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INVENTORY OF FEDERAL ARCHIVES
IN THE STATES

SERIES IV
THE DEPARTMENT OF WAR
NO. 32. NORTH CAROLINA

The Survey of Federal Archives
Work Projects Administration
of North Carolina
Raleigh
1940

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor

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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 work 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 since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that Administration and of the Work Projects 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 North Carolina the work of the Survey was under the direction of Dr. C. C. Crittenden, Regional Director, with Miss ~~Mattie~~ Erma Edwards as assistant, from its inception until June 1937. Since that time it has been under the supervision of Miss Emily Bridgers. This Inventory of the records of the Department of War in North Carolina was prepared in the Raleigh office of the Survey and was edited before final typing by Dr. Richard R. Stenberg of the Washington office.

Raleigh, North Carolina
June 12, 1940

Emily Bridgers, Supervisor
Survey of Federal Archives
in North Carolina

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INTRODUCTION

North Carolina is in the 4th Corps Area, the headquarters of which is located in Atlanta, Georgia. Unless otherwise noted all activities of a military nature, including the regular Army establishments and personnel in the state, the National Guard, and the Organized Reserves, come under the direction of the Corps Area commander, through and to whom reports are sent. Regular Army commands and the superintendents of the four national cemeteries in the state are likewise under the command and control of the Corps Area. The United States Property and Disbursing Officer for the North Carolina National Guard is responsible to the Federal Government, through the Corps Area commander, for Federal funds to the credit of the National Guard and for records of Federal property issued to it.

The North Carolina National Guard, excepting the 252d Coast Artillery Regiment, which is a Coast Defense unit, is a part of the 30th Division, which consists of units located in North Carolina, South Carolina, Georgia, and Tennessee. The headquarters of the 30th Division is at Macon, Georgia; that of the North Carolina National Guard is at Raleigh. The affairs of the Division and of the Coast Artillery Regiment are supervised by the Commanding General, 4th Corps Area. After the World War, there being no Federal laws or provisions for continuing the National Guard, it was demobilized. In North Carolina its reorganization by the state authorities under the authority of the War Department was begun in 1919, in accordance with the National Defense Act of June 3, 1916. On December 31, 1937 the strength of the North Carolina National Guard was 3,409 men, consisting of 267 officers, five warrant officers, and 3,137 enlisted men. This number fell 179 men short of the state's allotment as assigned by the War Department. Since that date both the total state allotment and enlistment have been increased to more than 4,000 men, with the units located in 37 counties. In time of peace the Governor of the state is the commander-in-chief of the National Guard and its affairs are handled by the State Adjutant General. The latter, under the direction of the commander-in-chief, is responsible for the coordination of all activities of the National Guard between the War Department, Corps Area, and the state. He is responsible for the organization, equipping, training, and general efficiency of the National Guard and for seeing that Federal laws and regulations, as well as the state military law, are complied with.

Activities of regular Army instructors assigned to the North Carolina National Guard are coordinated from the Raleigh office. Prior to the World War there was one instructor in the state for the entire National Guard. Since about 1921, under the provisions of Section 100 of the National Defense Act, as amended, regular Army instructors have been furnished for the respective branches of the North Carolina National Guard, which consists of the 120th Infantry, the 113th Field Artillery, the 105th Engineers, the 252d Coast Artillery, and the 105th Medical Regiment. When the Survey was made there were seven regular Army instructors assigned to the National Guard in this state. Since that time an instructor has been assigned to the 105th Medical Regiment. A Field Artillery instructor and

an Infantry instructor are in the Raleigh office. Their records were not surveyed, nor were those of a Field Artillery instructor at Greenville and of an Infantry instructor at Durham.

