights, condition of animals, remarks, and amount of dose. (Frequently, official.) 5 x 8 loose sheets, 3 in., in wooden cabinet. R. 6-7. (258, 288)

517. ITINERARY REPORT OF INSPECTOR IN CHARGE, 1920 - Apr. 15, 1936. Form V 191321, monthly report of trips taken by inspector to various cities in state, giving name of inspector, date of trip, and time of arrival and departure. (Monthly, official.) 8 x 12 loose sheets, 5 in., in wooden cabinet. R. 6-7. (232)

518. IMPORTATIONS OF VIRUSES, SERUMS, AND TOXIN PRODUCTS, Aug. 1, 1920 - Mar. 1936. Amendment to B. A. I. order 265, giving regulations governing preparation, sale, barter, and exchange of toxins and analogous products intended for use in treatment of domestic animals. (Weekly, official.) 6 x 9¼ loose sheets, 2 in., in wooden cabinet. R. 6-7. (233)

519. COMPOSITION OF CLEAR SERUM, Aug. 27, 1920 - Mar. 4, 1929. VS Form 43E, Composition of Clear Serum, showing license and serial number, date, signature of inspector, hyperimmune blood-clarifying solutions, serum recovered, preserving of solution, preserved clear serum, true quantity of serum, maximum production permissible, preserved dilutent added, completed clear serum and

totals, percentages of true serum recovered from whole or defibrinated blood, true serum in end product and in completed product, and completed product compared to possible yield of ordinary serum. (Frequently, official.) 5 x 8 loose slips, 2 in., in wooden cabinet. R. 6-7. (294)

520. REPORT OF PRODUCTION AND TESTS OF SIMULTANEOUS VIRUS, Mar. 9, 1922 - Apr. 7, 1936. VS Form 430, Report of Production and Tests of Simultaneous Virus, showing license and serial numbers, production of pigs, number, date inoculated, sick, date bled, date product was mixed, number of bleedings, amount of virus blood, amount of test sample unpreserved, preservative used and amounts of virus produced and bottled; purity test, giving number and species tested, dose, behavior, disposition, date test begun and concluded and result; virulence test, giving number and species tested, behavior, date killed, disposition, date test begun and ended, and result; remarks and signature of inspector. (Frequently, official.) 5 x 8 loose slips, 2 in., in wooden cabinet. R. 6-7. (282)

521. RECORD OF HYPERIMMUNE HOGS, 1923 - Apr. 9, 1936. VS Form 63, Record of Hyperimmune Hogs, showing license number, card number, group number, date hypered, tag number, hypering weight, virus serial number, date bled, lot number and signature of inspector. (Occasionally; official.) 5 x 8 bundles, 3 in., in wooden cabinet. Paper brittle, dirty, sooty, torn. R. 6-7. (224)

522. REPORT OF SERUM RELEASED FROM UNDER BUREAU LOCK, July 18, 1923 - Apr. 15, 1936. VS Form 56, showing date, license and serial numbers, numbers of bottles, how labeled, and inspector's signature. (Frequently, official.) 3½ x 8 loose slips, 1 in., in wooden cabinet. R. 6-7. (260)

523. REPORT TO DIVISION OF VETERINARY SCIENCE, UNIVERSITY OF CALIFORNIA, Dec. 1923 - July 10, 1928. Report of inspection into operating procedure at establishments manufacturing veterinary biologics. (Rarely, official.) 8 x 11½ loose sheets, 2 in., in wooden cabinet. R. 6-7. (255)

524. WESTERN LABORATORIES SERUM FARM, Feb. 1, 1926 to date. Correspondence, charts, and reports, relating to serum farm at Stockton, California. (Daily, official.) 9 x 12 vol., 9 in., in steel and wooden filing case. R. 6-7. (268)

525. MONTHLY REPORTS, Oct. 1926 - Feb. 1936. VS Form 73, Monthly Report of Tests Supervised and Samples Collected, showing station, date, license number, signature of inspector in charge, days of month; serum tests started, concluded and carried forward, results for potency and purity, and total serum tests; virus tests, for purity and virulence, results; test and stock samples of virus collected. (Occasionally, official.) 8 x 10½ vols., 3 in., in

wooden cabinet. R. 6-7. (237)

526. REPORT ON SAMPLES COLLECTED FOR LABORATORY EXAMINATION, Feb. 3, 1927 - Apr. 7, 1936. VS Form 90, Report on Samples Collected for Laboratory Examination, showing collector's name, license number, date collected, serial or lot number, exact name of product, date, findings, remarks, and inspector's signature. (Occasionally, official.) 5 x 8 loose sheets, 1 in., in wooden cabinet. R. 6-7. (279)

527. TEMPORARY INACTIVE LABELS, Aug. 24, 1927 - May 23, 1933. Labels for cartons, showing date approved and date serum became inactive. (Occasionally, official.) 9 x 12 folders, 1 in., in wooden cabinet. R. 6-7. (226)

528. REQUEST FOR CERTIFICATE TO COVER THE EXPORTATION OF BIOLOGICAL PRODUCTS, 1929 - Apr. 15, 1936. VS Form 88, showing date, name of chief inspector, exporter's name and address, consignee's name, destination, description of product, license number, serial numbers, number and size of containers, quantity, return date, totals, number of packages, markings, name of firm, and signature of firm representative. (Occasionally, official.) 8 x 10½ loose sheets, in wooden cabinet. R. 6-7. (262)

529. BULLETINS, ANNOUNCEMENTS, AND MEMORANDUMS, Feb. 1929 - July 1933. Covering preparation laboratory, specimens, moving pictures, and how to tell age of animals by teeth. (Frequently, official.) 9 x 12 pockets, 1 in., in desk drawer. R. 6-7. (293)

530. COMPOSITION OF CLEAR SERUM, Apr. 2, 1929 - Apr. 28, 1936. VS Form 43F, Report of Hyperimmune Blood Cleared, showing license number, date, signature of inspector, group number, class and number of bleedings, whole or defibrinated, clarifying solutions, serum recovered, preserving solution, preserved clear serum, true serum, quantity, percentage, lot number, and totals. (Occasionally, official.) 5¼ x 8 loose sheets, 3 in., in wooden cabinet. R. 6-7. (257)

531. REPORT OF ANTI-HOG CHOLERA SERUM, Apr. 12, 1929 - Mar. 30, 1936. VS Form 43G, showing license and lot number, date, inspector's signature; total hyperimmune hogs, group numbers, number and class of bleedings, hypering weight, blood per pound, hyperimmune blood, serum recovered, clarifying solutions, quantity and factor of preserving serum, preserved serum, quantity of true serum, serial numbers of batches, remainder, proof totals; amounts mixed, showing loss and gain, remainder lot number, amount bottled, remarks, and amount of serum recovered. (Frequently, official.) 8 x 10½ loose sheets, 4 in., in wooden cabinet. R. 6-7. (259)

532. MONTHLY REPORT ON SANITATION AT LICENSED ESTABLISHMENTS, May 1929 - May 1, 1936. VS Form 44, Monthly Report on Sanitation

at Anti-Hog Cholera Serum Establishments, showing date, station, name of firm, license number, detail of exceptions to compliance, action taken and results, and inspector's signature. (Frequently, official.) 7 x 8 loose sheets, 1½ in., in wooden cabinet. R. 6-7. (283)

533. VIRUS PIG WORK SHEETS, May 23, 1929 - May 19, 1933. VS Form 53B, Record of Virus Pigs, showing license number, card number, date inoculated for hyperimmunizing virus, for simultaneous virus, and for controls in tests, signature and title of employee supervising inoculations, tag number of virus with which inoculated, date killed, disposition, and serial number. (Monthly, official.) 5 x 8 cards, 3 in., in desk drawer. R. 6-7. (241)

534. RECORD OF HEATING AND COOLING CLEAR SERUM, Sept. 27, 1929 - Apr. 29, 1936. VS Form 43H, Pasteurization of Anti-hog cholera Serum of Other Products, showing license number, date, group or quantity c.c., time chart, thermometer test, seals, testing thermometer number, remarks. (Daily, official.) 5½ x 8 loose sheets, 10 in., in wooden cabinet. R. 6-7. (252)

535. RECORD OF TESTS, PRODUCT - ANTI-HOG CHOLERA SERUM, WESTERN LABORATORIES SERUM FARM, Dec. 16, 1929 - Mar. 30, 1936. VS Form 93, Record of Tests, showing license number, name of establishment, type of product, serial numbers, sample collected, amounts mixed and bottled, return date, first, second, and third tests for potency and purity, and remarks. (Frequently, official.) 9 x 12 loose-leaf books, 2 in., in wooden cabinet. R. 6-7. (280)

536. INSPECTOR'S RECORD OF VIRUS, Jan. 15, 1930 - Aug. 6, 1931. VS Form 92, showing license and serial numbers, date mixed, mixture composition, return date permissible, quantities produced and bottled, number and size of bottles, dates of tests started and concluded, results for potency and purity, date released, return date and label used; disposition of any not released, remarks, and inspector's signature. (Occasionally, official.) 5¼ x 8 loose sheets, 3 in., in wooden cabinet. R. 6-7. (289)

537. REPORTS OF INSPECTIONS AND SUMMARY TESTS, Feb. 1930 - Apr. 1936. Summary of tests made of serum produced and destroyed, showing anti-hog cholera serum, simultaneous virus, hyperimmunizing virus, amount of clear serum and virus produced, number of bleedings, date of each operation, and totals. (Occasionally, official.) 9 x 11½ loose sheets, 6 in., in desk drawer. R. 6-7. (249)

538. INSPECTOR'S INDIVIDUAL TIME REPORT, Mar. 1, 1930 - Mar. 31, 1936. Giving name of worker, date, nature of services, time commenced, and time of completion of assigned work. (Occasionally, official.) 3½ x 8 loose sheets, 2 ft. 6 in., in wooden cabinet. R. 6-7. (265)

539. MONTHLY REPORT OF ANTI-HOG CHOLERA SERUM AND ANTI-HOG CHOLERA VIRUS PRODUCED, May, 1930 - May 1, 1936. VS Form 72, Monthly Report of Exchange of Anti-hog-cholera Virus and Their Derivatives Between Licensed Establishments, showing station, date, license number, signature of inspector; receipts and shipments of anti-hog-cholera serum, simultaneous virus and hyperimmunizing virus, and totals. (Frequently, official.) 9 x 11½ loose sheets, 1 in., in wooden cabinet. R. 6-7. (277)

540. INSPECTOR'S RECORD OF VIRUS SIMULTANEOUSLY, Nov. 6, 1931 - Feb. 9, 1934. Giving quantities bottled, c.c. number and size of bottles, date bottled, hour commenced and concluded, potency, purity and releasing. (Seldom, official.) 5¼ x 8 loose sheets, 1 in., in wooden cabinet. R. 6-7. (271)

541. DAILY REPORT OF BIOLOGICS PRODUCED BY ESTABLISHMENTS, Jan. 1932 - May 1936. VS Form 70A, showing license number, date, product, quantity, serial or laboratory number, quantities shipped to or received from licensed establishments, license number of establishment; miscellaneous operations on hyperimmune hogs, virus pigs, immune hogs, number of hogs and calves admitted and removed, showing number brought forward, admitted daily, removed (all causes), and carried forward; serum, virus and vaccine tests begun; data on dead animals giving reference letters, identification, and cause of death; signed by inspector. (Occasionally, official.) 8 x 10¼ bundles, 1 ft., in wooden cabinet. R. 6-7. (225)

542. REPORT OF BIOLOGICS PRODUCED BY ESTABLISHMENTS, Jan. 1, 1932 - May 1, 1936. VS Form 59, showing date, month, station, license number, firm's name, inspector's signature, products such as aggressing, antisera, normal sera, bacterins, vaccines, viruses, toxoids, and diagnostic agents, serial number, containers, c.c. grams, disks, doses, and units. (Frequently, official.) 8½ x 11 loose sheets, in wooden cabinet. R. 6-7. (285)

543. HYPER BLEEDING WORK SHEET, June 21, 1932 - Apr. 28, 1936. Form S and H 187301M632, giving hyper number, hypering weight, breeding weight, gross weight, tare weight, and whole blood. (Frequently, official.) 8 x 11 loose sheets, 2 in., in wooden cabinet. R. 6-7. (256)

544. CIVIL SERVICE COMMISSION PUBLICATIONS, 1933 - 1936. Correspondence, bulletins and announcements of Civil Service Commission, giving specifications and dates of examinations. (Never.) 9 x 12 pockets, 1 in., in desk drawer. R. 6-7. (275)

545. NOTICE REGARDING SHIPMENT AND RELABELING OF BIOLOGICS, Jan. 1, 1933 - May 1, 1936. Report to Department of Agriculture of product, serial numbers of containers, size, quantity and return date of all serums relabeled; VS Form 81, Authorization; and VS Form 82, Acknowledgement, showing station, date, notice, heading,

description of product, serial numbers, number and size of containers, quantity, return date, totals, remarks and inspector's signature. (Weekly and monthly, official.) 8 x 10½ loose sheets, 2 in., in wooden cabinet. R. 6-7. (239)

546. TEST RECORDS OF BLACKLEG TAPOID ANTIGEN, Aug. 1 - Sept. 12, 1933. Tests of guinea pigs and sheep giving complete description of tests made during given period, effects, and reaction to treatments. (Occasionally, official.) 9 x 14 vols., 2 in., in wooden cabinet. R. 6-7. (223)

547. SUMMARY OF VETERINARY BIOLOGICAL PRODUCTS FOR EXPORT UNDER CERTIFICATES, Jan. - Dec. 31, 1934. VS Form 85A, showing station, date, kind of product such as aggressins, antisera and sera, bacterine, vaccines, viruses, toxins, and diagnostic agents; countries of destination, total number of certificates, and signature of inspector in charge. (Monthly, official.) 8 x 10½ loose sheets, 1 in., in wooden cabinet. R. 6-7. (247)

548. SEMI-MONTHLY REPORT OF EMPLOYEES IN VIRUS-SERUM INSPECTION, July 31, 1934 - Aug. 30, 1936. VS Form 52, showing value of station, date, inspector's signature, employee's name, designation, U. S. Veterinary license number of establishment, nature of services performed, time of day, average time, and remarks. (Frequently, official.) 9 x 11½ loose sheets, in wooden and steel filing case and in wooden cabinet. R. 6-7. (235)

549. OFFICIAL CERTIFICATE FOR EXPORT CONSIGNMENTS OF VETERINARY BIOLOGICS, Aug. 24, 1934. VS Form 85, showing authorization for use of biological products, description of product, serial number, number and size of containers, quantity of doses and units, return date, license number, consignor, consignee, address and destination; number of packages, shipping marks, and inspector's signature. (Seldom, official.) 8½ x 11 loose sheets, 1 in., in wooden cabinet. R. 6-7. (281)

550. CORRESPONDENCE, Feb. 1935 to date. Concerning instructions for sending telegrams, radiograms, and telephone messages, tax exemptions, and transportation. (Frequently, official.) 9 x 12 pockets, 1 in., in desk drawer. R. 6-7. (292)

551. PRODUCTION OF HORSES, Oct. 30, 1935 - May 7, 1936. Chart report on horses inoculated for anti-eucephalomyetetes serum (equinine) western type, giving date, description of inoculation, and results. (Daily, official.) 17 x 22 chart, on desk. R. 6-7. (243)

552. VOUCHER EXPENDITURE DISTRIBUTION, Apr. 16 - 30, 1936. Form F-52, showing schedule, station, distribution of salaries to projects indicated, giving allotment symbol, allotment distribution, appropriation symbol, project symbol, object symbol, project

distribution, location symbol, encumbered account, date, and signature of officer. (Monthly, official.) 5 x 8 cards, ½ in., in desk drawer. R. 6-7. (240)

553. DEPOSITION ON LABELS AND CIRCULARS, Apr. 29, 1936. VS Form 84, circulars submitted by inspector in charge to Cutter Laboratory at Berkeley, stating result of inspection of records. (Occasionally, official.) 7 x 8 loose sheets, 1 in., in desk drawer. R. 6-7. (278)

554. BULLETINS AND INSTRUCTIONS, May 4, 1936 to date. Information regarding treatment of animals by use of biologics. (Frequently, official.) 8½ x 11 loose-leaf books, 2 in., in desk drawer. R. 6-7. (263)

CALEXICO

FIELD INSPECTION BUREAU
INTERNATIONAL INSPECTION AND QUARANTINE
FIELD STATION
Residence of Dr. John C. Pace, 735 Rockwood Ave.

This office was organized in 1920 and on July 12, 1934 it was moved to El Centro. Calexico was then made a branch office of the El Centro office. Its chief function is to prevent diseased or unfit domestic animals from entering the United States, and its activities center mainly around tuberculosis tests, and examinations for hoof and mouth disease and for tick or parasitic insects. It cooperates with the Government of Lower California, Mexico, in advising them of non-admitted animals and the place from which they came.

555. GENERAL REFERENCE FILE, Aug. 1920 to date. Complete record of the veterinary inspection of domestic animals imported into the United States through this port of entry, departmental correspondence, and mimeographed instructions. Filed alphabetically. (Frequently, official.) 8 x 12 folders, 3 ft., in 2 drawers of steel filing case. Private Office. (4)

EL CENTRO

ANIMAL HUSBANDRY EXPERIMENT STATION
IMPERIAL COUNTY FIELD STATION
Imperial County Courthouse, 900 W. Main St.

This office was established in 1920 in Calexico. It was moved to El Centro in 1934, and Calexico is now a branch office. It acts as a safeguard to public health by withdrawing tubercular cattle from dairy herds. Tuberculosis examinations are made by injection and reaction noted. Indemnity claims are allowed the owners for all cattle destroyed under the Tuberculosis Eradication Program. During the drought of 1934, it conducted an extensive survey of the dairy herds to discover the effect of extreme dryness on the spread of tuberculosis. It has jurisdiction over Imperial County. Results of tubercular tests go to Sacramento and all other reports are sent to Washington.

556. GENERAL REFERENCE FILE, June 25, 1934 to date. Correspondence and records of tuberculosis reactions in dairy cattle, indemnity claims of owners of animals destroyed under the T. B. Eradication Program, and correspondence and reports on results of county and state inspections. Filed alphabetically. (Daily, official.) 8 x 12 folders, 14 ft., in steel filing cases. R. 5. (4)

LOS ANGELES

FIELD STATION
Federal Bldg., Temple and Main Sts.

Field Station 112, established in Los Angeles in 1906, comprises the following divisions and subdivisions: Meat Inspection Division, International Inspection and Quarantine (subdivision of the Field Inspection Division), and Public Stockyards Inspection, (subdivision of the Packers and Stockyards Division). Prior to 1911, offices were maintained at 100 Lyons Street and in 1911 were moved to the present location.

Field Station 112 is charged with the administration of the Meat Inspection Act, the Animal Quarantine Acts, the Diseased Animal Transportation Acts and the act relating to the supervision of the business in interstate commerce of packers, designated public stockyard markets, commission men, traders, and other agencies operating at such markets. It also investigates the existence of communicable diseases in animals and aids in their control or eradication.

It has jurisdiction over the cities of Los Angeles, Vernon, Pomona, and Santa Ana. In addition to these cities, the Public Stockyards Inspection, a subdivision of the Packers and the Stockyards Division, has authority over the cities of San Francisco and

Stockton in its particular line of work. Originals of all records are forwarded to Washington.

557. BLUEPRINTS OF PACKING PLANTS, 1905 - 1936. Plans that have been approved or unapproved by the Dept. of Agriculture. (Rarely, official.) 10½ x 10½ rolled plans and blueprints, 3 ft., in wooden bookcase. Fair. R. 602. (594)

558. APPROVED LABELS, TAGS, BRANDS, STICKERS, AND OTHER MARKINGS, 1906 - 1936. Samples of all markings employed by meat packing houses under the jurisdiction of this bureau. 5 x 8 card index. (Occasionally, official.) 10½ x 12 markings, 12 ft., in 6 drawers of steel filing cases. R. 602. (602)

559. CORRESPONDENCE AND GENERAL OFFICE FILES, 1906 - 1927. Correspondence, telegrams, tabulations, reports, circular letters, orders on supply clerk, and other official data. (Never.) 8½ x 11 bundles, 8 ft., in 4 drawers of wooden filing case. Damaged, torn, faded. NE. corner storeroom, 7th floor. (545)

560. PERSONNEL FILES, 1906 to date. Correspondence, reports, regarding applications, dismissals, leaves of absence other than regular, changes of status, and assignments and reassignments of office and field employees. (Daily, official.) 9½ x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 602. (619)

561. INDEX, 1907 - 1935. Record of bulletins, projects, and publications. Arranged alphabetically. (Occasionally, official.) 6 x 8 cards, 3 ft. 3 in., in wooden bookcase. R. 602. (595)

562. PROPERTY RECORD BOOK, 1907 - 1920. Showing acquisition and transfer of property, brands, labels, tags, office supplies, pliers, sealing presses, lens, badges, thermometers, padlocks, magnifying glasses, antiseptic tablets, and sealing wire. Paginal subject index. (Never.) 8-3/4 x 14 vol., 1 in., on shelf. Brittle, bindings broken. NE. corner storeroom, 7th floor. (553)

563. CORRESPONDENCE OF ACTIVITIES OTHER THAN MEAT INSPECTION, 1909 - 1936. Correspondence, telegrams, instructions, and regulations relating to international inspection and quarantine, public stockyard inspections, and expenditure and receipt of moneys through this office. (Daily, official.) 9½ x 12 envelopes, 2 ft., in steel filing case. R. 602. (603)

564. OUTGOING CORRESPONDENCE, 1909 - 1920. Relating to the various activities of agricultural bureaus. Indexed. (Rarely, official.) 10 x 12½ vols., 1 ft. 6 in., in pasteboard box. NE. corner storeroom, 7th floor. (551)

565. EMPLOYEES' ASSIGNMENTS, Apr. 4, 1918 - June 4, 1924. Showing daily assignments of all employees of this bureau. (Rarely,

official.) 13 x 19 vol., 1 in., in wooden cupboard. NE. corner storeroom, 7th floor. (556)

566. TIME BOOK, July 1922 - Jan. 1934. Showing number of hours worked, amount paid, and number of pay check. (Rarely, official.) 9 x 14 vol., 1 in., in wooden cupboard. NE. corner storeroom, 7th floor. (555)

567. MEAT INSPECTION FILE, 1923 - 1936. Correspondence, copies of contracts, meat specifications, and inspectors' reports relating to meat product specifications and regulations. (Daily, official.) 9½ x 12 folders, 1 ft. 6 in., in steel filing case. R. 602. (601)

568. NOTICE OF INQUIRY, 1925 - 1936. Reports of employees injured in service, containing statement describing injuries, treatments, and final outcome of case. (Occasionally, official.) 8½ x 11 loose sheets, 6 in., in wooden filing case. R. 602. (606)

569. OBSOLETE MARKINGS, 1925. Printed and lithographed samples of labels, tags, stickers, wrappers, and other markings withdrawn by the bureau. Arranged alphabetically, by product. (Never.) 10 x 12 vol., 3 in., in wooden cupboard. NE. corner storeroom, 7th floor. (554)

570. SALARY REPORTS, 1925 - 1936. Showing charges against allocations to various projects, substations, etc. Entered alphabetically. (Frequently, official.) 5 x 7 cards, 7 in., in wooden filing case. R. 602. (609)

571. PAYROLL, 1926 - 1936. Showing name of employee, amount earned, overtime if any, disbursement schedule, and total disbursements chargeable to payroll account. (Older records, rarely; current records, occasionally, official.) 7 x 11 folded sheets and 10 x 14 bundles, 8 in., on shelf. NE. corner storeroom, 7th floor and R. 602. (546, 611)

572. MONTHLY REPORTS AND CONTRACTS, 1927 - 1936. Inspection of packers, stockyards, and plants under jurisdiction of the bureau; contracts for inspection of Navy, Marine Headquarters Stockyards, and national homes and institutions. (Occasionally, official.) 9½ x 12 covers, 1 ft., in wooden filing case. R. 602. (613)

573. PERSONNEL FIELD QUESTIONNAIRE, 1928. From Washington, covering employment, pay, length of time in service, education, and other qualifications of employees of this bureau. (Never.) 3 x 7 loose sheets, 1 ft., in wooden filing case. R. 602. (605)

574. ROSTER OF EMPLOYEES, 1928 - 1936. Employees under the jurisdiction of this bureau engaged in work for Packers and Stockyards Division, showing salary earned, type of work in which engaged, and place of employment. (Frequently, official.) 8 x 10½ loose

sheets, 2 in., in wooden filing case. R. 602. (612)

575. PROPERTY FILES, 1929 - 1936. Correspondence and reports relating to rubber stamps, brass bands, badges, locks, keys, and bottles and containers for Government inspected brands of products. Indexed. (Daily, official.) 9½ x 12 folders, 9 ft., in steel filing cases. R. 602. (597)

576. APPLICATION FORMS AND RECORDS OF ANNUAL LEAVE, 1930 - 1936. For leaves of absence of employees in this bureau. (Rarely, official.) 5 x 7 cards, 1 ft., in wooden filing case. R. 602. (610)

577. OFFICIAL ESTABLISHMENT FILE, 1930 - 1936. Correspondence, telegrams and reports relating to Government inspected plants under the jurisdiction of this bureau. (Daily, official.) 9½ x 12 folders, 2 ft., in steel filing case. R. 602. (598)

578. INWARD FOREIGN MANIFEST, Aug. 1930 - Nov. 1931. Of cargos on Japanese ships bound for Tacoma, Washington, or San Francisco, California, showing sailing dates, description of ship, ports of call, cargo and ship master's oath to the manifest. (Never.) 14 x 19 loose-leaf book, 1 in., in wooden filing case. NE. corner storeroom, 7th floor. (547)

579. SEMI-OFFICIAL CORRESPONDENCE, 1931 - 1936. Applications and inquiries relating to matters which are not of official importance. (Rarely, official.) 9½ x 12 folders, 6 ft., in steel filing case. Overcrowded. R. 602. (600)

580. WITHDRAWN AND DENIED INSPECTION, 1931 - 1936. Correspondence, telegrams and reports on cases where Government inspection has been withdrawn or application denied. (Never.) 9½ x 12 folders, 6 ft., in steel filing case. R. 602. (599)

581. IMPORT BRANDS, 1932 to date. Sample brands, tags, wrappers, seals, bags, etc., of meats and meat products of foreign origin furnished by various establishments to this bureau. (Frequently, official.) 10 x 10 sheets on cardboard, 2 ft., in steel filing case. R. 602. (621)

582. IMPORT FILES, 1932 to date. Correspondence, reports, tabulations, inspection notes, and other material relating to import meats, meat products, skins and hides landed at ports under the jurisdiction of this bureau. (Daily, official.) 9½ x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 602. (620)

583. INSPECTION REPORTS, 1932 - 1936. Of livestock for tuberculosis, hoof and mouth disease, liver, and flukes; also reports on imported Mexican stock. (Frequently, official.) 3½ x 8 loose sheets, 7 in., in 6 drawers of wooden filing cases. R.

602. (608)

584. LABORATORY REPORTS, 1932 to date. Reports on samples of meat and meat products submitted for analysis, showing sample number, exact name of product as labeled, analysis, and whether passed or rejected. (Frequently, official.) 9½ x 12 folders, 1 ft. 6 in., in steel filing case. R. 602. (623)

585. SHIPMASTERS' DECLARATIONS, 1932 to date. Made to Bureau of Animal Industry inspectors by the masters of ships, showing meats, meat products, or livestock carried on board for import or in ships-store. These are from ships making Los Angeles, San Pedro, or Long Beach its first port of entry after leaving a foreign port. (Occasionally, official.) 8½ x 11 loose sheets, 1 ft. 6 in., in steel filing case. Fair. R. 602. (622)

586. CONSULAR INVOICES, Dec. 10, 1932 - June 5, 1933. Certificates of shipper made by American Consular Service at port of origin, showing country or origin of animal byproducts or of hay, straw, forage or similar materials. (Rarely, official.) 10 x 13 bundles, 3 in., on shelf. NE. corner storeroom, 7th floor. (549)

587. CONTRACTS, 1933 - 1935. With Standard Oil Company for supplying gasoline, oil, and service for maintenance of trucks and automobiles in the service of this bureau. (Never.) 8½ x 11 bundle, 1 in., in wooden filing case. R. 602. (607)

588. INDEX TO IMPORT ITEMS AND SHIPMASTERS' REPORTS, 1933. Listing import items of meats, meat products, meat byproducts and cattle; reports of shipmasters making ports under jurisdiction for their first U. S. port of call. (Rarely, official.) 12 x 12 cards, 5 in., in cardboard box on shelf. NE. corner storeroom, 7th floor. (550)

589. REPORTS OF MEAT INSPECTIONS, Jan. 1933 - Mar. 1936. Daily reports of meat inspections of various establishments under supervision of this bureau. (Rarely, official.) 8½ x 11 bundles, 25 ft., on 5 shelves. NE. corner storeroom, 7th floor. (544)

590. VOUCHERS, Apr. 1933 - June 1935. For purchases of equipment, supplies, and services other than personal. (Rarely, official.) 10 x 14 bundle, 6 in., on shelf. NE. corner storeroom, 7th floor. (548)

591. DAILY REPORTS OF FEDERAL SURPLUS RELIEF CORPORATION, 1934 - 1935. Daily summaries of post-mortem inspection of suspected and retained carcasses and daily reports of operations at official establishments operating under Emergency Drought "set up". (Rarely, official.) 8 x 13½ covers, 4 ft., in wooden boxes. NE. corner storeroom, 7th floor. (552)

592. FEDERAL SURPLUS RELIEF CORPORATION AND STATE EMERGENCY RELIEF ADMINISTRATION FILES, 1934 - 1935. Correspondence, telegrams, and reports concerning temporary inspection stations for the emergency drought period 1933 - 1934. (Daily, official.) 9½ x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 502. (596)

593. DROUGHT PERIOD LABELS, July 25, 1934 - Aug. 1, 1935. Lithographed and printed labels and other markings of various establishments used during the drought period. (Never.) 12 x 12 envelopes, 6 in., in wooden cabinet. R. 602. (615)

594. RECEIPTS FOR CATTLE, CALVES AND SHEEP, July 25 - Nov. 9, 1934. Showing number of cattle, calves, and sheep received by Los Angeles Union Stockyards during the drought period which were shipped from drought area under Federal Surplus Relief Corporation and State Emergency Relief Administration programs. (Never.) 14 x 17 loose-leaf books, 1 in., in wooden cabinet. R. 602. (614)

595. RECORDS OF FEDERAL SURPLUS RELIEF CORPORATION, July 25, 1934 - Nov. 1, 1935. Work sheets, field inspectors' reports, waybills, and cancelled vouchers relating to special establishments set up during the drought period. (Never.) 9½ x 12 folders and bundles, 7 ft., in 4 drawers of steel filing case. R. 602. (618)

596. SPECIAL ESTABLISHMENT FILES, July 25, 1934 - Aug. 1, 1935. Correspondence, reports, tabulations, etc., from special establishments set up temporarily under Federal Surplus Relief Corporation and State Emergency Relief Administration during the drought period programs. (Never.) 11½ x 14½ envelopes, 4 ft., in pasteboard boxes. R. 602. (616)

597. INVITATIONS, BIDS AND ACCEPTANCE CONTRACTS, 1935 - 1936. For food products used. (Never.) 9 x 11 bundles, 6 ft., in steel filing case. R. 602. (604)

598. MEAT INSPECTION REPORTS, Apr. 1936. Records of sterilization, sanitation, ante-mortem condition, and the time reports of the employees making these inspections at establishments under supervision of this bureau. (Daily, official.) Variously sized bundles, 6 ft., on shelves. R. 602. (617)

MADERA

TUBERCULOSIS ERADICATION DIVISION
FIELD STATION
Madera County Exhibit Bldg.

There is some doubt as to the date of establishment of this office but it appears to have been in February 1935. Its main function is to examine dairy herds and segregate cattle found to be diseased. Tuberculosis tests are made by injection and if reaction is positive, the infected cattle are destroyed.

599. HERD TESTS, Feb. 1935 to date. Tubercular test records showing number of animals in various herds afflicted with tuberculosis; records of the reaction of different animals to tests; also correspondence with the state office and with individual dairymen regarding results of tests made on their herds. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in card cabinet. Basement, rear. (4)

MERCED

TUBERCULOSIS ERADICATION DIVISION
FIELD STATION
Old Harvey House, 12th and K Sts.

This office was established in February 1936. The date upon which it was moved from the Tioga Hotel Building to the present location is not available. Its major function is to safeguard public health by examination of dairy herds and the withdrawal of diseased cattle. Tubercular tests are by injection, and if reaction is positive, the infected cattle are destroyed. In 1936 a restraining order issued by the courts held up activities.

600. RECORD OF CLEAN AND INFECTED DAIRY HERDS, 1936. DAL Form 3, Record of Clean Dairy Herds; TE Form 27, Record of Tubercular Infected Dairy Herds. Filed alphabetically, by owner's name. (Daily, official.) 9 x 11-3/4 folders, 2 ft. 2 in., in steel filing case. Main Office. (5)

601. WEEKLY REPORTS OF VETERINARIAN WORK, Feb. 3 - May 30, 1936. Showing cattle injected, cattle observed, and number of reactors; also mileage record of veterinary. (Weekly, official.) 6 x 9-3/4 vols., 3 in., in desk. Main Office. (4)

POMONA

MEAT INSPECTION DIVISION
FIELD SUBSTATION
East 5th St.

This office was established in 1916 and has undergone no administrative changes. Its primary function is the enforcement of the Meat Inspection Act of June 30, 1906 which prevents the use of meats and meat products which are unfit for human consumption. Copies of reports are sent to the jurisdictional office at Los Angeles.

602. GENERAL FILE, 1916 to date, Ante-mortem and post-mortem summaries for all species killed; specification inspection; reports on sterilization and tanking; reports of laboratory inspections; circular letters, correspondence, and time slips. (Older records, rarely; current records, daily, official.) 5 x 10 loose sheets, 4 ft., in transfer case and in wooden cabinet. Office. (6)

SACRAMENTO

FIELD STATION
Federal Bldg., 8th and I Sts.

This station, established about 1907, was located in the old Post Office Building, 7th and K Streets. The date of removal to the present location is not definitely known. Two units, the Tubercular Division and the Zoological Division, which comprise this agency, operate as a single organization using the same office force and field staff. Jurisdiction is statewide. Tubercular eradication work is done in cooperation with the State of California, each paying half the costs. Temporary substations are set up as required, and when the work is completed, the records are sent to this office. Monthly, biannual, and special reports are sent to Washington.

603. SHEEP SCABIES, Jan. 1907 to date. Correspondence, reports, tabulations, charts, and maps pertaining to treatment of sheep scabies. (Rarely, official.) 8½ x 11 folders, envelopes, and bundles, 1 ft. 6 in., in wooden filing case. R. 218. (380)

604. TUBERCULOSIS IN CATTLE, Jan. 1922 to date. Correspondence, reports, tabulations, charts, and maps pertaining to tuberculosis eradication. (Rarely, official.) Variously sized folders, envelopes, covers, loose-leaf books, and cards, 32 ft., in 5 drawers of steel filing cases, in 3 drawers of wooden filing case, and in

16 drawers of card cabinets. R. 218. (384)

SAN DIEGO

MEAT INSPECTION DIVISION
FIELD STATION
Post Office Bldg., F and Union Sts.

The date this office was established is questionable, but it seems that it was about 1908. It was formerly located at the Hardy Packing Company, but when it was moved to its present location is unknown. The study, control and prevention of diseases peculiar to cattle, sheep, hogs, and horses, on the hoof or as a carcass, constitute its major activities. It has jurisdiction over San Diego County. Meat inspection records are destroyed upon authorization from department headquarters. Original reports and records are sent to Washington.

605. CATTLE TICK REPORTS, 1907 - 1910. FI Form 48B, Report of Cattle Inspected for Scabies, Fever, and Ticks, showing where inspected, date, condition; number exposed, free and infected; by whom inspected; whether for feeding, breeding, or slaughter; name and address of owner; hour, date, and station where loaded; car number and initials, railroad shipped over, name of consignee, destination, number of certificate if issued, and signature. Arranged chronologically. (Never.) 5 x 7 bundles, 1 ft., in pasteboard box. R. 343. (1248)

606. RECORD OF ANIMALS IMPORTED, Aug. 1922 to date. FI Form 30 (revised), Certificate of Inspection of Imported Animals, showing date, number of animals, place of inspection, place from which animals were shipped, by whom offered for importation, inspector's statement that animals were found to be free from evidence of a communicable disease or exposure thereto, and evidence of a communicable disease or exposure thereto; also signatures of inspector and of collector of the port; FI Form 30A, Animals Imported, showing place of importation, date, name and address of importer, place from which animals were shipped; number, kind, and breed of animals; purpose for which imported, final destination, and signature of inspector. Filed chronologically. (Frequently, official.) 3½ x 8 and 5 x 8 folders, 1 ft. 9 in., in wooden filing case. R. 343. (1245)

607. RECORD OF LEAVE OF ABSENCE, 1923 to date. Form A-15 (revised), showing name and address of employee, telephone number, designation, salary, badge number; whether annual leave, sick leave, or leave without pay; date, name of person to be notified in case of serious illness or death, and signature of inspector in

charge. Filed chronologically. (Weekly, official.) 5 x 7 bundles, 5 in., in wooden card cabinet. R. 343. (1247)

608. POST-MORTEMS, 1925 to date. MI Form 112E (revised), Summary of Post-Mortem Inspection, showing diagnosis for various diseases, injuries, and lesions; carcasses that reacted to tuberculosis and those suspected of disease, disposition (whether for food or condemned), species, number of establishment, date, and signature of veterinary inspector; MI Form 112F (revised), Report of Final Post-Mortem Inspection of Retained Carcasses, showing results of inspection of various parts of the carcass, disposition (whether for food or condemned), species, number of establishment, tag number, date, and signature and title; MI Form 119B (revised), Summary of Ante-Mortem Examination, showing summary of suspects, animals condemned on ante-mortem inspection animals passed for regular slaughter, species, number of establishment, station, date, and signature of inspector. Filed chronologically. (Daily, official.) 3½ x 8 and 9 x 12 covers, 1½ in., on shelf. R. 343. (1251)

609. AUTOMOBILE MAINTENANCE, 1926 to date. Form T-60, monthly report of expenses incurred for the maintenance and operation of Government-owned motor-propelled vehicles and for the hire of such vehicles, showing period of time, name of maker, model (year), serial number, whether for passenger or trucking service, mileage for period covered by report, condition, date purchased, price, number of requisition, by whom used, kind of work, cost of maintenance, cost of operation, period of time laid up for repairs, date, and signature of inspector in charge; Form T-64, Annual Record of Maintenance and Operation of Vehicles, showing same information as Form T-60, except as regards the time period. Filed chronologically. (Monthly, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 343. (1250)

610. CORRESPONDENCE AND REPORTS, 1934 to date. Form P-33, Monthly Inventory of Government Brass and Rubber Brands, showing number of establishment, kinds of brands used, total number received, returned, and on hand; FJ Form 75, Report of Dourine Eradication; Standard Form 1013C, Payroll for Personal Services, continuation sheet; Standard Form 1034, Public Voucher for Services Other Than Personal; traveling inspection reports, Civil Service circulars, circular letters from Washington headquarters, and general correspondence. Filed chronologically and by subject. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 drawers of wooden filing case. R. 343. (1249)

611. TIME SLIPS, 1934 to date. MI Form 102 (revised), Individual Time Slip, showing date, number of establishment, character of work, work period, time period for meals, and signature and title of worker. Arranged chronologically. (Daily, official.) 5 x 7 bundles, 6 in., in wooden card cabinet. R. 343. (1246)

SAN FRANCISCO

MEAT INSPECTION DIVISION
FIELD STATION
Appraisers Bldg., Sansome and Washington Sts.

This office was established in Berkeley on September 19, 1906. Space was occupied in the Agricultural Building at the University of California until 1912 when the offices were moved to the Appraisers Building in San Francisco. There has been no administrative reorganization since its establishment. Its primary function is the enforcement of the Meat Inspection Act of June 30, 1906. This act prevents the use in interstate or foreign commerce of meat and meat products which are unsound, unhealthful, unwholesome or otherwise unfit for human food. The Meat Inspection Laboratory analyzes all water used for any purpose in slaughter houses and meat packing plants, and all ingredients entering into the manufacture of meat food products, and submits reports on mislabeling. The jurisdiction of this office covers the states of California, Oregon, Washington, Utah, Idaho, the western portion of Montana, and the Territory of Hawaii. The originals of all laboratory reports of samples are sent to Washington headquarters.