For the administration of affairs of the Organized Reserves the state is divided into four military districts. Officers in charge are located at Asheville, Charlotte, Raleigh, and Winston-Salem. In the Raleigh Military District the District Engineer at Wilmington, in addition to his regular duties, is responsible for the training of certain reserve organizations. Each officer is responsible for the training, by means of Army extension courses and local classes, of reserve officers of the organizations assigned to him, as well as the training of other reserve officers located in his district. Officers are also responsible for the administration in their districts of certain reserve affairs relating to organization, procurement, and active duty. They operate directly under the jurisdiction of the Chief of Staff, 1st Military Area, the headquarters of which is located at Knoxville, Tennessee. Records of officers at Asheville, Raleigh, and Winston-Salem were not surveyed. Organizations for which the latter officers are responsible and the counties comprising the districts are as follows:

Asheville Military District

Organizations: 447th Infantry; 324th Military Police Battalion; and 366th Medical Regiment.

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

Raleigh Military District

Organizations: Headquarters and Headquarters Company 161st Infantry Brigade, 81st Division; 321st Infantry, 81st Division; 306th Medical Regiment, 81st Division; 22d Surgical Hospital; and 10th Medical Regiment. (See also Wilmington section below, p. 83.)

Counties: Alamance, Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Caswell, Chatham, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Duplin, Durham, Edgecombe, Franklin, Gates, Granville, Greene, Halifax, Harnett, Hertford, Hoke, Hyde, Johnston, Jones, Lee, Lenoir, Martin, Moore, Nash, New Hanover, Northampton, Onslow, Orange, Pamlico, Pasquotank, Pender, Perquimans, Person, Pitt, Robeson, Sampson, Scotland, Tyrrell, Vance, Wake, Warren, Washington, Wayne, and Wilson.

Winston-Salem Military District

Organizations: 322d Infantry, 81st Division; 3d Battalion, 2d Chemical Regiment; 306th Ordnance Company, 81st Division; 54th Ordnance Company; 85th Ordnance Company; 69th Ordnance Company; and 38th Evacuation Hospital.

Counties: Alexander, Alleghany, Catawba, Davidson, Davie, Forsyth, Guilford, Iredell, Randolph, Rockingham, Rowan, Stokes, Surry, Wilkes, and Yadkin.

When the Survey was made there were three Reserve Officers' Training Corps units in the state. These units, which were organized under the provisions of Sections 40-47c of the National Defense Act, as amended, were as follows: at Davidson College, Davidson, and at the North Carolina State College of Agriculture and Engineering, Raleigh, an infantry unit each; and at Oak Ridge Military Institute, Oak Ridge, a junior infantry unit. One college, the Negro Agricultural and Technical College at Greensboro, was Government-aided under Section 55c of the same act. Subsequent to the Sur-

vey a junior infantry unit was established at the New Hanover High School in Wilmington. With the exception of a few records in Raleigh, the ROTC records in North Carolina were not surveyed.

The records of the national cemetery at Raleigh were not surveyed. This cemetery contains an area of approximately eight acres. Government title was received by deed from the state of North Carolina dated January 17, 1871, jurisdiction having been ceded to the Government by an act of the state legislature of April 10, 1869.

ACME

LOCK AND DAM NO. 1, CAPE FEAR RIVER Residence of Lockmaster, RFD King's Bluff

The lockmaster's office, at King's Bluff on the Cape Fear River, was established in September 1935. Reports and other records are sent to the district engineer office at Wilmington. Papers considered useless are destroyed at the discretion of the lockmaster.

1. LOCKAGE REPORTS, 1935 to date. Monthly reports to the District Engineer on vessels passing through the lock, showing date, name and class of vessel, nature of cargo, direction in which bound, remarks, and signature of lockmaster. (Daily, official.) 10 x 14 vols., 3 in., in locked desk. Living Room. (4)

2. WEATHER BUREAU AND GAUGE REPORTS, 1935 to date. On depth of river, amount of rainfall, and rise and fall of the river. (Daily, official.) 10 x 14 vols., 3 in., in locked desk. Living Room. (2)

3. DATA ON RIVER STAGES, 1935 to date. Daily reports on river depth, for use in regulating the draft of commercial vessels. (Daily, official.) 10 x 14 vols., 3 in., in locked desk. Living Room. (3)

4. REPORTS ON CHANNEL DREDGING AND SURVEYING, 1935 to date. (Daily, official.) 10 x 14 vols., 3 in., in locked desk. Living Room. (1)

ASHEVILLE

ARMY RECRUITING SUBSTATION Post Office and Courthouse, Otis St.