612. RECORD OF SAMPLES RECEIVED, 1919 to date. Showing names and addresses of those sending meat and water samples for analysis. Arranged chronologically. (Frequently, official.) 13 x 16½ vols., 2 in., in wooden case. R. 45-A. (1471)

613. INDEX TO LABORATORY RECORDS, 1923; 1925 to date. June 1934 to date in binders; previous index, loose-leaf. Arranged alphabetically and by station. (Daily, official.) 14½ x 17 loose-leaf forms and binders, 7 in., in steel cabinet. R. 45-A. (1499)

614. WATER AND MEAT ANALYSES, June 1923 - July 1924; June 1925 to date. Records of all water and meat analyses made in Pacific Coast Division to test water and meats as to purity and fitness for human consumption. Filed by station and number. (Daily, official.) 5½ x 8½ cards and bundles, 28 ft., in filing case and on cabinet. R. 45-A. (1482)

615. MISCELLANEOUS FILES, 1924 to date. Records of requisitions for equipment, records of equipment on hand, samples of trade marks and labels of packers in the Western Division, old station letters, records of employees, and miscellaneous correspondence. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of filing case. R. 45-A. (1501)

616. MISCELLANEOUS CORRESPONDENCE, 1930 to date. To and from all packing plants in district covered by Western Division; also administrative file, personnel, and other records. Filed alphabetically and geographically. (Frequently, official.) 9 x 12

folders, 2 ft., in 2 wooden transfer cases. R. 45-A. (1509)

FIELD INSPECTION DIVISION
INTERNATIONAL INSPECTION AND QUARANTINE
FIELD STATION
Custom House, Battery and Washington Sts.

This office was established in 1906. There has been no administrative reorganization since inception. The first offices were located in the Post Office Building at 7th and Mission Streets. In 1912 they were moved to present quarters in the Custom House. The primary function of this agency is the administration of the Meat Inspection Act, Animal Quarantine Acts, Diseased Animal Transportation Acts and the 28-Hour Law. It conducts scientific investigations of the cause, prevention, and treatment of diseases of domestic animals; investigates the existence of communicable diseases of such animals, and aids in their control and eradication. It has jurisdiction over San Francisco and the stockyards at South San Francisco. Originals of all reports are sent to Washington headquarters.

617. WASHINGTON CIRCULAR LETTERS, Jan. 29, 1910 - Mar. 23, 1936. For the private information of the various branch offices of the department. Filed chronologically. 5 x 8 card index. (Frequently, official.) 10 x 12 folders, 1 ft., in filing case. R. 217. (123)

618. CORRESPONDENCE AND REPORTS, 1916 - 1923. Records of the handling of meats for sterilization plants Nos. 72 and 109, applications for leaves of absence, and records of sheep and cattle inspected. (Never.) 7 x 12 and 9 x 12 folders and bundles, 3 ft. 6 in., in wooden box. R. 504, attic. (1114)

619. OFFICIAL CORRESPONDENCE, 1918 - 1920. Relating to various topics pertaining to animal industry. (Never.) 9 x 11 covers, 3 ft., in wooden box. R. 504, attic. (1184)

620. CORRESPONDENCE, Jan. 1, 1924 - Mar. 23, 1936. Relating to finance, miscellaneous, meat inspection, Navy, Marine Corps, and other departments; sanitation, transportation, casings, animal diseases, cars, cleaning of cars, exportation and importation of animals, hides, and drought relief. Filed alphabetically. 5 x 8 card index. (Frequently, official.) 10 x 12 folders, 20 ft., in 15 drawers of filing cases. R. 217. (125)

621. PAYROLLS, TIME REPORTS, AND VOUCHERS, Jan. 1, 1924 - Mar. 23, 1936. Payrolls showing names, salaries, and periods of time for which paid; time reports showing personnel and time employed, and vouchers showing various items of expenditure incurred

by this department. (Frequently, official.) 10 x 12 folders, 2 ft., in filing case. R. 217. (124)

622. PERSONNEL RECORDS, Jan. 1, 1924 - Mar. 23, 1936. Showing time worked, salaries, expenses, and other information concerning employees connected with other departments. (Frequently, official.) 10 x 12 folders, 1 ft., in filing case. R. 217. (121)

623. DAILY REPORTS OF OPERATIONS AT OFFICIAL ESTABLISHMENTS, 1930 - 1931. Reports of animals inspected, employees' time slips, kind and number of animals inspected daily, and number of livestock arriving each day. (Frequently, official.) 4 x 8 and 8 x 10 bundles, 17 ft., in 2 wooden boxes. R. 504, attic. (1185)

624. INSPECTION REPORTS, Jan. 1, 1933 - Mar. 23, 1936. Copies of meat inspection and field inspection reports including Navy, Marine Corps, Veterans' Bureau, Coast Guard, penitentiary, and slaughter reports; original sent to Washington. Filed chronologically. (Frequently, official.) Variously sized loose sheets and bundles, 49 ft., in steel filing cases and in wooden cabinets. Rs. 216 and 217. (119, 120)

SANTA ANA

FIELD INSPECTION DIVISION
INTERNATIONAL INSPECTION AND QUARANTINE
FIELD STATION
Courthouse Annex, 608 N. Broadway

This inventory includes one report from the Meat Inspection Division which was established simultaneously with the International Inspection and Quarantine subdivision of the Field Inspection Division in Santa Ana on January 10, 1923. There has been no administrative reorganization in either of these agencies since their inception. From January 1923 to June 1931 space was occupied in the Hall of Records on Church Street near Broadway, and from 1931 to date in the present offices in the Courthouse Annex. The primary functions of these agencies are the administration of the Meat Inspection Act, the Animal Quarantine Acts, the Diseased Animal Transportation Acts and the 28-Hour Law.

625. AFFIDAVITS REGARDING HORSES BROUGHT IN FROM MEXICO, Jan. 1934 - Jan. 1936. Records and correspondence regarding horses brought into the United States to be slaughtered for dog food. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 2 in., in filing case. R. 230. (68)

626. REPORTS OF MEAT INSPECTION DIVISION ON TUBERCULIN TESTED

CATTLE, Nov. 1, 1935 - Jan. 1, 1936. Correspondence and records pertaining to tuberculin tests of cattle. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. R. 230. (69)

SANTA ROSA

TUBERCULOSIS ERADICATION DIVISION
FIELD STATION
Doyle Bldg., 4th and D Sts.

This is a temporary station which was established in Santa Rosa in March 1936 to inspect dairy herds and confiscate tubercular cattle to safeguard public health. Records are kept of herds tested in Sonoma, Lake, Marin, and Napa Counties which comprise the jurisdictional territory. Reports are sent to Sacramento.

627. RECORD OF HERD TESTINGS, Mar. 1, 1936 to date. For presence of tubercle bacillus. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 in., in desk drawer. R. 3. (69)

VERNON

PACKERS AND STOCKYARDS DIVISION
PUBLIC STOCKYARDS INSPECTION
FIELD STATION
Chute House Bldg., Los Angeles Union Stockyards

This office was established in 1922. Its chief function is to safeguard the public health by the inspection of livestock, to detect diseased animals, and withdraw them from commerce. A double check is maintained as animals are examined on arrival and when sold to packers or to ranchers and farmers as feeders or fatteners. While jurisdiction is primarily over the stockyards at Vernon, it covers a wide area, as shipments governed by this agency's inspection are frequently made to Arizona, Idaho, Nevada, New Mexico, and Utah.

628. CERTIFICATE OF INSPECTION OF SHEEP FOR SHIPMENT, May 1919 to date. FI Form 24, duplicate office copy for a designated number of sheep that have been inspected and found free from any symptoms of scabies, showing certificate number, names and addresses of owner and consignee, destination, method of shipment whether railroad or truck, hour loading was finished, and signature of inspect-

or with date and place. If shipped by railroad, the marks, brands, car number, and initials are written on back of certificate. This certificate is void ten days after date. Filed chronologically. (Frequently, official.) 4 x 8½ vols. (7), 3 in., in wooden cabinet. SE. room, 1st floor. (23)

629. CERTIFICATES OF INSPECTION OF CATTLE, Feb. 1928 to date. FI Form 48, certification that cattle have been inspected and found to be free from any symptoms of scabies or Texas fever, showing number of cattle to be shipped, county of origin, state, owner's name and address, to whom consigned, destination, report of findings by inspector, shipped for what purpose, how shipped, hour loading finished, date, place, signature of inspector, marks, brands, car numbers, and initials. The original accompanies the shipment and is void ten days after date. Arranged chronologically. (Daily, official.) 4 x 8½ vols. (197), 5 ft. 8 in., on wooden shelf. SE. room, 1st floor. (24)

630. REPORT OF CATTLE INSPECTED FOR SCABIES, CATTLE FEVER, AND TICKS, Feb. 1931 to date. Form 48-B, showing where inspected, date, number infected, condition, number exposed, number free, name of inspector, owner's name and address, station where loaded, date and hour loaded, shipped over what railroad, car number, initials, consignee, address, destination, number of certificate issued, and signature of inspector. Copy remains at this office. Arranged chronologically. (Daily, official.) 3½ x 8 loose sheets, 2 ft. 11 in., on wooden shelf. SE. room, 1st floor. (22)

631. REPORT OF SHEEP INSPECTED FOR SCABIES, Mar. 1931 to date. FI Form 24-B, showing location and date of inspection, number infected with scabies, advance of disease, number exposed and free, name of inspector, owner's name and address, date and hour of loading, station, consignee's name and address, destination, number of certificates issued, and signature of inspector. Filed chronologically. (Daily, official.) 3½ x 8 bundles (7), 10 in., in wooden cabinet. SE. room, 1st floor. (10)

632. MONTHLY REPORT OF LIVESTOCK SHIPMENTS FROM STOCKYARDS, May 1931 to date. Original reports from the Federal inspector at the stockyards to the Bureau of Animal Industry in Los Angeles concerning inspection, dipping, or treatment of livestock. FI Forms 24-C and 48-C, Monthly Reports on Cattle and Sheep Inspected and Dipped for Scabies, showing station, number exposed, infected, and free, total number inspected and dipped, and number of certificates issued; FI Form 12-C, Monthly Report of Swine Inspected and Immunized for Cholera, showing date of inspection, number diseased, exposed, and treated, and weight and quantity of virus or serum administered; Government Public Stockyard Form 16, Monthly Report of Livestock Shipments, showing station, state, month and year, destination of shipment, kind of stock shipped, purpose, and total number shipped during month. Duplicate copies are sent to Los Angeles.

Filed chronologically. (Rarely, official.) 8 x 10½ loose sheets, 3 in., in cardboard binding case. SE. room, 1st floor. (11)

633. GENERAL CORRESPONDENCE, Jan. 1932 to date. To and from various agencies of the Bureau of Animal Industry, inspectors, commissioners, and packing companies connected with the stockyards. Filed alphabetically, by name, agency, inspector, or company. (Daily, official.) 9 x 12 folders, 1 ft. 7 in., in 4 drawers of steel filing case. SE. room, 1st floor. (12)

634. RECORD OF TUBERCULIN TEST OF CATTLE FOR SHIPMENT INTO CONTROL AREAS, July 1934 to date. DAI Form 7, California State, showing serial number, name and address of owner, shipment number, consignee, date injected, date reading, total number of cattle in shipment and in herd, number tested and reactors in herd, ear tag or registry number, sex, age, height, breed, and signature of inspector. (Daily, official.) 7 x 9½ bundles (4), 9 in., in wooden cabinet. SE. room, 1st floor. (26)

635. DROUGHT CATTLE AND SHEEP, LIVESTOCK CONTRACTS, Aug. - Nov. 1934. Between railroad company as carrier and the Bureau of Animal Industry as shipper of drought cattle, showing name of packing company as caretakers, names of contracting parties, date, location, number of cattle, car number, and names of agents and witness. (Never.) 9 x 13 loose sheets, 1 ft. 6 in., in cardboard binding cases. SE. room, 1st floor. (17)

636. MISCELLANEOUS DROUGHT CATTLE RECORDS, Aug. - Dec. 1934. Reports and records compiled by U. S. Meat Inspectors in regard to the processing and canning of U. S. Government purchases of drought cattle for distribution through governmental agencies. See addenda for detailed information. (Never.) Variously sized loose sheets, 14 ft. 6 in., on shelf and in 13 pasteboard boxes. SE. room, 1st floor. (15)

637. SCALE TICKETS, DROUGHT CATTLE, Aug. - Dec. 1934. Stockyard Form 39, Weight Records, covering drought cattle and sheep weighed locally in this stockyard, indicating date, weight, tag number of cattle, from whom received, to whom consigned, name of owner, and signature of weigher. Arranged chronologically. (Never.) 2½ x 6½ bundles (2), 3 ft. 8 in., on wooden shelf and in 2 pasteboard boxes. SE. room, 1st floor. (16)

638. ALLOCATION OF DROUGHT CATTLE ON TELEGRAPHIC ORDERS FROM SPECIAL REPRESENTATIVE, FEDERAL SURPLUS RELIEF CORPORATION, ST. PAUL, MINNESOTA, Aug. 28 - Sept. 12, 1934. Orders to Bureau of Animal Industry inspector, giving directions for allocation of drought cattle to various Government authorized and licensed establishments. Arranged chronologically. (Never.) 6 x 9 bundles, 6 in., on wooden shelf. SE. room, 1st floor. (14)

639. DROUGHT CATTLE AND SHEEP DAILY FOOD RECORDS, Sept. - Nov. 1934. For feed supplied to cattle and sheep belonging to the Federal Surplus Relief Corporation passing through these yards, showing name and address of stockyards, date, number of cattle and sheep, and amount of feed supplied each per day. Filed chronologically. (Never.) 9 x 13 loose sheets, 3 in., in cardboard binding case. SE. room, 1st floor. (18)

640. INDEX TO RECORDS OF TUBERCULOSIS ERADICATION UNDER FEDERAL AND STATE CO-OPERATIVE PLAN AND THE JONES-CONNALLY PLAN, Sept. 1934 - May 1936. Showing form number, owner's name and address, commission company, number of head, arrival date, packer to whom sold, number of head sold, date of sale, and reactor tag number. Filed and recorded numerically, chronologically, and alphabetically. (Never.) 8½ x 10½ vols. (9), 6 in., on shelf in wooden cabinet. SE. room, 1st floor. (5)

641. TUBERCULOSIS ERADICATION RECORDS UNDER FEDERAL AND STATE COOPERATION AND JONES-CONNALLY PLANS, Sept. 1934 to date. TE Form 24, Report of Proceeds of Sale of Animals, showing tag numbers, description of animals, breed and markings, weight, price per pound, gross receipts, expenses, net proceeds paid to owner of each animal, date of slaughter, and signature of purchaser or selling agent; also certification that the animals were purchased or sold and that certain amount or amounts paid to owner are the net salvage from the said animals. Made in quadruplicate: two copies go to the Bureau of Animal Industry, Sacramento, one copy to the State Department, Sacramento, and one copy retained in this office. Form 39, Scale Ticket, showing price, block, pen, scale, draft, date, weight, from whom and to whom, owner, number and kind of animals, and names of weigher and public inspector. Made in quadruplicate: two copies to the Commission Company who in turn sends one copy to the packer buying the stock, one copy to the Government inspector at the yards, and one copy retained by the stockyard company. Form TE 2, showing slaughtering estimate, lot number, tags bearing identification and reactor numbers, book file, date mailed, and signature of the Bureau of Animal Industry inspector. Each bundle contains a typed list of the names of owners corresponding to the records contained therein. Form TE 20B, Record of Intradermic Tuberculin Test and Report of Post-Mortem Examination of Reactors; Form TE 27, certification that cattle shipped have reacted to the tuberculin test; and copies of bill of sale by livestock commission merchants representing the various livestock owners. From Sept. 1934 to Feb. 1935, filed alphabetically, by name of stock owner, and from Feb. 1935 to Jan. 22, 1937, filed numerically, by load number. Vol. index. (Never.) 10½ x 12 bundles, 16 ft. 4 in., on wooden shelf and on cupboard. SE. room, 1st floor. (27)

642. APPLICATION FOR INSPECTION AND CERTIFICATES, Jan. 1, 1935 to date. Form PS 21, showing date, species, number of animals

held in block, pen, owner's name and address, consignee's name and address, destination of cattle, shipped via, and signature of inspector. Arranged chronologically. (Daily, official.) 4 x 5 cards, 1 ft. 3 in., on wooden shelf. SE. room, 1st floor. (21)

643. POST-MORTEM REPORTS OF TUBERCULIN CATTLE, Jan. 1935 to date. Records of tuberculin cattle sold to canners and packers, and a post-mortem report from buyers. Yard inspection report on State Department of Agriculture form, showing date, name and address of consignee, name of yard inspector, number of cattle, sex, brand and location, tag number, name of seller, number inspected, and fees collected. Made in duplicate: one copy goes to buyer and is returned to this office with the post-mortem report from packers, and one copy sent to the Bureau of Animal Industry. Division of Animal Industry Form 23-A, Post-Mortem Report, showing date, name of consignee, tag number, species, condition, disposition, name of inspector, and labeled in medical terms. Filed chronologically and alphabetically, by name of packing company or consignee. (Occasionally, official.) 5 x 9 and 8½ x 11 folders, 4 ft. 2 in., in wooden bin and on shelf. SE. room, 1st floor. (20)

644. INDIVIDUAL TIME SLIPS, Mar. 1935 to date. M. 1 Form 102 (revised), Individual Daily Time Slips (copies), showing date, time in and time out, character of work, meal period, name and title; originals sent to main office in Los Angeles. Filed chronologically. (Daily, official.) 3 x 8 bundle, 3 in., in wooden cabinet. SE. room, 1st floor. (9)

645. BANG DISEASE CORRESPONDENCE, Jan. 1936 to date. Copies of letters with scale tickets, certificates of inspection, brand reports, and final post-mortem reports attached in duplicate. Correspondence originates at this office from veterinarian inspector to inspector in charge for Idaho, Utah, and New Mexico, relating to inclosures of post-mortem reports on cattle shipped direct to packing houses in this area. Arranged chronologically, and by names of states. (Daily, official.) 9½ x 11½ folders, 6 in., in steel filing case. SE. room, 1st floor. (13)

646. REACTOR OWNERS' NAME REFERENCE BOOKS, Jan. 1, 1936 to date. Showing name of owner, book, and load number. Arranged alphabetically, by name of owner. (Daily, official.) 8½ x 14 loose-leaf books (2), 1 in., on wooden shelf. SE. room, 1st floor. (8)

647. REACTOR TAG REFERENCE BOOKS, Jan. 1, 1936 to date. Representing tag numbers of cattle reacting to tuberculin test, number of packing house, date cattle went to packing house, and item number. (Daily, official.) 8½ x 14 loose-leaf books (2), 1 in., on wooden shelf. SE. room, 1st floor. (7)

648. SCALE TICKETS OF TUBERCULIN CATTLE, July 1936 to date.

Stockyard Form 39, Record of Tuberculin Cattle Weighed in Stockyards, showing date, weight and tag number of cattle, and names of seller, buyer and weigher. Filed chronologically. (Rarely, official.) 2½ x 6½ tickets, 2 ft. 6 in., in wooden bin. Torn. SE. room, 1st floor. (19)

649. CERTIFICATES OF INSPECTION OF SWINE FOR SHIPMENT, n. d. FI Form 12, showing certificate number, number of swine inspected and found free from cholera or other communicable diseases, dates of treatment and disinfectant used, name and address of consignee, date, place, and signature of inspector. The original certificate goes with shipment and is void ten days after date. Filed chronologically. (Frequently, official.) 4 x 7-3/4 vols. (7), 3 in., in wooden cabinet. SE. room, 1st floor. (25)

650. INDEX TO TUBERCULIN REACTOR RECORDS, n. d. Showing index book and page numbers, name and address of owner of cattle tuberculin reaction, and name of commission company handling owner's cattle. Arranged alphabetically, by name of owner. (Never.) 3 x 5 cards, 6 in., on wooden shelf and in wooden card file tray. SE. room, 1st floor. (6)

PACKERS AND STOCKYARDS DIVISION
STOCKYARDS SUPERVISION
FIELD STATION
Administration Bldg., Los Angeles Union Stockyards

This office was established in Los Angeles in 1922. It functions as an added safeguard to the public health in supervising the dealers in meat and meat products and their methods of handling. It investigates applicants for licenses to operate and issues licenses to those approved. Licenses issued are those for public stockyards, markets, commission men, traders, and other concerns or individuals operating in the public stockyards. It also carries an active list of all licensed agencies or dealers in meats in the three major markets of the district: Los Angeles, San Francisco and Stockton. It has jurisdiction over the Union Stockyards at Vernon.

651. FILE OF REGISTRANTS, 1922 to date. Filed for markets in Los Angeles, San Francisco and Stockton districts, showing name of registrant or firm, registration number, name and address of market, and status (whether individual, partnership, association or corporation.) See addenda. (Daily, official.) 3 x 5 cards, 1 ft. 1 in., in filing case. R. 223. (32)

652. GENERAL FILE, 1922 to date. Form 1013D, showing name of department, bureau, location, pay period, name of employee, grade,

salary rate, and gross amount earned; Form T52, Voucher Expenditure Distribution, showing designation of allotment, project, payroll entries, and roster of employees; Form T40A, showing days worked, date of month ending, date compiled, name of station, and dates of days absent or present; Form 40, Leases and Contracts; Form PS 15, showing date of month ending, name of station, name of employee, title, time worked, and nature of work performed. Reports pertaining to shipments, tuberculosis eradication, efficiency, packers and importations, slaughter and statistics decisions, productions, audits and accounts claims, complaints and irregularities. Correspondence pertaining to cooperative and other grade organizations, cattlemen and wool growers' associations, Institute of American Meat Dealers and Producers, Cooperative Livestock Market Association, meetings, membership requirements, Civil Service, personnel, market conditions, market news, foreign animals, packers, scales, trade practices, publications inventories, equipment and supplies, and general departmental correspondence. See addenda for further description. Arranged numerically and filed alphabetically. Indexed. (Daily, official.) 9½ x 14½ folders, 6 ft. 10 in., in 2 drawers of wooden filing case. R. 223. (29)

653. INDEX TO GENERAL FILES, 1922 to date. Showing subject, subject number, and year. See addenda for full description. Filed numerically. (Daily, official.) 8 x 10½ loose-leaf book, ½ in., in desk. R. 223. (28)

654. SUPERVISORS' REPORTS, Mar. 1922 - Mar. 1928. Weekly reports on bonds and registration of commission companies' inspections of livestock markets, scales tested at Los Angeles and San Francisco, complaints regarding purchase or refund in sale of hogs, and mixup of cattle by railroad company. Filed chronologically. (Never.) 9 x 15 folders, 6 in., in pasteboard box. NW. Attic. (30)

655. DAILY LIVESTOCK PURCHASE REPORTS, Jan. 1923 - Dec. 1931. Reports of Los Angeles and Vernon packers, showing name of packer; number of cattle, calves, hogs or sheep purchased that day; totals for the day, totals for the week to date, month to date, number of cars to date in month, and same date in previous year. Filed chronologically. (Never.) 10 x 12 folders, 7 in., in pasteboard box. NE. Attic. (31)

BIOLOGICAL SURVEY



BUREAU OF BIOLOGICAL SURVEY

BERKELEY

U. S. GAME PROTECTOR
U. S. Post Office Bldg., Allston Way and Milvia St.

The date of establishment of this office and any possible administrative changes is unknown. All records (duplicate and original) are sent to the regional office at Portland, Oregon and sent from there to Washington.

656. CORRESPONDENCE, CASES, PERMITS AND REPORTS, 1932 - 1936. Miscellaneous correspondence, Federal and State court cases, scientific and propagating permits and reports of investigation and arrests. Filed alphabetically. (Frequently, official.) 3 x 5 and 10 x 12 folders and loose forms, 11 ft., in steel and wooden filing cases and in 4 wooden card cabinets. R. 211. (1014)

FONTANA

DIVISION OF WILD LIFE RESEARCH
FUR RESOURCES FIELD HEADQUARTERS
RABBIT EXPERIMENT STATION
Administration Bldg., 210 N. Cypress St.

This office was established on March 3, 1928. Its major function is to promote the rabbit breeding industry by improving the quality of fur and meat through investigative and experimental research. Breeding and cross-breeding records and progeny progress charts are studied. Parasitic, infectious and communicable diseases are investigated in both hutch and laboratory. Food regimens are noted and results analyzed. Weaning and mortality records and generation tables are compared under various housing conditions. This information is for the benefit of breeders as is also a current cost sheet of materials for hutch construction and miscellaneous supplies, and a daily chart of the market prices on furs and meat. This office has jurisdiction over southern California below the Cayuma River and Tehachapi Range. All reports are sent to Washington.

657. WEANING RECORD AND MISCELLANEOUS INFORMATION, 1928 to date. Weaning cards and information on fur buyers, furriers,

markets for rabbit meat, materials for hutch construction, rabbit butchers, rations, tanners, miscellaneous supplies, tattoo equipment, and New Zealand and white litter record, 1928 - 1929. (Daily, official.) 4 x 6 cards, 3 ft., in 2 drawers of steel card cabinet. Main Room. (7)

658. GENERAL FILES, 1930 to date. Breeding records on American White, American Blue, Angora Chinchilla, Silver, Flemish, Havana, New Zealand Red, White Polish and Collorrex; rabbits self feeding and selective feeding records, allotment ledger, project record, expense reports, feed guide for experimental weaning, 1930 - 1934; outline of experiments, incompleted and completed experiment books, notes on experiments, rabbit breeding record (experiment No. 24), breeding schedules, citrus experiment records, laboratory records, abstracts, bulletins, bids, labor and feed sheets, monthly annual records, mortality records, payroll, requisitions, records of disposal, applications, agreements, photographs, travel instructions, suspense file, vouchers, score cards, stock animal records, monthly animal reports, monthly report of deaths, and correspondence pertaining to the different activities of the station. (Daily, official.) Variously sized folders and envelopes, 31 ft., in 8 drawers of steel filing cases and 3 drawers of steel card cabinet. Main Room. (4, 5, 8, 9)

SACRAMENTO

DIVISION OF WILD LIFE RESEARCH
FOOD HABITS FIELD HEADQUARTERS
Federal Bldg., 8th and I Sts.

This office was established in 1930 to preserve the native or migratory wild bird life in Arizona, California, Nevada, Oregon, and Washington. Until 1933, it was principally concerned with food habits research, but is now largely concerned with game preservation of ruthless slaughter. Financial reports and vouchers as well as monthly and annual activity reports, are sent to Washington.

659. GENERAL FILES, 1930 to date. Reports, correspondence, tabulations, and a few maps covering bird diseases, means of combating, formulas, and stomach analyses; bird depredations; bird repellant; cooperation with colleges, clubs, zoos, and museums; food habits, economic value, biological investigations, and 200 photos illustrating damage by birds; publications, leaflets, and technical memoranda; predatory activities and cooperation with foreign countries; game protection, permits, refuges, and drainage; bird banding, distribution, waterfowl, game management, and biological investigations. (Daily, official.) 8½ x 11 folders and loose-leaf books (13), 38 ft., in filing case and in bookcase. R. 270. (840)

DIVISION OF GAME MANAGEMENT
PREDATOR AND RODENT CONTROL
FIELD HEADQUARTERS
Federal Bldg., 8th and I Sts.

This office was established in 1920 and has undergone no administrative changes. It occupied offices in the Mull Building, 1920 - 1927, and State Office Building, 1927 - 1933. Records that are deemed worthless at the end of 2-year periods are destroyed by authority from Washington. So-called useless papers are destroyed once a year.

660. RODENT CONTROL, 1916 - 1936. Statistical reports of rats, gophers, porcupines and squirrels, the damage they do and have done over a given period of time to agricultural crops, buildings and lands; methods of extermination, both emergency and permanent; maps showing areas and sections in the State of California where lands are thickly infested with rodents, other areas that are under control, areas that are being worked on, and to what extent the work has progressed; areas of a plague and the date of such. Complete descriptions of the methods of extermination and control, method of trapping and poisoning, and kind and form of poisons used. List of small fur bearing animals that are of benefit to lands and mankind and transplanting of these animals and their methods. Correspondence between Federal and state agencies about the nature of the work done, and the locations, areas and number of men used in the work. Records of cooperation between state and U. S. Government. Record of rodents and ticks and how same carry and transport diseases and plagues. 3 x 5 card index. (Weekly, official, public.) 8½ x 11 folders, 7 ft., in steel filing case. R. 271. (374)

661. INDIAN SERVICE, SOIL CONSERVATION SERVICE, AND EMERGENCY CONSERVATION WORK IN RODENT CONTROL, Mar. 1918 - Mar. 1936. Tabulations, statistical reports, and correspondence pertaining to control of rodents, such as: gophers, rats, porcupines, etc.; correspondence to and from Government agencies; miscellaneous reports, plague reports, quarterly reports, and approximately 50 maps showing rodent infested areas. (Frequently, official, public.) 4 x 6 cards and 8½ x 11 folders, 5 ft., in 2 drawers of steel filing case and 2 drawers of card cabinet. R. 271. (375)

662. SUPERVISION AND FINANCE, 1920 - 1936. Reports used to compile information for use in controlling disease plagues, and to aid agricultural pursuits and livestock raising; money appropriations from the State of California; Federal and county government

under project agreement since 1920; records of salaries paid to hunters of predatory animals. Hunters secure specimens of rodents and various insects which are brought to the laboratory for various testings. Hunters send a weekly report of their activities and catches and these reports are held with monthly reports which the Bureau of Biological Survey send to Washington as well as annual reports; correspondence to and from departments and cooperating agencies; records of bounties offered and paid on various animals, skins and proceeds recorded; lists of applications for work in the department, copies of appointments, state and Federal; illustrative material in the form of photographs, stills, movies, sketches and drawings, manuscripts, written articles, radio talks, clippings, and department memos; lists of fur bearing animals such as beavers, rabbits, foxes, muskrats, sheep and mountain lion; lists of bird and game reserves. Cooperating agencies consist of State Agriculture Department, Wool Growers' Association, State Fish and Game Commission, State Forest Service, Works Progress Administration, and County Agriculture Department. 3 x 5 card index. (Weekly, official, public.) 8½ x 11 folders and cards, 21 ft., in 6 drawers of filing cases. R. 270. (376)

TULELAKE

DIVISION OF MIGRATORY WATER FOWL
TULELAKE WILD LIFE REFUGE
Checking Station Office
5 miles southwest of Tulelake

This office was established near Tulelake on October 4, 1928. This sanctuary is in the heart of the rice and wild rice districts, compass routes followed by ducks and geese in their migrations to or from the southlands. Prior to erection of the present buildings, the office was in a nearby cabin built by the State of California. Annual reports and special records are retained awaiting permission to destroy.

663. GENERAL FILE, 1932 to date. Standard Form 33, Invitation, Bid and Acceptance; Form Bi. 181, Property Transferred; Form Bi. 689, Field Diary; Form Bi. 879, Purchase Order Book; Standard Form 1015B, Allotment Ledger Sheets; Standard Form 1058, Government Bill of Lading; Standard Form 1081, Schedule of Adjustments; automobile file, including records and data on operation, maintenance, and expense; graft file, including reports on Government-owned motor boats, specifications, estimates, bids and contracts, purchase orders and relative subjects; miscellaneous file, including bird censure, migratory bird and waterfowl data; hunter-trapper refuge, migratory bird, and reservation data; created refuge, time reports, pay rolls, requisitions for supplies

and equipment, bills of lading, labor, affidavits, vouchers for travel expenses, employment applications and appointments, budgets, and relative subjects in activities and administration of this bureau. (Daily, official.) 9 x 12 folders, 14 ft. 1 in., in 2 drawers of wooden filing case. Main Office. (5)

664. PUBLIC VOUCHERS, 1932. Forms 1034 and 1034A, Public Voucher for Purchases and Services other than Personal, showing payments to public for articles or services. (Weekly, official.) 9 x 12 folders, 1 ft. 10 in., in 2 drawers of filing case. Main Office. (6)

665. GENERAL CORRESPONDENCE, 1934 to date. Letters to and from the public and various departments pertaining to activities of this station. (Daily, official.) 9 x 12 folders, 6 ft. 1 in., in 2 drawers of filing case. Main Office. (4)

BUREAU
of
CHEMISTRY AND SOILS



BUREAU OF CHEMISTRY AND SOILS

LOS ANGELES

FOOD RESEARCH DIVISION
FRUIT AND VEGETABLE CHEMISTRY
LABORATORY
148 S. Mission Road

This laboratory was established in 1913, and until 1916, bore the title of the Citrus By-products Laboratory. Effective October 16, 1938, the bureau was merged with the Bureau of Agricultural Engineering (Secretary's Memorandum No. 789). The present quarters have been occupied since establishment of the office.

As a research organization this office studies soils and fertilizers and the application of chemistry, physics, and other sciences to the improvement of fruits and vegetables. A great deal of time and effort is devoted to citrus fruits, as southern California is largely productive of these commodities. Reports and manuscripts showing data on citrus fruits and vegetable experiments are compiled and distributed to growers. Lectures are also given to groups on these subjects.

The material in serial 8272 was brought to this agency by the entomologist in charge of dehydrating experiments in Washington which were discontinued in December 1922.

666. BLUEPRINTS, DRAWINGS AND MAPS, 1912 - 1936. Blueprints for air-conditioning rooms of Texas Citrus Products Laboratory; drawings of fruit and vegetable chemistry laboratory, elevations and floor plans of Florida Laboratory, ventilating ducts for fume heads of vacuum compensator, laboratory experimental dehydrator, and various types of apparatus and equipment being used. (Rarely, official.) Variously sized folders and envelopes, 8 in., in wooden filing case. E. room, 1st floor. (8279)

667. CORRESPONDENCE AND REPORTS, 1913 to date. General correspondence and reports pertaining to chief coordinator and area coordinator; projects and quarterly reports to Washington concerning research and investigations of food; correspondence, mailing lists and files, filing instructions and telegrams; manuscripts accompanying correspondence; cooperation, correspondence between cooperating individuals and concerns; printing, binding, publication and distribution; legislation, laws, ordinances; miscellaneous; supplies and equipment, care of property, and operation of equipment; Form 226-CS, Purchase of Property, Supplies, and Bids; Form 233-CS, inventories and property charges, damaged property, transfers, loan

and rentals, shipment of property and supplies; testing and inspection of supplies received; construction of plants and equipment; miscellaneous repairs and charges to Bureau property and equipment; finance, accounting, allottments, contracts and leases and financial reports and statements; Form 30-CS, miscellaneous itinerary reports; personnel and leaves of absence; dehydration and sun-drying; Texas and Florida correspondence files; Standard Form 1064, Schedule of Disbursements; Form 40, contracts for telephone service; Standard Form 1012, Public Voucher for Reimbursement of Travel and Other Expenses. See addenda for description of file contents. Filed according to Dewey Decimal System. (Daily, official.) 9 x 12 folders, envelopes, and covers, 31 ft. 9 in., in 18 drawers of wooden filing cases. Fair. E. room, 1st floor. (8264)

668. MISCELLANEOUS MATERIAL FOR DISTRIBUTION: REPORTS AND MANUSCRIPTS, 1913 to date. Manuscripts and literature prepared for publication and distribution covering the following subjects: abstracted data on the wonderful pomegranate, such as composition, commercial maturity and by-products; information regarding ethylene companies and equipment; miscellaneous analyses of oranges, grapefruits, lemons, and their products; average composition of oranges; reference to literature on treatment of fruits and vegetables; analysis of orange, lemon and grapefruit rinds and seeds; talks, lectures and reports given by members of this bureau to groups interested in fruit and vegetable topics. See addenda for further description. Filed numerically in series of hundreds and sub-filed alphabetically. Card index. (Frequently, official.) 9 x 12 folders, 3 ft. 8 in., in 2 drawers of wooden filing case. E. room, 1st floor. (8265)

669. INDEX TO MANUSCRIPTS AND REPORTS, 1914 to date. Arranged in two sections: manuscript section and reports section giving subject, numerical series of identity, name of author, subject treated, publication name (if published), and date of publication. Filed numerically and alphabetically, by subject. (Occasionally, official.) 3 x 5 cards, 2 in., in wooden card cabinet. NW. room, 1st floor. (8261)

670. MISCELLANEOUS PROJECTS, 1914 - Feb. 24, 1937. Field notes, analyses and laboratory experiments; lemon bud variation work giving data on parent and progeny trees of Eureka and Lisbon varieties (pub. as departmental Bulletin 1255, 1920 - 1922); orange bud variation work giving same type of information as lemon investigations (pub. in Technical Bulletin 163, Mar. 1930); analytical findings and index book for lemon and orange investigations giving sample number, date of anlysis, number of fruits, color, weight, etc.; cultural data on orange maturity and composition; original notes on lemon and orange oil analyses; citrus by-products; miscellaneous notes on sprays, effect of sweating on composition of fruits, drying, studies of hydrocarbons, raisin standardization, dehydration, prune, cantaloupe, Florida citrus, pomegranate, avocado, walnut growing, data on frozen fruit, and canning and cooking experiments. Vol. index. (Older records, rarely; current records, occasionally, official.) Variously

sized vols. (117), loose-leaf books (12), folders, and envelopes, 14 ft. 4 in., in 4 drawers of steel filing case and in steel safe. E. room, 1st floor. (8274, 8275)

671. REGISTRY OF LABORATORY CALLERS, 1916 to date. Showing date, name, address or business connection of caller, and purpose of call. Entered chronologically. (Daily, official.) 8 x 9-3/4 vols. (2), 1 in., in desk drawer. NW. room, 1st floor. (8267)

672. CONSULAR REPORTS AND CORRESPONDENCE, Feb. 1918 - Dec. 1922. Letters and reports from the American Consul to this agency, relative to development of dehydrating processes in certain nations; miscellaneous correspondence to and from hotels, restaurants and firms pertaining to popularization of dehydrated foods; list of hotels and hospitals to which samples of dehydrated foods have been sent; records of experiments at Commercial Dehydrating Laboratory, Washington, and list of manufacturers of dehydrators and dehydrating machines. See addenda for further information. Arranged alphabetically. (Never.) 9 x 12 folders, 7 ft. 4 in., in 4 drawers of wooden filing case. E. room, 1st floor. (8272)

673. INDEX TO GENERAL BULLETIN FILE, 1920 to date. Index cards indicating Dewey Decimal numeral give subject of bulletin, name of author, number and date of bulletin. This is a cross-index to departmental bulletins from Washington, universities, agricultural experimental stations, articles taken from scientific journals, and a general collection of library bulletins that cover subjects of interest and importance to this bureau. Arranged in two units: One numerically by the Dewey Decimal System, and second alphabetically, by name of author of article and/or subject treated. See addenda for arrangement of Dewey Decimal Unit. (Frequently, official.) 3 x 5 cards, 8 ft. 10 in., in 9 drawers of wooden card cabinets. NW. room, 1st floor. (8259)

674. LABORATORY INFORMATION FILE, 1924 to date. Notes compiled from practical and theoretical experiments in this laboratory and from findings in various journals, magazines, books and papers, showing date, information, formulas, analyses, comparisons, excerpts, treatments, compilations, histories and experiments relative to fruits, vegetables and equipment. Filed alphabetically, by subject. (Occasionally, official.) 5 x 8 cards, 4 in., in wooden card cabinet. NW, room, 1st floor. (8268)

675. INDEX TO PATENT FILE, 1927 to date. Giving Dewey Decimal numeral, name of nation granting patent, patent number, date of patent, designation of patent and purpose served. Filed by subject and arranged numerically, by Dewey Decimal System. See addenda for further detail of arrangement. (Occasionally, official.) 3 x 5 slips, 10 in., in wooden card cabinet. NW. room, 1st floor. (8260)

676. ADDRESSES, GROWERS' AND COLLABORATORS' FILE, 1928 to date. Address section shows name, address, phone number, calling cards, and other information; Growers' section gives name of individual or company, location, address and kind of fruit and/or vegetable grown, and other relative information. Collaborators' section shows names and addresses of institutions, marketing companies, associations, packers, canners, manufacturers, and other information of value to this agency. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards. 1 ft., in wooden card cabinet. NW. room, 1st floor. (8266)

677. TAGGED NON-EXPENDABLE ITEMS, 1932 to date. Records showing tag number, name and location of article. Arranged numerically, by tag number. (Frequently, official.) 9 x 11-3/4 folders, 1 in., in desk drawer. NW. room, 1st floor. (8276)

678. PURCHASE ORDER AND RECEIPTS FOR EQUIPMENT PURCHASED UNDER LETTER OF AUTHORIZATION, Apr. 15 - Nov. 1936. Form 225-CS-E, Purchase Order, showing date, project, requisitioner, "to" and "consign to". item number, articles or services, quantity, unit price, amount, date received and how received; Form 233-CS, Receipt for Equipment Purchased Under Letter of Authorization, showing month nonexpendable property was purchased, letter of authorization number, date received, unit, articles, unit cost, and signature of chemist in charge certifying items have been received and will be entered in equipment inventory. The original of this receipt accompanies the voucher in which the item appears when forwarded to Washington. Arranged chronologically. (Occasionally, official.) 9 x 11-3/4 folders, 1 in., in desk drawer. NW. room, 1st floor. (8271)

679. FIELD PURCHASE ORDERS, Aug. 5 - Oct. 7, 1936. Form 250-CS, showing place, date, requisitioner, appropriation, letter of authorization number, "to whom" and "deliver to," articles or services, quantity, unit price, amount, and signature of chemist in charge. Arranged chronologically. (Rarely, official.) 8 x 10½ wall board, 1 in., on wall. NW. room, 1st floor. (8270)

680. RECORD OF ANNUAL LEAVES AND RECORD OF ABSENCE FOR SICKNESS OR WITHOUT PAY, 1937. Government Department Form 50, showing date reported for duty, leave available (accumulated current year total), days and hours taken for each day and month of year, and number of days leave in 1937 and number of days balance to 1938; reverse side of card shows number of accumulated sick leave days, number of days advanced to Dec. 31, 1937 and total available, days sick and without pay for each day of month for year 1937, number of days of sick leave in 1937, number of days balance to 1938, and number of days advanced to 1938. Arranged alphabetically. (Rarely, official.) 5¼ x 8 folders, 1 in., in desk drawer. NW. room, 1st floor. (8263A)

681. CORRESPONDENCE AND REPORTS INDEX, n. d. A Dewey Decimal Filing System adopted for use in the Laboratory of Fruit and Vegetable

Chemistry in Washington. The first sheets consist of an alphabetical list of items arranged by subject matter, showing the decimal number under which material may be found. See addenda for Decimal numeral and corresponding titles. (Frequently, official.) 9 x 12 folders, 1 in., on cabinet. E. room, 1st floor. (8258)

682. INDEX TO PRIVATE LIBRARY BOOKS n. d. Showing name of author title of book, copy number, volume number, date of publication, and edition designation. Arranged alphabetically, by name of author. (Seldom, official.) 3 x 5 cards, 6 in., in wooden cabinet. NW. room, 1st floor. (8262)

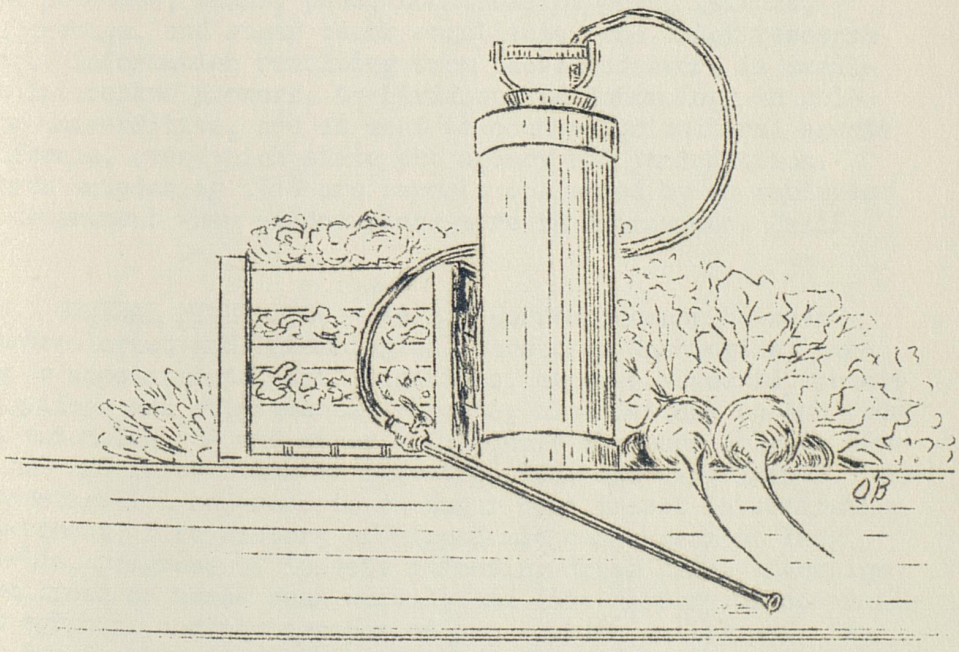
683. MAILING LIST, n. d. Mailing list of individuals, associations, laboratories, growers, agricultural experimental stations, corporations, and canners to whom bulletins, papers, reports and other information and data relating to citrus by-products, ethylene and quick freezing of fruits and vegetables are sent. Divided into five sections: General Mailing List, Citrus Mailing List, By-Products Mailing List, Ethylene Mailing List and Quick Freezing. Arranged alphabetically, under each sub-division. (Frequently, official.) 5 x 8 cards, 2 in., in wooden card cabinet. NW. room, 1st floor. (8269)

684. MISCELLANEOUS PHOTOGRAPHY OF CITRUS FRUITS BY-PRODUCTS, PROCESSES, AND TREATMENTS, n.d. Collection of 876 photographs of the following subjects: juice and sulphur investigations; ethylene treatment of walnuts, trees and general; frozen pack fruit; laboratory views; peach canning; processes of loquat trees and fruit; miscellaneous apparatus and equipment used in treatment and experiments on citrus fruits; citrus fruits and groves in California, Texas and Florida; citrus fruit by-products and methods in manufacture; laboratories and plants; miscellaneous fruits and vegetables and other subjects relative to fruit chemistry; also several photomicrographs of fruit crystals, starches, etc. Included in the collection are 57 photographs taken by Mr. E. M. Chase, Chemist-in-Charge, while in Italy and Sicily in 1908 - 1909. These show scenes taken in Sicilian lemon oil factory, Italian weighing houses, filter presses used on citrate of lime, lemon sorting in Sicily, Sicilian aerial railway for removing waste products, fruit storerooms, lemon orchards, steam power crushers, scene in factory of Rosario di Mauzo Mascali in Sicily, and other photos relative to by-product manufacture. Arranged by subject. (Occasionally, official.) Variously sized bundles (10) and envelopes, 1 ft. 4 in., in wooden filing case and in pasteboard box. E. and NW. rooms, 1st floor. (8277, 8278)

685. PATENTS, n. d. Patents dated 1872 to date, granted by France, Germany, England, and the United States on processing and treatment of fruits and vegetables and appliances and equipment used, showing patent number, date, name of patent, purpose and explanation. Foreign patents filed by country and numerically, by patent number; U. S. patents filed numerically, by patent number. 3 x 5 card index. (Occasionally, official.) 6 x 10 and 8 x 11½ loose sheets, 1 ft. 11 in., in wooden filing case. E. room, 1st floor. (8280)

686. RECIPES FOR USE OF DEHYDRATED FRUITS AND VEGETABLES, n. d. Giving name of product, directions on cartons, and recipes for use of product. Arranged alphabetically, by name of product. (Never.) 5 x 8 cards, 2 in., in wooden card cabinet. NW. room, 1st floor. (8273)

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE



BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

ALHAMBRA

DIVISION OF TRUCK CROP AND GARDEN INSECTS
TRUCK CROP FIELD LABORATORY
Agricultural Bldg., 1208 E. Main St.

This office was established in Pasadena in 1916 and was moved to Alhambra in 1917. Its major function is to aid vegetable and truck farmers generally in the control or eradication of injurious insect pests. All stages of insect life are studied to discover the stage of greatest vitality and destructiveness. Temperatures and humidities of both air and soil are checked and the varying effects on insects noted. Control and extermination of those destructive insects with a particular appetency for the major crops of potatoes, beans, peas, tomatoes, peppers, lettuce, celery, cabbage, and sugar beets constitute the chief research activity. Information resulting from these endeavors is available to interested growers, to Divisions of Entomology in colleges or universities, and is sent to county agricultural agents in California, over which state the agency has jurisdiction.

Records antedating 1916 are reports collected by an employee of the department when headquarters were in Sacramento, California.

687. GENERAL FILE, 1909 - 1914. Correspondence between local entomologist and Entomological Bureau in Washington, pertaining to appointments, authorizations, expense accounts, insect investigations and experimental reports; also letters to and from various entomologists and other individuals who were able to give assistance and information on investigations and experiments. Insect investigation and reports on sugar beet insect investigation and experiment, life history of hippodamia convergens or lady bird beetle, progress of insects infecting dried figs, investigations on broad or horse bean weevil, and life history of coccinellid and syrphia, and photographs of hop aphides on leaves. See addenda for further description. Filed alphabetically. (Never.) 9 x 12 folders and envelopes, 1 ft. 11 in., in wooden drawer on table. Damaged by vermin, rodents, faulty containers, brittle, dirty, torn, scattered. SE. room, 1st floor. (36)

688. NOTES ON VARIOUS TYPES OF INSECTS, 1911 - 1924. Showing life history of pests, results of investigations, methods of treatment, references to bulletins containing information on the subjects,

and data on cultural and management practices. Arranged alphabetically, by subject. (Occasionally, official.) 5 x 8 cards, 1 ft. 4 in., in wooden filing case. NW. room, 1st floor. (28)

689. RECORD OF BOOKS AND PERIODICALS, 1913 to date. Showing name of book or subject, name of author, volume number, date published, date requisitioned, requisition number, and name of publisher. Arranged alphabetically, by name of author or title of subject. (Rarely official.) 3 x 5 cards, 4 in., in wooden card cabinet. NE. room, 1st floor. (9)

690. CORRESPONDENCE, 1914 to date. Letters to and from the Bureau of Entomology, relating to information requested for the proper procedure to follow for the treatment of various types of insect-infected crops and plants; correspondence with the War Department, San Francisco General Depot Quartermaster Division, relating to annual requisitions covering gasoline and oil contracts, and instructions and regulations pertaining thereto; reports of screen wire durability tests relating to investigations of insects affecting man and animal; correspondence with the University of California College of Agriculture, Division of Entomology and Parasitology, Berkeley, California, regarding requests for identification of insects, the best treatment for bites, and the prevention of such insects from breeding; also correspondence with various associations offering suggestions and supplying information on request. Arranged alphabetically, by name of correspondent. (Older records, rarely; current records, daily, official.) 9 x 12 folders, 7 ft. 8 in., on wooden shelf and in 3 drawers of wooden filing case. NW. room, 1st floor. (11, 12)

691. PHOTOGRAPHS, 1915 - 1923. Showing date, locations names of fields, type of apparatus used, names of insects, and damage done. Filed alphabetically, by subject. (Occasionally, official.) 5 x 8 cards, 1 ft. 2 in., in wooden filing case. NW. room, 1st floor. (31)

692. INSECT IDENTIFICATION RECORDS, June 15, 1915 to date. Form 8-2532, showing truck crop number, genus, species, name of Washington entomologist determining genus, host, location, date, name of collector, part of plant affected, situation, stage, specimens and notes. See addenda for further information. Filed numerically and chronologically. (Occasionally, official.) 3 x 5 cards, 4 in., in wooden card cabinet. NE. room, 1st floor. (30)

693. PERPETUAL EQUIPMENT AND FURNITURE INVENTORY, 1916 - 1936. Showing group name, item, cost, requisition number, date received, bureau index number, and description of article; covers non-expendable and semi-expendable items. See addenda for further description. Indexed. Arranged numerically, by group and classification number. (Daily, official.) 3 x 5 cards, 9 in., in wooden

card cabinet. Damaged by careless handling and faulty containers. NE. room, 1st floor. (21)

694. PHOTOGRAPHIC RECORD OF MISCELLANEOUS TRUCK CROP INSECTS, THEIR HABITS, AND CONTROL, 1916 - 1935. 1377 photographs of the various phases of research, showing army worms, laboratory and greenhouse buildings, butterflies, hibernation, insecticide and test cages, celery leaf tyer, cutworm, dusting operations, flooding process, moisture gradient, nightshade, pepper dehydration, pepper weevils, sifter soil, black widow spiders, cauliflower spraying, temperature gradient, vegetable weevil, and wireworm. Filed alphabetically, by subject. (Rarely, official.) 5½ x 7½ jackets, 2 ft. 11 in., in wooden card cabinet and on wooden shelf. NE. room, 1st floor. (32, 33)

695. TEMPERATURE RECORDS, 1917 to date. Chart 207-W, showing mechanical recordings by a hygro-thermograph of relative humidity and air temperature for different localities. Chart 1002, showing mechanical recordings by a soil thermograph of temperature at different depths and surface taken at various locations. Chart 1072-D, showing weekly mechanical recordings of a humidity and air thermograph. All of these records cover a 24-hour period for each day of the week. Arranged chronologically. (Older records, rarely; current records, daily, official.) Variously sized folders, 1 ft. 11 in., in wooden and steel filing case. NW. room, 1st floor. (25, 26)

696. BILLS, July 1918 to date. Invoices of expendable and non-expendable materials and supplies, showing name of vendor, date, quantity, name of article, unit, and total price. (Occasionally, official.) 9 x 12 folders, 1 ft. 10 in., in wooden filing case. NE. room, 1st floor. (15)

697. CORRESPONDENCE, 1919 - 1924. Letters with the Bureau of Entomology and various supply companies, relating to functions and operations of this bureau, and to the ordering and purchasing of supplies and material. Filed alphabetically, by name of company. (Never.) 9 x 12 folders, 1 ft. 11 in., in wooden filing case. NE. room, 1st floor. (10)

698. VOUCHERS, 1919 to date. Showing date, voucher number, purpose, amount paid, and project number. Vouchers to 1931, arranged chronologically, and after 1931, filed numerically, by project number. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in wooden filing case. NE. room, 1st floor. (14)

699. MISCELLANEOUS REPORTS, 1921 to date. Monthly report on the tomato fruit worm, pepper weevil, soil insects and cabbage worm; Walla Walla, Ventura, and Logan reports and annual reports and program of work; copies of annual reports by the entomologist of this division to the Bureau of Entomology and Plant Quarantine

at Washington, showing division, station, period, project, and a detailed report of the phases of problem studied; program of work reports, showing location of work, insects and crops involved, background of work, object and plan of work for the year, and technical personnel. Filed alphabetically, by subject of report. (Occasionally, official.) 9 x 12 loose-leaf books (6), 8 in., in wooden filing case. NW. room, 1st floor. (17)

700. INSECT PEST SURVEY RECORD, May 8, 1922 - Dec. 17, 1936. Form EQ-50, showing name of pest, by whom reported, state, locality, genus determined by, name of plant attacked, date, abundance compared with average year, and general remarks. Filed chronologically. (Rarely, official.) 5 x 8 loose sheets, 4 in., in wooden card cabinet. NE. room, 1st floor. (29)

701. INDEX TO ENTOMOLOGIC SUBJECTS, 1924 - 1936. Index to articles and information, showing name of author, date, and brief description of article. Arranged alphabetically, by subject and by name of author. (Occasionally, official.) 3 x 5 cards, 1 ft. 4 in., in wooden card cabinet. E. room, 1st floor. (4)

702. MISCELLANEOUS FILE, 1924 to date. Form EQ 33, Automobile Quarterly Report; Form EQ 72, Contracts, for short term rental or hire; Form EQ 117, Overtime Report; Standard Form 2, Leases; Standard Form 33, Bid, Invitation and Acceptance; Standard Form 40, Contracts for Telephone Service; Standard Form 1013C, Payroll for Personal Services; Standard Form 1036, Statement of Certificate of Award, Standard Form 1034, Public Vouchers for Purchases; Standard Form 1064, Schedule of Disbursements; Standard Form 1074, Payroll for Personal Service; Form 3, Appointments; Form 13, Requisition; Form 14, Request for Supplies; Form 17A, Application for Leave; Form 53A, Tire and Tube Delivery Invoice, showing invoice, price, and date received; Form JO 79, Notice of Renewal; also annual reports pertaining to pest quarantine and control, surveys, inspections, results, transportation of produce and its increase, stabilization of certificates to growers of inspected products, tabulation of total returns to growers for plant crops, nursery stock, cut flowers, work volume, personnel and financial statement; report on Argentine ant formula, showing kinds and quantities of materials to be used; report on Arizona crop and livestock; report of arsenical sprays on pepper with notices to celery and lettuce growers; conference reports on meetings between state extension and research workers with county agricultural agents pertaining to orchard, wheat, corn and vegetable crop pests; reports on analyses of insecticide; reports on seed balance, amounts shipped, and received; records also contain freight bills, receipts, notices of arrival of freight, and receipts; inventory of property showing name of article, number on hand last inventory, number received and disposed, and balance on hand; invoice and property receipt record showing where property was transferred, and signature of parties involved; orders for supplies showing date, address, item number, name,

price, name of dealer, and use of article; service certificates showing employees named in the service during the stated time; automobile tire record showing make of tire, size, type, kind of car, and serial and plate numbers; vegetable acreage summaries; contemporary methods used in estimating the adhesive strength of insecticidal and fungicidal dusts and sprays; manuscripts covering life, background and family histories of insects; reports relating to findings and results of methods used; formulas for extermination of insects and other pests; notes on statistics and data relating to insect life and activity; fifty photographic prints of negatives taken of drawings of pepper weevil (anthonomus eugenii), showing the pupadorsal and ventral views, apical and basal joints of larval antenna, and other characteristic developments of this weevil; vegetation nightshades infested with weevils; pimento pepper plants damaged by pepper weevil infested chili pepper fields, infested pods with larvae, pepper weevil hibernation cages; charts showing progress of weevil infestation in untreated fields and relation of pepper weevil activity to host development; also correspondence to and from insecticide and chemical corporations, universities, state agricultural departments, seed growing companies, and various agencies working in cooperation with this office and the Bureau of Entomology relating to eradication and control of insects and pests. See addenda for detailed description. Filed chronologically and alphabetically. (Older records, never; current records, daily, official.) Variously sized folders, 8 ft. 11 in., in 5 drawers of wooden filing cases. E. and NE. rooms, 1st floor. (1, 18, 35)

703. MISCELLANEOUS RECORDS, 1926 to date. Unpublished manuscripts on dichloroethyl ether as a control for sod webworms in lawns and for wireworm control, temperature and moisture preferences of wireworms, moisture gradient for soil insects, and a temperature gradient for soil insects; also photographs of construction details of soil temperature gradient; manuscript on nolophallus viridis showing the introduction, history, distribution, host plants, nature and extent of injury, description, life history, seasonal history, habits, locomotion and control; also photographs of young pea plants damaged by notophallus viridis, compared with uninjured plant; manuscripts on the pepper weevil showing economic importance, distribution, history, host plants, character of injury, dissemination, sources of field infestation, and progress of an infestation; table showing length of adult life and oviposition period of 25 females in the laboratory; table showing length of time required for development from egg to egg; natural enemies of the pepper weevil, control measures, insecticides and summary; notes on aphidaphagous syrphidae of southern California accompanied by photographs showing field of sugar beets with cleared spaces resulting from attacks by the sugar beet wireworm, young sugar beets killed by severing of the tap root; potato tuber showing feeding punctures of the sugar beet wireworm; monthly reports of soil insects showing life history effect of crops on wireworm population, variation in weight of

males and females, abundance and distribution, feeding experiments and dates and results obtained from various tests and investigations. (Occasionally, official.) 9 x 12 and 9 x 11-3/4 vols. (7), folders, and loose-leaf books, 2 ft. 4 in., in steel filing case. NE. room, 1st floor. (22)

704. TEMPERATURE READINGS, 1928 to date. Soil records showing place, date, depth, maximum, minimum, mean, and monthly average; temperature and humidity readings showing date, maximum, minimum, and mean average; two months' temperature readings for the basement showing date and minimum, maximum and mean temperatures with monthly average. (Frequently, official.) 9 x 12 folders, 7 in., in steel filing case. NE. room, 1st floor. (27)

705. WIREWORM RECORDS, 1929 - 1936. Reports, temperature charts and notebooks, field and laboratory population count on wireworm crop damage as reported by farm advisors, wireworm baits, number of wireworms to baits each day, calcium cyanide experiments, calcium cyanide control, larval and emulsion egg treatment, dichlorithy ether reports, depth of wireworms, life history, insecticide tests, and laboratory and field tests. Arranged alphabetically, by subject. (Occasionally, official.) 9 x 12 folders, 2 ft. 1 in., in steel filing case. NE. room, 1st floor. (24)

706. ALLOTMENT LEDGER, July 1929 to date. Form 1015B (copy), showing purpose of allotment, previous balance, date, ADC reference number, description, audited vouchers, encumbrances, and unencumbered balance of allotment. Filed chronologically. (Occasionally, official.) 10½ x 15 loose sheets, 4 in., in wooden filing case. NE. room, 1st floor. (16)

707. MISCELLANEOUS TEST RECORDS, 1932 - 1936. Tests and investigations on oviposition, tile cages, salva caris of L.Californicus, oviposition of L.Californicus females from malua traps; oviposition of L.Californicus taken in the sun, shade, and outdoors; oviposition prior and after field emergence; thervivid data taken in large numbers, surveying alfalfa near Oxnard; molting of L.Californicus and melanotus variolastus; L.Californicus emergence field; cardiophurus tenebrasus; pupal; P.Californicus field emergence; genitalia sex determinations, color phases and weight of malua collected adults; egg stage (sun, shade and outdoors); egg of P. Californicus females from malua traps. Arranged numerically and alphabetically, by namber and name of test. (Occasionally, official.) 5 x 8 vols. (25), 1 ft. 5 in., in steel case. NE. room, 1st floor. (23)

708. PHOTOGRAPHIC RECORD OF SANDWICH METHOD OF ADMINISTERING POISONS, Apr. 9 - July 22, 1933. Seventy-four plate photographs comprising a range from 8 to 24 individual leaf sandwich photographs per plate. Sandwiches are made from leaves in disc form impregnated with poisons and fed to insects. Photographs show

these sandwich discs and quantity of sandwich eaten by insect. Computations on sandwich photographs indicate disc area, area eaten, and percentage of area eaten. (Rarely, official.) Variously sized loose-leaf books, 3 in., on wooden filing case. E. room, 1st floor. (6)

709. RECORD OF MANUSCRIPTS SUBMITTED, Nov. 10, 1933 - Nov. 6, 1936. Compiled by local entomologists and submitted to Bureau of Entomology for publication in Entomology Journal, showing subject, name of author, history of submissions, and disposition. (Occasionally, official, public.) 3 x 5 cards, 1 in., in wooden card cabinet. NE. room, 1st floor. (19)

710. REPORTS, 1934 - 1936. Annual reports from local Government entomologists and monthly reports by Government entomologists to Bureau of Entomology and Plant Quarantine, relating to studies, control methods, history, progress of infestation, life cycle, developments, observations, treatments and results, insecticides, oviposition data, incubation periods, taxonomy, Derris dust tests, cultural control, field observatories, biological data, and pupation control made from observations and tests on tomato pinworms and pepper weevils. Part of record consists of 11 photographs showing method used in insecticide cage tests on tomato pinworms, field operation of hand-gun sprays, tomato leaf damage by pinworm eggs, leaf-miners, and larva. Filed chronologically. (Occasionally, official.) 10 x 11½ and 10 x 12 loose-leaf books (4), 3 in., on desk. E. room, 1st floor. (2, 3)

711. TOMATO PINWORM CONTROL, Aug. 1935 - May 1936. Record covers laboratory insecticide tests for reactions on tomato pinworms, statistics on tomato spraying of insecticides of different formulas on cultural specimens of larvae and pupa and adult pinworms. Entered chronologically. (Daily, official.) 8 x 10½ vols. (2), 2 in., on desk. E. room, 1st floor. (7)

712. PEA APHID CONTROL IN ORANGE, SANTA BARBARA, SAN JOSE COUNTIES AND MARIN MEADOWS, Jan. - May 1936. Reports, tests, investigations, notations taken in the field temperature readings, airplane applications, oil vaporizer applications, statistical data relating to probable error involving pea aphid insects, and mortality counts of insects. Arranged alphabetically, by location and filed chronologically. (Occasionally, official.) 9½ x 11-3/4 loose sheets, 3 in., in desk. NW. room, 1st floor. (34)

713. MAP OF MONTANA LAND COMPANY PROPERTY IN LOS ANGELES COUNTY, Mar. 1, 1936. Showing locations within this district of vegetable acreage, and pepper, tomato, and potato acreage; also indicates nightshade. (Occasionally, official.) 29 x 29 loose sheets, 1/32 in., on wall. E. room, 1st floor. (5)

714. VOUCHER RECORD, July 3, 1936 - Jan. 15, 1937. Form EQ-5,

authorization from Washington to insure expenses, showing name of project head, title, station or bureau, date of entry, effective date, duration of authority, appropriation, and purpose and amount of expense authorized; Form EQ-8, a sub-letter of authorization from local entomologist to assistant authorizing per diem expenses when traveling, showing date, station, name of person authorized, period of authorization, purpose, amount of subsistence allowed, and name and title of person making authorization; Form EQ-13, expenditure allotment or authorization by Washington for travel expense allotment increase or decrease, showing allotment number, date, appropriation, project symbol, name of person to whom authorization is issued, title, authorization number, station, amount, increase or decrease from amount to amount, purpose, stamped signature of business manager making approval, and name of executive authorizing expenditure; Form EQ-26, code slip covering salaries, showing project number, account to which charged, station, payee, description and period covered, amount and approved amount, wages, field employees paid under letters of authorization and salaries, and field (temporary). All vouchers cover monies expended for salaries, rental, miscellaneous purchases, and services rendered. Arranged chronologically. (Daily, official.) 9½ x 11½ binder, 1 in., on desk. NE. room, 1st floor. (13)

715. ADDRESS, PHONE NUMBER, AND FOLLOW-UP FILE, n. d. Showing names, addresses and phone numbers of business institutions and individuals with notations or daily reminders. Filed chronologically and alphabetically. (Daily, official.) 2¼ x 4 cards, 3 in., on desk. NE. room, 1st floor. (20)

716. INDEX TO LITERATURE ON INSECT PESTS, n. d. Showing scientific and common name of insect, and a reference to the bulletin containing information on the insect in question. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards, 3 ft. 6 in., in 2 drawers of wooden filing case. NW. room, 1st floor. (8)

DAVIS

DIVISION OF BEE CULTURE
PACIFIC COAST BEE CULTURE
FIELD LABORATORY
Animal Science Bldg.

This laboratory was established in 1931. Its main function is to promote the honey industry by pathological studies of bees in laboratory and hives. Food plants are analyzed for the sugar content of their nectar and their range of distribution is chartered. Scientific research centers largely around "Buckeye", a poisonous plant most fatal to bees. Diseases attributable to Buckeye are closely followed and a survey made of the range of distribution. Honey and beeswax market reports are kept up to date, and also a record of the most effectual equipment used in the industry.

It will be noted some abstracts of serials are dated as early as 1900 although the agency was not established until 1931. These earlier records are copies sent to this office from Washington, or from the state collaborator's office, to facilitate the work of this agency. Field trip reports and copies of correspondence with bee keepers are sent to Washington.

717. ECONOMIC ASPECTS OF BEE CULTURE, 1900 to date. Data on markets, bee range, and uses of honey and beeswax. (Rarely, official.) 9 x 12 folders, 3 ft., in 2 drawers of filing case. R. 170. (37)

718. QUEEN BREEDERS' ADVERTISEMENTS 1900 - 1933. Newspaper clippings of advertisements, showing sale prices of queen bees, name and address of breeder, etc. (Rarely, official.) 5 x 9 clippings, 6 in., in filing case. R. 170. (38)

719. LITERATURE INDEX, 1930 to date. A bibliographic reference giving title of reference, name of author, and name and address of publisher; also record of equipment used in bee raising. (Occasionally, official.) 5 x 9 loose sheets, in filing case. R. 170. (42)

720. PHOTOGRAPHIC MATERIAL, 1930 to date. Photographs of plant studies relating to the food of bees and their ranges. (Occasionally, official.) 3 x 5 envelopes, 6 in., in filing case. R. 170. (141)

721. DISEASE DIAGNOSIS, 1931 to date. Records of diseases sent in by bee keepers for diagnosis. (Daily, official.) 5 x 5 sheets, 4 in., in desk. R. 170. (35)

722. DISTRIBUTION OF BUCKEYE, 1931 to date. Buckeye reports and distribution data. (Seasonally, official.) 9 x 12 folders, 1 ft., in desk. R. 170. (39)

723. CORRESPONDENCE, 1935 to date. Relative to all phases of the bee industry. 8½ x 11 index. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 170. (36)

724. POLLEN RESERVE STUDIES, 1935 to date. Records of individual colonies, checking of weights and population of calories, and brood and pollen areas measured in square inches. (Daily, official.) 5 x 9 sheets, 1 ft., in 2 drawers of filing case. R. 170. (40)

725. HONEY PLANT STUDIES, n. d. Data on honey producing plants, distribution, importance, and sugar content of nectar. (Frequently, official.) 9 x 12 folders, 1 ft., in desk. R. 170. (43)

EL CENTRO

DIVISION OF DATE PALM SCALE CONTROL
IMPERIAL VALLEY HEADQUARTERS
El Centro Post Office, 5th and Olive Aves.

This office was established in 1928. It was first quartered in the Imperial County Courthouse, and in 1933, was moved to the present location. Its major function is to control and eradicate the date palm scale. Experiments and orchard trials are made to determine the most effective chemicals and method of spraying. This work was discontinued on July 31, 1936, and all records were sent to the Date Palm Scale Eradication Project, 724 Earlham Drive, Whittier, California. Weekly reports were sent to Washington through the Indio headquarters.

726. GENERAL REFERENCE FILE, Feb. 1928 to date. Data referring to campaign against the date scale. Filed numerically and alphabetically, by locations. (Frequently, official.) 8 x 12 bundles, 8 ft., in 2 steel filing cases. R. 3. (8)

EUREKA

DIVISION OF FOREIGN PLANT QUARANTINE
PORT INSPECTION STATION
County Bldg., 833 6th St.

This station was established about 1916, being located in the Federal Building until 1926. Its duties are to inspect all plant life entering the Port of Eureka from foreign shores and to confiscate all growths with any evidence of disease or parasites. No reports are made direct to Washington.

727. SHIP INSPECTION REPORTS, June 1934 to date. Form 242, showing point of arrival, name of vessel, from what country, date of arrival, when inspection was begun and completed, result of inspection, disposition of cargo, and signature of inspector. Filed chronologically. (Rarely, official.) 5 x 8 sheets, 2 in., on board file on wall. (383)

FRESNO

DIVISION OF FRUIT INSECT INVESTIGATIONS
DRIED FRUIT INSECTS FIELD LABORATORY
712 Elizabeth St.

This office was established in 1922. In 1925 it was moved to its present location from quarters at 1584 Ferger Avenue. Its chief functions are the control or eradication of destructive insects, particularly raisin moths and dried fruit beetles, the testing and improving the effectiveness of various insecticides such as powders, liquids and fumigation agents, and improvement in the methods and mechanics of application. It has jurisdiction over Stanislaus, Merced, Mariposa, Madera, Fresno, and Tulare Counties. Useless papers are destroyed. Monthly, quarterly and annual reports and all manuscripts intended for publication are sent to Washington headquarters.

728. FIELD AND LABORATORY NOTES, 1925 - 1930. Tabulations and miscellaneous data work sheets, showing results of field and laboratory observations and experiments, improvement in insecticide powders and liquids, and benefits derived from the latest methods used. (Frequently, official.) 3 x 5 and 5 x 8 bundles, 2 ft. 2 in., in wooden filing case. (235)

729. CORRESPONDENCE, 1927 - 1936. Letters from Washington and individuals requesting information. (Frequently, official.)

8 x 11 folders, 6 ft. 9 in., in wooden filing case and in pasteboard transfer cases. (233)

730. EXPENSES, 1927 - 1936. Correspondence, records of purchases, and vouchers, covering water, light, gasoline, chemicals and all operating items. (Frequently, official.) 8 x 11 folders, 1 ft. 3 in., in wooden filing case. (225)

731. FIELD AND LABORATORY DIARY, 1927 - 1936. Record of field activities of office staff and experiments and improvements in insecticide powders and liquids. (Frequently, official.) 5 x 8 vols., 1 ft., in wooden drawer. (227)

732. FUMIGATIONS, 1927 - 1936. Data on experimental fumigations conducted by laboratory personnel. (Rarely, official.) 5 x 8 and 8 x 11 envelopes, 11 in., in wooden filing case. (232)

733. MANUSCRIPTS ON FRUIT INSECTS, 1927 - 1936. Material prepared for publications. (Frequently, official.) 8 x 11 folders, 6 in., in wooden filing case. (223)

734. MISCELLANEOUS FILE, 1927 - 1936. Reports, tabulations and charts, pertaining to fruits and insects, tables of fruit loss and damage, insect life, tests, habits, and control. (Frequently, official.) 8 x 11 folders, 1 ft. 5 in., in wooden filing case. (229)

735. PHOTOGRAPHS, 1927 - 1936. Of dried fruit taken during insect investigations. 5 x 8 card index. (Rarely, official.) 8 x 10 envelopes, 1 ft. 4 in., in wooden filing case. (231)

736. PUBLICITY, 1927 - 1936. Newspaper clippings regarding fruit culture and insects. (Frequently, official, public.) 8 x 11 folders, 1 ft., in wooden filing case. (226)

737. RAISIN MOTH, 1927 - 1936. Research on the bionomics of and possibilities for the control of the raisin moth. (Daily, official.) 8 x 11 folders, 9 in., in wooden filing case. (230)

738. PROGRESS REPORTS, July 1927 - May 15, 1936. Monthly records sent to Fruit Insecticide Division, Washington. (Monthly, official.) 10 x 12½ vols., 2 in., in wooden drawer. (224)

739. DRIED FRUIT BEETLE INVESTIGATIONS, 1928 - 1936. Reports and charts on research on the bionomics of and possibilities for control of dried fruit beetle. (Frequently, official.) 8 x 11 folders, 7 in., in wooden filing case. (222)

740. GRAPHS ON INSECT CONTROL, 1930 - 1936. Graphs and maps showing results of experimental data. (Frequently, official.) 20 x 30 rolls, 4 in., in wooden drawer. (234)

741. ADMINISTRATIVE MEMORANDA, 1931 - 1936. Instructions from Washington regarding conduct of business. (Frequently, official.) 8 x 11 bundles, 3 in., in wooden drawer. (228)

MODESTO

DIVISION OF TRUCK CROP AND GARDEN INSECTS
SUGAR BEET INSECTS FIELD LABORATORY
Department of Agriculture Bldg., 425 S. Santa Rita Ave.,

This office was established in April 1932. Its functions are the investigation of and the direction of control campaigns against the sugar beet leaf hopper. In certain areas set aside for intensive observation, temperature and wind velocity records are charted daily to discover their effects on the spread of this insect.

742. WEATHER REPORTS, 1912 to date. Reports and copies of telegrams and correspondence from other stations, climatological record, giving name of state, date, maximum and minimum temperatures, hourly degree changes, precipitation showing number of hours of fog and rain. Filed chronologically and alphabetically, by name of station. (Older records, occasionally; later records, daily, official.) 5 x 8 cards and 5½ x 8½ and 8½ x 11 folders, 1 ft. 7 in. (19, 20)

743. CORRESPONDENCE, 1929 to date. Pertaining to personnel, sugar companies, vouchers, appointments, requisitions and purchase orders, weather reporting stations, contracts and leases, press releases and clippings, photographic enlargements, maps, manuscripts for publication; miscellaneous letters to and from Washington office and other departments of the Government. See addenda for contents of file. Arranged chronologically. (Daily, official.) 8½ x 11 folders, 4 ft. 6 in., in 2 drawers of filing case. (14, 16, 17, 21)

744. GENERAL CARD FILE, 1929 to date. Property cards, record of semi-expendable and nonexpendable furniture, tools, and equipment. Store and Bureau Requisition record, showing number and type of each requisition. Commercial Purchases record of purchases made through outside agencies. Bibliographical Record, giving name of article or report, name of magazine or book, issue and page numbers; separated under headings such as Field Crop Pests, Beetles, Butterflies, Moths, Statistical Studies, etc. Weather Record, giving name of reporting station, date, and report of weather condition. Photographs and Field Memoranda Record. (Daily, official.) 3 x 5 cards, 10 ft. 8 in., in 14 drawers of card cabinets. (5-7)

745. INVESTIGATIONS, 1929 to date. Copies of reports from other stations on sugar beet leaf hopper; correspondence, charts, and outlines concerning spraying methods. (Occasionally, official.) 8½ x 11 folders, 8 in., in filing case. (27)

746. PROGRESS REPORTS, 1929 to date. Copies of monthly narrative report of work accomplished at this field station, general quarterly reports, and complete and summarized annual reports. (Daily, official.) 8½ x 11 folders and loose-leaf books, 2 ft., on wooden shelf. (9)

747. "SUGAR BEET LEAF HOPPERS," 1929 to date. Tabulations on populations of sugar beet leaf hoppers. Filed by seasons, then geographically, then by specific localities, then by host plants, and finally by dates. (Daily, official.) 5 x 8 cards, 7 ft. 10 in., in card cabinets. (26)

748. PHOTOGRAPHS, 1930 to date. Subject file of mounted photographs and numerical file of negatives. (Daily, official.) 6 x 8 photographs (600) and envelopes, 3 ft., in 4 drawers of card cabinets. (15)

749. SUGAR BEET INSPECTION RECORDS, 1930 to date. Record of reports on sugar beet inspection in other districts. (Daily, official.) 5 x 8 cards, 1 ft. 3 in., in card cabinet. (18)

750. SURVEY CHARTS, 1931 to date. Records relating to sugar beet leaf hoppers and their control, received from similar field stations in Phoenix, Arizona; Logan, Utah; Twin Falls, Idaho, and the State of Colorado. (Occasionally, official.) 8½ x 11 folders, 1 ft. 3 in., in filing case. (36)

751. WEATHER REPORTS, 1932 to date. Received daily from Standard Oil, Shell, and Union Oil Companies' oil piping plants, giving weather record for each day. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in card file. (28)

752. GASOLINE SLIPS, 1933 - 1936. Sales slips covering individual purchases of gas and oil provided by the use of Standard and Shell Oil Company credit cards. (Occasionally, official.) 3½ x 6½ bundles, ¼ in., in filing case. R. 1. (25)

753. TYPES OF VEGETATION IN SAN JOAQUIN VALLEY, 1933. Manuscript reports, maps, and charts, showing types and locations of vegetation and their relationship to beet leaf hoppers. (Occasionally, official.) 8½ x 11 folders, 6 in., in filing case. (11)

754. BACK ORDER COPIES, 1935 - 1936. Notices from central supply station for material to follow at a later date. (Daily, official.) 5 x 8 loose-leaf books, ½ in., in filing case. R. 1. (33)

755. CENTRAL STORES REQUISITIONS, 1935 - 1936. Form AD-14, Request for Supplies. (Daily, official.) 8 x 11 loose-leaf books, ½ in., in steel filing case. R. 1. (34)

756. REQUISITIONS FOR LOCAL PURCHASES, 1935 - 1936. Commercial purchases and transfers of property. (Occasionally, official.) 8 x 10½ loose-leaf books, ½ in., in filing case. R. 1. (30)

757. EXPENSE ACCOUNTS AND RENT VOUCHERS, 1936. Record of salaries, rent, and miscellaneous equipment. (Monthly, official.) 9 x 11 loose-leaf books, ½ in., in filing case. R. 1. (32)

758. PAYROLLS AND DISBURSEMENTS, 1936. Standard Form 1064, Schedule of Disbursements; Standard Form 1013, Payroll for Personal Services (Employees on Annual Salary Basis). (Daily, official.) 9 x 11 loose-leaf books, ½ in., in steel filing case. R. 1. (31)

759. VOUCHERS, 1936. Standard Form 1034, Public Voucher for Purchases, and Services other than Personal; memoranda on bills presented for payment. (Daily, official.) 8½ x 11 loose-leaf books, 2 in., in filing case. R. 1. (35)

OAKLAND

DIVISION OF PLANT DISEASE
DIVISION OF BLISTER RUST CONTROL

(A) Syndicate Bldg., 1440 Broadway
(B) Warehouse, 235 - 21st St.

This agency was established at Sacramento in 1920 for the purpose of controlling blister rust infection in California National Forests by eradicating currant and gooseberry plants, collectively known as 'ribes'; thus, preventing the spread of germination seed to the sugar pine and its co-species. This branch was originally under the jurisdiction of the Bureau of Plant Industry, Division of Blister Rust Control, whose western central office was at Spokane, Washington. In 1934, the organization was transferred to the Bureau of Entomology and Plant Quarantine, Division of Plant Disease, Division of Blister Rust Control. In 1933, the Oakland agency was established at Government Island. In 1935, the west was divided into two operating regions, and the Oakland agency became the regional office for California and Oregon. In November 1935, this office moved to its present location. In 1936, the Sacramento office was closed and connections were severed

with the Spokane office. No records have been sent to Washington.