Though a recruiting officer was located in Asheville at least as early as 1909, the records in this office when the Survey was made dated only from 1928. The station is under the jurisdiction of the Army Recruiting Station in Charlotte. It was located in the Liggett Building until 1927, when it was moved to the Carmichael Building on Pack Square. It has been at its present location since 1930. No papers are considered useless.

5. RECORD OF ENLISTMENTS, 1928 to date. List of accepted applicants, compiled from the original enlistment papers prior to transmittal to the Charlotte office. (Daily, official.) 12 x 16 loose-leaf book, 1 in., in drawer of desk. R. 6. (63)

6. CORRESPONDENCE, 1934 to date. Correspondence, reports, and instructions regarding enlistment quotas and transportation, deserter file, memoranda, telegrams, and special orders. (Frequently, official.) 8 x 10 loose-leaf books, 1 ft., in sectional bookcase. R. 6. (64)

NATIONAL GUARD
REGULAR ARMY INSTRUCTOR
Post Office and Courthouse, Otis St.

The office of the Signal Corps Instructor, 30th and 31st Divisions, National Guard, was established in Mobile, Alabama, in 1925. In 1930 the title was changed to Signal Corps Instructor for the National Guard, 4th Corps Area, and the office was moved to Canton, North Carolina. In September 1932 the office was moved to Asheville, where the records were surveyed.

The 30th Signal Company, North Carolina National Guard, and all headquarters companies and batteries of the North Carolina National Guard comprised the North Carolina allotment under instruction of this office. Monthly reports were sent to the National Guard Bureau in Washington, and papers considered useless were destroyed periodically under Army regulations. The office was located in the City Hall Building until 1933, when it was moved to the Post Office and Courthouse. In 1936 the office was again moved to Mobile, Alabama.

7. NATIONAL GUARD RECORDS, 1925 to date. Official correspondence and expense accounts. (Frequently, official.) 9 x 14 folders, 3 ft., in 3 drawers of steel filing case. R. 15. (55)

8. ARMY EXTENSION COURSE, Sept. 1926 to date. Students' records, completed Army extension courses, and related correspondence. Filed alphabetically. (Daily, official.) 9 x 14 folders, 2 ft., in 2 drawers of steel filing case. R. 15. (56)

BEAUFORT

ENGINEER OFFICE
U.S. Engineer's Office
Front St., between Moore and Orange Sts.

This office occupies a small frame building which was constructed in 1908 for the use of field parties operating in the Beaufort section. No records are filed here, as all records accumulated by each field party are filed in the district office at Wilmington.

CHARLOTTEARMY RECRUITING STATION
Federal Bldg., 401 W. Trade St.

The District Army Recruiting Headquarters for North and South Carolina were moved to Charlotte from Fort Bragg, North Carolina, on March 6, 1931. A substation had been located previously in Charlotte.

The district is known as the Charlotte Recruiting District. When the Survey was made substations were located at Asheville, Raleigh, and Winston-Salem, North Carolina, and at Florence, Columbia, Spartanburg, and Greenwood, South Carolina. In 1938 substations were opened at Wilson, North Carolina, and Greenville, South Carolina, and in 1939 at Wilmington, Salisbury, High Point, Greenville, Lenoir, and Durham, North Carolina, and at Charleston and Sumter, South Carolina. The office was located in the Mint Building, 404¹/₂ West Trade Street, until August 1, 1934, when it was moved to its present location. No papers are considered useless.

Records relating solely to the South Carolina division are listed at the end of the inventory. Additional records relating to this division are listed in entries 11 and 64. Entries 11 and 15 should be consulted for records relating to former recruiting offices at Goldsboro and Greensboro, North Carolina, respectively.