760. SURVEY OF MOUNT DIABLO MERIDIAN, 1874. Field notes of sub-divisions of Township, Range 14, East Mount Diablo meridian, survey completed in 1874; Field notes of Eldorado National Forest. Arranged numerically, by township number. (Occasionally, official.) 10 x 12 loose sheets, 1 ft. 4 in., in filing case. R. 614 (Bldg. A). (1120A)

761. NATIONAL FOREST MAPS AND FIELD DATA, 1918 - 1939. Lists of control units in order of priority; maps with color crayon legend, showing forest acreage and footage of trees; sugar pine cruise notes; conversion tables for using planimeter on topographical sheets; control reconnaissance reports; master thesis of fungus and growths. (Occasionally, official.) Variously sized envelopes, 1 ft. 8 in., in filing case. R. 610 (Bldg. A). (1101A)

762. RECONNAISSANCE RECORDS, 1920 - 1928. Initial records and experimental notes on White Pine Blister Rust; pathological studies in field, etc. See addenda for further details. (Seldom, official.) Variously sized loose-leaf books and bundles, 3 ft. 4 in., in wooden boxes. (Bldg. B). (1163A)

763. CALIFORNIA NURSERY REPLIES, 1924 - 1926. Official postcards, showing whether the nursery firm was stocked with cultivated black currant bushes and 5-needle pines, and whether they were destroyed to prevent spread of blister rust; number of red currant and gooseberry bushes in stock. Arranged alphabetically. (Seldom, official.) 3½ x 6 cards, 1 ft. 8 in., in 2 cardboard card cabinets. (Bldg. B). (1148A)

764. ADMINISTRATIVE MEMORANDA, 1926 - 1939. Contracts for maintenance of autos by personnel; use of anti-freeze solution; correspondence on plant disease control; data on work of multilith machine; space requirements and rough sketches of office buildings for Rust Bureau; Form 389, stating forest protection against white pine blister rust; memorandum showing procedure for handling checks and claims due deceased employees; decisions on compensation claims; budget and finance circulars; memorandum to regional leaders concerning increase and distribution of educational material; talks and papers on rust control; characteristics and eradication of ribe species associated with sugar pine; requisitions by Forest Service office for food supplies; transfer of office records and equipment; blueprints of Bulldozer (tractor attachment); specifications and blueprints for mess hall and plumbing; field work plans and maps; camp locations and costs; list of symbols pertaining to tree species; photos of operating fields; sanitation; First Aid data; camp regulations, and instructions on checking field work; field maps. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-

leaf books, 2 ft. 2 in., in filing case. R. 610 (Bldg. A). (1103A)

765. INITIAL EXPERIMENTAL DATA, 1928 - 1935. Introduction of ribe bushes into Berkeley, and number of bundles of ribe roots shipped from Washington to Berkeley; shipment of roots from Oregon to State of Washington; detail maps, showing infected areas of rust in California and of planting of black currant bushes in Santa Cruz County; inventory of office supplies and equipment; expense incurred by field equipment storage; observation on spray experiments; notification of salary increases. See addenda for further details. Arranged alphabetically, by subject. (Seldom, official.) 10 x 12 loose-leaf books and bundles, 4 ft. 2 in., in wooden box. (Bldg. B). (1162A)

766. CHECKING RECORDS, 1933 - 1936. WF-BRC Form 234, monthly checking report; WF-BRC Form 233, checker's man-day analysis; tables indicating areas not meeting live stem standards; WF-BRC Form 231, section summary record of checking; WF-BRC Form 232, daily checking record; strip plats; ERA Form 3c, time cards; WF-BRC Form 78, Foreman's Daily Reeradication Report, giving feet of live stem; memoranda to checking supervisions, table summaries of regular checking results; narrative activity reports, and tables of advance checks made; WF-BRC Form 68, scouting records; ribes and pine inspections; data on inspection areas; WF-BRC Form 205, Daily eradication Report, giving section summaries, reeradication field area maps, and initial eradication cost records; WF-BRC Form 19, progress record by eradication types and illustrative outlining map; WF-BRC Form 201, Daily Man-day Analysis; itemized lists of BRC subsistence receipts, showing distribution of supplies to camps; Form EQ-8, sub-letter of authorization for expenditures; day-by-day travel records; Form 1012, Voucher for Reimbursement of Travel and Other Expenses; pro-rate table, showing appointed and non-relief personnel, and cost data; Form 1682, receipt of checks from emergency relief funds; unit maps with crayon legend; annual BRC reports; operation analysis; cost of California eradication projects; correspondence of Treasury Department, Division of Disbursement, regarding payrolls, checks, and undelivered checks. (Seldom, official.) Variously sized envelopes, pockets, loose-leaf books, and bundles, 4 ft. 9 in., in wooden box, on wooden shelf, and in pasteboard box. (Bldg. B). (1144A, 1145A)

767. MISCELLANEOUS RECORDS, 1934 - 1937. Data pertaining to truck accidents, truck insurance, certification, rentals, maintenance of equipment, purchase orders and copies of freight bills; itemized expense sheets from Spokane; WPA allotment finance statements; WPA field activity reports; Oregon section summary records; WF-BRC Form 252, listing ribes by species and by acreage; California and Oregon man-month and cash budgets; Inland Empire control operation sheets; regional reports; contracts and leases;

project assignments; memoranda to leaders of WPA projects; Form EQ-97-a, Leave Records; memos to regional leaders, and to chief of bureau; educational talks and papers; abstracts on blister rust control; poster exhibits on plant quarantine and entomology, disease control; press releases, news letter articles, and radio talks, pertaining to menace to sugar pine, its significance, and growth of cankers; non-expendable property lists; Form 939, Transfer of Property; SP-BRC Form 46, property transfer; SP-BRC Form 45a, lists of camp equipment and office supplies; itemized status of ownership of expendable articles; property drop lists, showing items used, lost, stolen, destroyed, or worn out; WF-BRC Form 11, equipment inventory lists; subsistence supply list; Form AD-14, request for supplies, equipment, or services loaned by WPA. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 bundles, 1 ft. 10 in., in filing case. R. 610 (Bldg. A). (1104A)

768. ADMINISTRATIVE MEMORANDA, 1934 - 1939. Form 33, Bids accepted; office furniture supply contracts and commercial agreements; Form 40, contracts for telephone service; Form 1058a, Government bills of lading for equipment; express receipts; operation personnel correspondence; employee compensation cases and notices of injury to employees; itemized lists of equipment and food supplies; checker's man-day analysis sheet; outlines of subjects pertaining to ribes eradication; commercial and private industry invoices; news letter articles; permission to work on private lands; WF-BRC Form 97, Monthly Field Progress Report; weekly summaries; annual report of control reconnaissance; project expenditures; experimental reports; unit acreage, showing percentage of operation by regions; sugar pine data and graph; Form WF-BRC 23, time reports; working plans and maps for ribes eradication; details of work in operation; letters from regional forests; details of working plans from foresters on civil laws and equipment supplies; CAL/WPA Form 8, record of relief workers on approved projects. Arranged numerically and alphabetically, by subject. (Frequently, official.) 10 x 12 loose sheets, 4 ft. 1 in., in filing case. R. 614 (Bldg. A). (1118A)

769. AERIAL RECONNAISSANCE, 1934. Aerial snapshots of Long Canyon and Little South Fork at the Rubicon River; headwaters of Wallace Canyon; Pilot Creek looking toward Silver Hill; Sugar Pine Mountain; Pine Grande; South Fork of American River; Cat Creek, looking toward Leak Springs lookout; Salt Springs reservoir and Blue Mountain, etc.; map of Eldorado Forest. Arranged numerically. (Occasionally, official.) 6 x 8 envelopes, 2 ft. 4 in., in cardboard filing case. (Bldg. B). (1147A)

770. AUTOMOBILE EQUIPMENT, 1934 - 1940. General schedule of supplies such as motor vehicles, bicycles, trailers, accessories, outfits and parts, pumps and parts, engine room and fire room fittings, supplies and tools, oils, greases, and lubricants,

electric apparatus and accessories, instruments of precision, gaskets, hose, packing, builders' hardware, acids, chemicals, soap, machinery, and other equipment. Arranged alphabetically, by subject. (Frequently, official.) 8 x 10 loose sheets, 1 ft. 2 in., in filing case. R. 615 (Bldg. A). (1128A)

771. CAMP EQUIPMENT AND SUPPLIES, 1934 - 1935. SP-BRC Form 67, Release Slips (employment); equipment lists; size of camps and details of supplies; list of medical supplies, camp tools and kit, kitchen equipment, motor tools on trucks and pick-ups, and plumbing tools and equipment; Form 939, Transfer of Property; WPA Form 10, Requisition for Supplies; EQ Form 34, Transfer of Office Supplies; Form 8-5906, Property Return; Form 858, Property Lost or Damaged; Standard Form 33, Invitation, Bid, and Acceptance; ERA Form 3C, Time Cards. Arranged alphabetically, by subject. (Seldom, official.) Variously sized loose-leaf books and bundles, 3 ft. 2 in., in pasteboard boxes. (Bldg. B). (1146A)

772. ERADICATION AND CHECKING RECORDS, 1934 - 1936. Correspondence pertaining to camps, field staff work, radio talks, etc.; personnel data, finance records, and general records concerning the activities of this office. See addenda for detailed description. (Seldom, official.) Variously sized loose-leaf books and bundles, 3 ft. 4 in., in wooden boxes. (Bldg. B). (1160A)

773. FIELD OPERATIONS, 1934 to date. Maps, field notes, personnel and finance records, and correspondence, concerning the activities of this office. See addenda for detailed description. Arranged numerically and alphabetically, by subject. (Seldom, official.) 10 x 12 loose-leaf books, 13 ft. 4 in., in filing cases. Rs. 515-516 (Bldg. A). (1093A)

774. OPERATION METHODS AND CHECKING DATA OF ELDORADO NATIONAL FOREST, 1934 - 1937. Memoranda to operation supervisors, concerning working hours and pay status of appointed personnel, travel time, deduction for lost time, job symbols and pay rates; memoranda regarding control status maps, definition of terms for maintenance, postcheck, work standards, etc. See addenda for detailed description. Arranged alphabetically, by subject. (Seldom, official.) 9 x 12 vols. and folders, 2 ft. 1 in., in cardboard filing case. (Bldg. B). (1159A)

775. INDEX TO APPLICATIONS, 1934. Showing name, address, age, occupation, job recommended, temporary address, assignment to operation, and date application was received. Arranged alphabetically. (Seldom, official.) 3 x 5 cards, 7 in., in cardboard card cabinet. (Bldg. B). (1158A)

776. PERSONNEL FILE - ACTIVE AND INACTIVE, 1934 - 1939. Notifications of furlough without pay to appointed employees not in Civil Service; SP-BRC Form 52, Separation from Service; WPA

Form 604, Citizenship Affidavits; EQ Form 56, Field Personnel Records; EQ Form 32, Check Release Statements; AD Form 17a, Application for Leaving Field; PDC Form 1, particulars required of applicants for appointment. Arranged alphabetically, by name. (Frequently, official.) 8 x 10 loose sheets, 7 ft. 2 in., in filing cases. R. 610 (Bldg. A). (1099A)

777. PERSONNEL RECORDS AND REPORTS, 1934 - 1939. Applications and appointments of staff; expenditure and budget details; summaries of ribes eradication by section and type; work performed and expense incurred; financial statements, giving details of WPA allotments and payroll by states; eradication by acreage; sugar pine estimates and surveys; requirements for protection against blister rust; value of pine stumpage and annual growth; measurement of timber cut. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 1 ft. 5 in., in filing case. R. 610 (Bldg. A). (1100A)

778. WPA WORKERS EMPLOYED ON FIELD OPERATIONS, 1934 - 1935. Correspondence pertaining to WPA workers and to and and from administrative staff; forms and records concerning the activities of this office. See addenda for detailed description. Arranged numerically and alphabetically, by subject. (Frequently, official.) 10 x 12 loose sheets, 1 ft. 10 in., in filing case. R. 614 (Bldg. A). (1117A)

779. ADMINISTRATIVE RECORDS, 1935 to date. Monthly operation reports, personnel records, field orders, equipment lists, Civil Service rating reports, oaths of office, compensation records, payrolls, time reports, etc. See addenda for detailed description. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 5 ft. 1 in., in filing cases. R. 616 (Bldg. A). (1131A)

780. CHECKING REPORTS, 1935 to date. Monthly checking reports, financial records, maps of national forest regions, booklets on blister rust, etc. See addenda for detailed description. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 3 ft. 8 in., in filing case. R. 616 (Bldg. A). (1132A)

781. COMPENSATION CASES, 1935 - 1937. Correspondence and statements, regarding disability claims, injuries, request for treatment, claims for compensation, etc. See addenda for detailed description. Arranged alphabetically. (Frequently, official.) 10 x 12 loose-leaf books, 5 ft. 4 in., in steel filing case. R. 617 (Bldg. A). (1138A)

782. EMPLOYMENT APPLICATIONS, 1935 - 1939. Record of interview, giving applicant's name, age, education, and experience; PDC Form 1, showing particulars required of applicant for appoint-

ment as checker, cook, straw boss, or laborer; also applications from the State of Oregon. Arranged alphabetically. (Occasionally, official.) 8 x 10 loose sheets, 10 in., in filing case. R. 610 (Bldg. A). (1098A)

783. EMPLOYMENT OF PERSONNEL, 1935 - 1938. WF-ERC Form 3, showing name of worker, age, address, height, weight, previous employment, and education; SP-ERC Form 1, Reclassification. (Occasionally, official.) 5 x 8 loose sheets, 9 ft. 4 in., in card cabinets. R. 612 (Bldg. A). (1109A)

784. WPA EMPLOYMENT RECORD, 1935 - 1938. WPA Form 403, Notice of Separation, giving name of worker, address, identification number, classification, and location of project; USES Form 325, Assignment Slip, giving age, name and address of worker, rate of pay, and record of social history; ERA Form 4, giving name of worker, age, rate of pay, status, location and details of work project. Arranged alphabetically, by subject. (Frequently, official.) 5 x 8 cards, 32 ft. 6 in., in card cabinets. R. 614 (Bldg. A). (1116A)

785. ERADICATION FIELD DATA, 1935 to date. Charts, maps, and field notes on blister rust eradication, monthly operation reports, financial reports, etc. See addenda for detailed description. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 5 ft. 1 in., in filing case. R. 616 (Bldg. A). (1133A)

786. FIELD OPERATIONS, 1935 - 1938. Showing man-day analysis and section summaries; Forms T5, R22E, T6, R21E, and R22E, data sheets for Sierra National Forest. Arranged alphabetically, by subject. (Seldom, official.) 10 x 12 bundles, 4 ft. 4 in., on wooden shelf. (Bldg. B). (1157A)

787. MISCELLANEOUS RECORDS, 1935 to date. Personnel history statements, transmittals, final checking maps, foreman's reports, lumber production, monthly checking reports, etc. See addenda for detailed description. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 10 in., in filing case. R. 617 (Bldg. A). (1136A)

788. INVENTORY, 1935 - 1939. EQ Form 39, property lost or damaged, expendable and semi-expendable property; AD Form 107, transfer of property; EQ Form 245, administrative memorandum; EQ Form 40, Transfer of office equipment; Form M-146, memorandum receipt; Form 939 (revised), Transfer of Property. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose sheets, 1 ft. 2 in., in filing case. R. 615 (Bldg. A). (1123A)

789. ERA PAID VOUCHERS, 1935 - 1938. Giving status of ERA funds; operation costs of BRC trucks; obligations on WPA allotments, encumbrance record with Treasury accounts office; schedule of disbursements, bills of lading, travel accounts, receipt checks, financial records, etc. See addenda for detailed description. Arranged numerically and alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 17 ft. 7 in., in 10 drawers of filing cases. R. 617 (Bldg. A). (1135A)

790. PAYROLLS AND REQUISITIONS, 1935 - 1936. Form 1013C, Voucher for Personal Services; Form WF-BRC 100, NRA Time Sheet; Form 1682 (385-M), Receipt of Checks; Form AD 98a, Payroll for Work Projects; Form 94-30, giving name of employee and voucher amounts; Treas. Form A-6, Requisition for Purchase; Standard Form 1034a, Public Voucher for Purchase and Services other than Personal; Treas. Form A-7, Purchase Order; Treas. Form A-8, Receiving and Inspection Report; Form C-1, Report of Informal Bids; Form 33, Short Form Contract; Form A-9, Accounts and Deposits. Arranged alphabetically, by subject. 10 x 12 loose sheets, 9 ft. 1 in., in filing case. R. 617 (Bldg. A). (1140A)

791. WPA PAY CHECKS, 1935 - 1939. Correspondence regarding non-delivery of checks, notice of check returned. Government communications, claims for amounts due to deceased or incompetent employees, etc. See addenda for detailed description. Arranged alphabetically, by name. (Occasionally, official.) 10 x 12 loose sheets, 4 ft. 1 in., in filing case. R. 614 (Bldg. A). (1115A)

792. PRELIMINARY SURVEYS, 1935 to date. Reconnaissance maps; material on forest scouting; SP-BRC Form 62, Daily Man-day Analysis; SP-BRC Form 50, Monthly Operation Report; Form 974, General Land Office Plans; field maps and notes and section summaries. Journal of Forestry Vol. 37 (May 1939), "The Idaho Forester" Vol. XX, 1938; "The Administrative Bulletin", Vol. 1, 1931; Form WF-BRC 115, Ribes Reconnaissance; maps and ribes data. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 4 ft. 1 in., in filing case. R. 616 (Bldg. A). (1130A)

793. PROCUREMENT AND FIELD RECORDS, 1935 - 1936. Time cards, monthly reports, financial reports, notice of injury and compensation claims, vouchers for reimbursement of travel, etc. See addenda for detailed description. Arranged alphabetically, by subject. (Seldom, official.) 9 x 12 folders, 6 ft. 5 in., in wooden boxes. (Bldg. B). (1161A)

794. RECONNAISSANCE, 1935 to date. Operation and control unit maps; camp area maps; Form 974, Status Data; ownership legend; progress reports; special problem reports; WF-BRC Form 201, Daily Man-day Analysis; annual report tables, seasonal work sheets

by camp and operation; preliminary surveys. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 folders, 2 ft. 3 in., in filing case. R. 617 (Bldg. A). (1139A)

795. WORK CLASSIFICATIONS, 1935 - 1939. Showing classification, age, name, address, and particulars of work assignment of employee. Arranged alphabetically. Indexed. (Occasionally, official.) 3 x 5 cards, 3 ft. 2 in., in card cabinet. R. 612 (Bldg. A). (1110A)

796. FIELD CORRESPONDENCE, 1936 - 1937. To and from forest regions regarding activities; scouting reports; maps showing blister rust locations, investigations, forest pathology data, working plans, fire duty of foresters, letters of authorization, etc. See addenda for detailed description. Arranged alphabetically, by subject. (Occasionally, official.) 10 x 12 loose-leaf books, 2 ft. 5 in., in filing case. R. 614 (Bldg. A). (1114A)

797. REPORTS AND INSTRUCTION, 1936. Standard Government instructions to bidders for construction and supplies for Plumas National Forest; injunction affidavit, paymaster's distribution chart, correspondence, inventory sheets, transfer of property, etc. See addenda for detailed description. (Seldom, official.) 8 x 10 bundles, 1 in., on shelf. (Bldg. B). (1156A)

798. TERMINATION OF EMPLOYMENT, 1936. Showing worker's name, occupation, identification number, reason for leaving, case and camp number. Arranged alphabetically. (Seldom, official.) 4 x 5 loose-leaf books, bundles, and cards, 1 ft., in cardboard card cabinet and in cardboard box. (Bldg. B). (1153A)

799. PERSONNEL FILE, 1936 - 1939. SP-BRC Form 1, stating occupation, date of reclassification, new rate of pay, reason for leaving, and whether worker was certified from relief rolls. Arranged alphabetically. (Seldom, official.) 4 x 6 cards, 1 ft. 3 in., in 4 drawers of wooden card cabinet. (Bldg. B). (1154A)

800. PHOTOGRAPHS OF FIELD CAMPS IN ELDORADO NATIONAL FOREST, 1936 - 1937. Showing crew working, advance reproduction, area of ribes growing near white pine, sugar pine, yellow pine, white fir, red fir, and incense cedar trees; view of camp kitchen and storage house; 100-men camps; giant sugar pine tree measuring 10 feet in diameter; Silver Creek watershed; illustration of correct method of grubbing out ribes. Arranged numerically. (Seldom, official.) 5 x 7½ envelopes, loose-leaf books, and bundles, ½ in., in pasteboard box. (Bldg. B). (1155A)

801. TIME REPORTS, 1936 - 1939. SP-BRC Form 40, time reports of appointed personnel in blister rust control service in California and Oregon, giving name, payroll title, annual rate, and field

service. See addenda for detailed description. (Frequently, official.) 10 x 12 loose sheets, 6 ft. 1 in., in filing case. R. 614 (Bldg. A). (1121A)

802. WEEKLY REPORTS, 1936 - 1938. WPA Form 406, Employment of Personnel; employment data and correspondence; invoice correspondence to and from Oregon; weekly activity reports. (Frequently, official.) 10 x 12 loose sheets, 2 ft. 10 in., in filing case. R. 614 (Bldg. A). (1119A)

803. INACTIVE EMPLOYEES' RECORD, 1937. Giving name, camp number, and reason for termination of employment. Arranged alphabetically. (Seldom, official.) 3 x 5 cards, 1 ft. 9 in., in card cabinet. (Bldg. B). (1151A)

804. FORMER EMPLOYEES' OPERATION RECORD, 1937. Giving name, camp number, and reason for discharge or resignation. Arranged alphabetically. (Seldom, official.) 3 x 5 cards, 1 ft. 9 in., in wooden card cabinet. (Bldg. B). (1150A)

805. PUBLICATIONS, 1937 - 1939. Journals of forestry, news letters of U. S. Bureau of Entomology and Plant Quarantine; rules and regulations of U. S. Employee Compensation Commission. (Occasionally, official.) Variously sized vols., 1 ft. 6 in., in filing case. R. 610 (Bldg. A). (1106A)

806. CAMP EQUIPMENT, Mar. 1937. SP-BRC Form 5, Transfer of Property such as camp beds, sleeping bags, etc.; Form 939, Transfer of Property. Arranged alphabetically. (Seldom, official.) 10 x 12 envelopes and loose-leaf books, 2 in., on wooden shelf. (Bldg. B). (1149A)

807. CALIFORNIA AND OREGON PERSONNEL - INACTIVE, 1938 - 1939. Record of agents on inactive list, showing details of appointment and location, dates of partial employment, and reasons for termination. Arranged alphabetically. (Occasionally, official.) 4 x 5 cards, 1 ft. 3 in., in pasteboard box. R. 610 (Bldg. A). (1105A)

808. GENERAL CORRESPONDENCE, 1938. Concerning personnel and meetings of personnel; Form 1012a, Public Vouchers for Reimbursement for Travel and other Expenses; scouting reports; Form 674, blister rust control project, giving inventory of work performed and work planned, maintenance of automobile equipment; store lists of supply depot and transfers of equipment. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 1 ft. 6 in., in filing case. R. 610 (Bldg. A). (1102A)

809. PAYROLLS AND EXPENSE ACCOUNTS, 1938 - 1940. Annual payroll memorandum, property transfers, travel accounts, purchase orders, bills of lading, etc. See addenda for detailed, description. Arranged numerically and alphabetically, by subject.

(Frequently, official.) 10 x 12 loose sheets, 4 ft. 2 in., in filing case. R. 615 (Bldg. A). (1127A)

810. WPA PROJECT CORRESPONDENCE, 1938. Relating to finance proposals, notices of exceptions, and supplies; reports of vouchers accepted; surplus property notices; Form 401, Requisition for workers; WPA Form 71, Transmittal Memorandum; WPA Form 88, notice to report to work; purchase invoices for automobile supplies; WPA Form 301, Project Proposals for Oregon; itemized budget sheet, list of multilith material for checking; weekly activity reports. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose sheets and loose-leaf books, 1 ft. 8 in., in filing case. R. 615 (Bldg. A). (1126A)

811. MISCELLANEOUS RECORDS, 1939 to date. Correspondence pertaining to ribes eradication and forest service duties; telegrams on weather information; forest service activities; bibliography on seed germination; publicity; maps of forest regions, etc. Arranged alphabetically, by subject. (Frequently, official.) 8 x 10 loose-leaf books, 1 ft. 3 in., in filing case. R. 617 (Bldg. A). (1137A)

812. COMPENSATION CLAIMS, 1939. Showing list of physicians in vicinity of blister rust control operations; notice of injury, request for examination, claim for compensation; statistical summary of compensation cases, etc. See addenda for detailed description. Arranged alphabetically. Indexed. (Occasionally, official.) 10 x 12 loose sheets, 1 ft. 3 in., in filing case. R. 610 (Bldg. A). (1107A)

813. CALIFORNIA AND OREGON ERA PAID VOUCHERS, 1939 - 1940. Form D-53, payroll routing slip attached to service payroll memorandum; Form 1034, Public Voucher for Services other than Personal; SP-ERC Form 44, field order for food supplies; packing company statements of purchases. Arranged numerically. (Frequently, official.) 10 x 12 loose sheets, 6 ft. 10 in., in filing case. R. 615 (Bldg. A). (1125A)

814. PERSONNEL RECORDS, 1939. WPA Form 402, Notice to Report for Work on Project; WPA Form 403, Notice of Termination of Employment; WPA Form 404, Reclassification Slip. Arranged alphabetically. (Seldom, official.) 4 x 6 loose sheets, 2 ft. 6 in., in cardboard card cabinet. (Bldg. B). (1143A, 1152A)

815. PHOTOGRAPHIC RECONNAISSANCE, 1939. Correspondence and miscellaneous photographs of timber lands in the sugar pine belt. Filed by forest section. Indexed. (Frequently, official.) 10 x 12 envelopes, 3 ft. 6 in., in filing case. R. 612 (Bldg. A). (1112A)

816. TRANSFER OF PROPERTY, 1939. SP-BRC Form 46, Transfer of Camp Equipment; Dept. Form 14, Request for Supplies; Form EQ-90, Requisition for Supplies; Form 40 R-1, Time Report; Form ME 714, Stock Record Card; Form 331, Purchases Report. (Occasionally, official.) 10 x 12 loose sheets, 9 in., in filing case. R. 615 (Bldg. A). (1124A)

817. WEEKLY ACTIVITIES REPORT, 1939 to date. Use of autogiro for aerial fire control; Civil Service examination announcement forms; chemical methods of blister control; quarantine matters; report on blister rust in Wind River Experiment Forest. Arranged alphabetically, by subject. (Daily, official.) 8 x 10 loose-leaf books, 1 ft. 3 in., in filing case. R. 610 (Bldg. A). (1095A)

818. WORKING OF SPECIFIED AREAS, 1939 to date. Working data on field operations of national forests in Oregon and of Eldorado, Plumas, Stanislaus, and Sierra National Forests in California, pertaining to scouting, forest pathology, acreages, growth and volume of sugar pine, and spread of rust; sketches, charts, maps, reports, and photos of reconnaissance surveys of Foxtail Pine Stands in Kern River Basin, showing unworked control areas and working equipment; sugar pine nurseries, collections of specimens of rust, tests, and details of work plans of personnel. Arranged alphabetically, by subject. (Frequently, official.) 10 x 12 loose-leaf books, 1 ft. 10 in., in filing case. R. 610 (Bldg. A). (1097A)

819. WPA AND RCA OPERATIONS, 1939 to date. Showing administrative operations, U. S. Treasury accounts, schedules of salaries, employment data and correspondence, oaths of allegiance, record maps, transportation tables, and ribes ecological correspondence. See addenda for detailed description. Arranged alphabetically, by subject. (Frequently, official.) 8 x 10 loose-leaf books, 2 ft. 4 in., in filing case. R. 610 (Bldg. A). (1096A)

SACRAMENTO

DIVISION OF FRUIT INSECT INVESTIGATION
FIELD LABORATORY
Federal Bldg., 8th and I Sts.

This field office was established in 1917, and underwent reorganization and reclassification of employees in 1927. It occupied quarters in the California State Office Building, 10th and K Streets, 1917 - 1921; Native Sons Hall, 116 J Street, 1921 - 1928; Forum Building, 9th and K Streets, 1928 - 1934, and at the present

location from 1934 to date. The main functions of this office are the improvement in quality of fruits by the control or eradication of destructive insects.

820. ACCOUNTS, 1920 - 1936. Authorizations, expense accounts, vouchers, requisitions, gasoline consumption, gas tax exemptions, mileage expense and mileage tags. 3 x 5 card index. (Frequently, official.) 8½ x 11 folders, 2 ft. 6 in., in wooden filing case. R. 272. (394)

821. CORRESPONDENCE, 1920 - 1936. Letters and data to and from departments about specimens of insects secured and their preservation in alcohol; lists of new insects and investigations of new specimens; kinds of oils and insecticides used to combat destruction and for control of these pests; also of eradication of numerous insects. 3 x 5 card index. (Weekly, official.) 4 x 6 and 8½ x 11 folders and cards, in wooden filing case. R. 272. (395)

822. FIELD NOTES, 1920 - 1936. Notes and memos of the investigations in the field of operations; also notes in the form of photographs with memos attached. 3 x 5 card index. (Weekly, official.) 4 x 6 cards, 2 ft. 3 in., in wooden card cabinet. R. 272. (392)

823. INSECTICIDES, 1920 - 1936. Lists of insecticides such as fumigants, oil emulsions, sprays, synthetic organic insecticides, insecticides derived from plants, and their use; reports and data of field laboratory tests and results and progress of the application of these insecticides in the field. Quarterly and annual reports are sent to Washington. This is statistical data on research work and of use in cooperation with U. S. Dept. of Agriculture, Bureau of Plant Industry, and the Experimental Station, University of California. 3 x 5 card index. (Weekly, official.) 8½ x 11 folders, 2 ft. 3 in., in wooden filing case. R. 272. (391)

824. INSECTS AND BUGS, 1920 - 1936. Lists of insects and bugs, such as: saw flies, Hessian fly, rice insects, spiders, grasshoppers, locusts, cockroaches, alfalfa weevil, corn borer and brush ofhagus. 3 x 5 card index. (Frequently, official.) 8½ x 11 folders, 2 ft. 3 in., in wooden filing case. R. 272. (388)

825. MANUSCRIPTS, 1920 - 1936. Records, reports, memos, notes, gathered and written by longhand into volumes prior to publication, pertaining to the various phases of insect control and investigations. 3 x 5 card index. (Frequently, official.) 8½ x 11 folders, 2 ft. 3 in., in wooden filing case. R. 272. (390)

826. PHOTOGRAPHY, 1920 - 1936. Photographs of different stages of investigation of damage done by insects to fruit and foliage, enlargements of original pictures for demonstration purposes and for further research; used to illustrate various phases of the work done by this department. 3 x 5 card index. (Frequently, official.) 12 x 15 photographs, 2 ft. 3 in., in wooden filing case. R. 272. (389)

827. WEATHER RECORDS, 1920 - 1936. Thermograph readings and records of daily weather changes and their effect on insects and bugs. (Never.) 4 x 6 cards, 2 ft., in wooden box. R. 272. (393)

SAN DIEGO

DIVISION OF FOREIGN PLANT QUARANTINE
PORT INSPECTION STATION
Broadway Pier, Foot of Broadway

This office was established in 1912. It was originally located in the County Courthouse, was later moved to Room 305, Old Broadway Pier Building, and from there to the present location in 1932. Its chief function is to prevent the entry into the United States, or the spread of dangerous or destructive plant pests and diseased nursery stock, fruit, vegetable or other plants and seeds. Daily, weekly, and monthly reports are sent to Washington.

828. GENERAL CORRESPONDENCE, 1912 to date. Letters to and from the Bureau of Entomology headquarters and the district supervisor. Filed chronologically. (Older records, rarely; current records, daily, official.) 8½ x 11 sheets and 12 x 14 folders, 3 ft. 10 in., in 2 drawers of steel filing case. R. 13. (279, 281, 283)

829. NURSERY STOCK CERTIFICATES, 1932 to date. Issued on plants, fruits, and trees inspected for insects and diseases. Filed chronologically. (Monthly, official.) 5 x 7½ folders, 11 in., in filing case. R. 13. (278)

830. PERSONNEL AND MISCELLANEOUS DIRECTORIES, June 1932 - Aug. 1935. Department of Agriculture list of publications, Jan. 1934 - Aug. 1935; list of entomologists in United States; Federal inspections, Civil Service Commission information, and Federal correspondence, June 1932 - Nov. 1933; correspondence of the United States Navy headquarters, Apr. 1924 - Sept. 1934. (Weekly, official.) 8½ x 11½ folders, 4 in., in steel filing case. R. 13. (277)

831. GENERAL REPORTS, PERMITS, AND CIRCULARS, 1934 to date. Semi-monthly and monthly interception reports and weekly reports on inspection of importations entered under permit; also records of inspection, mail importations, packing material, and violations of Federal plant quarantine laws. (Daily, official.) 10 x 12 folders, 1 in., in steel filing case. R. 13. (276)

832. PLANT QUARANTINE RESTRICTION FOR COUNTRIES, 1935 to date. Reports on plants of Central America, France, Japan, and the Soviet Republic. Filed by name of country. (Daily, official.) 10 x 12 folders, 6 in., in wooden filing case. R. 13. (280)

833. PEST REPORTS, Jan. 1936 to date. Showing kind of pests, place where found and collected, extent of infestation, origin, and name of inspector. Arranged chronologically. (Daily, official.) 5½ x 16 sheets, 3/4 in., on filing boards on wall. R. 13. (282)

834. INDEX TO BULLETINS, n.d. Showing subjects covered in circulars and bulletins of the United States Department of Agriculture and State of California Department of Agriculture. (Daily, official.) 4 x 5 cards, 1 ft. 6 in., in 2 drawers of card cabinet. R. 13. (286)

SAN FRANCISCO

DIVISION OF FOREIGN PLANT QUARANTINE
FIELD HEADQUARTERS
Agriculture Bldg., Foot of Mission St.

This office was established in 1934. Its primary functions are to prevent the importation of diseased or pest-infested seeds, plants, fruits, and vegetables, and to certify to various foreign countries that exported plants, fruits, and vegetables conform to their regulations relating to pests and diseases. It has jurisdiction over the coast ports of California and the national southern boundary cities west of San Luis, Arizona.

It will be noted that some abstracts of serials are dated as early as 1914, although the agency was not established until 1934. These earlier records are copies sent to this office from Washington, or from the state collaborator's office, to facilitate the work of this agency.

835. OFFICE RULES AND REGULATIONS, 1914 to date. Mimeographed circulars covering instructions for chief inspectors and field offices; administrative memos, annual reports and service, and regulator announcements. Filed chronologically. (Frequently, official.) 11 x 12 vols. and loose-leaf books, 4 ft. 8 in., in

2 drawers of wooden wall case. R. 24. (2227)

836. SPECIAL PERMITS, 1919 to date. Form 368, Notices of Arrival; Form 325, Amendments to Permits; Form 208A, Lists of Plants Entered under Permit; inspection reports. Filed alphabetically. (Daily, official.) 9 x 12 folders, 7 ft. 3 in., in 6 drawers of wooden filing cases. R. 5. (2268)

837. NURSERY STOCK PERMITS, 1930 to date. Forms 103B and EQ 103, inspector's copies of permits to import nursery stock and other plants and seeds under Regulation 3 of Quarantine 37. Filed chronologically. (Frequently, official.) 7 x 10 loose-leaf books, 6 in., in transfer case. R. 5. (2272)

838. SPECIAL PERMITS, 1931 to date. Special permits covering foreign plant importations, showing date of importation, period of quarantine, release, and varieties of plants imported. Filed alphabetically, by name of city, town, and section of state. (Frequently, official.) 6 x 8 cards, 2 ft., in steel filing case. R. 24. (2232)

839. GENERAL INDEX, 1934 to date. Covering all records contained in this office. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 drawers of card cabinet. R. 24. (2229)

840. QUARANTINE REGULATIONS AND MISCELLANEOUS CORRESPONDENCE, 1934 to date. Correspondence pertaining to quarantine, quarantine regulations, and general operation of this office; Form EQ-66, Airplane Inspection Report; Form 354, Fiscal and Administrative Correspondence Vouchers; Form 1034-A, Export Regulations, annual reports and circulars pertaining to plant diseases, surveys, and plant quarantine; Mexican reports and correspondence; communications pertaining to special permits, and circulars pertaining to fruit fly surveys. Filed alphabetically, by subject. (Daily, official.) 9 x 12 folders, 11 ft., in 10 drawers of wooden filing cases. R. 24. (2231)

841. SHIP INSPECTION REPORTS, 1934 to date. Field agents' reports on contraband fruits and plants found on ships arriving from foreign ports. Filed alphabetically, by name of ship. (Daily, official.) 5 x 8 loose sheets, 4 ft. 6 in., in transfer cases. R. 24. (2228)

SAN LUIS OBISPO

DIVISION OF FOREIGN PLANT QUARANTINE
PORT INSPECTION STATE COLLABORATOR
J. P. Andrews Bldg., 987 Osos St.

The exact date of establishment of this office was not ascertainable but was estimated to be about 1924. Its chief function is to prevent prohibited plant material from entering the United States. Vessels arriving from foreign countries are inspected for restricted, as well as prohibited, cargo. It has jurisdiction over the port of San Luis Obispo. As foreign plant entries do not warrant a full time inspector, supervision is in charge of a State collaborator, and when an inspector is required, the County Agricultural Commissioner serves in that capacity.

842. PLANT QUARANTINE AND CONTROL ADMINISTRATION, Oct. 20, 1934 to date. Form 317, certification of preliminary inspection for articles prohibited by Federal Quarantine No. 13, revised. Originals sent to division headquarters at San Francisco. Filed chronologically. (Monthly, official.) 3 x 5 bundles, 2 in., in filing case. Main Office. (96)

843. RESTRICTED OR PROHIBITED PLANT MATERIAL TEMPORARILY IN UNITED STATES PORTS, Oct. 20, 1934 to date. Form 261, used to safeguard landing of prohibited plant materials, showing name of vessel, arrival and sailing dates, kind of material, location, and origin. Filed chronologically. (Monthly, official.) 5 x 8 bundle, 1 in., in filing case. Main Office. (95)

844. SHIP INSPECTION REPORTS, Oct. 20, 1934 to date. Form 242, Ship Inspection Report, showing names of ports of origin and destination, date, record of inspection, disposition of cargo, and list of contraband with disposition. Originals sent to division headquarters at San Francisco. Filed chronologically. (Frequently, official.) 5 x 8 covers, 3 in., in filing case. Main Office. (97)

SAN PEDRO

DIVISION OF FOREIGN PLANT QUARANTINE
PORT INSPECTION
FIELD HEADQUARTERS
Ferl Bldg., 107 - 7th St.

This office was established July 1, 1923. From that date until 1928, it was under the jurisdiction of the Federal Horticultural Board, from 1928 to 1932, under the Plant Control Administration, from 1932 to 1935 under the Bureau of Plant Quarantine, and from 1935 to date, under the present Bureau of Entomology and Plant Quarantine. The office has occupied space in the present location since its inception. Previous to 1923, offices were maintained in Los Angeles. This is a combined Federal, state and county agency. The State agency was in operation some time previous to the establishment of the Federal office and has occupied its present quarters since 1917. Its primary functions are the inspection of imported plants for pests and diseases, and a control service; also the enforcement of the act providing for export certification to meet sanitary requirements of foreign countries for plants and plant products. Information is not available regarding territory under this agency's jurisdiction.

Weekly, monthly, semiannual, and annual reports are sent to Washington. Records are preserved or destroyed in accordance with rules of the department.

845. APPLICATION FOR INSPECTION AND CERTIFICATES OF DOMESTIC FRUITS AND VEGETABLES FOR EXPORT, 1932 to date. Form 372, showing port from which fruit or vegetables are shipped, port of destination, number and kind of containers, commodity, certified origin, name of vessel, contemplated dates of shipment, and name of consignee. Filed chronologically. (Occasionally, official.) 8 x 10½ folders, 1 in., in steel filing case. R. 205. (877)

846. CERTIFICATES, 1932 to date. Form 645, statement from shipper that shipment is free from Japanese beetles and information on nature of shipment to inspector in charge. (Rarely, official.) 4 x 5-3/4 folders, 2 in., in steel filing case. R. 205. (871)

847. FRENCH CERTIFICATES, 1932 to date. Form 926, signed statement of inspection and declaration that shipment is free from disease and insects. Filed chronologically. (Occasionally, official.) 8 x 10½ folders, 1 in., in steel filing case. R. 205. (872)

848. APPLICATION FOR PERMIT TO ENTER AND NOTICES OF ARRIVAL OF PLANT PRODUCTS FOR EXPORT, 1934 to date. Form 685, showing

where produced, kind and number, method of shipment, to whom consigned, and foreign country. Notices of arrival, showing when and where, agent's name, signature of inspector, and signature of Deputy Collector of Customs with stamp of his seal. This form is used to make reports on inspection of prohibited shipments coming into this port and which are to be shipped immediately. Filed chronologically. (Occasionally, official.) 8 x 10½ folders, 1 in., in steel filing case. R. 205. (876)

849. MONTHLY REPORTS ON EXPORT CERTIFICATES ISSUED, 1934 to date. Form 693, showing countries of destination, commodities certified, number of certificates issued, units certified, number, kind, and name of port from which export is shipped. Entered chronologically. (Rarely, official.) 8 x 10½ envelopes, 1 in., in wooden filing case. R. 205. (865)

850. NOTICES OF ARRIVALS, 1934 - 1936. Form 368, giving customs entry number, name of consignee, permit number, shipper, name of vessel, quantity, weight, and kind of goods, signature of Deputy Collector of Customs, disposition made, whether restricted, prohibited or treated, and signature of inspector. This form is used for materials entered under cotton regulations, quarantine No. 56 (perishables), quarantine No. 55 (rice), quarantine Nos. 24 and 41 (corn), and quarantine No. 37 (seeds, bulbs and plants). Filed chronologically. (Daily, official.) 9½ x 12 folders, 3 in., in wooden filing case. R. 205. (875)

851. RESTRICTED OR PROHIBITED PLANT MATERIAL TEMPORARILY IN UNITED STATES, 1934 to date. Form 261, showing date of arrival, name of vessel, sailing date, kind and quantity of material, location of origin, conditions and safeguards used with signal, and statement of officer in charge of ship vouching for regular strict observance of rules and regulations. Filed chronologically. (Weekly, official.) 5 x 8 loose sheets, 2 in., in wooden filing case. R. 205. (869)

852. WEEKLY REPORTS ON INSPECTIONS OF IMPORTATIONS ENTERED UNDER PERMIT, Jan. 1934 to date. Form 280, showing name of material, country of origin, quarantine permit numbers, customs entry numbers, and containers examined; also the condition of material, temperature, and whether or not released for export to country designated. Filed chronologically. (Never.) 8 x 10½ folders, 1 in., in wooden filing case. R. 205. (868)

853. MONTHLY SUMMARIES OF ACTIVITIES, Jan. 1935 to date. Form 473, showing name of port, ship inspected, country of origin, date of arrival, date inspected, contraband discovered, importations of plants and plant products, post office inspection, kind of disinfectant, whether fumigated, sterilized or cleaned, total number of interceptions of prohibited material, miscellaneous inspections, and signature of the inspector in charge. Filed

chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in wooden filing case. R. 205. (867)

854. MONTHLY SUMMARIES OF INTERCEPTIONS OF PROHIBITED PLANTS AND PLANT PRODUCTS, Jan. 1935 to date. Form 474, record of interceptions by countries of all imports, showing point of origin, list of materials, amounts, explanation of code letters used, and signature of inspector in charge. Filed chronologically. (Monthly, official.) 8 x 10½ folders, 1 in., in wooden filing case. R. 205. (866)

855. RECEIPTS FOR CERTIFICATES ISSUED, 1935 to date. Form E 11 398-A, giving port of export, name and address of applicant, quantity, product, certificate number, and fee. Filed chronologically. (Weekly, official.) 8 x 10½ folders, 1 in., in wooden filing case. R. 205. (873)

856. SCHEDULE OF COLLECTIONS, 1935 to date. Form 1044, monthly report of inspection and amount collected, showing date received, remitter, purpose, amount, and fund to be credited. (Rarely, official.) 8 x 10½ folders, 4 in., in steel filing case. R. 205. (870)

857. SHIP INSPECTION REPORT, Aug. 1936 to date. Form 242, showing port, dock, vessel, port of origin, time of inspections; plant material, where found, and disposition. Filed chronologically. (Daily, official.) 5 x 8 papers on clip board, 2 in., on wall. R. 205. (864)

858. BAGGAGE DECLARATIONS, current. Form 132, signed statement declaring absence or presence of prohibited articles such as seeds, coffee, fruits, and vegetables, number of stateroom, name of steamer, name and address of passenger, warning to passenger on violation of the law, explanation of law, provisions under which certain articles can be entered from Hawaii or other foreign countries, and whether certificates were issued. (Rarely, official.) 7 x 8 loose sheets, 6 in., in filing case. R. 205. (874)

SANTA PAULA

PORT INSPECTION
STATE COLLABORATOR

Ventura County Agricultural Bldg., 8th and Santa Barbara Sts.