Correspondence, Orders, and Reports

9. CORRESPONDENCE BOOKS, 1899 - 1909. Record of letters sent and received, showing date, name of writer, subject, action, and file number. (Rarely, official.) 11 x 16 vols. (9), 1 ft. 6 in., in 3 wooden boxes. R. 5. (351)

10. COMPANY ORDER BOOKS, 1900 - 1913. Record of War Department orders to enlisted men to report to specified stations for active service. (Rarely, official.) 8 x 14 vols. (5), 5 in., in wooden box. R. 5. (354)

11. LETTER BOOKS, 1901 - 1903. Copies of letters in books sent from recruiting stations at Goldsboro, North Carolina, and Columbia, South Carolina. (Rarely, official.) 11 x 16 vols., 2 in., in wooden box. R. E-1-B. (413)

12. CORRESPONDENCE BOOKS, 1905 - 1906. Record of letters sent to and received from various branches of the Army. Entered alphabetically. (Occasionally, official.) 10 x 12 vols. (4), 4 in., in pasteboard box. R. 5. (353)

13. CORRESPONDENCE BOOKS, 1906 - 1909. Record of correspondence with Army prospects. Entered alphabetically. (Rarely, official.) 11 x 16 vols. (2), 4 in., in wooden box. R. 3. (349)

14. CORRESPONDENCE, 1907 - 1918. With various agencies of the War Department. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 8 in., in wooden box. R. E-1-B. (422)

15. SUBSTATION RECORDS, GREENSBORO, 1921 - 1931. Work reports. (Occasionally, official.) 8 x 10 bundles, 10 in., in 2 wooden boxes. R. E-1-B. (405)

16. TRANSFER LETTERS, 1924 - 1930. Letters from headquarters relative to the transfer of enlisted men. Filed numerically. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (360)

17. MISCELLANEOUS REPORTS, 1925 - 1930. Reports to the Columbia, South Carolina, office and the 4th Corps Area Headquarters, Atlanta, Georgia, on enlistments, rejections, and desertions. Filed numerically. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (369)

18. FLAGS, 1925 - 1929. War Department communications relative to the use and replacement of flags. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (380)

19. PERMISSION OF OFFICERS, 1926. Permission for uniformed officers to attend games for the purpose of contacting prospective recruits. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (372)

20. CORRESPONDENCE, REPLACEMENTS, 1926. Relative to regular Army replacements from reserve officer ranks. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (363)

21. INVENTORIES, 1926 - 1932. Letters from headquarters relative to station inventories. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (367)

22. CORRESPONDENCE, SUBSISTENCE, 1926 - 1930. Letters from headquarters relative to food and quarters for enlisted men. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (386)

23. CORRESPONDENCE, TRANSPORTATION, 1927 - 1930. Letters to headquarters relative to the transportation of enlisted men. Filed numerically. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (359)

24. CORRESPONDENCE, QUOTAS, 1928 - 1930. Letters from headquarters relative to quotas and enlistments. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (366)

25. MISCELLANEOUS ARMY CORRESPONDENCE, 1928 - 1930. (Occasionally, official.) 10 x 12 folders, 3 in., in transfer case. R. E-1-B. (424)

26. DISCHARGE RECORDS, 1928 - 1931. Reports from headquarters to Army officers relative to the discharge of enlisted men. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (376)

27. TELEGRAMS, 1929 - 1933. From and to various recruiting stations and headquarters. Filed numerically. (Rarely, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 9. (358)

28. MONTHLY REPORTS, 1930 - 1931. To headquarters, on enlistments and expenses. (Occasionally, official.) 8 x 10 envelopes, 1 in., in wooden box. R. E-1-B. (423)

29. ECONOMY BILLS, 1932. Letters to Army agencies ordering reduction in expenditures. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (381)

30. SPECIAL ORDERS, 1932 - 1933. Special orders to recruiting officers directing men to report to specified stations for service. (Rarely, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 9. (361)

31. ORDERS, 1932 - 1933. War Department orders to recruiting officers directing the disposition of enlisted men. (Occasionally, official.) 9 x 13 bundles, 2 in., in wooden box. R. E-1-B. (415)

Financial Records and Accounts

32. PAY ROLLS, 1912 - 1916. Record of payments to men in recruiting stations at Raleigh and Charlotte, North Carolina. (Occasionally, official.) 9 x 11 loose-leaf book, 1 in., in wooden box. R. E-1-B. (410)

33. CASH RECEIVED AND EXPENDED, 1917 - 1933. (Occasionally, official.) 10 x 14 vols., 5 ft., in wooden box. R. E-1-B. (418)

34. RECORDS OF ADJUSTED COMPENSATION, 1925. (Rarely, official.) 4 x 9 envelopes, 4 in., in wooden box. R. E-1-B. (406)

35. PURCHASE ORDERS AND BILLS OF LADING, 1925 - 1932. (Rarely, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 9. (356)

36. REQUESTS FOR TRANSPORTATION, 1925 - 1933. For transportation of men to other stations on special duty. (Rarely, official.) 9 x 11 folders, 1 ft. 2 in., in 2 steel transfer cases. R. 9. (397)

37. TRANSPORTATION REQUESTS, 1926 - 1932. Requests for transportation of soldiers, and bills of lading for war supplies. (Occasionally, official.) 9 x 14 folders, 4 in., in steel transfer case. R. 9. (370)

38. FUNDS RECEIVED AND EXPENDED, 1927 - 1928. Records of funds of recruiting stations. (Occasionally, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 9. (401)

39. EMERGENCY REQUISITIONS, 1927 - 1930. For supplies. (Rarely, official.) 9 x 10 folders, 2 in., in transfer case. R. 9. (393)

40. ACCOUNTS LEDGER, 1927 - 1932. Expense accounts of enlisted men. (Occasionally, official.) 8 x 14 vol., 1 in., in steel transfer case. R. 9. (402)

41. RECORD OF RECEIPTS AND EXPENDITURES, 1927 - 1933. Of recruiting fund allotments. (Rarely, official.) 9 x 11 folders and 10 x 12 vol., 3 in., in transfer case and wooden box. Rs. 9 and E-1-B. (390, 409)

42. PAY VOUCHERS, 1928 - 1931. Records of pay and allowances to Army officers. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (379)

43. PURCHASE NOTICES, 1928 - 1932. Orders for the purchase of various supplies from the Quartermaster General and the War Department. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (364)

44. BUDGET REQUISITIONS, 1929 - 1933. Record of budget requisitions for supplies. (Occasionally, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 9. (403)

45. FINANCE ACCOUNTS, 1930 - 1931. Record of rental and traveling expenses incurred in performance of official duty. (Rarely, official.) 8 x 14 vol., 1 in., in transfer case. R. 9. (396)

46. CASH BOOK, 1930 - 1932. Quartermaster's cash book. (Occasionally, official.) 12 x 15 vol., 2 in., in steel transfer case. R. 9. (400)

47. TRANSPORTATION, 1931. Record of transportation furnished and charged to enlisted men on furlough. (Occasionally, official.) 8 x 14 envelopes, 1 in., in steel transfer case. R. 9. (383)

48. RECEIPTS FOR PAY CHECKS, 1931 - 1932. Report on checks received and receipted for by recruiting officer and enlisted men. Filed numerically. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (391)

49. PAY VOUCHERS FOR ENLISTED MEN, 1931 - 1933. Record of pay vouchers issued to men of twenty or more years of service in the Army. Filed numerically. (Rarely, official.) 9 x 11 folders, 2 in., in steel transfer case. R. 9. (365)

50. AUDITOR'S REPORT, 1932. On vouchers presented. (Rarely, official.) 9 x 11 envelopes, 1 in., in steel transfer case. R. 9. (404)

51. TRAVELING EXPENSES OF OFFICERS, 1932 - 1933. Records of special funds for traveling expenses of recruiting officers. (Occasionally, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 9. (399)