This office was established in 1924. At that time, and until 1928, it was under the Federal Horticultural Board; from 1928 to 1932, under the Plant Control Administration; and from 1935 to

date, under the present bureau. From 1924 to 1929, space was occupied in the Benison Building at 10th and Main Streets and from 1929 to date, at the present location.

The primary functions of this office are to prevent the importation of diseased or pest-infested seeds, plants, fruits, and vegetables, and to certify to various foreign countries that exported plants, fruits, and vegetables conform to regulations relative to pests and diseases. It has jurisdiction over the Port of Ventura only.

Foreign plant entries at Ventura do not warrant a full time inspector and the Ventura County Agricultural Commissioner serves as such when one is required.

859. SHIP INSPECTION REPORTS, 1924 to date. Form 242, Ship Inspection Reports showing name of vessel, port of origin and destination, inspection and disposition of cargo, and list of contraband with disposition. Original sent to San Francisco headquarters. Filed chronologically. (Monthly, official.) 5 x 8 cards, 8 in., in card cabinet. Office. (4)

SAN YSIDRO

DIVISION OF FOREIGN PLANT QUARANTINE
PORT INSPECTION
FIELD HEADQUARTERS
Federal Inspection Bldg.

This office was established in 1912. At that time, and until 1928, it was under the Federal Horticultural Board; from 1928 to 1932, under the Plant Control Administration; from 1932 to 1935, under the Bureau of Plant Quarantine, and from 1935 to date, under the present Bureau of Entomology and Plant Quarantine. Its primary functions are the enforcement of the act providing for Mexican border inspection of plants for pests and diseases and a control service; also the enforcement of the act providing for export certification to meet sanitary requirements of foreign countries for plants and plant products. No records have been destroyed. All original records are sent directly to Washington headquarters.

860. DEPARTMENTAL NEWS LETTERS, 1912 to date. General news referring to plant diseases, copies of "Plant Disease Reporter", and circular letters from Washington containing general information. Filed alphabetically and chronologically. (Frequently, official.) 10 x 12 folders, 1½ in., in filing case. Rs. 228 and 229. (2)

861. MEMORANDA TO CHIEF INSPECTORS, 1925 - 1932. Circular letters and special instructions sent to inspectors. Arranged

alphabetically. (Occasionally, official.) 10 x 12 folders, 1½ in., in filing case. Rs. 228 and 229. (1)

862. PERMITS, 1927 to date. Copies and unused permits for importation of permissible fruits and vegetables; also notices of arrival of foreign importations, and special I and E Form, authority to import and export. 4 x 6 card index. (Weekly, official.) 10 x 12 folders, 8 in., in steel filing case. Rs. 228 and 229. (10)

863. ADMINISTRATIVE MEMORANDA, 1928 to date. Instructions from department in Washington concerning enforcement of plant quarantine. 4 x 6 card index. (Weekly, official.) 10 x 12 folders, 4 in., in steel filing case. Rs. 228 and 229. (8)

864. CORRESPONDENCE, 1929 to date. Miscellaneous and interdepartmental correspondence. 4 x 6 card index. (Daily, official.) 10 x 12 folders, 1½ in., in steel filing case and in cabinet. Rs. 228 and 229. (9)

865. MISCELLANEOUS, 1929 to date. List of county horticultural commissioners for California, complaints registered by the public, quarantine maps showing areas affected by quarantine, and news clippings. (Occasionally, official.) 10 x 12 folders, 8 in., in filing case. Rs. 228 and 229. (7)

866. PROPERTY LIST, 1929 to date. Annual inventory of office equipment and monthly report of station expenses. (Occasionally, official.) 10 x 12 folders, 2 in., in steel filing case. Rs. 228 and 229. (5)

867. REPORTS, 1929 to date. Annual reports on Acclimatization Garden, La Jolla; monthly report of compensatory time; weekly reports of fruits and vegetables imported; weekly and monthly reports of interceptions of fruits and vegetables, and semi-monthly reports on insect and disease interception. 4 x 6 card index. (Daily, official.) 10 x 12 folder, 2 in., in steel filing case. Rs. 228 and 229. (6)

868. PLANT QUARANTINE INSTRUCTIONS, 1931 to date. Descriptions of all plant insect menaces and special instructions regarding same. Arranged alphabetically, by subject. (Daily, official.) 10 x 12 folders, 1½ in., in filing case. Rs. 228 and 229. (4)

869. FOREIGN PLANT QUARANTINE RULES, 1933 to date. Regulations of foreign countries regarding shipments to foreign ports. Filed alphabetically and chronologically. (Weekly, official.) 10 x 12 folders, 1 in., in filing case. Rs. 228 and 229. (3)

VENTURA

DIVISION OF TRUCK CROP AND GARDEN INSECTS
TRUCK CROP INSECTS
FIELD LABORATORY
64 Mound St., Palomar Tract.

This office was established in 1906. Its chief functions are the eradication of the bean-pod borer, the tabulation of investigations made, and the conducting of laboratory experiments and field trials to insure the use of the most effective chemicals and the best method of application. It has jurisdiction over the bean fields of Ventura and Santa Barbara Counties. Weekly and monthly reports on activities and special records, as requested, are sent to Washington.

870. ANNUAL AND MONTHLY REPORTS, July 1925 to date. Reports on work performed by week and month, specifications and requisitions for materials, and narrative reports on insect work sent to Washington. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in 2 drawers of steel filing case. Office. (93)

871. GENERAL CORRESPONDENCE, July 1925 to date. Letters between area coordination and district leader, covering finances, payrolls and functional activities; also copies of certified contracts and property reports. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Office. (92)

872. LABORATORY NOTES AND EXPERIMENTS, 1931 to date. Showing improvement in insecticide powders and liquids. (Frequently, official.) 8 x 10 folders, 6 in., in steel filing case. Office. (96)

873. REPORTS, 1931 to date. Biologic life histories of insects, habits of insect life, host plant control insecticides and field tests, special studies covering biological control of insects, and tables of loss due to pod borer damage. Filed by subject. (Daily, official.) 10 x 12 folders, 9 in., in 2 drawers of steel filing case. Office. (94)

874. WEEKLY HYDROGRAPH RECORDS, 1931 to date. Compilation of daily charts showing rainfall. Filed chronologically. (Frequently, official.) 5 x 13 folders, 6 in., in steel filing case. Office. (95)

875. FIELD BOOKS, 1933 to date. Field experiments and notes on rainfall, drainage, and benefits derived from the corrective methods used. Arranged chronologically. (Frequently, official.)

11 x 13 vols. and bundles, 4 in., in steel filing case. Office. (98)

876. PAID BILLS, 1935 to date. Receipted bills covering all operating expenses such as water, light, chemicals, gasoline, and equipment. (Occasionally, official.) 3 x 5 bundles, 8 in., in card cabinet. Office. (97)

WHITTIER

DIVISION OF INSECTICIDE INVESTIGATIONS
FIELD LABORATORY
Laboratory, 724 Earlham Drive

This office was established August 1930 as a unit of the Division of Insecticide Investigations of the Bureau of Chemistry and Soils, but was inactive from May 1934 to August 1935, when operations were resumed as a unit of the Bureau of Entomology and Plant Quarantine. The chief function of this office is to supply the most effective insecticides and fumigants to the Division of Fruit Insect Investigations with which it cooperates in California. Chemical analyses and laboratory insect experiments are made to discover the most efficacious method and scientific apparatus for application. Monthly, annual and special reports, as well as important correspondence, are sent to Washington.

877. MONTHLY REPORTS, Mar. 1932 - Jan. 1934. Copies of reports relating to insecticide eradication and fumigation, compiled by the Insecticide Division at Washington from reports and data originating at various field stations. Copies are returned to the field stations. (Rarely, official.) 9 x 12 folders, 4 in., in bookcase. R. 20. (49)

878. GENERAL CORRESPONDENCE AND REPORTS, Aug. 26, 1935 to date. Reports relating to insecticide treatments of fruits and plants; correspondence to and from Washington, scientific apparatus companies, universities, and state and Federal experimental stations concerning studies of fumigation of citrus insects. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in steel desk. R. 20. (48)

879. FUMIGATION RECORDS, Sept. 5, 1936 to date. Notes, findings and recordings of details of experiments in fumigations, with various chemicals and insecticides. Arranged chronologically. (Occasionally, official.) 5 x 8 sheets, 1 in., in steel desk. R. 20. (52)

880. ABSTRACTS FROM PUBLISHED ARTICLE, n. d. Condensed notes

taken from published articles on chemical research relative to active nitrogen, pyrolysis ammonation of peat and related substances, action and use of hydrogen cyanide, and other chemical findings. Arranged alphabetically. (Rarely, official.) 4 x 6 and 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet and in filing case. R. 20. (50, 51)

DIVISION OF FRUIT INSECT INVESTIGATIONS
SUBTROPICAL FRUIT INSECT FIELD LABORATORY
Department of Agriculture Laboratory, 724 Earlham Drive

This agency was established in 1929 as a unit of the Division of Tropical, Subtropical and Ornamental Plant Insect Investigations, Field Laboratory. In 1932, this was changed to Division of Shade Tree Insect Investigations, Subtropical Fruit Insects. In 1934 it became known as Division of Fruit Insect Investigations, Subtropical Fruit Insects, Field Laboratory which title it now holds. Its major function is the improvement in quality of fruits from vine, tree, and bush, by control or eradication of destructive insects.

Research experiments are conducted in the laboratory, orchard, vineyard, and field with various insecticides and methods of application. Biological data covering the different stages of insect life is compiled and analyzed to determine the most effective insecticide or fumigant to be used at the various stages of insect development. At plots set aside for intensive observation, temperature, humidity, and wind velocity records are charted daily to discover their effects on the efficiency of various chemical eradicants. Manuscripts prepared on particular phases of insect investigations resulting from this experimental research, are distributed to other similar agencies, universities, and publications covering the field of insect extermination. A considerable library of reference has been assembled consisting of pertinent treatises emanating from the above-mentioned correspondents. An extensive study of the date scale in California and Arizona was undertaken in 1929 and discontinued in 1935.

Jurisdiction is not confined to any specific territory but the major activities appear to be within that region known as the "citrus belt" of California and Arizona. When records were surveyed in March 1937, a branch office was in operation at Orlando, Florida; which, though an independent unit, cooperates with the Division of Insecticide Investigations in California.

Monthly, quarterly, annual, and special reports as well as important manuscripts are sent to Washington.

NOTE: Many records bear dates prior to that of establishment. They appear to be reports, treatises, research findings, and field notes of older and similar agencies. These records constitute a considerable part of the reference library.

881. ACCESSION CARDS, 1908 - 1918. Brief record of the biology of various fruit pests collected and raised for laboratory study, showing name of insect, family, host, locality where found, name of collector, date, and short history or description of anatomical findings with data relative to life habits. (Never.) 3 x 5 cards, 5 in., in wooden card cabinet. R. 29. (16)

882. RESEARCH AND INVESTIGATION RECORDS, 1909 - 1914. Miscellaneous study and investigation records pertaining to experiments on various vineyard insects especially the grape Phylloxera; data on grape Phylloxera aphis, grape nursery stock disinfection, thrips, insects on pear trees, cut and canker worms; Schizura concinna, red humped caterpillar, vine hoppers, and oil sprays; Tetranychus, red spider; Aphis persica Niger; Sphinx moths; leaf miners; cottony scales, and other informational data dealing with infestation and study and control of grape Phylloxera. Filed alphabetically, by subject. (Rarely, official.) 5 x 8 cards, 1 ft. 9 in., in 2 drawers of wooden card cabinet. R. 29. (17)

883. MISCELLANEOUS PHOTOGRAPHS, 1910 - 1921; 1924 - 1937. Pictorial review of work done with insect investigations of citrus and deciduous fruit in and around Lindsay, Fresno, and Whittier, California. See addenda for list of subjects. (Rarely, official.) Variously sized cards, 1 ft. 9 in., in wooden card cabinet and on wooden shelf. Damaged by careless handling, faulty containers, brittle, torn. R. 29. (18, 46)

884. GENERAL AND MISCELLANEOUS CORRESPONDENCE, 1920 to date. To and from Washington headquarters, citrus growers, insecticide dealers, laboratories, university departments of entomology, and State and Federal Experimental Stations, pertaining to insect investigation, inquiries, and information relative to methods of control, materials best suited for the purpose, and programs and schedules for the control and eradication of thrips and other citrus pests. Arranged alphabetically, by name of correspondent. (Older records, never; current records, daily, official.) 9 x 12 bundles, 3 ft. 2 in., on floor. R. 29. (19, 24)

885. RECORD OF APPOINTED EMPLOYEES, 1922 - 1935. Giving name of employee, date of birth, birthplace, education, experience, date appointed, title, salary and headquarters, effective date of promotions, dates and amounts of salary increases, change in status or title, and remarks regarding fund from which salary is allotted. Arranged alphabetically, by name of employee. (Never.) 5 x 8 cards, 1 in., on wooden table. R. 27. (3)

886. MISCELLANEOUS FILES, 1923 - 1932. Correspondence to and from Washington, California State Horticulture Board, various fruit growers, field stations, supply companies, and individuals, relating to Citricola Scale and citrus thrip control; notes on studies and experiments relating to habits, activities, and control methods of citrus thrips, showing advantages and disadvantages of various methods. (Never.) 4 x 7 and 8 x 10½ bundles and sheets, 1 ft. 1 in., in 4 wooden desk drawers. R. 7, basement. (11)

887. PROGRESS REPORTS AND MANUSCRIPT PAPERS, 1923 to date. Data compiled from results of investigations and research work on control of citrus thrips, other insects, and mites, pertaining to the European red mite and citrus mite, sulphur dusting for control of citrus pests, red spiders in Plumosus ferneris, asparagus spinning mite, sources of contamination, red spider bibliography, authentic determination of cotton insects, miscellaneous cotton insects in the Imperial Valley, determining degree of insect occurrence, studies of hemipterous insects, the taxonomic status of deciduous Paratetranychus, the ubiquitous mite, biography of the citrus thrips, and miscellaneous papers on cooperative studies of thrips, mites, and insects. Arranged alphabetically, by subject. (Daily, official.) 8½ x 11 folders, 1 ft. 8 in., in wooden filing case. R. 29. (29)

888. TRANSCRIBED FIELD NOTES, 1923 to date. Field notes on citrus thrips, including study, investigation and research data relating to control of navel orange splitting and fungicides; hibernation on oranges and relative characteristics of dusting sulphur; grove inspection for Citricola Scale, orchard conditions, plant tolerance, lime-sulphur conversions, seasonal history, cultural measures, life history, feeding habits, plant chemistry and physiology, natural control, host plants and other subjects dealing with infestation, and study and control of thrips and other citrus pests. Arranged chronologically. (Daily, official.) 5 x 8 sheets, 2 ft. 2 in., in 2 drawers of wooden card cabinet. R. 29. (36)

889. NOTES ON GREENHOUSE EXPERIMENTS WITH MERODAN EQUESTRIS AND APHIS, June 1923 - 1927. Notes taken on experiments at the Entomology Greenhouse, U. S. Botanic Gardens and War Department Greenhouse, Washington, D. C. and Santa Cruz, California showing life history of Merodan equestris, egg, larval and pupal stages, adult flies' activities, control with liquid dust fumigation, cultural control measures, and additional notes on fumigation of palm and bay trees. (Never.) 5 x 8 cards, 1 ft. 1 in., on wooden shelf. R. 6, basement. (14)

890. HYGRO-THERMOGRAPH CHARTS, Jan. 1924 to date. Combination temperature and humidity charts from recordings made in Lindsay and Redlands orange groves, with a Fahrenheit temperature range of plus 10 degrees to plus 110 degrees, and relative humidity scale from 0% to 100%; simultaneously recorded and furnishing a continuous record of temperature and humidity over a period of seven days. Arranged chronologically. (Daily, official.) 5 x 12½ and 5 x 13½ sheets, 9 in., on wall board. Rs. 26 and 29. (43, 47)

891. MISCELLANEOUS CORRESPONDENCE AND RECORDS, 1924 - Aug. 1936. Information on phases of date palm insect investigations; theses on different genera of insects and pests that infest date palm; notes on ants and slugs; diagnosis of life and habits of genus Thysanococcus in preparation for manuscripts; insect Parlatoria Blanchardi; fumigants and oil insecticides; cyanide resistant versus nonresistant data; reports on heat and other treatments of date palm offshoots; field or garden inspections and findings; humidity tables, temperature data, charts and recordings; biological notes pertaining to citrus red spider and its predators; reports on the seasonal activity of the red date scale; Parlatoria date scale, proofs of Technical Bulletin 404, "External Anatomy of the Red Date Scale"; biological data on the Phoenicoccus genus; original drafts on external anatomy of the date palm scale, Parlatoria Blanchardi Targ-tozz, with studies of the head, skeleton and associated parts; drafts of the morphology and systematic position of the Phoenicoccus marlatti and allies; original manuscripts on Parlatoria. Other records are: delivery tickets and notices, statements, invoices and freight bills for building material, equipment, and other items. Miscellaneous correspondence to and from Washington, agricultural experimental stations, universities; disinfectant, insecticide, and fumigation companies, various entomologists of foreign countries, and other individuals, and institutions, relating to various phases of entomological work and research. (Never.) Variously sized folders, envelopes, pockets, and loose sheets, 10 ft. 10 in., in 2 drawers of steel filing case, on wooden shelves, and in letter box files. Damaged by careless handling, faulty containers, scattered. R. 24. (23)

892. DATE SCALE INSPECTION RECORDS, 1926 - 1935. Name of planter or owner, location as to section and township, date planted, number, age, remarks as to inspector's findings, date inspected, and quantity of scale found. Filed alphabetically, by name of planter. (Never.) 5 x 8 cards, 9 in., in pasteboard boxes. R. 27. (2)

893. GENERAL FILES, SANTA CRUZ STATION, CALIFORNIA, 1926 - 1930. Standard Form 1035A, showing date and place voucher was prepared, appropriation, name and address of payee, contract number, name of article, quantity, unit price, and amount. Standard Form 33, Contract, showing names and addresses of persons, date, supplies, quantity, unit price, and amount; also bills of lading from various supply concerns, showing name of corporation, date, name of article, and price. Correspondence to and from Field Station Laboratory at Santa Cruz, Bureau of Entomology in Washington, field stations, and supply companies, relating to supplies; insect investigations and experiments; notes on studies of infected bulbs, field control experiments against Eumerus Strigatus Merodan Equestris and other insects injurious to bulbs in the Santa Cruz District, with life history, percent

of bulb infested, and methods of treatment. (Never.) 9 x 12 folders and loose sheets, 1 ft. 5 in., in steel filing case. R. 23. (13)

894. MAPS, CHARTS, BLUEPRINTS, PHOTOSTATS, AND DRAWINGS, 1926 - 1931. For sections of Imperial Valley, California, and Salt River Valley, Arizona, indicating areas inspected relative to date scale control; for Great Lakes and New England areas, showing territory quarantined by the U. S. Dept. of Agriculture, January 1931, on account of European borer, and indicating two generations area and one generation area. Map of New England States district showing gipsy and brown-tail moth quarantine in October 1928, indicating generally infested area and lightly infested area. (Never.) Variously sized loose sheets, 2 ft. 6 in., on wooden shelf. R. 27. (7)

895. TEMPERATURE CHARTS, 1926 - 1929. Weekly Thermograph Charts 1072D, taken during insect investigations at Santa Cruz, California, showing a continuous temperature for seven consecutive days. Filed chronologically. (Never.) $3\frac{1}{2}$ x $13\frac{1}{2}$ sheets, 2 in., on wooden desk. Damaged by water, dirty. R. 7, basement. (12)

896. MISCELLANEOUS CORRESPONDENCE, 1927 - 1933. To and from the Dept. of Agriculture in Washington, various state agricultural agencies, stations, and university professors, relating to insect investigations, experiments, and equipment. (Never.) 9 x 12 bundle, 5 in., on steel filing case. R. 23. (22)

897. GENERAL CORRESPONDENCE AND REPORTS FOR CALIFORNIA AND ARIZONA, 1928 - June 30, 1936. Form E Q-5, Project Leader Authorization, showing name and title of project leader, station, date, duration of authorization, appropriation number, purpose, and signature of person granting authorization; Form E Q-6, Field Trip Authorization, showing name, date, duration of travel authorization, appropriation number, purpose, and itinerary; Form E Q-8, Sub-letter of Authorization to travel and incur necessary expense in the performance of official duties; Form E Q-13, Request for Allotment Increase, showing allotment number, date, appropriation, project symbol and authorization numbers, with statement of amount and purpose; Standard Form 33 (revised), Invitation, Bid and Acceptance (Short Form Contract), including Standard Form 1036, Abstract of Agreement, and Standard Form 40, Contract for Telephone Service; Standard Form 1013 b, Payroll for Personal Services; Standard Form 1012, Public Voucher for Reimbursements of Travel and Other Expenses; USDA Form 22, Statement of Travel by Motor Vehicle, showing name of bureau, division, and owner, letter of authorization number, date, statement of travel dates, points of travel, miles covered, total expense, and signature of project leader; Form CA1, Employee's Notice of Injury and Original Claim for Compensation and Treatment, showing date and hour of injury,

name of employing establishment, manner of occurrence of injury, cause, nature, name of witness, and signature of injured employee; Form CA2, Official Superior's Report of Injury, showing place of employment, history of the injured employee, description of injury, medical attendance, with statement of witnesses and medical officer; Form CA3, Report of Termination of Total or Partial Disability, used to report the termination of total or partial disability and to advise status of employee at termination of same. Statements, reports, and correspondence; financial statements of appropriations and expenditures made monthly and annually; balance of Federal, California and Arizona appropriations; expenditures and balance of money for salaries, travel, field supplies, and office expense; personnel statements showing allocation of personnel, classification, number of employees, state, state and Federal, and totals, number of employees under recapitulation of classifications, and statement regarding leaves and transfers; monthly reports showing summary of inspections, treatments, results, plantings and shipments, and monthly expenditures pertaining to salaries, storage, supplies, and equipment. Correspondence is to and from California, Arizona, local entomologists and the Bureau at Washington, regarding date scale control operations and expenses. Filed chronologically. (Never.) 9 x 12 folders, 11 ft. 11 in., in 5 wooden drawers and in 8 cardboard file boxes on floor. Dirty, scattered. R. 27. (10)

898. MISCELLANEOUS NOTES AND CORRESPONDENCE, 1928 - 1931. Notes taken in the field laboratory at New Orleans, regarding investigation of Drosophila melanogaster and treatment with hydrocyanic acid gas; also manuscripts prepared and published in December 1935 and January 1936 issues of the Journal of Economic Entomology, entitled: "A Comparison of Criteria of Susceptibility in the Response of Drosophila to Hydrocyanic Acid Gas": 1, Stupefication Time and Mortality and 2, Recovery Time, Correspondence to and from the Bureau of Entomology, Bureau of Chemistry and Soils, and field station workers and officials, relating to experiments, manuscripts, and publications of same. (Never.) 8 x 10½ cards, 5 in., in pasteboard box. R. 30. (15)

899. ALLOTMENT LEDGER SHEETS, 1929 - 1935. Standard Form 1015A, record of allotment expenditures of monies from various projects, showing purpose of expenditures; previous balance, symbol number, date, reference number, description of expenditure, audited voucher amounts, encumbrances liquidated and authorized, allotments, and unencumbered balance of allotments. Arranged chronologically. (Never.) 10¼ x 15 sheets, 6 in., on wooden table. R. 27. (5)

900. BLUEPRINTS AND DIAGRAMS, 1929 to date. Instruments and equipment used in fighting fruit insects, and buildings, such as insectory, greenhouse, and laboratory, where equipment is used. (Rarely, official.) Variously sized sheets, 1 in., in steel

filing case. R. 23. (44)

901. DATE SCALE FIELD INSPECTION REPORTS, 1929 - 1935. Records originating in Indio, California, covering date scale control reports on the following projects: Phoenix City, Phoenix NW., SW., NE., and SE.; Yuma City, east, north and south; El Centro City, Calexico, Holtville, Imperial and Coachella Valleys, showing subject, date, locality, and name of inspector making notes. Records include State of California field inspection reports on date scale eradication, showing name of grower, address, date, location as to section, township and range, number of palms infested, name of inspector, census of seedling palms, standard and nursery; remarks, totals, and source of offshoots. (Never.) 4 x $6\frac{1}{4}$ and $5\frac{1}{4}$ x 7-3/4 bundles, 97 ft. 11 in., in 26 drawers of wooden card cabinets, in 11 cardboard boxes and on counter. Scattered. R. 27. (1)

902. FIELD NOTES, 1929 - 1935. Inspector's data, information, and findings in the field at time of inspection of date palms for date scale in the Imperial Valley of California and Salt River Valley of Arizona, showing subject of inspection, date, locality, and name of inspector. (Never.) 4 x 7 notebooks (61), 2 ft. 1 in., in wooden box on floor. Damaged by careless handling, torn, scattered. R. 27. (8)

903. INDEX OF PROPERTY ON HAND, 1929 to date. List of expendable, semiexpendable, and nonexpendable property on hand, showing name of item, quantity, description, class and class number, and remarks. Filed numerically. (Occasionally, official.) 3 x 5 cards, 11 in., in cardboard file box. R. 12. (28)

904. MISCELLANEOUS PHOTOGRAPHS, 1929 - 1936. Pictorial record of infested date palm areas, date palm inspections, mesquite shambles, seedling jungle, date seed planted, ladder inspections, torching process views, different stages of palm growth, date palm spraying operations, palm leaf base with scale, defoliated palms, infested fan palms offshoot pointing; desert scenes, date garden ditch banks, inspection equipment in operation, and general scenes of various date gardens. These photographs were taken in the Imperial and Coachella Valleys of California by the U. S. Dept. of Agriculture, Division of Date Scale Control. (Rarely, official.) 4 x 9 and 10 x 14 envelopes, 7 in., in desk drawer. R. 27. (9)

905. DATE GARDEN INSPECTION RECORD, Jan. 22, 1929 - Oct. 31, 1932. Maps of garden layout, showing row and row numbers, locations of houses and wells, name of inspector, name of garden owner, date inspected, number of palms inspected, number of palms found infested, treatment, number of man-days taken for inspection, name of squad leader or foreman, and individual time in days. Arranged chronologically. (Never.) 10 x $11\frac{1}{2}$ loose-leaf books, 3 ft. 11 in., on wooden table. R. 27. (4)

906. OFFICE LEDGER OF EXPENDITURES WITHIN ALLOTMENTS, June 4, 1929 - June 30, 1936. Showing sheet number, account designation, fiscal year period and date, items, folio number, debit amounts, date, items credits, and totals. Arranged chronologically. (Never.) 8½ x 11 loose-leaf books, 1 in., on wooden table. R. 27. (6)

907. VOUCHERS AND TRANSFER OF PROPERTY, July 1929 - June 30, 1936. Form 1035A, Public Voucher for Payment of Purchases of Supplies and Equipment. Transfer of property forms, showing from and to whom property or equipment was transferred, date, quantity, name of article, and price. Filed chronologically. (Rarely, official.) 9 x 12 pockets, 1 ft. 6 in., in steel filing case. R. 23. (26)

908. FIELD NOTEBOOKS, 1930 - 1933. Records of notes taken in the field pertaining to blossom and fruit density study in the Corona Foothill Lemon Grove and other groves, showing blossom and fruit density count, seasonal fumigation, data on production, packing house count, density of red scale insects, and miscellaneous experiments with name of person conducting study or experiment, type of work and name of grove, date, and findings. (Never.) 4 x 7 notebooks, 1 ft. 3 in., on wooden shelf. R. 25. (35)

909. GENERAL OFFICE FILE, 1930 to date. Applications, bids, contracts, informal agreements, invoices and accounts of local purchases, transfer of property, and general correspondence pertaining to office routine. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of steel filing case. R. 12. (21)

910. LIBRARY CROSS INDEX, 1930 - 1933. Index to books and pamphlets belonging to personnel. Filed alphabetically, by name of author and subject. (Never.) 4 x 6 cards, 13 ft. 11 in., in 17 drawers of steel filing cases. R. 23. (20)

911. MISCELLANEOUS NOTES AND REPORTS, 1930 to date. Field and laboratory notes on observations of individual red scale, red scale production and fruit density, phases of work which need investigation, summary of investigation problems, summary of mortality counts for laboratory fumigation tests, charts of wind velocity for fumigation purposes, reports on the biology and life history of Red Scale, and experiments and oil spray application. (Frequently, official.) 9 x 12 folders and notebooks, 2 ft. 8 in., in drawer and on steel desk. R. 12. (31)

912. MISCELLANEOUS PHOTOGRAPHS, 1930 - 1935. Pictures of heat treatment of date palm offshoots and photographic drawings of the Parlatoria Blanchardi, date cicada, date bugs, citrus and scale, native palm borer, heat room equipment, Phoenicoccus Marlatti, and date mite. Filed alphabetically, by subject. (Never.)

232 pictures in 7 x 10½ envelopes (11), 4 in., on wooden shelf. R. 24. (45)

913. RED SCALE BIOLOGY, July 1930 to date. Study records of length of development stages of red scale, covering scales reared on lemons in an insectory and studies being made in laboratory by binocular and artificial light observations, treating on scale reared under controlled temperatures and conditions, relationship of temperature to life cycle development, crawler settling, later development stages, first instar period, first stage male and female, second instar period, gray adults, sun and shade elements, effect of fumigation in treatment of reared scale, host material, second molt, total cycles, length of stages at constant temperatures, and various and different phases of insectory work. Arranged by subject. (Daily, official, public.) 9½ x 11½ pockets, 8 in., in agate file box. R. 30. (33)

914. REPORTS, 1931 - 1936. Copies of monthly, quarterly, and annual reports sent to Bureau of Entomology at Washington, referring to citrus insects in California, greenhouse insects, Parlatoria, date scale, experiments with new fumigants, control of citrus red scale, citrus thrips, resume of outstanding results of work conducted over given periods of time, tests made in various citrus groves in and around Whittier and Lindsay, California, and in the Whittier Field Laboratory, for the purpose of investigation and control of miscellaneous citrus fruit insects. Arranged chronologically. (Occasionally, official.) 9 x 12 folders and pockets, 1 ft. 3 in., in wooden filing case. R. 14. (30)

915. MISCELLANEOUS PAPERS ON FUMIGATION STUDIES, 1932 - 1936. Tables and general data on miscellaneous fumigations and tests relative to cooperative agreements, instructions on chemical apparatus, mortality counts of dust experiments and from test trees, drift gas experiments, effects of wind velocity, and sulphur dust on citrus trees for the purpose of control of citrus thrips and other fruit insects. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 4 in., in wooden filing case. R. 14. (37)

916. CORRESPONDENCE AND REPORTS, July 1932 to date. Letters to and from Washington headquarters, university entomological laboratories, agricultural experimental stations, County Agricultural Commissioners, California State Department of Agriculture, growers, economic entomology journals, insecticide manufacturers, fruit growers' exchanges, and other institutions and individuals, pertaining to business involving entomological work, experiments and investigations in general, and subjects relative to citrus fruit insect investigations and control in particular. Monthly, quarterly, annual, and special narrative reports from senior entomologist to Bureau of Entomology, Washington, covering tests, experiments, and investigations made in various citrus groves in and

around Whittier Field Laboratory for the purpose of control of miscellaneous fruit insects. Arranged chronologically. (Daily, official.) 9 x 11 and 9½ x 12 envelopes and pockets, 1 ft. 11 in., in steel desk. R. 14. (25)

917. BLOSSOM AND FRUIT DENSITY STUDY OF THE CORONA FOOTHILL LEMON GROVES. 1933 to date. Records taken from field notebooks of the Corona Foothill Lemon Grove, showing blossom and fruit density count in each group, group number, date of inspection, number of trees, number of blossoms on east, north, west, and south sides of trees, number of lemons in each classification or size, seasonal fumigations, date of fumigation, number of rows, and number of trees; production data, interval dates and number of days between picking fruit, number of lemons per tree, average number per day, and the number of each tree per month; packing house information, dates of fumigation, date picked, number of lemons, and percent of insect scales in each classified size, density of scales on lemons, percentage of fruit production as to classification of size and to the density of blossoms; temperature and humidity, date, maximum, minimum and mean temperature, and humidity readings for month with monthly average; also miscellaneous field experiments and fumigations. Filed chronologically and alphabetically, by name of field or grove. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in desk. R. 25. (34)

918. CHARTS, TEMPERATURE AND HUMIDITY, 1933 - Jan. 1937. Weekly humidity and temperature records produced by the hygrothermograph machine transferred to annual temperature charts, showing degrees of temperature from 25 to 115, in horizontal lines, and for each month in vertical columns and the minimum, mean minimum, mean, mean maximum, and maximum temperatures; also humidity charts similar to temperature charts, showing percent of humidity. (Occasionally, official.) 8 x 11½ sheets, 1 in., in steel desk. R. 25. (42)

919. FOG SPRAY APPLICATION DATA, 1933 - 1934. Notations, data, and tables on experiments in insecticide application by fog spray methods, weekly instrument records of humidity and temperature of outdoor conditions at laboratory arranged for centigrade computations until July 1936, then arranged for Fahrenheit computations; oil spray and fumigation, analyses of surface oil on lemon trees, fog spray vs. gun spray methods, and miscellaneous fog spray experiments on various citrus groves in and around La Habra, Yorba Linda, Corona, and Whittier. Arranged alphabetically, by subject or name of grower. (Never.) 9 x 12 folders, 6 in., in wooden filing case. R. 14. (39)

920. TEMPERATURE HUMIDITY AND VAPOR PRESSURE DEFICIT CHARTS, 1933 - Jan. 1937. Combined record for temperature, humidity, and vapor deficits, monthly and yearly, including annual recapitulations of the temperature and humidity. Filed chronologically.

(Occasionally, official.) 8 x 11½ sheets, 1 in., in steel desk. R. 25. (41)

921. SCALE POPULATION RECORD, Mar. 28, 1933 to date. Number of units found in square centimeter, first instar or development stage, new settlers, molt stage, transition stage to the second instar or growth stage, early gray adult stage, late gray or adult stage into the mature red stage, interval between fertilization and production, dead population, live population, number of crawlers found, parasitic population; records, statistics, and counts taken by binocular work on lemons, leaves and twigs, and summary of findings relative to actual date of count and information regarding particular groups of trees, percentage compositions of living and dead scale per square inch, population reports, natural mortality counts and percent survival after fumigation. Arranged according to subjects and chronologically. (Daily, official.) 9½ x 11½ pockets, 3 ft. 9 in., in 2 transfer cases and in steel drawer. R. 30. (32)

922. STATISTICAL FRUIT CHARTS, Aug. 1933 to date. Pertaining to the percentage of Grade A fruit and the density of lemons per tree in the Corona Foothill Lemon Grove, and representing one or two trees from each of the fifteen groups or units; showing the percentage of grade produced on tree for the month, tree and group number, amount, and date of fumigation. (Frequently, official.) Variously sized sheets (51), 1 in., on bulletin board. R. 26. (40)

923. FUMIGATION NOTES AND RECORDS, Sept. 15, 1933 - June 6, 1936. Notations, data, and tables on gross inspections of fruit trees relative to seasonal fumigation and scale population studies; field tests and inspections of seasonable variations in fumigation efficiency; laboratory tests on chamber fumigation, gas analyses under tests of cyanide concentrations, determinations of gas concentrations for the control of red scale in the Corona Foothill Lemon Company Grove in cooperation with the Pacific R. & H. Chemical Company and the Corona Foothill Lemon Company with seasonal variations in the efficiency of fumigation with HCN. Arranged by subject. (Occasionally, official.) 9 x 12 folders, 9 in., in wooden filing case. R. 14. (38)

924. VOUCHERS AND PAYROLLS, July 1, 1936 to date. Standard Form 1013, showing name and address of department and bureau, date, payroll number, name of employee, gross amount, deductions, and net amount; Standard Form 1064, Schedule of Disbursements, showing name of department bureau, date, symbol number, period, disbursing officer's voucher number, bureau or office voucher number, name of payee, appropriation symbol, and amount; Standard Form 1070, Schedule of Retirement and Disability Fund Credits, showing name of department and bureau, title of person making deductions and deposits with U. S. Treasury, name of station, department

office symbol number, voucher number, amount of retirement deductions, and number and date of each check deposited with the U. S. Treasury. Filed chronologically. (Occasionally, official.) 9 x 12 pockets, 4 in., on desk. R. 12. (27)

EXTENSION SERVICE



FOREWORD

The Agricultural Extension program in California is an outgrowth of the first experimental work instituted by the College of Agriculture of the University of California in 1875. It has developed through successive stages as a state-operated and financed program until 1913 when, in cooperation with the Department of Agriculture, provision was made for farmers' institutes, demonstration trains, bulletins and correspondence courses and for the employment of a county farm advisor and a state leader. This first farm advisor was appointed to serve in Humboldt County on July 1, 1913, the second in San Diego County. The Smith-Lever Act (designed to demonstrate the application of science to the farm and farm home) was passed May 8, 1914 and other advisors were then appointed in Alameda, Kern, Madera, and Napa Counties. In November 1913 a Farm Bureau was organized in Humboldt County, the first west of the Rocky Mountains, as an educational organization through which the farm advisor could conduct his work. A prerequisite requirement to the appointment of any subsequent farm advisor in any county was the organization of a County Farm Bureau, consisting of at least twenty percent of the farmers.

Beginning on July 1, 1914, Federal funds on a specified "matched dollar" basis became available under the Smith-Lever Act for the further expansion of this work. For the fiscal year 1914-1915 a total of $90,254 was expended, $31,887 of which consisted of Federal funds, $32,367 was provided by the state, and $26,000 by the counties. In 1915 the state legislature passed an enabling act (amended in 1929) authorizing county boards of supervisors to appropriate funds for the support and maintenance of the county extension offices. Supplementing the funds provided by the Smith-Lever Act, additional funds have from time to time been made available, such as for the employment of emergency county agents in 1917. Further and more permanent support of the work was authorized in the Clark-McNary Farm Forestry Act on June 7, 1924; the Capper-Ketcham Act, May 22, 1928, and the Bankhead-Jones Act, June 29, 1935.

From 1914 and through 1939 a total of $15,582,755 has been expended by the Extension Service. Of this $4,818,505 (30.9%) was provided by the Federal Government, $6,948,513 (44.6%) by the state, and $3,815,737 (24.5%) by the counties. The number of employees was increased from sixteen for the fiscal year 1914-1915 to one hundred and ninety-six in 1938-1939, during which year $958,764 was available from all sources for the program. Forty-two of the fifty-eight counties in the state now have farm advisors and the Agricultural Extension Service is available to 90% of the farmers.

In 1914, 4-H Club work was instituted. The first state leader was appointed and a total of 343 boys were enrolled that year. From 1914 to 1939, 148,384 boys and girls have been enrolled,

110,982 (75%) of which have completed their projects. The purpose of 4-H Club work is to teach good farm and home practices and principles to farm boys and girls between the ages of 10 and 21 by means of home projects.

Home demonstration work began as part of the Agricultural Extension program in 1917 when nine employees were appointed. The program grew as cooperating agreements were made with county boards of supervisors until there were thirty counties supplied with home demonstration agents in 1939. In ten counties (Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Placer, Shasta, Sonoma, and Ventura) there are no home demonstration agents, and in five other counties (Del Norte, El Dorado, Marin, Nevada, and Siskiyou) the agricultural population is not large enough to justify the appointments of agents. Home demonstration work is designed to coordinate the work of the home with science in agriculture and home economics. This coordination is extended by specialized instruction in organized groups by home demonstration agents in clothing, home furnishing, nutrition, and home management. It is estimated that out of 104,339 farm homes in the state, 59,393 have adopted one or more practices in home demonstration work.

NOTE: The following explanation gives the reason for the incorporation of some Agricultural Adjustment Administration records in this division.

County farm advisors served in an education and advisory capacity when the Agricultural Adjustment Act was inaugurated in the spring of 1933 at which time the first contracts between the Federal Government and individual cotton growers were made. In addition the pig purchase program in the fall of 1933 and the cotton acreage, corn-hog and wheat reduction programs in 1934 were administered through the Agricultural Extension Service in cooperation with a state committee working with county committees made up of elected representatives from communities in each county. The same procedure was followed in operating the 1934 emergency cattle and sheep purchase program and the 1936 cotton acreage, wheat, corn-hog, rice and sugar beet programs.

At this writing (1939) the state director of the Agricultural Extension Service serves as a member of the state Agricultural Conservation Committee with full voting power and county farm advisors serve as ex-officio members of the county committees, their duties being to serve in an advisory capacity on the committees and to conduct the educational work of the program among the farmers.

EXTENSION SERVICE

EL CENTRO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Imperial County Courthouse, 10th and D Sts.

This office, established in 1918, was located in a building near 6th and Main Streets before it moved to its present address in 1924. Functioning in an advisory capacity, the agency assists farmers in agriculture and home economics, and in sponsoring 4-H Club activities. Through cooperation with state colleges and universities, information obtained from their agricultural departments, and combined with data furnished by the research agencies of the Department of Agriculture, is disseminated for the use of interested parties. Records of the Agricultural Adjustment Administration are mixed with extension records and are included below. The Agricultural Adjustment Administration records constitute about 16 linear feet. All reports are sent to Berkeley.

925. GENERAL REFERENCE FILE, 1918 to date. Records of direct Federal activity in this office, including AAA hog and cotton programs, complete hog and cattle purchasing contracts during drought relief, records of the Bankhead program of taxes imposed upon non-conformists to crop reduction, and mimeographed daily United States market reports. Extension records: information to farmers, stock breeders, 4-H Clubs, Farm Bureau, and home economic clubs; also data on cattle diseases, eradication of predatory gophers, sap irrigation ducts, pictures of the ravages of drought, and other photographic plates and charts. 3 x 5 and 4 x 6 card indexes. (Daily, official, public.) 12 x 12 and 12 x 18 folders, 66 ft., in 2 drawers of steel filing case, in 3 drawers of steel card cabinet, and in 3 steel boxes. R. 2. (16)

EUREKA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Federal Bldg., 5th and H Sts.

The actual date of establishment of this office is not known but is presumed to have been about 1913. It formerly occupied quarters at 422 H Street. In an advisory capacity it aids farmers in their field and animal husbandry activities, the wives of farmers in home economics, and acts as mentor to members of 4-H Clubs in Humboldt County over which it has jurisdiction. The agency disseminates information supplied by the State Agricultural College as well as that furnished by the various research agencies of the Department of Agriculture. All papers are retained five years, at which time, those deemed useless are destroyed. Bulletins that are out of print are sent to Washington on request. The records dating from 1910 appear to be a reference library of bulletins, treatises, and scientific papers.

926. BULLETINS ON GENERAL AGRICULTURAL SUBJECTS, 1910 to date. Information on animal and dairy husbandry, veterinary science, plant diseases, horticulture; forestry, windbreaks, weather forecasting, frost protection, and agriculture technology. (Daily, official, public.) 6 x 9 circulars and bulletins, 128 ft., in 64 drawers of wooden filing cases. R. 307-A. (447)

927. GENERAL AGRICULTURE SUBJECTS, 1917 to date. Circulars and bulletins containing information for farm bureaus, farmers, and 4-H Clubs from Agricultural Experiment Station, University of California at Berkeley, and universities throughout the country. (Frequently, official, public.) 6 x 9 loose-leaf books, 15 ft. 6 in., in wooden filing case and in wooden cupboard. R. 307-B. (448)

928. PROJECTS AND PROGRESS REPORTS, 1920 to date. Weekly reports of assistant county agricultural agent and circulars on cooperating extension work. Indexed. (Weekly, official.) 9½ x 11½ stub books (28), 3 ft. 6 in., on shelf in steel case. R. 307-A. (499)

929. GENERAL BANK STATEMENTS, 1921 to date. Statements and stubs of financial activities of local office. (Occasionally, official.) 5 x 10 vols., envelopes, covers, and receipt stubs, 10 ft., in 4 drawers of counter desk. R. 307-A. (450)

930. CORRESPONDENCE, 1924 to date. Covering the activities of the Farm Advisor's office and the Agricultural Extension Service. Arranged alphabetically, by names and subjects. Indexed. (Daily, official.) 10 x 12½ folders, loose-leaf books,

and bundle, 37 ft., in steel filing case, on steel case, and in 2 pasteboard boxes on floor. R. 307-A. (451)

931. AGRICULTURE EXTENSION SERVICE CIRCULARS, 1926 to date. Revised editions of bulletins issued from the Agriculture Experiment Station, University of California, Berkeley, on general agriculture subjects such as plant disease, and rabbit and poultry raising. Indexed. (Daily, official.) 6 x 9 loose-leaf books, 6 ft., in 3 drawers of wooden filing case. R. 307-A. (452)

FRESNO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Holland Bldg., 2135 Fresno St.

This office was opened on July 1, 1917. The date it moved from the Chamber of Commerce Building to the present location is not available. The office advises and assists farmers in agriculture and home economics in Fresno County over which it has jurisdiction.

932. RULES AND REGULATIONS, 1934 to date. Correspondence on civic subjects and rules and regulations governing Agricultural Extension Service operations. (Frequently, official.) 10 x 11½ vol. and loose-leaf books, 1 ft. 2 in., in steel filing case. Office. (316)

HANFORD

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Odd Fellows Bldg., 108 - 8th St.

This office was established in 1918. In 1929, it was moved from the present location to the Center Building, and was returned here in 1931. It advises and assists farmers in agriculture in Kings County over which it has jurisdiction. Cooperation with the agricultural departments of state colleges and universities is maintained and information supplied by them, as well as that furnished by the research agencies of the Department of Agriculture, is disseminated. Reports are sent to Berkeley.

933. CORRESPONDENCE, 1918 - 1936. Reports, correspondence, and general information regarding the work and business of this office. (Rarely, official.) 9 x 11 and 11 x 14 folders and letter cases, 35 ft., in metal filing case and on shelves of cabinet. Office. (92)

934. HOME DEMONSTRATION WORK, 1933 - July 1936. Correspondence, reports, and tabulations of cooking and other home activities. (Daily, official.) 9 x 10 folders, 8 ft., in 4 drawers of wooden filing case. Office. (95)

HOLLISTER

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
San Benito County Courthouse, 4th and Monterey Sts.

This office was established in 1921, to advise and assist farmers in agriculture and home economics in San Benito County over which it has jurisdiction. Information supplied by the agricultural departments of state colleges and universities as well as that furnished by the various research agencies of the Department of Agriculture, is disseminated. All papers are retained, and routine reports are sent to Berkeley.

935. ANNUAL REPORTS, 1921 to date. Form 285, statistical data on the activities of the Farm Advisor's Bureau and information on methods, crops, and production by farmers and stockmen during the preceding year. (Rarely, official.) 8 x 10½ folders, 4 in., in transfer case. Basement. (61)

936. CIRCULARS AND LETTERS, 1921 to date. Instructions and directions from Berkeley, California, and Washington, for setting up and operating an agency in order to advise and assist farmers and stockmen in better operating methods. (Occasionally, official.) 8½ x 11 loose-leaf books (34), 4 ft. 5 in., on shelf. Basement. (62)

937. FIELD CROP PROJECT, 1921 to date. Based upon results of research on field crops and variety trials instituted to introduce new varieties, better seed, and improved methods of cultivation among farmers. (Occasionally, official.) 9 x 12 folders, ½ in., on desk. Basement. (63)

938. WEEKLY AND ANNUAL REPORTS OF COUNTY AGRICULTURAL AGENT, 1921 - 1936. Weekly reports on crops and general conditions of ranches in this county; also yearly reports compiled from in-

formation in the weekly reports for comparison and statistical purposes. (Occasionally, official.) 8 x 10½ folders, 7 in., in 2 drawers of transfer case. Basement. (65)

939. WORK SHEETS AND CORRESPONDENCE, 1921 to date. Copies of original reports and correspondence relating to the activities of this district, and recommendations for changes and improvements in farming and stock raising operations. (Occasionally, official.) 8 x 10½ folders, 7½ in., in transfer case. Basement. (64)

940. DECIDUOUS FRUIT IMPROVEMENT PROJECT, 1928 to date. Launched as result of research in the deciduous fruits and aimed to assist and encourage fruit growers by introducing improved planting, cultivating, pruning, grafting methods, new varieties, and better orchard care. (Occasionally, official.) 9 x 12 folders, ½ in., in desk. Basement. (68)

941. ENTERPRISE EFFICIENCY STUDIES, 1928 to date. Reports of costs of crops in 16 apricot orchards for 3 years and 17 prune orchards for 5 years to determine the production, harvesting, and marketing expenses. (Occasionally, official.) 9 x 12 folders, 2 in., in desk. Basement. (66)

942. 4-H CLUB ACTIVITIES, 1928 to date. Program of activities and accomplishments of 4-H Clubs each year; also photographs and reports of crops and livestock raised by individual club members. (Occasionally, official.) 9 x 12 folders, ½ in., in desk. Basement. (67)

943. BOWN PROJECT, IRRIGATION, 1933 to date. Survey of quantity of water available for irrigation in the Bown Project and analyses of 300 wells in San Benito County. (Occasionally, official.) 9 x 12 folders, ¼ in., in desk. Basement. (69)

944. EFFICIENCY STUDY OF BEEF CATTLE, 1935 to date. Summary of beef cattle production, methods of costs compiled from reports and records of 5 cattle ranches in San Benito County. (Occasionally, official.) 9 x 12 folders, 1 in., in desk. Basement. (74)

LOS ANGELES

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Los Angeles County Agricultural Bldg.,
524 N. Spring St.

This office was established in 1917, and has moved as follows: from the County Courthouse to the Broadway Annex Building, 202 N. Broadway in 1919; to the Girvin Building, 330 Court Street, in 1926, and to the present location in 1930. After five years all papers deemed useless are destroyed. Reports are sent to Director of Extension at Berkeley.

945. ANNUAL NARRATIVE REPORT, 1920 - 1935. Reports and chart showing at all periods during the year production and marketing conditions of vegetables, fruits, grains, and fowls produced in Los Angeles County; comparative statistics of each orchard yield, and photographs of protected and unprotected orchards. Arranged chronologically. (Occasionally, official.) 9 x 11½ bundles, 1 ft. 3 in., in steel filing case. S. room, 2d floor. (5507)

946. COMBINED ANNUAL REPORT OF COUNTY EXTENSION WORKERS, 1920 - 1935. Form 285, statistical data of the activities of County Extension Service workers during each year. Filed chronologically. (Occasionally, official.) 9 x 11½ folders, 9 in., in steel filing case. S. room, 2d floor. (5508)

MARYSVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Federal Bldg., 4th and C Sts.

This office was established in 1918. From the Chamber of Commerce Building, it was moved to the Memorial Building in 1926 and from there to the present address in 1936. In an advisory capacity the agency assists farmers in their agricultural pursuits and the wives of farmers in home economics. As a mentor the County Agent supervises the activities of 4-H Clubs. Cooperation is maintained with the agricultural departments of state colleges and universities and information supplied by them is disseminated, as is also that gained through the research agencies of the Department of Agriculture. It has jurisdiction over Yuba, Nevada, and Placer Counties. All reports are sent to Berkeley.

947. CHART OF FARM PRICES OF HOGS AND INDEX OF RETAIL PRICES OF GOODS BOUGHT BY FARMERS, 1910 - 1935. Fluctuation charts showing dollars per hundred pounds of retail prices of goods bought by farmers. (Rarely, official.) 36 x 42 bundles, ½ in., on 3 shelves. Office. (143)

948. RECREATION SCHOOLS, Nov. 29; 1912 - Apr. 7, 1933. Reports made on recreational equipment, such as swings, basketball courts, and other paraphernalia for amusement and recreation. (Rarely, official.) 8 x 10 folders, ½ in., in steel filing case. Dirty. Office. (165)

949. CLUB ENROLLMENT OF YUBA COUNTY, 1918 - 1936. Information concerning 4-H Club members and Yuba County Farm Bureau paid memberships for 1934. (Occasionally, official.) 3 x 5 cards, 3 ft., in wooden filing case. Office. (124)

950. HOG CHARTS, 1923 - 1934. Graphic charts showing pounds and percentage of pork and lard. (Rarely, official.) 36 x 48 bundles, ½ in., on shelf. Fair. Office. (146)

951. INCOME CHART, 1924 - 1927. Showing net incomes of $100,000 for north Atlantic, northeast, northwest, central, and western sections of the United States. (Rarely, official.) 4 x 5 rolled chart on wall. Damaged by careless handling, faulty containers, dirty, torn, ink faded. Office. (149)

952. PROJECTS, 1926 to date. Information on bean variety tests of fertilizer, tests on various orchards, tests on crops, forage crops and grain; variety tests and home demonstration work, onion seed tests, and county agent's project program of work. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. Office. (136)

953. CHANGE OF FOOD HABITS IN TEN YEARS, 1927. Chart showing percentage of difference in amount and assortment of different foods eaten for period 1917 - 1927. (Never.) 46 x 60 chart on wall. Damaged by careless handling, faulty containers, brittle, dirty, torn, ink faded. Office. (148)

954. PROGRAM FOR WORK AND MINUTES OF MEETINGS, Jan. 17, 1927 - May 2, 1936. 4-H Club program of work and activities for members in Yuba County; also minutes of meetings held by Yuba County Farm Bureau. (Occasionally, official.) 8 x 12 folders, 1 in., in steel filing case. Damaged by rodents. Office. (131)

955. CHAIN STORES NET SALES CHART, 1929. Showing sales and expenditures per store at 100 percent with percentages for rent depreciation, supplies, light, heat, and water power; refrigeration, repairs, traveling, telephone and telegraph, and ad-

947. CHART OF FARM PRICES OF HOGS AND INDEX OF RETAIL PRICES OF GOODS BOUGHT BY FARMERS, 1910 - 1935. Fluctuation charts showing dollars per hundred pounds of retail prices of goods bought by farmers. (Rarely, official.) 36 x 42 bundles, ½ in., on 3 shelves. Office. (143)

948. RECREATION SCHOOLS, Nov. 29; 1912 - Apr. 7, 1933. Reports made on recreational equipment, such as swings, basketball courts, and other paraphernalia for amusement and recreation. (Rarely, official.) 8 x 10 folders, ½ in., in steel filing case. Dirty. Office. (165)

949. CLUB ENROLLMENT OF YUBA COUNTY, 1918 - 1936. Information concerning 4-H Club members and Yuba County Farm Bureau paid memberships for 1934. (Occasionally, official.) 3 x 5 cards, 3 ft., in wooden filing case. Office. (124)

950. HOG CHARTS, 1923 - 1934. Graphic charts showing pounds and percentage of pork and lard. (Rarely, official.) 36 x 48 bundles, ½ in., on shelf. Fair. Office. (146)

951. INCOME CHART, 1924 - 1927. Showing net incomes of $100,000 for north Atlantic, northeast, northwest, central, and western sections of the United States. (Rarely, official.) 4 x 5 rolled chart on wall. Damaged by careless handling, faulty containers, dirty, torn, ink faded. Office. (149)

952. PROJECTS, 1926 to date. Information on bean variety tests of fertilizer, tests on various orchards, tests on crops, forage crops and grain; variety tests and home demonstration work, onion seed tests, and county agent's project program of work. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. Office. (136)

953. CHANGE OF FOOD HABITS IN TEN YEARS, 1927. Chart showing percentage of difference in amount and assortment of different foods eaten for period 1917 - 1927. (Never.) 46 x 60 chart on wall. Damaged by careless handling, faulty containers, brittle, dirty, torn, ink faded. Office. (148)

954. PROGRAM FOR WORK AND MINUTES OF MEETINGS, Jan. 17, 1927 - May 2, 1936. 4-H Club program of work and activities for members in Yuba County; also minutes of meetings held by Yuba County Farm Bureau. (Occasionally, official.) 8 x 12 folders, 1 in., in steel filing case. Damaged by rodents. Office. (131)

955. CHAIN STORES NET SALES CHART, 1929. Showing sales and expenditures per store at 100 percent with percentages for rent depreciation, supplies, light, heat, and water power; refrigeration, repairs, traveling, telephone and telegraph, and ad-

vertising for period 1924 - 1929. (Rarely, official.) 48 x 60 chart on wall. Damaged by careless handling, faulty containers, brittle, dirty, torn, bindings broken, ink faded. Office. (147)

956. CLUB WORK, 1929 to date. Record of canning clubs, 4-H Club, camp rules, Davis yearly club conventions, club charters, club awards and events of Achievement Day, yearly program of work, and list of members of Senior Forage Club. (Daily, official.) 9 x 11 folders, 2 ft., in steel filing case. Office. (131)

957. GENERAL INFORMATION, 1929 to date. List of movies on agricultural subjects shown at various agricultural centers; maps of Yuba County; Yuba County tax list and local tax studies; tax list for 1929 and 1930; budget for county tax rate. (Weekly, official.) 9 x 12 folders, 1 ft., in wooden filing case. Office. (129)

958. OIL CONTRACTS, Mar. 1, 1929 - 1934. Service and price agreements with major oil companies for oil and gasoline purchases by the Farm Bureau for consumption by its members. (Rarely, official.) 8 x 12 pockets, ½ in., in steel filing case. Damaged by careless handling. Office. (130)

959. ANIMAL HUSBANDRY, 1930 - 1936. Information on the marketing and feeding of horses, beef, cattle, swine, sheep; also poultry, eggs, and turkeys. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in wooden filing case. Office. (123)

960. DAIRY COST ACCOUNTING, 1930 to date. Statistical records and reports of association dairies, showing milk and cream production in this district. (Frequently, official.) 8 x 11 vol., 2½ in., in bookcase. Fair. Office. (170)

961. FARM ADVISOR'S REPORTS, 1930 to date. Circular letters on various agricultural topics, annual conference data, budgets and monthly reports, and expense accounts for each month; also information on weeds, seeds, birds, and fair permits, with list of Yuba fairs; data on soil tests, soil surveys, and fertilizers. (Monthly official.) 9 x 12 folders, 3 ft., in wooden filing case. Office. (128)

962. FARM LOANS, 1930 - 1936. Records of loans, farm accounts, real estate, farm credit, fire protection, leases, feed grinding, electric power, irrigation, water problems and drainage, machinery, buildings, roads, concrete, cement and stucco, refrigeration, silos, perishable fruits, grape juice, labor saving devices, nutrition and clothing, garbage disposal, and septic tanks. (Daily, official.) 4 x 12 folders, 3 ft., in wooden filing case. Office. (122)

963. FORAGE AND TEXTILE CROPS, 1930 to date. County and New York correspondence on problems of growing beans, 1931 - 1936; information on wheat, oats, barley, rice, and rye; forage crops such as alfalfa, clover, vetch, and lagoon grasses; root crops such as potatoes, horse-radish, and sweet potatoes; miscellaneous truck crops such as sugar beets, peas, tomatoes, rhubarb, and watermelons; also flax and cotton. (Daily, official.) 9 x 12 folders, 3 in., in filing case. Office. (127)

964. 4-H CLUB ENROLLMENTS, 1930 to date. List of enrollments in the 4-H Club, general club work and club camp, and contract of the Yuba County 4-H Club with enrollments for the last six years; also correspondence and membership lists for senior 4-H Clubs. (Occasionally, official.) 8 x 12 folders, 1 in., in steel filing case. Damaged by careless handling. Office. (171)

965. HORTICULTURE RECORDS FOR YUBA COUNTY, 1930 - 1936. Information regarding pruning and spraying fruit trees, fruit acreages, apples, almonds, apricots, cherries, figs, grapes, peaches, prunes, walnuts, citrus fruits, avocados, and dates; also landscape gardening and forestry information. (Daily, official.) 9 x 12 folders, 3 ft., in wooden filing case. Office. (126)

966. KANSAS CITY TAXES CHART, 1930. Tax fluctuation chart for the city taxes in Kansas with rate from $2,000,000 to about $26,000 divided among general administration, education, and streets for the period 1910 - 1930. (Rarely, official.) 36 x 48 chart on wall. Damaged by careless handling and ink faded. (154)

967. KANSAS FARM REAL ESTATE TAX CHART, 1930. Showing amount of taxes collected from real estate and expended on roads and education over the period 1910 - 1930. (Rarely, official.) 36 x 48 chart on wall. Torn, dirty, ink faded. Office. (156)

968. MANAGEMENT OF DAIRY CATTLE AND FARM CROPS, 1930 - 1936. Information on general dairy laws, tuberculosis, abortions, milk code, Grade A milk, cow testing, feeding dairy cattle, animal diseases, fruit and plant diseases, pests and treatment for smut, farm management and farmers' market, and marketing of various products. (Daily, official.) 9 x 12 folders, 3 ft., in wooden filing case. Office. (121)

969. CORRESPONDENCE, July 9, 1930 to date. Reports, bills, bulletins, and correspondence regarding Farm Debt Adjustment Act, Farm Bureau meetings; circular mailing list of directors, miscellaneous information, and reports; 4-H Club reports, resolutions, minutes of meetings, campfire ceremonies, plans of

farm tours, registration of pigs, charts on health, personal hygiene, clothes club, and conventions held at Davis, California; maps of State Agricultural Program; charts on corn and hog production, tabulations of wheat contracts, rice growing; agreements on dairy cattle and products; also reports on rodents, field and textile crops, horticulture, animal husbandry, rehabilitation of farm debts, and the California Prorate Act. (Frequently, official.) 9 x 12 folders, 14 ft. 3 in., in 10 drawers of steel filing cases. Fair. Office. (169)

970. ANNUAL REPORTS, 1931. Reports of progress made by field, poultry, and canning clubs in Yuba County obtained from information and reports given during the year by these organizations. (Frequently, official.) 8 x 12 folders, ½ in., in steel filing case. Damaged by careless handling. Office. (168)

971. OLEOMARGARINE, Feb. 7, 1931 - Apr. 26, 1933. Correspondence to and from individuals, firms, and Washington, concerning oleomargarine manufacture, distribution, tax; trade; and composition. (Rarely, official.) 8 x 12 folders, 6 in., in steel filing case. Damaged by careless handling. Fair. Office. (167)

972. COUNTY EXPENSE CHART, 1932. Showing fluctuation of expenses for Yuba County, such as low admission, education, roads, hospitals, orphans, and indigents for period 1917 - 1932. (Rarely, official.) 3 x 5 chart on wall. Damaged by careless handling, broken bindings, ink faded. Office. (153)

973. MEMBERSHIP OF FARM BUREAU, Mar. 2, 1932 - Mar. 26, 1936. Correspondence and the membership roster of Yuba County Farm Bureau, giving name and address, center, and date of joining the organization. (Frequently, official.) 2½ x 4 cards and 8½ x 12 folders, 1½ in., in steel filing case. Office. (166)

974. ADDRESS OF APPLICANTS FOR FARM ADVICE, Oct. 1, 1933 - June 16, 1936. Names and mailing addresses of applicants seeking farm advice from the County Agricultural Extension Agent. (Occasionally, official.) 2½ x 3½ cards, 6 ft. 4 in., in 2 drawers of steel cabinet. Fair. Office. (164)

975. ALTITUDE MAPS OF YUBA, NEVADA, AND PLACER COUNTIES, 1934. Showing elevation of certain points. (Rarely, official.) 48 in. rolled map, ½ in., on shelf. Damaged by faulty containers, brittle, dirty. Office. (157)

976. FARM BUREAU, 1934 to date. Records regarding and including membership of Farm Bureau, legislation, laws, and utilities department, livestock department, poultry research, vege-

table department resolutions, Farm Bureau reports, list of directors, minutes of meetings, deciduous and dairy departments, conventions, personal letters by farm advisors, and financial reports. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case. Office. (134)

977. FARM DEBT ADJUSTMENT FILE, 1934 to date. Personal letters by farm advisor, monthly reports of meetings, minutes, record of numerous agricultural cases confronting this department, Fraser-Lemke Bill, and applications for debt adjustments by farmers about to lose their ranches. (Bi-monthly, official.) 9 x 12 folders, 1 ft., in steel filing case. Office. (135)

978. MAILING LIST, 1934 - 1936. Names of individuals who have followed "Meat Cookery" and emergency meal plans and the AAA program for dairy, beef, and hogs. (Occasionally, official.) 3 x 5 cards, 6 in., in card cabinet. Office. (119)

979. FARM VISITOR'S REPORTS, May 30, 1934 - Nov. 20, 1936. Weekly reports compiled from daily records of visits at farmers' homes, stating names and addresses of persons visited, and class of work being undertaken. (Frequently, official.) 3 x 5 cards and 10 x 12 folders, 11 in., in wooden filing case and on 2 shelves. Damaged by careless handling. Office. (162)

980. APRICOT CHART, 1935. Showing fluctuation in tonnage, price divided into harvested and unharvested farms, and tonnage runs to about 260,000, for period 1921 - 1935. (Frequently, official.) 36 x 66 rolled chart, on board holder. Office. (151)

981. CHART RECORD OF CHERRY CROPS, 1935. Showing the fluctuation of the cherry crops according to tonnage and price per ton for period 1921 - 1935. (Frequently, official.) 36 x 72 chart, hanging from bracket. Office. (144)

982. MAP OF FARM LANDS INVESTMENT COMPANY PROPERTY, 1935. Showing cultivated section of farm lands, levees, roads, rivers, sloughs, creeks, and areas in which trees are planted. (Rarely, official.) 12 x 12 map, ½ in., on wooden shelf. Office. (155)

983. RICE CHART, 1935. Fluctuation of rice production as to tonnage and price for period 1921 - 1935. (Rarely, official.) 36 x 66 chart, on chart holder. Office. (150)

984. SERA, 1935 to date. Letters from individuals to head of SERA, circular letters on administrative rulings, and records of projects set up by the SERA. (Rarely, official.) 9 x 12 folders, 6 ft., in steel filing case. Office. (133)

985. RECEIPTS, Nov. 11, 1935 - June 10, 1936. Receipts from

Railway Express Company for money paid to them for shipment of various articles to and from the County Club Agent. (Occasionally, official.) 8 x 12 folders, 1 in., in steel filing case. Fair. Office. (161)

986. LIVESTOCK DEPARTMENT, Nov. 30, 1935 - May 6, 1936. Letters from Washington and from individuals in this district regarding cattle, sheep, hogs, and goats; also Agricultural Extension Service correspondence concerning livestock problems. (Frequently, official.) 8 x 12 folders, ½ in., in steel filing case. Office. (160)

987. DAILY RECORDS, 1936. Records of farm advisor and assistant, showing office calls, telephone calls, and farm visits made each week. (Weekly, official.) 3 x 6 cards, 6 in., in wooden filing case. Office. (125)

988. ELIGIBLE AND INELIGIBLE WORK SHEETS FOR PLACER, NEVADA, AND YUBA COUNTIES, 1936. Eligible work sheets pertaining to farmers who are eligible for grants and who will receive aid for their farms; ineligible sheets pertaining to farmers who are not eligible for grants and have been refused monetary aid by Washington. (Daily, official.) 9 x 12 folders, 11 ft. 2 in., in steel filing case. Office. (138, 140)

989. MISCELLANEOUS CORRESPONDENCE, 1936. List of persons receiving work sheets on farm advice, budget and expense accounts, organization material, copy of treasurer's bond correspondence with Berkeley and with farmers relating to conservation work; also letters of authorization from Berkeley office for mileage of the secretary, and progress reports. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Office. (137)

990. FIRST AID, Mar. 12 - June 1936. Progress charts of 4-H Clubs and reports by club leaders of first aid rendered by club members. (Frequently, official.) 8 x 12 folders, ½ in., in steel filing case. Brittle. Office. (159)

991. HOME ECONOMICS INFORMATION, June 6 - June 18, 1936. Reports from Home Economics Club members on foods that have been prepared and cooked. (Frequently, official.) 4 x 6 cards and folders, 3 in., in 2 drawers on shelf. Dirty. Office. (158)

992. PERSONAL LETTERS, Dec. 1, 1936 to date. To and from director and assistant of this service, state home demonstration director, assistant state club leader, and miscellaneous letters from Yuba County dealing with agricultural problems. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case. Office. (132)

993. PERCENTAGE OF PEACH PURCHASE CHART, n. d. Showing expenditures for labor, superintendent grower of fruit, cans, sugar, cases and labels, receiving and freight, broker and district general and selling agencies, manufacturing, and miscellaneous expenses. (Rarely, official.) 60 in. chart, ½ in., on wall. Office. (152)

994. PROPOSED IRRIGATION CANAL SYSTEM FOR YUBA AND NEVADA COUNTIES, n. d. Map indicating the possibilities of storing and distributing Yuba River water by a canal system throughout Yuba and Nevada Counties. (Rarely, official.) 36 x 48 map, on shelf. Damaged by exposure. Office. (145)

NAPA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Federal Bldg., 2d and Randolph Sts.

The date this office was established in Napa is not definitely known, but is presumed to be 1914. It has been located in the Napa County Courthouse, the Napa Chamber of Commerce Building and the Gibbs Building. In cooperation with the State Agriculture College, this office has jurisdiction over Napa County. There are no useless papers, and reports are sent to the state director at Berkeley, when requested.

995. MISCELLANEOUS, Aug. 15, 1914 - 1934. Correspondence, monthly and weekly reports, and data concerning Agriculture Extension Service work and activities. (Daily, official.) 8 x 10 folders, 12 ft. 8 in., in 6 drawers of steel filing cases. R. 4. (354)

996. BULLETINS, CIRCULARS, AND LEAFLETS, 1930 to date. Information on farming and kindred subjects, and form letters and circulars containing instructions and information for farmers. (Daily, official, public.) 6 x 9½ covers, 178 ft., in 4 drawers of steel filing case and in 11 steel cupboards. R. 4. (356)

997. FARM DATA, 1930 to date. Relating to 4-H Club activities, circular letters on home demonstrations, and booklets on nutrition, home management, and hygiene. Indexed. (Daily, official, public.) 9¼ x 11-3/4 loose-leaf books, 1 ft. 9 in., on steel filing case. R. 6. (358)

998. PERMANENT FILES, 1930 to date. Bulletins, circular

letters and instructions on farm subjects and kindred activities. Filed alphabetically, by subject. (Daily, official, public.) 8 x 10½ folders, 7 ft. 10 in., in 4 drawers of steel filing case. R. 6. (357)

999. GENERAL CORRESPONDENCE, 1935 to date. To and from local office, headquarters office, and different farm advisors' offices; also circulars and letters of instructions. Filed alphabetically, by office from which received. (Daily, official.) 8½ x 10 folders, 4 ft., in 2 drawers of steel filing case. R. 4. (355)

PLACERVILLE

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Rolleri Bldg., 489 Main St.

This office was established in 1918. Jurisdiction is over El Dorado County. Agricultural Adjustment Administration records were not filed separately, so have been included in this section of the inventory.

1000. ANNUAL REPORTS, 1918 to date. Yearly summaries of agent's reports. Arranged chronologically. 9 x 12 folders and vols., 1 ft., in filing case. Office. (106)

1001. MISCELLANEOUS RECORDS, 1918 - 1930. Farm Bureau Federation correspondence, records of trials and experiments carried on throughout the county, and letters from universities concerning agricultural subjects. Arranged alphabetically. (Rarely, official.) 9 x 12 folders, 16 ft., in 8 drawers of filing cases. Office. (107)

1002. LETTER FILE, 1929 to date. Educational information obtained from various sources concerning agricultural pursuits. (Daily, official.) 9 x 12 folders, 4 ft., in 4 drawers of filing case. Office. (108)

1003. EXPENSE ACCOUNTS, 1930 to date. Reports of expenses incurred and expenditures of county funds by this office. (Monthly, official.) 9 x 12 folders, 1 ft., in filing case. Office. (109)

1004. LOAN LETTERS, 1930 to date. Correspondence and reports concerning agricultural adjustment work and letters regarding emergency crop loans to farmers in this district. (Occasionally,

official.) 9 x 12 folders, 1 ft., in filing case. Office. (110)

REDDING

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
County Office Bldg., Placer and West Sts.

This office was established in 1930. It has jurisdiction over Shasta County. Useless papers are destroyed and reports are sent to the University of California at Berkeley.

1005. WORK SHEETS, Apr. 1926 - May 1936. Office memoranda, reports, and correspondence regarding the activities in this district, and recommendations for changes and improvements. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2½ in., in steel filing case. R. 4. (233)

RIVERSIDE

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENT
Reynolds Bldg., 3937 Orange St.

This office was established in 1917, and was moved from the Southern California Telephone Company Building, 3649 Ninth Street to the present location in 1924. It has jurisdiction over Riverside County. Reports are sent to the University of California at Berkeley.

1006. CLOTHING, SHELTER, AND HOUSEHOLD MANAGEMENT, 1917 to date. Pertaining to materials; selection, design, construction, and care of clothing; location, sanitation, planning, and furnishing phases of housing; and lodging, personal hygiene, handiwork, and textile management. Arranged alphabetically, by subject. (Daily, official.) 10 x 12 folder and loose-leaf books, 2 ft. 10 in., in filing case. Office. (442)

1007. NUTRITION, 1917 to date. Duties, cooking, serving, preservation, buying care, and food regulations. Arranged alphabetically, by subject. (Daily, official.) 10 x 12 folders and loose-leaf books, 2 ft. 3 in., in filing case. Office. (443)

1008. ANNUAL REPORTS, OUTLOOK CHARTS, AND NUMBERED CIRCULAR LETTERS, 1918 to date. County agent's annual reports, letters, and charts regarding citrus and deciduous fruits, cereal variety tests, girls' and boys' club work, citrus management, dairy improvement, and date management. Filed numerically and chronologically. (Daily, official.) 10 x 12 loose-leaf books, 1 ft. 10 in., in filing case. Office. (445)

1009. PERMANENT FILE, 1918 to date. Fiscal and annual reports and data relating to all subjects handled in this department. Filed alphabetically, by subject. (Daily; official.) 10 x 12 folders and loose-leaf books, 2 ft. 5 in., in filing case and on wooden shelf. Office. (444)

1010. EFFICIENCY STUDIES, 1925 to date. Cost of production studies on citrus fruit, dates, poultry, alfalfa, rabbits, and dairy products; also includes miscellaneous accounts, Cow Testing Association reports, herd summaries, state CRA reports, test plots, and dairying. Arranged alphabetically, by subject. (Daily, official.) 10 x 12 folders, 3 ft. 1 in., in filing case. Office. (460)

1011. FARM BUREAU MISCELLANEOUS RECORDS, 1926 to date. Addresses, farms for sale, work wanted notices, calling cards, pictures, photographs of members of 4-H Club, and stock and field crops raised by them. Arranged alphabetically, by subject. (Daily, official.) 3 x 5 and 3½ x 5-3/4 cards, 4 in., in filing cabinet. Office. (449)

1012. 4-H CLUBS, HOME DEMONSTRATION AND REFERENCE MATERIAL, 1928 to date. Circulars covering home maintenance and economics, clothing, home furnishing clubs, projects, meetings, annual 4-H camp, and recreation. Filed alphabetically and chronologically. (Daily, official.) 10 x 12 folders and loose-leaf books, 3 ft., in filing case and on wooden shelf. Office. (452)

1013. FARM BUREAU HOME DEPARTMENT MEMBERSHIPS, 1930 to date. Individual records of paid memberships. Filed alphabetically, by district. (Daily, official.) 3½ x 5½ cards, 2 ft., in card cabinet. Office. (450)

1014. PERSONAL CONTACT FILE, 1930 to date. Records of contacts made by Home Demonstration Agent in Riverside County. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft. 2 in., in cabinet. Office. (446)

1015. CORRESPONDENCE, 1931 to date. Correspondence and reports on neighbor leader plans, exhibits, rodeo, Farm Bureau survey extension service, land script, 4-H news stories, and automobile expense accounts. Filed alphabetically and chronologically. (Daily, official.) 10 x 12 folders, 7 ft., in filing

case and in 2 pasteboard boxes. Office. (459)

1016. AGRICULTURAL CLUBS, 1934 to date. Mailing list showing location of clubs and membership directory. Filed alphabetically. (Daily, official.) 3½ x 5½ cards, 2 ft., in card cabinet. Office. (451)

1017. BUREAU CORRESPONDENCE, 1934 - 1935. Letters, circulars, and reports. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. Office. (448)

SACRAMENTO

DIVISION OF COOPERATIVE EXTENSION
COUNTY EXTENSION AGENT
County Courthouse, 6th and I Sts.

This office was established about 1917. Its services are conducted by the County Agricultural Extension Agent, County Home Demonstration Agent and County Club Agent. So-called useless papers are filed and correspondence is destroyed at the end of 10 years.

County Home Demonstration Agent

1018. HOME FURNISHING, 1930 to date. Charts, tabulations, records, and correspondence to and from University of California, private individuals and Dept. of Agriculture, pertaining to utensils for the kitchen, furniture for the various rooms in the home, and proper lighting and heating. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Rs. 18B-19B. (434)

1019. HOME MANAGEMENT, 1930 to date. Charts, tabulations, reports and correspondence to and from private individuals, Dept. of Agriculture and University of California pertaining to "home management." (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. Rs. 18B-19B. (433)

1020. FIRST AID AND HOME CARE OF THE SICK, 1931 to date. Reports, charts, tabulations and correspondence to and from private individuals, Dept. of Agriculture, and University of California, regarding first aid and home care of the sick. (Frequently, official.) 9 x 12 folders, 1 ft., in steel filing case. Rs. 18B- 19B. (432)

1021. CHILD DEVELOPMENT AND PARENT EDUCATION, 1933 to date. Reports, charts, tabulations, and correspondence to and from in-

dividuals and administration officials, regarding child development and parent education. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. Rs. 18B-19B. (435)

1022. NUTRITION, 1936. Tabulations, charts, reports and correspondence to and from private individuals, University of California and Dept. of Agriculture regarding good selection, food preparation and food preservations. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Rs. 18B-19B. (436)

County Club Agent

1023. 4-H AND HOME DEMONSTRATION CLUBS, 1924 to date. Reports, charts, tabulations and correspondence to and from various individuals, University of California and Dept. of Agriculture regarding 4-H Club and Home Demonstration Club activities. (Frequently, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case. Rs. 18B-19B. (437)

County Agricultural Extension Agent

1024. MISCELLANEOUS OLD RECORDS, 1914 - 1935. All inactive material except first aid and child development records. (Rarely, official.) 9 x 12 folders, 26 ft., in 13 pasteboard boxes. Rs. 18B-19B. (421)

1025. AGRICULTURAL ENGINEERING, 1936 to date. Charts, tabulations, and reports regarding agricultural engineering on farms and the use of tractors and all mechanical equipment; correspondence to and from individuals, farm clubs, Dept. of Agriculture, and University of California. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. Rs. 18B -19B. (423)

1026. AGRONOMY, 1936 to date. Maps, charts, and tabulations relating to agronomy; correspondence with agricultural clubs, individuals, administrative officials in Washington and University of California. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. Rs. 18B-19B. (426)

1027. ANIMAL HUSBANDRY, 1936 to date. Reports, tabulations and charts regarding the proper care of cows, horses, sheep; proper feeding, housing, diseases; correspondence to and from private individuals, farm organizations, Dept. of Agriculture, and University of California. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Rs. 18B-19B. (424)

1028. DAIRY HUSBANDRY, 1936 to date. Tabulations, reports, and charts regarding the care of cows, diseases, feeding, pasture,

etc.; correspondence with Dept. of Agriculture, University of California, and dairymen. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Rs. 18B-19B. (420)

1029. HOME GROUND BEAUTIFICATION, 1936 to date. Reports, charts, and tabulations regarding home ground beautification such as planting of trees, etc.; letters to and from administrative officials in Washington and private parties. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. Rs. 18B-19B. (418)

1030. HORTICULTURE, 1936 to date. Correspondence, maps, charts, tabulations pertaining to the planting, care, and diseases of trees; shrubs, etc. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Rs. 18B-19B. (425)

1031. IRRIGATION, 1936 to date. Tabulations and charts showing various methods of irrigation; correspondence from private individuals who are interested in methods of irrigation and with University of California and Dept. of Agriculture. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Rs. 18B-19B. (428)

1032. MARKETING, 1936 to date. Tabulations, reports, charts and correspondence. (Frequently, official, public.) 9 x 12 folders, 8 in., in steel filing case. Rs. 18B-19B. (419)

1033. POULTRY, 1936 to date. Tabulations, reports, and charts concerning proper housing and feeding, marketing, and diseases of poultry; correspondence to and from University of California, poultry raisers, and Dept. of Agriculture. (Frequently, official.) 9 x 12 folders, 8 in., in steel filing case. Rs. 18B-19B. (429)

1034. SOILS, 1936 to date. Charts, reports, and tabulations dealing with nature of the soil, and farm products that will grow best in the various soils; correspondence to and from Dept. of Agriculture, University of California, and private individuals. (Frequently, official.) 9 x 12 folders, 4 in., in steel filing case. Rs. 18B-19B. (431)

1035. TRUCK CROPS, 1936 to date. Reports, tabulations, and charts showing size of crops, condition, comparisons, etc., on all garden truck raised in this district; correspondence to and from growers, University of California, and Dept. of Agriculture. (Frequently, official.) 9 x 12 folders, 6 in., in steel filing case. Rs. 18B-19B. (427)

SAN BERNARDINO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Federal Bldg., 5th and D Sts.