52. EXPENSE RECORDS, 1933. Record of expense incurred for medical supplies and services, laundry, telegrams, and gas and oil. (Frequently, official.) 8 x 14 vol., 1 in., in steel transfer case. R. 9. (398)

53. RECORD OF FUNDS RECEIVED FROM THE WAR DEPARTMENT, 1933. Record of funds received from the War Department by the finance agent. (Rarely, official.) 10 x 12 vol., 1 in., in wooden box. R. E-1-B. (414)

54. REQUESTS FOR TRANSPORTATION, 1934 - 1935. (Rarely, official.) 8 x 16 vol., 2 in., in wooden box. R. E-1-B. (425)

55. MEAL RECEIPT BOOKS, 1934 - 1935. Showing meals furnished soldiers. (Rarely, official.) 3 x 5 vols. (4), 4 in., in wooden box. R. E-1-B. (407)

Enlistment Records

56. RECORD OF RECRUITS, 1899 - 1913. Showing descriptions of recruits, clothing issued to each, and dates of enlistment. Entered alphabetically. (Rarely, official.) 11 x 16 vols., 3 ft. 2 in., in wooden boxes. Rs. E-1-B and 3. (416, 350)

57. JOURNALS, 1918 - 1921. Record of meals, lodgings, and traveling expenses furnished soldiers. (Occasionally, official.) 9 x 14 vols. (2), 2 in., in wooden box. R. 5. (352)

58. ENLISTMENT RECORDS, REGULAR ARMY, 1920 - 1927. Examination records of enlisted men, and declarations of applicants. (Occasionally, official.) 9 x 11 bundles, 8 in., in wooden box. R. E-1-B. (419)

59. RECORD OF RECRUITS, 1925. Showing name, address, and personal history of each recruit. (Rarely, official.) 5 x 8 vol., 1 in., in wooden box. R. E-1-B. (417)

60. REPORTS ON ENLISTMENT OF AIR SERVICE CADETS, 1928 - 1931. Also instructions. (Rarely, official.) 9 x 11 folders, 2 in., in steel transfer case. R. 9. (382)

61. CONTRACTS, 1930 - 1933. With enlisted men. Filed numerically. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (378)

62. EXTRACTS FROM SERVICE RECORDS, 1930 - 1933. Of enlisted men. (Occasionally, official.) 9 x 12 envelopes, 5 ft., in 4 wooden and pasteboard boxes. R. E-1-B. (411)

Civilian Conservation Corps Records

63. PROCUREMENT RECORDS, 1932 - 1933. Record of enlistments and placements in the CCC, and related correspondence and telegrams. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in wooden box. R. E-1-B. (421)

64. CCC REJECTIONS, SOUTH CAROLINA, 1933. (Occasionally, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 9. (392)

65. SPECIAL ORDERS FOR TRANSPORTATION, 1933. For CCC enrollees. (Rarely, official.) 8 x 13 envelopes, 1 in., in steel transfer case. R. 9. (373)

South Carolina Division Records

66. MEDICAL ACCOUNTS, 1924 - 1925. Of medicine and medical services for soldiers at the South Carolina Baptist Hospital. Entered numerically. (Rarely, official.) 9 x 11 vol., 1 in., in steel transfer case. R. 9. (395)

67. CORRESPONDENCE, 1925 - 1932. Relative to Army property and supplies

at recruiting stations. (Rarely, official.) 9 x 11 folders, 4 in., in 2 steel transfer cases. R. 9. (385)

68. MEDICAL REPORTS, 1925 - 1933. Surgeon General's reports on services rendered at hospitals in Columbia and Spartanburg. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 9. (388)

69. MONTHLY TROOP ROSTERS, 1925 - 1933. Of enlisted men and officers at recruiting stations. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (368)

70. RECRUITING RECORDS, SUBSTATIONS, 1927 - 1928. (Occasionally, official.) 9 x 14 vols. (3), 3 in., in wooden box. R. E-1-B. (420)