This office was established in 1918, and in 1931 was moved from the County Courthouse to the present location. It has jurisdiction over San Bernardino County. All reports are sent to the state office at Berkeley, California. There are some technical papers and records dealing with deciduous and citrus fruits and nuts and their diseases which antedate the establishment of this agency.

1036. GENERAL FILES, 1917 to date. Reports on soils, field crops, horticulture, deciduous fruits and walnuts; weekly reports, circular letters, information on citrus institute, citrus school tours, orange show exhibits, semi-tropical fruits, small fruits; forestry; plant diseases; rural economics and agricultural engineering including financial reports; records of property and equipment, requisitions and purchase orders, stock and office supplies; 4-H Club call slips showing enrollment by clubs and projects, work materials, club bulletins, 4-H Club recreations, photographs, and exhibits; costs of raising rabbits, vegetables, turkeys, pig feeding, pigeons, livestock; poultry cost and materials, accredited breeds and hatchers; cow test reports, herd summaries and monthly reports; minimum cost accounts of potatoes, walnuts, poultry, turkeys, rabbits, dairies, and alfalfa; monthly summaries of other counties, citrus costs and summaries, cost of production study, fruit and vine efficiency studies, data on grain; truck and forage crops, dairy stock, sugar beets, tomatoes, insect control, worm tests, corn borer, cow testing dairy legislation, feeding and calculating dairy rations, calf raising, milk solids, and peach tree borer control; weekly reports of field agents, California outlook charts, animal reports, grand jury reports, and correspondence relative to all these subjects. (Inactive records, rarely; active records, daily, official.) Variously sized cards, slips, folders, and envelopes, 50 ft., in 27 drawers of steel filing cases, in 6 drawers of transfer cases, and in 5 drawers of wooden cabinets. Rs. 216, 221 and 14, basement. (218-222)

1037. MISCELLANEOUS REPORTS, 1922 - 1934. Farm call slips, 1920; 4-H Club cards, 1934; citrus fruit costs, 1922; 4-H Club and Girls' Club reports and correspondence, 1933 - 1934; dairy management studies, dairy T. B. ordinances, and dairy survey, 1922; poultry cost accounts, 1928 - 1929. (Rarely, official.) Variously sized folders, cards, and slips, 5 ft., in steel transfer case and in pasteboard box. R. 14, basement. (223)

1038. GENERAL CORRESPONDENCE, 1927 - 1934. Poultry and egg

production reports, farm, 4-H Club and home demonstration work, general fruits, farm management and engineering, cow testing reports, soil, field crops, and enrollment cards. (Rarely, official.) 4 x 6 cards and 10 x 12 folders, 17 ft., in 12 drawers of steel filing cases. R. 14, basement. (225)

1039. MISCELLANEOUS FILES, 1927 - 1934. Maps, blueprints, charts, and bulletins regarding various subjects and work of this station; crop studies, 1929; progress reports on potatoes, 1927; summer orange report, 1933; monthly walnut, orange and lemon cost reports, 1928; photographs of 4-H Clubs, cow testing reports, and market field reports; 1930 - 1931. (Rarely, official.) Variously sized folders, envelopes, and loose sheets, 12 ft., on shelves. Dirty. R. 12, basement. (224)

1040. COST SUMMARIES AND GENERAL CORRESPONDENCE, 1929 - 1932. Walnut, alfalfa, rabbit, pullet, citrus fruit and chicken cost summaries, 1929 - 1932; general correspondence pertaining to farm service. (Rarely, official.) 10 x 12 folders, 17 ft., in 7 drawers of wooden transfer cases. R. 14, basement. (226)

1041. CORRESPONDENCE, CALL SLIPS, AND BULLETINS, 1930 to date. General correspondence, call slips, bulletins on nutrition, home furnishings, 4-H clothing and food preservation, home management, child development, parent education, general organization, recreation, crafts, health sanitation, and handicraft. (Daily, official.) 3 x 5 slips and 10 x 12 folders and envelopes, 22 ft., in 16 drawers of steel filing cases. R. 221. (227)

1042. EMERGENCY DROUGHT RELIEF OF FARM CREDIT ADMINISTRATION, 1934 to date. Farm contracts, reports, receipts, records of mortgage moratorium, debt adjustments, finance, marketing potato agreements, and farm building plans. (Daily, official.) 10 x 12 folders and envelopes, 1 ft. 6 in., in desk drawer. R. 219. (7)

SAN LUIS OBISPO

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Federal Bldg., 893 Marsh St.

This office was established in 1933. Reports are sent to the state office, Berkeley. Adjustment records are listed under the AAA.

1043. FARM ADVISORS' REPORTS, 1933 to date. Tabulated report

to Berkeley headquarters covering number of days in the field, in office, and total days worked by farm advisor; outlook charts and tables for vegetation and cattle per acre on farms, and a general tabulation of all agricultural reports of San Luis Obispo County. Filed chronologically. (Daily, official.) 12 x 15 folders, 1 ft. 6 in., in filing case. R. 10. (55)

1044. 4-H CLUB WORK, 1933 to date. Correspondence relating to livestock, and club material, and information regarding club chartered County Club Council, encampments, agricultural clubs, and projects. Filed chronologically. (Frequently, official.) 12 x 15 folders, 2 ft., in filing case. R. 10. (57)

1045. GENERAL CORRESPONDENCE, 1933 to date. Letters to and from growers of San Luis Obispo County relating to agriculture procedure; publicity records referring to farm agriculture, cattle, and miscellaneous data on vegetation; correspondence pertaining to cattle tests, corn-hogs, cotton drought relief, milling and baking tests, Farm Bureau news, farm account grain department, county statistics, drought news, and farm census; correspondence to and from the Berkeley office relating to acreage figures, news items, administrative rulings, mailing lists, etc. Filed alphabetically and chronologically. (Frequently, official.) 12 x 15 folders, 6 ft. 3 in., in filing case. R. 10. (50-53)

1046. FARM BUSINESS ANALYSES FILE, 1933 to date. Table numbers, farm inventories, increases or decreases of net farm incomes, net labor incomes, and net farm profits; also a graphic chart showing variations in the net labor income of agricultural farm labor. Filed chronologically. (Frequently, official.) 12 x 15 folders, 4 ft., in filing case. R. 10. (56)

SAN RAFAEL

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Post Office, 3d and D Sts.

This office was established in 1920. From 1920 to 1928 it occupied quarters in the Freitas Building; from 1928 to 1936 in the Courthouse Annex; in 1937 it was moved to the present location. It has jurisdiction over Marin County. Annual reports are sent to the University of California for transmission to Washington. So-called useless papers are destroyed every five years without authority.

1047. ADDRESSOGRAPH STENCIL FILE, 1920 to date. Plates used

in addressograph machine for notices of meetings, circulars, and all types of agricultural literature, showing names and addresses of all farmers, land owners, and commercial agencies having contact with this service. Filed alphabetically. (Frequently, official, public.) 2 x 4½ stencil plates, 6 ft. 8 in., on table. R. 2. (10567)

1048. AGRICULTURAL ENGINEERING REPORTS, 1920 to date. Field workers' reports showing the difference in results secured by various farmers through use of information obtained from this service, giving number of farms supervised, methods and equipment used, value of crops, and difference in crop yield per acre. Filed chronologically. (Frequently, official, public.) 9 x 12 folders and envelopes, 6 ft. 8 in., in steel filing cases, and in wooden boxes. R. 2. (10573)

1049. BOVINE TUBERCULAR TESTS, 1920 to date. Made on herds in Marin County, showing date, number of cows tested, positive or negative results, and recommendations for disposition of infected cows. Filed chronologically. (Frequently, official.) 5 x 11 and 9 x 12 folders, envelopes, and bundles, 6 f6. 6 in., in steel filing cases and in wooden boxes. R. 2. (10681)

1050. CONFERENCE REPORTS, 1920 to date. Agent's record of conferences over which he presided, showing date, location, attendance, and purpose. Filed chronologically. (Occasionally, official.) 5½ x 10 and 9 x 12 folders and envelopes, 1 ft. 10 in., in steel filing case. R. 2. (10680)

1051. CORRESPONDENCE, 1920 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 9 in., in steel filing cases. R. 2. (10520)

1052. EXHIBIT REPORTS, 1920 to date. Pertaining to agricultural exhibits of Marin County at fairs and conventions; showing nature of exhibits, dates, sources, and awards. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 2. (10682)

1053. FARM ACCOUNTS, 1920 - 1936. Income, expense and summary cost reports, showing name and address of farmer, farm number, amount of income from various products, dairy products, and cost of production, total cost, gross income, net profit, and farm and labor incomes. Filed chronologically. (Occasionally, official, public.) 9 x 12 folders and bundles, 13 ft. 2 in., in steel filing cases and in wooden boxes. R. 2. (10571)

1054. 4-H CLUB ACTIVITIES, 1920 - 1927. Record of entertainments and athletic and educational activities of the 4-H Club. Filed chronologically and by location of club. (Frequently, official.) 9 x 12 and 9½ x 11½ folders, loose-leaf books, and

bundles, 4 ft. 2 in., in steel filing cases and in wooden boxes. R. 2. (10569)

1055. GENERAL FILE, 1920 to date. Circular letters, pamphlets, memoranda, and miscellaneous reports pertaining to duties performed by this agency. Filed by Dewey Decimal system. (Daily, official.) Variously sized folders and envelopes, 64 ft., in steel filing cases. R. 2. (10574)

1056. IRRIGATION REPORTS, 1920 to date. Made by field supervisors regarding the results of irrigation projects, showing farm number, name and address of operation, date, cost of irrigation, and increase or decrease in yield of crops. Filed chronologically and numerically, by farm number. (Frequently, official, public.) 9 x 12 folders and bundles, 4 ft., in steel filing cases. R. 2. (10679)

1057. OUTLOOK CHARTS AND TABLES, 1920 to date. Showing the general trend of prices, industrial production, employment, payrolls, indexes of farm and commodity prices paid by farmers, price graphs, and wholesale and retail marketing costs of farm products over a period of years. Filed chronologically. (Daily, official, public.) 9 x 12 loose-leaf books and 9½ x 11½ folders, 3 ft. 6 in., in steel filing cases. R. 2. (10524)

1058. PERSONNEL FILE, 1920 to date. Record of all persons employed by this office, showing name and address, date of employment, reasons for separations, rate of pay, applications for employment, and remarks. Filed alphabetically. (Occasionally, official.) 5 x 8 cards and 9 x 12 folders, 2 ft., in steel filing case and in wooden card cabinet. R. 2. (10677)

1059. POULTRY ACCOUNTS, 1920 to date. Made by ranch operators, showing name and address, number of hens, average number of eggs daily, cost of feed, other expenses, amount received for eggs, and profit or loss. Filed chronologically. (Occasionally, official, public.) 9 x 12 folders and bundles, 3 ft. 2 in., in steel filing cases and in pasteboard boxes. R. 2. (10678)

1060. PROCEDURE FOR CONDUCTING FIELD TESTS AND RESULTS OF DEMONSTRATIONS, 1920 to date. Showing procedure for weed control tests; treatment, chemical used, rate of application per square rod, weed species, crop and area, hand application, data to be taken, method, and variables. Filed chronologically. (Frequently, official, public.) 9 x 12 and 10 x 11½ folders, 3 ft. 6 in., in steel filing cases and in cabinet under counter. R. 2. (10517)

1061. PROJECT REPORTS - ACTIVE AND INACTIVE, 1920 to date. Showing the entire procedure and results of numerous farm projects concluded because of successful terminations of tests;

records covering animal husbandry and farming projects. Filed chronologically. (Inactive records, seldom; active records, daily, official.) Variously sized folders, loose-leaf books (6), and loose sheets, 30 ft. 10 in., in wooden boxes, in steel filing cases, and in cabinet under counter. R. 2. (10568, 10570)

1062. RECORD AND FOLLOW-UP CARDS, 1920 to date. Showing reasons for personal visits by agent or assistants; office telephone calls and letters to or from the farmer, showing date of various contacts, name and post office address, location, whether owner or renter, type, area of farm, and subject of contact. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in steel card cabinets. R. 2. (10521)

1063. REPORTS AND MINUTES FOR FARM ADVISORY CONFERENCES, 1920 - 1936. Confidential and general reports of conferences held yearly at the University of California: reports on soils, sub-tropical fruits, field and truck crops, deciduous fruits and vines, dairy and beef cattle, sheep, swine, and poultry. Filed chronologically. (Occasionally, official.) 9½ x 11½ covers and loose-leaf books, 5 ft. 6 in., in steel filing cases and in wooden cabinet under counter. R. 2. (10522)

1064. RODENT CONTROL, 1920 to date. Reports showing name of supervisor, date, name and address of farm operator, method used, and detailed accounts of results. Filed chronologically. (Frequently; official, public.) 9 x 12 folders and bundles, 5 ft. 2 in., in steel filing cases and in pasteboard boxes. R. 2. (10676)

1065. SANITATION REPORTS, 1920 to date. Monthly reports pertaining to the results obtained by supervised farmers, showing name of farmer, location of farm, type of system used, cost of installation, and remarks. Filed chronologically. (Occasionally, official.) 9 x 12 folders and envelopes, 8 ft. 6 in., in steel filing cases and in wooden boxes. R. 2. (10572)

1066. STATISTICAL REPORTS, 1920 - 1936. Showing number of farms in county, valuations, names of owners and operators, livestock on farms, acreage, principal crops, and value of each. Filed chronologically. (Seldom, official.) 9 x 12 folders and bundles, 4 ft. 10 in., in steel filing cases and in wooden boxes. R. 2. (10575)

1067. WEEKLY FIELD REPORTS, 1920 to date. Showing date, name and address of person visited, nature of work undertaken, miles travelled during week, days in field and office, letters written, farm visits made, demonstrations, attendance at demonstrations, meetings held, and general remarks giving points of interest in work, especially progress and results. Filed

chronologically. (Older records, occasionally; current records, weekly, official.) 9 x 12 and 10 x 11½ folders, loose-leaf books, and bundles, 6 ft., in steel filing cases and in pasteboard boxes. R. 2. (10519)

1068. NUMBERED LETTERS, 1921 to date. Received from the state director concerning field crops, entomology, soils, animal husbandry, plant diseases, rural economics, agricultural engineering, and annual reports. Filed chronologically and alphabetically, by subject. (Daily, official.) 9½ x 11½ loose-leaf books, 1 ft. 8 in., on wooden shelf. R. 2. (10525)

1069. DAIRY EFFICIENCY STUDIES, 1924 to date. Analyses of dairy industry studies carried on through the cooperative efforts of progressive dairymen for each fiscal year, showing comparison of results obtained from various herds on average production of butter fat per can, average price received, and net cost per pound. Filed chronologically. (Frequently, official, public.) 9 x 12 folders and loose-leaf books, 3 ft. 2 in., in steel filing cases. R. 2. (10523)

SANTA CRUZ

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Courthouse Annex, 106 Front St.

This office was established in December 1917, and in 1921 was moved from 44 Cooper Street to the present location. Jurisdiction is over Santa Cruz County. An annual statistical and detailed report with photographs, is sent to Washington.

1070. HOME ECONOMICS, 1914 to date. Miscellaneous records concerning home furnishing and management, child development, parent education, etc. Filed by decimal classification. (Occasionally, official.) 6 x 9 loose sheets, 10 ft., in 30 pamphlet cases on wooden shelves. Farm Advisor's Office. (15)

1071. AGRICULTURAL ENGINEERING, 1925 - 1930. Bulletins and circulars on feed grinding, corn cutting, and dairy machinery; use of explosives, orchard devices, orchard heating, and constructions and operation of mechanical refrigerators. Filed by decimal classification. (Occasionally, official.) 6 x 9 and 8½ x 11 loose sheets, 2 ft., on shelf in wall case. Farm Advisor's Office. (11)

1072. ENTOMOLOGY, 1925 to date. Bulletins and records on

parasitology and treatments by use of fungicides, insecticides, fumigation, and spraying, showing spray material and equipment used. (Occasionally, official.) 8½ x 11 loose sheets, 7 ft., on shelf of wall case. Farm Advisor's Office. (10)

1073. SOIL EROSION AND CONSERVATION, 1928 - 1934. Correspondence, photographs, estimates of costs and materials on irrigation, dams, and drainage; statements and photos of work done at various places; educational information and photo exhibits of work for benefit of school children. Filed by decimal classification. (Occasionally, official.) 9 x 12 folders, 1 ft., in filing case. Farm Advisor's Office. (7)

1074. LEGAL QUESTIONS, 1929 - 1935. Pertaining to agricultural legislation, legal questions, insurance, Federal Farm Board; also correspondence, bulletins, and instructions. Filed by decimal classification. (Occasionally, official.) 4 x 8½ loose sheets, 2 ft., in filing case. Farm Advisor's Office. (12)

1075. POULTRY, 1929 - 1931. Tabulated reports on county and state records of poultry contests for 3 years. Each contest is for one year with 25 to 50 contestants entering 10 hens each. (Occasionally, official.) 8½ x 11 folders, 6 in., in filing case. Farm Advisor's Office. (8)

1076. BOYS' AND GIRLS' 4-H CLUB WORK, 1930 - 1936. Community projects, first-aid classes, club land data, summer camps, growth and development, demonstrations of achievements, and awards; also bulletins and correspondence. (Occasionally, official.) 9 x 12 folders, 6 ft., in 2 drawers of filing case. Farm Advisor's Office. (14)

1077. EXTENSION WORK IN AGRICULTURAL EDUCATION, 1930 - 1936. Relating to economics, annual report of work accomplished in this office, copies of talks and demonstrations, copies of local publicity, Farm Advisor's work; also includes bulletins and correspondence. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case. Farm Advisor's Office. (13)

1078. FARM BUREAU WORK, 1932 - 1936. Correspondence with field workers and farmer clients, membership roster, legislative news, tax information, minutes of directors' meetings, and local bulletins. Filed by decimal classification. (Rarely, official.) 9 x 12 folders, 2 ft., in filing case. Farm Advisor's Office. (4)

1079. MISCELLANEOUS FARM INFORMATION, 1932 - 1936. Bulletins from local office and College of Agriculture at University of California pertaining to agricultural botany, birds, injurious animals, weather forecasting and frost prediction, seeds, weeds,

poisonous plants and their eradication, preservation of specimens, and agricultural statistics of state and county. Filed by decimal classification. (Frequently, official.) 6 x 9 vols., 6 ft., on shelf in wooden wall case. Farm Advisor's Office. (5)

1080. DAIRY HUSBANDRY, 1935. Milking contests and monthly reports from numerous dairies covering a period of 12 months, showing daily night and morning milkings, monthly totals, and percentage and pounds of butter fat. (Occasionally, official.) 4 x 12 covers, 1 ft., in filing case. Farm Advisor's Office. (9)

1081. REFERENCE BINDERS, 1935 - 1936. Newspaper and journal clippings and letters of instruction and information from California State Chief Farm Advisor; also miscellaneous clippings, letters, and data. Indexed. (Occasionally, official.) 9 x 12 vols., 5 ft., on wooden shelf in wall case. Farm Advisor's Office. (6)

1082. CLASSIFICATION KEY, n. d. Decimal index for the records in this office. See addenda with copy of index. (Occasionally, official.) 8½ x 10½ loose sheets, ½ in., in desk. Farm Advisor's Office. (17)

SANTA ROSA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Sonoma County Courthouse, 4th and Mendocino Sts.

This office was established on January 1, 1918. It has jurisdiction over Sonoma County. Two copies of the annual report are sent to the state office at Berkeley, one of which is forwarded to Washington.

1083. AGRICULTURAL BULLETINS, CIRCULARS, AND LEAFLETS, 1918 to date. Permanent reference record for office information on all agricultural subjects. Filed alphabetically, by subject. (Occasionally, official.) 3 x 9½ folders, 50 ft., on 7 wooden shelves. Office. (555, 565, 596)

1084. INDEX, Nov. 1918. Pertaining to agricultural subjects and giving names of persons and firms concerned with each subject. Filed alphabetically. (Daily, official.) 4 x 6 cards, 6 in., in wooden box. Fair. Stenographer's Room. (563)

1085. CIRCULAR LETTERS, 1919 to date. Issued by California

Farm Bureau Federation, Sonoma County Farm Bureau, and Agriculture and Home Economics Department of University of California, Berkeley. (Daily, official, public.) 9½ x 11½ loose-leaf books, 1 ft., on wooden filing case. Stenographer's Room. (579)

1086. RECORDS AND REPORTS, Dec. 1919; Nov. 1925 to date. Reports to directors, weekly reports, financial reports, annual reports to Berkeley headquarters, and miscellaneous records of field work of county agent's office. (Occasionally, official.) 9½ x 11-3/4 envelopes and bundles, 2 ft. 4 in., in and on wooden filing case. Stenographer's Room. (583)

1087. AGRICULTURE SUBJECTS, 1920 to date. Letters and circulars on all agricultural subjects and instructions, tabulations, and reports from USDA at Washington and California Agriculture Extension Service, Berkeley, California. Arranged alphabetically, by subject. (Occasionally, official.) 9½ x 11-3/4 folders, 1 ft. 9 in., in wooden filing case. Stenographer's Room. (571)

1088. STATISTICAL REPORTS, 1921 to date. Compilation of annual reports of county agent's and assistants' reports of field work, meetings, and home demonstrations. (Occasionally, official.) 9½ x 11½ loose-leaf books, 1 ft. 6 in., on wooden filing case. Stenographer's Room. (578)

1089. UNITED PRUNE AND APPLE GROWERS' CONTROL CHARTS, 1921 to date. Showing total weight of pits, flesh, water, solid, sugar and solids not sugar of dehydrated, and sun dried and fresh fruits; also pruning charts and charts on culling and non-culling of fruit. (Occasionally, official, public.) 36 x 56 charts (50), 2 in., in 3 chart racks. Dirty. Office. (558)

1090. POULTRY SUBJECTS, Dec. 1921 to date. Circulars and correspondence relating to poultry and poultry raising and products. (Occasionally, official.) 9½ x 11-3/4 folders, 10 in., in wooden filing case. Stenographer's Room. (562)

1091. AGRICULTURAL PROJECTS, 1922 to date. Concerning dairy and forage crops, cow testing, poultry, horticulture and organization projects, and reports with photographs taken at different farms in Sonoma County. (Daily, official, public.) 9½ x 11½ loose-leaf books, 10 in., on wooden filing case. Stenographer's Room. (577)

1092. AGRICULTURE, FRUITS, AND LIVESTOCK INFORMATION, 1925 to date. Circular letters, leaflets, bulletins, and circulars issued by the Department of Agriculture at Washington, College of Agriculture at Berkeley, California Farm Bureau Federation, University of California at Berkeley, State Department of Agriculture, and Agricultural Experiment Station at Berkeley.

See addenda for complete list of bulletins and circulars. (Daily, official, public.) 6 x 9¼ and 9½ x 11-3/4 vols., 45 ft., on wooden shelves and on table. Office. (582)

1093. TREATMENT FOR LIVESTOCK AND FRUIT TREE AILMENTS, 1925 to date. Formulas issued by the Department of Agriculture from Berkeley for the treatment of livestock and fruit tree diseases; record of individual diseases treated, showing formula employed and results obtained; also names and addresses of farmers. Filed alphabetically, by subject. (Daily official.) 4 x 6 cards 1 ft., in wooden filing case. Stenographer's Room. (569)

1094. ECONOMIC STUDY, 1927 to date. Tabulations, circulars, and reports on crops, and overhead average for individual farms or dairies in Sonoma County, compiled by Agriculture Extension Service assisted by county agent and assistants. (Occasionally, official.) 9-3/4 x 12 envelopes, 1 ft. 4 in., in wooden filing case. Stenographer's Room. (561)

1095. EFFICIENCY STUDIES OUTSIDE SONOMA COUNTY, 1927 to date. Annual summary booklets with circular letters; efficiency analyses of swine, sheep, poultry, and rabbits from Agriculture Extension Service, University of California, Berkeley, California. Arranged alphabetically, by subject. (Occasionally, official.) 9½ x 11-3/4 folders, 1 ft. 4½ in., in wooden filing case. Stenographer's Room. (572)

1096. EFFICIENCY STUDIES IN SONOMA COUNTY DAIRY MANAGEMENT, Sept. 1, 1927 to date. Copies of circulars pertaining to dairy cows and production, with tables of feeding costs and returns from dairy. (Daily, official.) 9½ x 11½ loose-leaf books, 1 ft. 6 in., on wooden filing case. Stenographer's Room. (576)

1097. 4-H CLUB FILE, 1930 to date. Form 22a, showing name of club member, age, name of school, grade in school, years in club work, parents' name and address, and name of local club leader. Arranged alphabetically, by school and club names. Indexed. (Frequently, official.) 3½ x 5½ cards, 1 ft. 11 in., in card file on wooden table. Office. (556, 557)

1098. TECHNICAL MEMORANDA, Oct. 31, 1931 to date. Pertaining to truck crop and vegetable surveys, root tests of grape vines, tabulated reports on hop mildew, and circular letters from headquarters. Filed by subject. (Frequently, official.) 9½ x 11-3/4 folders, 6 in., in wooden filing case. Stenographer's Room. (567)

1099. REPORTS OF FARMS OR PROJECT CALL CARDS, 1934 to date. Showing name and address of farmer or 4-H Club members, reason

for call, and time agent called regarding dairy husbandry, veterinary, septic tanks, rodent control, or other farm problems. Arranged by subject of call. (Occasionally, official.) 3 x 5 cards, 8 in., in 2 Agate card index trays. Stenographer's Room. (580)

1100. CORRESPONDENCE, Nov. 1934 to date. Letters to and from headquarters at Berkeley, county agents, farm advisors, and persons and firms in California relating to agricultural and farm subjects. (Older records, rarely; current records, daily, official.) 9½ x 11-3/4 folders, 2 ft. 3 in., on cupboard and in wooden filing case. Storage vault and Stenographer's Room. (560, 564)

1101. POULTRY MANAGEMENT STUDY, 1935. Table made from a general summary of reports and records of cost, income, and earnings of individual poultry flocks compiled by the Farm Management Division of the Agriculture Extension Service, University of California. (Frequently, official, public.) 8½ x 11 loose-leaf books, 7 in., on wooden table. Office. (559)

1102. FILMS AND PICTURES, May 1935 to date. Photographs of different agricultural tests made on various farms. (Occasionally, official, public.) 4 x 6¼ films and pictures, 2 ft. 6 in., in wooden filing case. Stenographer's Room. (570)

1103. DATA FROM WEEKLY REPORTS, Nov. 1935 to date. Itemized reports of visits by agents to farmers on their farms, showing name of farmer and object of visit. (Frequently, official.) 9¼ x 11½ loose-leaf books, 1 ft. 6 in., on wooden filing case. Stenographer's Room. (575)

1104. SOIL CONSERVATION LETTERS, Apr. 27 - July 2, 1936. Regulations and instructions to farm advisors and county agent's office from director and Secretary of Agriculture, Washington. (Daily, official, public.) 10 x 11½ loose-leaf books, 1 ft. 6 in., on wooden filing case. Stenographer's Room. (581)

UKIAH

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
County Courthouse, State and Stanley Sts.

The date this office was established is not definitely known but is presumed to be about 1915. From the Hoffman Building it moved to the Minetti Building in 1918, and to

the present location in 1928. This agency has jurisdiction over Mendocino County.

1105. CORRESPONDENCE, 1918 to date. Incoming and outgoing correspondence with officers, individuals, and firms dealing in agricultural supplies concerning the work and activities of the county agent's office; also correspondence with agents in other California counties, data from bureau directors and officers of the divisions of agricultural bureaus, division correspondence, carded and uncarded correspondence, and general correspondence. See addenda for detailed description. The division and carded correspondence is filed by key classification system under division and key numbers in each folder; filed alphabetically, by subjects under subdivisions and divided into classes. (Daily, official.) 8 x 10 folders, 5 ft. 8 in., in 3 drawers of steel filing case. Office. (451)

1106. CORRESPONDENCE AND RECORDS, 1918 - 1934. Mailing lists, supplies, inventories, original pear cost studies, pear cost data, original copies five-year summary, five-year average bearing, pear cost, farm loans and credits, County Credit Council reports, rural electrification and rehabilitation, emergency crop loans, farm debt adjustment, farm credit administration, California farm debt adjustment material, project notes on soils, field crops, and codling moth. See addenda. (Daily, official.) 8½ x 11 folders, 24 ft., in 8 drawers of steel filing cases. Farm Advisor's Office. (449)

1107. MENDOCINO COUNTY FARM BUREAU CORRESPONDENCE, 1918 to date. Communications, committee projects, resolutions, committee and marketing, exchange meetings, constitution, members, board of director's minutes, Almond Growers Exchange, Anderson Valley, California Farm Bureau, federation directors, Hopland, insurance, legislative lists, Potter Valley resolutions, Redwood Valley, Round Valley telegrams, Ukiah, Willets, and utilities department. (Daily, official.) 8½ x 11 folders, 5 ft., in 3 drawers of steel filing case. Farm Advisor's Office. (447)

1108. APPLICATIONS FOR MEMBERSHIP CARDS TO BOYS' WORKING RESERVE DEPARTMENT OF LABOR, Apr. 17 - Nov. 11, 1918. Showing name of applicant, address, consent of parent or guardian, and date. (Never.) 4 x 6 cards, 2 in., in steel filing case. Office. (450)

1109. MINUTES OF MENDOCINO FARM CENTER MEETINGS, 1921 to date. List of county officers and members and minutes of meetings at Anderson Valley, Central, Fort Bragg, Hopland, Long Valley, Point Arena, Potter Valley, Redwood Valley, and Willits. (Rarely, official.) 6 x 8 bundles, 1 ft., in steel filing case. Farm Advisor's Office. (452)

1110. MENDOCINO COUNTY BARTLETT PEAR ENTERPRISE EFFICIENCY STUDY ON PEAR COSTS, 1926 - 1935. Yearly summary booklets compiled by Mendocino County Farm Advisor cooperating with Agricultural Extension Service and College of Agriculture, University of California, Berkeley, California. See addenda for further details. (Occasionally, official.) 8 x 12 booklets (10), 2 in., on wooden counter. Office. (453)

1111. 4-H CLUB MEMBERSHIP CARDS, 1928 to date. Showing name, date of birth, years in club work, address of club member, parents or guardian, name of project in which interested, and name of club to which each belongs. (Daily, official.) 3 x 6 bundles, 2 ft., in card cabinets. Office. (454)

1112. SHEEP MANAGEMENT STUDY - FIVE YEAR SUMMARY WITH YEARLY PROGRESS REPORTS, 1931 - 1935. Released by and through cooperation of Mendocino County Farm Advisor and compiled by the Agricultural Extension Service, College of Agriculture, University of California; bulletins with itemized tables of production per ewe and individual flocks. See addenda for details. (Occasionally, official.) 8 x 12 booklets, 1/8 in., on wooden counter. Office. (455)

1113. CLASSIFICATION INDEX KEY TO AGRICULTURE LITERATURE AND CORRESPONDENCE, 1933 to date. Subjects are designated alphabetically, by name and numerically, by key number; correspondence is arranged alphabetically, by name of person listed on cards showing key number, date written, and date answered. See addenda for details. (Daily, official.) 4 x 6 and 8½ x 11 cards, 1 ft. 2 in., in card cabinet and on board. Office. (456)

1114. CALIFORNIA STATE FARM BUREAU CORRESPONDENCE, n. d. CSM letters, marketing agreements; reports on Farm Bureau budget; financial statements; legislative matter and law; research; utilities; state conventions; American Farm Bureau Federation membership literature; Farm Bureau literature. (Occasionally, official.) 8½ x 11 folders, 3 ft., in steel filing case. Farm Advisor's Office. (448)

VENTURA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
County Courthouse

This office was established in 1915. The agent advises and assists farmers in their agricultural pursuits, and assists the wives of farmers in home economics. Supervision is exercised over the 4-H Club activites. The agricultural departments of state colleges and universities cooperate with the agency in furnishing information which this office disseminates, as well as that supplied by the various research agencies of the Department of Agriculture. Current reports are sent to Berkeley.

1115. CORRESPONDENCE, 1918 to date. To and from Berkeley headquarters and Ventura County farmers, concerning all phases of lima bean and walnut growing; miscellaneous correspondence covering cow testing, locally and in outside counties, dairy cup funds, injury compensations, cost studies of all activities, walnut cost studies, financial statements by local treasurer to Berkeley headquarters, and mimeographed annual reports of cow testing made to Berkeley office. Filed alphabetically, by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. Main Office. (72)

1116. STENCILED NAMES AND ADDRESSES, 1918 to date. Names and addresses of persons engaged in growing alfalfa, apricots, citrus fruits, avocados, beets, rabbits, poultry, apples, walnuts, etc., and dairying in Ventura County; list of unpaid Farm Bureau memberships for 1935 - 1936; list of Farm Bureau members. Filed alphabetically. (Frequently, official.) 2 x 4½ cards, 28 ft., in 19 drawers of card cabinets. Main Office. (73)

1117. CIRCULAR LETTERS OF INSTRUCTION FROM STATE LEADER'S OFFICE, Jan. 15, 1918 to date. Instructions from state leader's office in San Francisco dealing with every phase of activity in this office. (Frequently, official.) 10 x 11 loose-leaf books, 9 in., on wooden shelf. Agent's Office. (79)

1118. GENERAL FILES - CLOSED, 1920 to date. Agricultural, economic, and engineering reports to Berkeley headquarters; correspondence to Berkeley director and state leader; correspondence covering office procedures, bulletins, annual conferences, bills, county budgets, California Farm Bureau Federation, irrigation, reclamation, marketing of crops, radio talks, St. Francis Dam disaster, sub-tropical horticulture, and county fairs; correspondence covering production of crops; financial reports from the Farm Advisor to the Berkeley Director, outlines of proposed work, and Farm Advisor's annual reports; correspondence covering Federal Farm loans, fertilizer tests,

and 4-H Club work. Filed alphabetically, by subject. (Daily, official.) 9 x 12 folders, 19 ft. 9 in., in 10 drawers of filing cases. Main Office. (69, 71)

1119. DEAD, LIVE AND BLANKET PROJECTS, 1922 to date. Citrus tree pruning, control of mottle leaf of citrus fruits and avocados and little leaf of walnuts; accompanying photographs, and detail records of pruning and picking. (Frequently, official.) 9½ x 11½ bundles, 1 ft. 6 in., on shelf. Agent's Office. (80)

1120. PHOTOGRAPHS AND NEGATIVES, 1922 to date. Photographs of farm crops, implements, improvements, orchards, and other phases of farm work. Filed numerically. (Frequently, official.) 5 x 8 cards (235), 2 ft., in 2 drawers of card cabinet. Main Office. (77)

1121. WEEKLY REPORT OF ASSISTANT FARM ADVISOR'S MEETINGS, 1929 to date. Showing districts visited, date and place of meeting, purpose, subject, and number in attendance. Filed chronologically. (Rarely, official.) 11½ x 14 envelopes, 8 in., on wooden shelf. Agent's Office. (78)

1122. FARM BUREAU MEMBERSHIP RECORDS, 1930 to date. Showing whether members are sustaining or regular, date and amount of dues, receipts of dues, names and addresses, and commodities raised by members. Filed by district. (Frequently, official.) 5 x 8 cards, 4 ft. 6 in., in 4 drawers of card cabinet. Main Office. (76)

1123. REPORT OF SOIL EROSION, 1931 to date. Soil erosion problems of area in Camarillo District and Ventura County with aerial maps and photos of district showing damage caused by soil erosion; also rainfall records. (Frequently, official.) 10 x 16 vol., ½ in., on wooden shelf. Agent's Office. (75)

1124. RECORD OF FOLLOW-UP CARDS, 1932 to date. Record of trips made by extension agents to growers with brief notations on outcome of visits. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 in., in card cabinet. Main Office. (74)

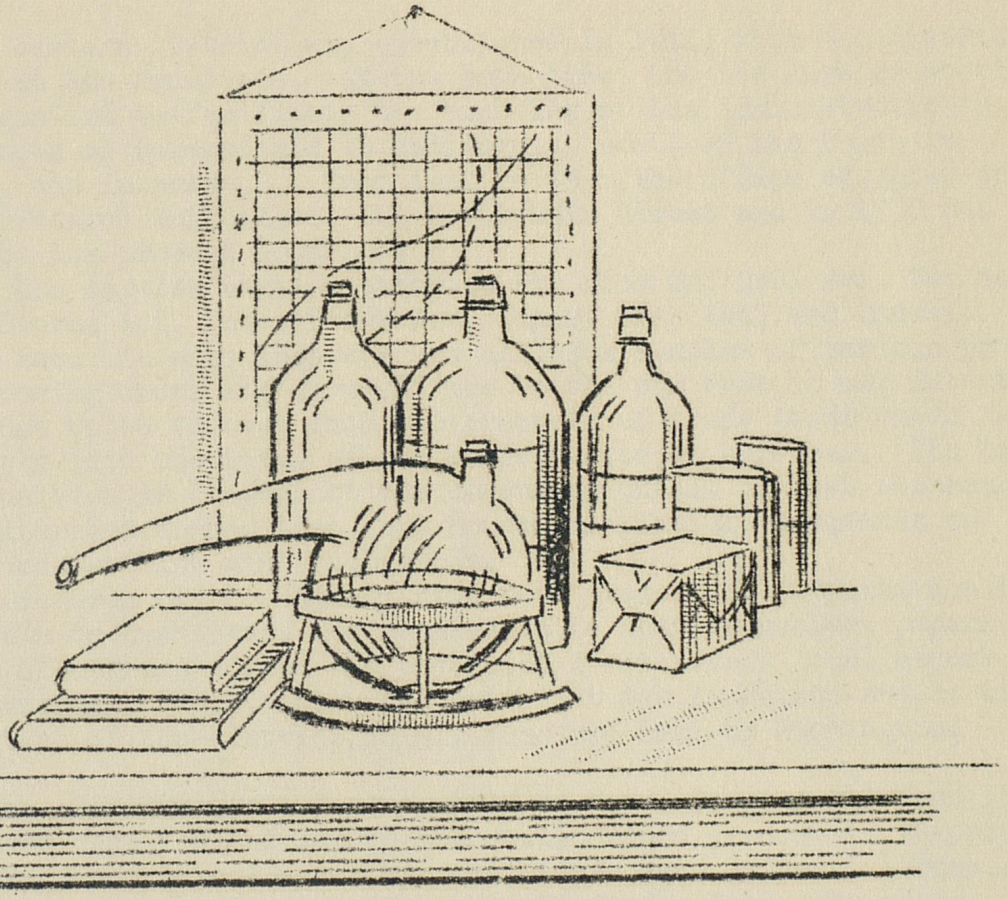
VISALIA

DIVISION OF COOPERATIVE EXTENSION
COUNTY AGRICULTURAL EXTENSION AGENT
Post Office Bldg.

This office was established in July 1917. In 1927 it was moved from the Civic Center to the Farm Bureau Building, and in 1934 to the present address. It has jurisdiction over Tulare County.

1125. GENERAL CORRESPONDENCE, July 1933 - Feb. 1936. Correspondence, reports, and information concerning Extension Service work and activities in this district. (Daily, official.) 9 x 12 folders, 8 ft., in 3 drawers of steel filing case and in wooden filing case. R. 4. (182)

Food and Drug Administration



FOOD AND DRUG ADMINISTRATION

LOS ANGELES

WESTERN DISTRICT FIELD INSPECTION SERVICE
FIELD STATION
Custom's Appraisers Store, 1236 Palmetto St.

The Western District was established in 1914, with the district office in San Francisco. At the same time, the Los Angeles station was organized to facilitate the handling of the Administration's work south of Bakersfield in California, south of Las Vegas in Nevada, and in Arizona. From 1914 to 1930 the office occupied space in the Federal Building at 201 North Main Street and in 1930 was moved to its present location.

The Los Angeles station enforces the Food and Drug Act, Tea Act, Naval Stores Act, Insecticide Act, Import Milk Act, and Caustic Poison Act. It also inspects and analyzes samples of various products coming under its surveillance to the end that it may detect and cause to be removed from the channels of trade those which fail to comply with the terms of the various acts it enforces. Its primary function is to protect the consuming public against misbranded or adulterated commodities, and honest manufacturers against enforced competition with such goods.

All records of this agency have been preserved. Application has been made to Washington for permission to destroy useless papers. Copies of correspondence and papers of a not purely local nature are forwarded to district headquarters at San Francisco and at the discretion of the district chief, some are sent to Washington.

1126. SUBJECT MANUALS, July 1912 to date. Showing the food inspector's decision and law on importations and interstate shipping. Arranged alphabetically and by name of product. Index. (Frequently, official.) 7 x 10 loose-leaf books (8), 1 ft. 2 in., on wooden shelves. N. center room, 2d floor. (3045)

1127. SHERLEY AMENDMENT REPORTS ON MEDICINAL AND MINERAL WATER AND SALTS, Aug. 1912 - Aug. 1931. Name of product, contents, analysis, and action to be taken in event of attempted importation. Filed alphabetically, by name of product. (Frequently, official.) 5 x 8 loose sheets, 12 ft. 10 in., in 13 drawers of wooden card cabinets. NE. room, 2d floor. (3039)

1128. MANUFACTURERS' HISTORIES, Dec. 1914 - June 1932. Showing manufacturer's name, name of product, number of sample, and history

of case or product. System discontinued. (Frequently, official.) 5 x 8 cards, 11 in., in wooden filing case. NE. room, 2d floor. (3012)

1129. INSPECTION REPORTS ON FLOUR MILLS, 1915 - 1916. Showing name of milling company, detailed description and location of mill, legal status of firm, subsidiaries, amount of output, photographs of mills and labels and trade marks. Inspection districts are Pacific Coast and Rocky Mountain states, the south and east, the southwest territory, Hard Winter Wheat Belt and Spring Wheat Belt of the northwest. Filed chronologically. (Never.) 8½ x 11 vols. (4), 4 in., on wooden shelf. SW. stockroom, 2d floor. (3048)

1130. WESTERN DISTRICT NEWS LETTER, Oct. 1916 to date. Authorized classifications and descriptions of particular brands of food, beverages, and drugs, and notations relating to conformity with authorized standards. Filed chronologically. (Frequently, official.) 8½ x 11 vols. (5), 10 in., on wooden filing case. NE. room, 2d floor. (3029)

1131. GENERAL SUBSTANCE FILES - ACTIVE AND INACTIVE, Oct. 18, 1916 to date. Circular letters of instructions, telegrams and photostatic copies originating in the Treasury Department and Department of Agriculture pertaining to budget and finances, telegraphic solicitation of bids, purchase of property and supplies, bulletins and manuscripts of radio talks, and correspondence relating to various food products. Indexes. (Daily, official.) 9 x 12 folders, 27 ft. 4 in., in 12 drawers of filing cases and in 4 wooden drawers. NE. room, 2d floor. (3026)

1132. FACTORY INSPECTION JACKETS AND MISCELLANEOUS CORRESPONDENCE, Dec. 8, 1917 to date. Records of inspections made of various manufacturers in the Los Angeles territory and facsimile copies of labels of all classes of canned and preserved merchandise. Filed alphabetically, by name of manufacturer. Index. (Daily, official.) 9½ x 11-3/4 folders, 35 ft. 9 in., in 9 drawers of metal filing cases, in 15 drawers of wooden filing cases, and in 4 drawers of wooden card cabinet. NE. room, 2d floor. (3027)

1133. PROJECT REPORTS, 1920 to date. Reports and photostatic copies of newspaper clippings pertaining to food and drugs, insecticides and fungicides, caustic poisons, naval stores and Import Milk and Tea Act, showing cost of project in time and money, type of project, year, name of manufacturer, description and instructions for taking samples, seizures, and citations. Filed alphabetically, by name of product. Index. (Frequently, official.) 9 x 11-3/4 folders, 2 ft., in metal filing case and in 4 drawers of card cabinet. NE. room, 2d floor. (3015)

1134. ORDERS AND REQUISITIONS, July 1921 to date. For supplies, showing quantity on hand, amount desired, description and catalogue,

size, etc. Filed chronologically. (Occasionally, official.) Loose sheets, 6 in. NE. room, 2d floor. (3018)

1135. INSPECTORS' COLLECTION SLIPS, June 1925 to date. Showing sample number, name of product, brand or code, where collected, quantity, how prepared, reason, name of manufacturer, and signature of inspector. Filed chronologically and by name of product. (Frequently, official.) 4½ x 8 loose sheets, 3 ft. 6 in., in wooden card cabinets. NE. room, 2d floor. (3011)

1136. DETENTION SLIPS ISSUED BY OTHER STATIONS, July 1925 to date. Showing kind of material examined, amount, net weight, condition, over or short weight, name of shipper, consignee, where packed, date, weight of shipment, value, and description of violation. Filed by decimal code. Index. (Frequently, official.) 4-3/4 x 8 loose sheets, 6 ft. 2 in., in 7 drawers of wooden card cabinets and on wooden table. NE. room, 2d floor. (3023)

1137. ACTIONABLE CASES - VIOLATIONS, Aug. 26, 1925 to date. (A) case jackets consisting of telegrams, correspondence and legal documents pertaining to causes for and results of citations, seizures and prosecutions of violations of the Pure Food and Drug Acts, and (B) laboratory reports, samples of containers, labels of food and drugs collected by inspectors, and confidential details relative to the status of the case. Filed numerically. Indexed. (Frequently, official.) 9 x 11-3/4 folders, 21 ft. 1 in., in 6 drawers of metal filing cases, in 7 wooden drawers, and in 5 drawers of wooden card cabinets. NE. room, 2d floor. (3014)

1138. INVOICE DETENTION REGISTER, IMPORTS, Nov. 1925 to date. Forms C-762 and C-786, Detention Records and Notices to Importers, giving entry number, date, vessel, commodity, amount, marks, where examined, action taken, and advice as to the conformity of samples to authorized standards. Filed chronologically. (Frequently, official, public.) 9-3/4 x 11-3/4 loose-leaf book, 5 in., on wooden shelf. NE. room, 2d floor. (3031)

1139. CLOSED VIOLATIVE IMPORTATIONS, Dec. 1925 to date. Statements of examinations of products, relative correspondence, inspector's report and notice of sample taken, statements of conditions to be fulfilled, and interdepartmental relative telegrams. Filed numerically, by sample report number. Index. (Frequently, official.) 9 x 11-3/4 folders, 12 ft. 9 in., in 9 drawers of steel filing cases, on wooden filing case, and in 4 drawers of wooden card cabinet. NE. room, 2d floor. (3019)

1140. IMPORTERS' LISTINGS, Dec. 1925 - June 1932. Showing name and address of importer, laboratory entry number, substance, and violation. Filed alphabetically, by name of importer. (Occasionally, official.) 5 x 8 cards, 11 in., in wooden card cabinet. NE. room, 2d floor. (3013)

1141. IMPORT SAMPLE REPORTS, Dec. 1926 to date. Showing report number, substance, steamer, consignee, shipper, where consulated, product of, description of label, and action taken; also analyst's report and laboratory conclusions. (Frequently, official.) 5 x 8 and 8 x 10½ loose sheets and vols. (4), 5 ft. 1 in., in steel filing case and in wooden card cabinet. NE. room, 2d floor. (3021, 3022)

1142. SEIZURES, Sept. 1927 - July 1932. Showing interstate and seizure numbers, product, manufacturer, date, by whom possessed, amount seized, action taken, final decree, and pertinent remarks. Entered chronologically. (Never.) 5½ x 8¼ vol., 1 in., on wooden shelf. NE. room, 2d floor. (3038)

1143. SAMPLE LABELS OF BOTTLED DRINKS, Aug. 3, 1928. Compiled by Food Division, Los Angeles County Health Department, and State Food and Drug Division, pertaining to bottled drinks, syrups, carbonates, and concentrates. Arranged alphabetically, by name of manufacturer. (Occasionally, official.) 8½ x 11 loose-leaf book, 1 in., in wooden box. NE. room, 2d floor. (3016)

1144. PENDING VIOLATIVE IMPORTATIONS, Sept. 1928 to date. Statements of examination of products, relative correspondence, inspector's report and notice of sample taken, statement of conditions to be fulfilled, and interdepartmental telegrams. Index. (Frequently, official.) 9 x 11-3/4 folders, 2 in., in filing case. NE. room, 2d floor. (3020)

1145. IMPORTS SYSTEM, June 1930 - Nov. 1935. Detailed instructions to employees on imports procedure. Filed chronologically. (Frequently, official.) 9 x 11-3/4 folder, ½ in., on wooden shelf. NE. room, 2d floor. (3030)

1146. DOCK REPORTS OF WHARF EXAMINER, Jan. 1931 - Aug. 1933. Examinations made or to be made of import samples on the dock. Filed chronologically. (Seldom, official.) 3½ x 6 vols. (7), 3 in., on wooden shelf. SW. stockroom, 2d floor. (3047)

1147. SHORTHAND NOTEBOOKS, 1931 - 1935. Stenographic notes of hearings before the chief of this office, wherein a manufacturer is brought in for questioning. (Rarely, official.) 4 x 8 vols. (84), 2 ft. 7 in., in packages on wooden shelf. SW. stockroom, 2d floor. (3049)

1148. FIELD DIARY OF DRUG INSPECTOR, Apr. 1931 to date. Field notes and complete list of drug manufacturers visited and expenses incurred. Entered by dates of visits. (Frequently, official.) 3 x 5 vols. (5), 2 in., in pigeon holes of wooden desk drawer. E. center room, 2d floor. (3050)

1149. MISCELLANEOUS STATION EXPENSE RECORD, July 2, 1931 to date. Itemized record of incidental cash disbursements for office

and laboratory necessities for immediate use. (Frequently, official.) 7-3/4 x 9-3/4 vol., ½ in., on wooden shelf. NE. room, 2d floor. (3033)

1150. MANUFACTURED PRODUCTS, 1932 to date. Showing product, sub-product, manufacturer, sample and analytic data, violations, shipments, date seized, value, penalty, results, etc. Arranged alphabetically, by name of product, and by manufacturer's name. (Frequently, official.) 5 x 8 cards, 1 ft. 7 in., in wooden card cabinet. NE. room, 2d floor. (3008)

1151. AFFIDAVITS, Mar. 1932 to date. Circular letters and copies of affidavits relative to Food and Drug Act of 1925 and the Sherley Amendment cases. Divided into 3 sections: inspector, analyst, and mail order shipments. (Frequently, official.) 9 x 12 covers, 1 in., on wooden shelf. NE. room, 2d floor. (3036)

1152. INTERSTATE PROCEDURE, Mar. 1932 to date. Correspondence and circular letters relating to procedure under the interstate food and drug laws, showing classification of samples, name of analyst, report of analyst, permanent abeyance, seizure, procedure, and summaries. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., on wooden shelf. NE. room, 2d floor. (3037)

1153. PROJECT REPORTING, June 1, 1932 to date. Instructions from the western district chief and others in authority regarding the proper filing of projects, and general instructions as to conduct of office records; also photostatic copies of project forms and masks for properly filling in reports. (Occasionally, official.) 8-3/4 x 12 folders, 2 in., on wooden shelf. NE. room, 2d floor. (3034)

1154. TEA CHOP LIST AND RELEASE PERMIT, Aug. 1932 to date. Requests for examination, showing name of importer, vessel, port from which exported, date, mark and number on merchandise, notation of dutiable coverings, stamps by examiner, and signature of importer. (Title of this serial "Tea Chop List" is a caption the Government uses whereby it sends a sample of imported tea to San Francisco for examination and if up to standard specifications is released to importer.) Filed chronologically. (Seldom, official.) 8 x 14 bundles, 10 in., on wooden shelf. SW. stockroom, 2d floor. (3046)

1155. EXTRA COPIES OF SEIZURE ACCOMPLISHMENT REPORTS, Aug. 27, 1932 - Oct. 22, 1935. Cases on which final decree has been entered and case closed, showing name of product, sample number, date seized, possession and location of, where stored after seizure, remarks, etc. (Occasionally, official.) 10 x 15 envelope, 1 in., in metal filing case. NE. room, 2d floor. (3025)

1156. RECORDS OF NO-ACTION CASES, Oct. 12, 1932 to date. Reports and interstate correspondence regarding records of samples, foreign

station cases, laboratory work sheets, and reports of U. S. Attorney outlining status of food and drug cases. Filed chronologically. Index. (Frequently, official.) 9 x 12 folders, 1 ft. 8 in., in filing case. NE. room, 2d floor. (3028)

1157. SAMPLES TAKEN, Nov. 14, 1932 to date. Customs Form 6521, correspondence and telegrams pertaining to samples of certain cargoes, shipments, and deals with merchandise taken, on which no violations were discovered. Filed numerically. (Frequently, official.) Variously sized bundles, 9 in., in wooden filing case. NE. room, 2d floor. (3035)

1158. PROPRIETARY LISTS OF INSECTICIDES, June 1933 to date. Giving name of manufacturer, products, trade name, analysis of each product, and clipping of advertisement. Filed alphabetically, by name of manufacturer. (Frequently, official.) 7 x 10 loose-leaf books (2), 3 in., on wooden desk. NE. room, 2d floor. (3043)

1159. RECORD OF GOVERNMENT SHIPMENTS, July 1933 to date. Copies of Railway Express receipts, showing consignee, forwarding office, quantity, merchandise, shipper, and date of mailing of bill of lading. Filed chronologically. (Seldom, official.) 4 x 4½ covers, 2 in., in wooden card cabinet. NE. room, 2d floor. (3017)

1160. INDEX TO DECIMAL FILES, Nov. 1933. Classified by numerical code from 001 to 990. Each number is divided into sub-classifications and given a fraction of each unit. Cross indexed alphabetically, by name of product or subject. (Frequently, official.) 9 x 11 loose-leaf book, 1 in., on wooden table. NE. room, 2d floor. (3009)

1161. RECORD OF ANNUAL LEAVES, 1934 to date. Showing name, number of hours due for each month's work, and when leave is available. (Rarely, official.) 5½ x 8 loose sheets, 2 in., in wooden card cabinet. NE. room, 2d floor. (3024)

1162. INDEX TO VIOLATIONS, Feb. 1934 to date. Showing product, file number, shipper, to whom consigned, and date. Numbers and series in progressive order are sent out from Washington to all stations in the United States, which in turn are assigned to product at the various stations. Filed alphabetically, by name of product. (Frequently, official.) 5 x 8 cards, 6 in., in wooden card cabinet. NE. room, 2d floor. (3010)

1163. SAMPLE RECEIPT REPORTS, Apr. 1934 to date. Showing date, sample number, substance, condition of package, condition of seals, number of pieces, to whom referred and to what storeroom, and remarks on disposal or action taken. Divided into 2 sections: "Complete, dispose 60 days" and "Hold, samples disposed of"; filed numerically, by sample number. (Frequently, official.) 3 x 5 cards, 1 ft. 1 in., in wooden card cabinet. NE. room, 2d floor. (3041)

1164. PROPRIETARY LISTS OF PATENT MEDICINES, June 1934 to date. Giving name of manufacturer, trade name of product, notes on correspondence received, and clippings of advertisements. Filed alphabetically, by name of manufacturer. (Frequently, official.) 9 x 11½ folders, 1 ft. 1 in., in desk drawer. NE. room, 2d floor. (3042)

1165. WORK SHEETS - PROJECT TALLY, July 1934 to date. Forms WD 21 and WD 22, monthly and quarterly reports on projects pertaining to number of samples analyzed, number of manufacturers in violation, check as to frequency of violations, citations, and bond and other actions recommended and taken by the Department. Filed chronologically. (Frequently, official.) 9-3/4 x 11-3/4 bundle, 2 in., on wooden shelf. NE. room, 2d floor. (3032)

1166. PENDING EXAMINATIONS, Nov. 1935 to date. Correspondence pertaining to pending examinations of various products. Filed alphabetically, by name of product. (Frequently, official.) 9 x 12 folders, 3 in., in wooden letter file. NW. room, 2d floor. (3044)

1167. STATION INVENTORY, Dec. 1935. Record of departmental property, giving description, date received, requisition number, and cost. Filed alphabetically, by name of item. (Yearly, official.) 3 x 5 cards, 7 in., in wooden card cabinet. NE. room, 2d floor. (3040)

1168. FINDER INDEX, n. d. Showing name of manufacturer, whether a folder has been made on the specific factory in question, and whether folder is in the active or inactive files. Filed alphabetically, by name of manufacturer. (Frequently, officiall.) 3 x 5 cards, 3 ft. 2 in., in wooden card cabinets. NE. room, 2d floor. (3007)

SAN FRANCISCO

WESTERN DISTRICT
FIELD INSPECTION SERVICE
HEADQUARTERS AND FIELD STATION
Appraisers Bldg., Sansome and Washington Sts.

The Western District of the Food and Drug Administration was established in 1914, with headquarters at San Francisco. At the same time the San Francisco station, a subdivision, was organized to facilitate the handling of the district's work in California north of Bakersfield, and in Nevada north of Las Vegas. There has been no administrative reorganization in either the Western

District or the San Francisco station since their establishment.

The Western District enforces the Food and Drug Act, Tea Act, Naval Stores Act, Insecticide Act, Import Milk Act, and Caustic Poison Act and supervises this work at all stations in the district. The San Francisco station inspects and analyses samples of various products coming under its surveillance to the end that it may detect and cause to be removed from the channels of trade those which fail to comply with the terms of the various acts which it enforces. Its primary function is to protect the consuming public against misbranded or adulterated commodities, and honest manufacturers against enforced competition with such goods.

From 1914 to the time the records were surveyed the Western District and San Francisco station occupied offices in the Appraisers Building at Sansome and Washington Streets. At this writing the agencies, with the exception of the laboratory, have been moved to the Federal Office Building in the Civic Center.

The investigators who made the survey of the records did not, in many cases, differentiate the reports of the district headquarters and the field station.

1169. RECORD OF TEA IMPORTED AND EXAMINED AT PORTS OF SAN FRANCISCO AND LOS ANGELES, 1898 to date. Showing date of entry, name of importer, place and date of exportation, vessel, variety, and final disposition such as rejection or release. (Daily, official.) 15 x 17 vols. (13), 2 ft., on shelves. R. 78-A. (1835)

1170. GENERAL FILE, 1907 - 1914. Circulars, correspondence, and reports pertaining to food and drugs coming under the Food and Drug Act. (Seldom, official.) 9 x 12 folders, 3 ft., in cardboard transfer cases. R. 24. (1775)

1171. FOOD AND DRUGS IMPORTED IN VIOLATION OF THE FOOD AND DRUG ACT, 1909 - 1918. Showing nature of suspected violations, examinations, analyses, and recommendation on foods and drugs entering ports of Seattle and San Francisco. (Never.) 5 x 8 cards, 10 ft., in 8 drawers of cardboard filing cases and on shelf in vault. R. 33. (1848)

1172. REQUISITIONS, 1910 to date. For supplies, materials and equipment needed to replenish the local storeroom for all stations in the Western District. Originals are sent to Washington. (Daily, official.) 5 x 8 loose sheets, 4 ft., in 2 drawers of wooden filing case. R. 34-A. (1771)

1173. SHERLEY SUBSTANCE FILE, 1912 to date. Opinions from Washington relative to drugs imported and not up to standard, showing analyses of same and action taken. In case of defects, future shipments are refused entry. Filed alphabetically. (Frequently, official.) 5 x 8 bundles, 20 ft., in 20 drawers of wooden filing cases. R. 36-A. (1739)

1174. ANALYSES OF SAMPLES TAKEN FROM INTERSTATE SHIPMENTS OF MANUFACTURED GOODS MADE FROM AGRICULTURAL PRODUCTS, 1914 - 1932. Information forwarded to district chief after analysis by chemist at station laboratory, showing name of manufacturer, railroad or steamship from which samples were taken, total weight of shipments, result of complete analyses of samples, and action recommended by inspector. (Occasionally, official.) 4½ x 8 cards, 15 ft., in 12 drawers of wooden filing cases. R. 34-A. (1777)

1175. FOOD AND DRUG ADMINISTRATION EMPLOYEES, 1914 to date. Correspondence relating to employees' compensation for injury or disease, identification cards, disciplinary directories, Civil Service appointments, applications, leaves, and transfers; Form FD 132A, Monthly Leave Reports. Filed according to the Dewey Decimal System. (Daily, official.) 5 x 8 and 9 x 12 folders and loose sheets, 18 ft., in 10 drawers of wooden filing cases and in 3 drawers of wooden transfer case. R. 24. (1774)

1176. GENERAL DRUGS FILE, 1914 - 1931. Analysis methods, project plans, procedure, miscellaneous classes of preparations, reports, correspondence, and instructions pertaining to drugs. Filed according to the Dewey Decimal System. (Occasionally, official.) 9 x 12 folders, 9 ft., in 5 drawers of wooden transfer cases. Hallway, 2d floor. (1705)

1177. GENERAL FILE, 1914 - 1933. General correspondence concerning enforcement of the Food and Drug Act, press releases, clippings, labeling, investigations, samples, shipping and selling records, citations, affidavits, and miscellaneous seizure records. Filed according to the Dewey Decimal System. 3 x 5 card index. (Occasionally, official.) 9 x 12 folders, 2 ft., in wooden transfer cases. Hallway, 2d floor. (1765)

1178. GENERAL FILES, 1914 to date. Correspondence, orders, appropriations, allotments, district financial reports, fiscal reports, San Francisco payrolls, bids for supplies and equipment, inventories and miscellaneous records, press releases and clippings, project systems, schedules, monthly and annual reports to the bureau, complete file of food and drug reviews, administration, project and progress reports, import detentions, labeling, procedure, inspectors' and chemists' training program, factory inspections, seizures, and news letters. Filed according to the Dewey Decimal System. (Daily, official.) 9 x 12 folders, 54 ft., in 16 drawers of wooden and steel filing cases. Rs. 32-A and 34-A. (1632, 1824)

1179. IMPORT PROCEDURE, 1914 - 1933. Instructions and procedures regarding imports and products coming under the Food and Drug Act. 3 x 5 card index. (Occasionally, official.) 9 x 12 folders, 2 ft. 6 in., in wooden transfer case. Hallway, 2d floor. (1766)

1180. INTERSTATE FILE, 1914 - 1919. Closed file of seizures of

foods and drugs coming under the Food and Drug Act. Filed according to the Dewey Decimal System. 3 x 5 card index. (Seldom, official.) 9 x 12 folders, 4 ft., in cardboard transfer cases. R. 24. (1776)

1181. INTERSTATE FOOD AND DRUG SEIZURES, 1914 - 1918. Series H, K, L, M, P and R, records of foods and drugs coming under the Food and Drug Act, showing a complete history of each case from seizure to final recommendation and disposition. (Never.) 5 x 8 cards, 2 ft. 6 in., in 2 drawers of cardboard filing case and on shelf in vault. R. 33. (1849)

1182. MANUFACTURERS' FILES, 1914 to date. Information relating to manufactured foods and drugs, correspondence, collection of sample reports, factory inspection reports, chemical reports, and reports of interviews with manufacturers. Filed according to the Dewey Decimal System. (Daily, official.) 9 x 12 folders, 108 ft., in 54 drawers of steel and wooden filing cases. R. 32-A. (1623)

1183. REPORTS AND CORRESPONDENCE ON FOODS, 1914 to date. Reports, correspondence, and Federal regulations pertaining to all fresh and canned fruits and vegetables; also reports and correspondence relating to spray residue on fresh fruits and vegetables and reports on baked products, cereals, and beverages. Filed according to the Dewey Decimal System. (Daily, official.) 9 x 12 folders, 90 ft., in 45 drawers of wooden filing cases. R. 24. (1575)

1184. MONTHLY REPORTS AND NEWS LETTERS, 1916 - 1929. Progress and statistical reports of the stations covering samples examined, district report of interstate cases and seizures, and letters issued by Central and Western Districts relating to food and drugs. Filed according to the Dewey Decimal System. 3 x 5 card index. (Occasionally, official.) 9 x 12 folders, 3 ft., in 2 drawers of wooden transfer case. Hallway, 2d floor. (1763)

1185. OLD INDEX FILE, 1918 - 1925. Showing laboratory number, substance, disposition of case, and name and address of importer. Index. (Never.) 5 x 8 cards, 3 ft. 6 in., in 4 drawers of wooden card cabinet. R. 36-A. (1744)

1186. INDEX TO SUBSTANCE FILES OF IMPORTS, 1919 - 1932. Showing date, source, destination, description, reason for filing complaint, and disposition of tests made of foods and drugs. Arranged alphabetically. (Never.) 5 x 8 bundles, 9 ft. 6 in., in 12 drawers of wooden filing cases. R. 36-A. (1738)

1187. PROJECT REPORTS, 1919 - 1924. From Central and Eastern Districts relating to all products coming under the Food and Drug Act. Filed according to the Dewey Decimal System. 3 x 5 card index. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in wooden transfer case. Hallway, 2d floor. (1764)

1188. PUBLICITY AND COOPERATION FILES, 1919 to date. Circulars, correspondence and memoranda relating to organization, radio talks, publicity-statistical reports of San Francisco station, quarterly Federal Trade Commission press releases, National Emergency Council meetings, conventions, conferences, and manuscripts. Filed according to the Dewey Decimal System. (Daily, official.) 9 x 12 folders, 5 ft., in 2 drawers of wooden filing case. R. 32-A. (1621)

1189. RECORD AND INVENTORY OF PLATINUM, 1919 - 1929; 1936 to date. Record of platinum dishes, crucibles, covers, tongs, electrodes, and miscellaneous scrap and wire used by chemists in laboratory analysis of foods and drugs, showing name of analyst, by whom article is taken, date of withdrawal and return, and condition when taken and returned; procedure is witnessed by another analyst. (Older records, never; current records, daily, official.) 5 x 8 cards, 3½ in., in steel and wooden filing cases. Rs. 34-A and 39. (1770, 1910)

1190. COOPERATIVE ANALYSES OF OTHER DEPARTMENTS, 1920 to date. Analyses and tests of drugs and foods used in other Government departments such as Veterans' Administration, Army Veterans' Bureau, Navy and Marine Corps, etc., showing recapitulation of all work done, cost of same, time consumed, and rate per hour. (Frequently, official.) 9 x 12 folders, 5 ft., in wooden filing cases. R. 36-A. (1740)

1191. INFORMATION LETTERS, 1920 to date. Letters to and from Washington and chiefs of various districts and stations, relating to inspections, tests and analyses of fruit, lead methods, meats, fish, saccharine products, tomato products, mustard, vegetable products, vinegar, and laboratory. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 39. (1952)

1192. RECORDS OF CAUSTIC POISON EXPORTS, 1920 - 1928. Showing amount of shipment, total value, consignee, manufacturer, date voucher was passed, date of inspection, and article inspected. (Never.) 9 x 12 folders, 8 ft., in wooden filing cases. R. 36-A. (1741)

1193. RESIGNATION OF EMPLOYEES, 1920 to date. Record of employees in the Western District who have resigned their positions, showing official titles, salaries, and records of promotion. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 25 ft., in 14 drawers of steel filing cases. R. 78-A. (1836)

1194. TRADE NOTICES, 1921 - 1935. Of standards which must be met by all packers, canners, and manufacturers of various foods and drugs. Sent by district chief. (Occasionally, official.) 8½ x 11 loose sheets, 28 ft., in 14 drawers of wooden filing cases. R. 33. (1868)

1195. CLOSED SEIZURE CASES, 1923 - 1933. Record of seizures,

trials and hearings, and final disposition of violations of the Food and Drug Act which involve interstate shipments only. 3 x 5 index. (Daily, official.) 9 x 12 folders, 110 ft., in 51 drawers of steel and wooden filing cases. R. 32-A. (1625)

1196. FINANCE TABULATIONS, 1925 - 1931. Tabulation of expenditures, combined appropriations, and estimates for the Western District. (Occasionally, official.) 12 x 16 folders, 1 in., in filing case. Hallway, 2d floor. (1759)

1197. LIST OF MANUFACTURERS OF INSECTICIDES AND FUNGICIDES, 1925 to date. Showing name and address of company, type of article manufactured, and date of listing. (Occasionally, official.) 3 x 5 cards, 1 ft. 3 in., in wooden filing case. R. 61½. (2011)

1198. REQUESTS FOR REQUISITIONS, 1925 to date. Form FD 222, requisition requests sent to Washington for equipment and supplies not carried in stock. (Daily, official.) 5 x 8 loose sheets, 1 ft., in wooden filing case. R. 34-A. (1772)

1199. EXPENDITURES, July 1, 1925 - June 30, 1935. Itemized account of expenditures for operating expenses of each station in the Western District of the Food and Drug Administration. (Occasionally, official.) 10 x 15½ (3) and 12 x 18 (5) loose-leaf books and bundles, 1 ft., on shelf. R. 33. (1869)

1200. INSECTICIDE AND FUNGICIDE SUBSTANCE FILE - CLOSED, 1927 - 1929. Products no longer manufactured due to the fact that companies are out of business. (Seldom, official.) 5 x 8 cards, 8 in., in pasteboard boxes. Hallway, 2d floor. (1761)

1201. NAVAL STORES - INSECTICIDE AND FUNGICIDE FILES, 1927 to date. General regulations, correspondence, reports, information letters, collection reports, instructions, and methods of analyses. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of wooden filing case. R. 32-A. (1622)

1202. STATION STORES REQUISITIONS, 1927 to date. For laboratory equipment, office supplies, and equipment and furniture replacements. (Daily, official.) 5 x 8 loose sheets, 8 in., in wooden filing case. R. 34-A. (1778)

1203. REQUISITIONS FOR SUPPLIES, 1928 to date. Requests for stationery, books, furniture, apparatus for chemical analyses, laboratory equipment, used by the Western District and the San Francisco station. (Daily, official.) 4 x 9 loose sheets, 1 ft., in 2 drawers of wooden filing case. R. 34-A. (1823)

1204. SAMPLE ACCOUNTS, 1928 to date. Invoices of samples taken from firms who are reimbursed by the Food and Drug Administration.

(Daily, official.) 9 x 12 folders, 6 in., in steel filing case. R. 34-A. (1822)

1205. SAN FRANCISCO IMPORTS AND RECORD SHEETS, Oct. 1928 - Oct. 1931. Record of seizures of imported samples of foods and drugs, showing examinations and final disposition of cases. (Occasionally, official.) 8 x 11 loose-leaf books, 1 ft., in pasteboard box on transfer case. Hallway, 2d floor. (1703)

1206. GENERAL FILE OF DRUG SECTION, 1929 to date. Drug project schedules, amendments, plans, standards, analyses, methods, and regulations of drug products. Filed according to the Dewey Decimal System. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of wooden filing case. R. 32-A. (1633)

1207. SAMPLE FILE, 1929 to date. Record of samples taken from shipment for analysis, showing number, name of substance, date received, condition of seal, number of pieces, and where stored. (Daily, official.) 3 x 5 cards, 6 ft., in 6 pasteboard card cabinets. R. 41. (2013)

1208. METHODS OF ANALYSES, Apr. 1929. Relating to insecticides, fungicides, and caustic poisons used in the chemical laboratory of the Insecticide Division. (Daily, official.) 8 x 11 loose-leaf books, 1 in., in wooden filing case. R. 61½. (2012)

1209. ANALYSIS PROCEDURE FOR SPRAY RESIDUE, 1930 to date. Showing all methods of analyses to determine amount of spray residue on all fruits and vegetables, and results of same. (Daily, official.) 8½ x 11 loose sheets, 6 in., in filing case. R. 39. (1906)

1210. ASSIGNMENT SCHEDULES, 1930 to date. Showing assignments for collection of samples to be analyzed and the work done on them. (Daily, official.) 8½ x 11 folders, 1 ft. 6 in., in wooden filing case. R. 61½. (2010)

1211. CODE SHEETS, 1930. Used by canning companies for the classification of canned fish. (Occasionally, official.) 8 x 11 folders, 2 ft., in wooden transfer case. Hallway, 2d floor. (1702)

1212. LABORATORY MATERIALS AND EQUIPMENT, 1930 to date. Daily inventory of equipment and materials used in laboratory work, showing location of material, article, date received, by whom used, and balance on hand. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in wooden filing case. R. 33. (1909)

1213. STOCK RECORD CARDS, 1930 to date. Showing amount of stock on hand of all stationery and forms used by head office of the Western District and San Francisco station of Food and Drug Administra-

tion. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden filing case. R. 34. (1905)

1214. CORRESPONDENCE, 1931 - 1932. Requests for copies of radio talks on "How to Read Labels." 3 x 5 card index. (Occasionally, official, public.) 9 x 12 folders, 2 ft., in wooden transfer case. Hallway, 2d floor. (1704)

1215. RADIO FILE, 1931 to date. Policy and procedure records of Administration Department and stations, news reel talks, abstracts, clippings, and mailing lists relating to the Food and Drug Act. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 32-A. (1635)

1216. RADIO TALKS, 1931. Copies of talk by chief of Western District on how to read labels on food and drug preparations. Filed alphabetically. (Occasionally, official, public.) 8½ x 11 folders, 7 ft., in 4 drawers of wooden transfer case. Hallway, 2d floor. (1712)

1217. BLOCK LIST, 1932 to date. Of manufacturers whose products are either temporarily or permanently exempt from analysis because they bear proper labels and are not subject to the Insecticide Act. (Daily, official.) 5 x 8 loose-leaf books, 4 in., in wooden filing case. R. 61½. (2016)

1218. COLLECTION REPORTS, 1932 to date. Report of samples taken for analyses, showing total shipment, where delivered, date, reason for collection, and name of manufacturer, canner, or packer to whom shipped. 3 x 5 card index. (Daily, official.) 5 x 8 loose sheets, 4 ft., in 3 drawers of steel filing case. R. 34-A. (1874)

1219. COLLECTION SLIPS ON REPORTED SAMPLES, 1932. Record made by inspectors of food and drug samples taken for examination and analyses by Food and Drug Administration officials and chemists. (Occasionally, official.) 5 x 8 loose sheets, 10 in., in pasteboard boxes on map case. Hallway, 2d floor. (1760)

1220. COLLECTION SUMMARY, 1932 to date. Summary of all data on samples taken for analysis, results of anlyses, recommendation regarding citation for violations or permanent abeyance, which means freedom from regular inspection because of high standard of the product. 3 x 5 card index. (Daily, official.) 8 x 9-3/4 loose sheets, 2 ft., in 2 drawers of filing case. R. 33. (1872)

1221. IMPORT SAMPLE REPORT - SUBSTANCE FILE, 1932 to date. Showing articles imported, from where, to whom, date, and disposition of case. Arranged alphabetically. Index. (Daily, official.) 5 x 8 bundles, 2 ft. 4 in., in 2 drawers of wooden

filing case. R. 36-A. (1745)

1222. IMPORTERS' INDEX, 1932 to date. Giving type of article imported, point of importation, to whom sent, date, and disposition of case. Filed alphabetically. Index. (Frequently, official.) 5 x 8 folders, 1 ft. 6 in., in 2 drawers of wooden filing case. R. 36-A. (1742)

1223. MANUFACTURERS' FILE, 1932 to date. Manufacturers, packers and canners, covered by the San Francisco station. Class of manufacturer indicated by color and filed by name of town. (Daily, official.) 3 x 5 cards, 4 ft., in 2 drawers of wooden card cabinet. R. 78-A. (2014)

1224. METHOD OF ANALYSIS OF DAIRY PRODUCTS, 1932 to date. Series of methods of analysis of eggs, butter, cream and cheese, showing results of experimental work. (Daily, official.) 8½ x 11 folders, 8 in., in wooden filing case. R. 39. (1907)

1225. PROJECT CARDS, 1932 to date. Notations taken from collection reports on samples from shipments and sample summaries, compilation of analyst's findings showing product sample, number of station collecting, dates of collection and analysis, violation if any, action recommended if any, amount and value of shipment, date of seizure if recommended, date of citation and prosecution if instituted, and permanent abeyance which means freedom from further inspection. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 7 ft. 6 in., in 6 drawers of filing cases. R. 33. (1871)

1226. PROJECT SCHEDULES, 1932 to date. Work to be done for each ensuing year by the Food and Drug Administration and special campaign work conducted under the Food and Drug Act. (Daily, official.) 8½ x 11 folders, 6 in., in wooden filing case. R. 39. (1976)

1227. RECORD OF SAMPLES RECEIVED, 1932 to date. Record of samples, some of which are analyzed, of insecticides and fungicides received by the laboratory, showing number of sample, date received, kind, condition of package and seals, number of pieces, to whom referred, and remarks. (Frequently, official.) 3 x 5 cards, 1 ft. 3 in., in wooden filing case. R. 61½. (2015)

1228. STATISTICAL REPORT TALLY SHEETS, 1932 - 1935. Monthly work progress tally of projects visited by inspectors. (Occasionally, official.) 8 x 10½ loose sheets, 3 in., in pasteboard box on map case. Hallway, 2d floor. (1762)

1229. SUBSTANCE FILE OF OTHER STATIONS, 1932 to date. Relates to articles imported, showing analysis, origin of product, reason for rejection, and name of importer. Arranged alphabetically, by

article imported. Index. (Frequently, official.) 5 x 8 bundles, 1 ft., in wooden filing case. R. 36-A. (1746)

1230. SUBSTANCE FILES OF SAN FRANCISCO IMPORTS, 1932 to date. Showing laboratory number, date, name of shipper, type of article, reason for analysis, disposition of case, and cases pending. Filed alphabetically. 3 x 4 card index. (Frequently, official.) 9 x 12 folders, 7 ft. 6 in., in 4 drawers of wooden filing case. R. 36-A. (1743, 1748)

1231. SUBSTANCE FILES OF SAN FRANCISCO IMPORTS, OUTSIDE STATIONS, SEATTLE, LOS ANGELES, AND DENVER, 1932 to date. Showing laboratory number, date, name of shipper, article, reason for analysis, and disposition of case. Filed alphabetically. 3 x 4 card index. (Frequently, official.) 9 x 12 folders, 5 ft. 6 in., in 4 drawers of wooden filing case. R. 36-A. (1747)

1232. PROJECT FILE, Apr. 1932 - June 20, 1934. Records of seizures of samples of various fresh and canned foods, insecticides, sprays and drugs under suspicion and record of factory inspections, showing sanitary conditions, method of manufacture, and inspection of raw materials. Filed numerically. 3 x 5 card index. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 32-A. (1624)

1233. EXTRA COPY FILE, 1933 to date. Information letters, inspectors' assignments, correspondence, and miscellaneous instructions from district to district and station to station throughout the United States relating to cases coming under the Food and Drug Act. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 33. (1875)

1234. CASES PENDING, 1934 to date. Showing date of seizures of samples, suits instituted, and action taken. Arranged alphabetically. 5 x 8 card index. (Daily, official.) 9 x 12 folders, 30 ft., in 15 drawers of steel filing cases. R. 32-A. (1713)

1235. METHOD OF DETERMINATION OF PRESENCE OF INDOL IN FISH, 1935 to date. Series of papers on chemical analysis of fish, showing accepted methods in practice and modification of same, where practical. (Daily, official.) 9 x 12 folders, 6 in., in wooden filing case. R. 39. (1951)

1236. SERIES OF METHODS USED IN DETERMINING THE PRESENCE OF IMPURITIES AND POISONS, 1935 to date. Showing methods used in analysis of drugs and methods used in determining presence of poisons in drugs not bearing poison labels. (Daily,, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 39. (1974)

1237. VETERANS' BUREAU STANDARDS, 1935 to date. Standard set by Veterans' Bureau to which all foods and drugs purchased by

them must conform. Food and drug chemists analyze samples from purchases to see that they so conform. (Daily, official.) 8½ x 11 loose sheets, 8 in., in wooden filing case. R. 39. (1908)

1238. ALLOTMENT LEDGER, 1936 to date. Copies of ledger sheets from Washington, covering operating expenses of the Western District. (Daily, official.) 11 x 16½ loose-leaf book, 2 in., on filing case. R. 34-A. (1820)

1239. DEFICIENCIES OF THE FEDERAL FOOD AND DRUG ACT OF 1906, 1936 to date. Series of photographs of bottled and packaged drugs, cosmetics, and foods, with notes pointing to the lack of necessary provisions in the Food and Drug Act to safeguard the public against dangerous drugs and mechanical devices. (Frequently, official, public.) 11½ x 14½ loose-leaf books (20), 1 ft., in wooden filing case. R. 33. (1873)

2140. LABELS FROM SAMPLES, 1936 to date. Foods and drugs examined for suspected violations and found to conform to governing law. Shipping records are attached to each label. (Occasionally, official.) 3 x 5 and 6 x 7 loose sheets, 2 ft., in 8 cardboard transfer cases. R. 33. (1870)

1241. SERIES OF PAPERS ON "WHAT CONSTITUTES FRAUD," n. d. Showing action taken in actual fraud cases and interpretations of the law by various experts in the administration; results and proceedings in two important cases: "Lydia Pinkham" and "Chichester Dimond Brand Pills." (Daily, official.) 8½ x 11 folders, 6 in., in wooden filing case. R. 39. (1977)

VALLEJO

NAVAL STORES DIVISION
FIELD HEADQUARTERS
Solano Produce Co., 22 Branciforte St.

This office was established in 1923 and has undergone no administrative changes. It occupied quarters in an old ticket office on the dock from 1923 to 1934. No records are sent to Washington and all so-called useless papers are destroyed.

1242. CORRESPONDENCE, 1923 to date. Pertaining to the inspection of fresh fruits and vegetables to determine whether produce will pass Government inspection. Filed chronologically. (Seldom, official.) 9 x 12 bundles, 6 in., on wooden board. Dirty. Office. (61)

1243. ORDERS, Apr. 1936 to date. Authorizing inspection of

fresh fruit and vegetables purchased by Navy Yard at Mare Island. Filed chronologically. (Seldom, official.) 9 x 12 bundles, 2 ft., in steel filing case. Office. (62)