71. MONTHLY ACTIVITY REPORTS, 1927 - 1932. Of recruiting stations. (Rarely, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 9. (387)

72. FUNDS RECEIVED AND EXPENDED, 1927 - 1933. Record of funds received and expended by recruiting stations. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (362)

73. ENLISTMENT RECORDS, 1928 - 1932. Record of examination of applicants and enlistment of recruits in the state. (Rarely, official.) 9 x 14 envelopes, 3 ft. 6 in., in wooden box. R. E-1-B. (408)

74. RECORD OF MEN ENLISTED FOR REGULAR ARMY, 1928 - 1933. Showing name of each, number, assignment, and home address. (Rarely, official.) 8 x 12 vols., 2 ft. 2 in., in 3 steel transfer cases. R. 9. (375)

75. PURCHASE VOUCHERS, 1928 to date. For materials and personal services. (Rarely, official.) 9 x 11 folders, 5 ft. 1 in., in wooden transfer case. R. 9. (377)

76. PURCHASE ORDERS, 1929 - 1931. For supplies for recruiting stations. (Occasionally, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 9. (357)

77. SPECIAL ORDERS, 1929 - 1932. For transfer of men. (Occasionally, official.) 9 x 14 envelopes, 10 in., in wooden box. R. E-1-B. (412)

78. CREDIT AND DEBIT VOUCHERS, 1930 - 1931. Submitted for audit. (Rarely, official.) 10 x 15 envelopes, 1 in., in steel transfer case. R. 9. (371)

79. PURCHASE NOTICES, 1930 - 1932. Covering supplies and materials. (Rarely, official.) 9 x 11 folders, 1 in., in wooden transfer case. R. 9. (384)

80. SPECIAL ORDERS, 1930 - 1932. From 4th Corps Area Headquarters, covering promotions and itineraries of men. (Rarely, official.) 9 x 11 folders, 1 in., in steel transfer case. R. 9. (394)

81. RECORDS OF REJECTIONS, 1931. Of various recruiting stations. (Rarely, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 9. (374)

82. MEDICAL ACCOUNTS, 1932. For services rendered to soldiers by a Dr. Hopkins at Columbia, South Carolina. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 9. (389)

83. APPLICANTS' AGE AFFIDAVITS, n.d. Affidavits of orphaned and guardianless applicants stating they are 18 years of age. (Rarely, official.) 9 x 11 folders, 2 in., in wooden transfer case. R. 9. (355)

84. MOTION PICTURE FILM, n.d. Showing Army work scenes. One roll, nitrate projection positive, 35-mm, in metal cans. R. D-1-B. (P-3)

NATIONAL GUARD
REGULAR ARMY INSTRUCTORS
Federal Bldg., 401 W. Trade St.

The office of Regular Army Instructor assigned to the 120th Infantry, North Carolina National Guard, was established in Charlotte in 1921-1922, and that of another instructor, assigned to the 105th Engineers, was established in 1924. Records of the two officers were surveyed together. The office was located in the Mint Building prior to 1930 and in the County Courthouse from 1930 until 1934, when it was moved to its present location. All papers are filed in the office.

85. MISCELLANEOUS CORRESPONDENCE, 1923 - 1934. Relative to official business. (Never.) 9 x 11 folders, 4 in., in steel transfer case. R. 214. (339)

86. MISCELLANEOUS DATA, 4th Corps AREA, 1924 to date. Training memoranda, orders, and data on summer training camps. (Never.) 8½ x 11 folders, 7 in., in steel transfer case. R. 214. (343)

87. MISCELLANEOUS RECORDS, 1926 - 1931. Memoranda, reports, notes, and routine correspondence. (Never.) 9 x 12 folders, 2 ft. 8 in., in 2 steel transfer cases. R. 214. (337)

88. TRAINING PROGRAMS, 120TH INFANTRY, 1930 - 1935. (Never.) 8 x 11 folders, 4 in., in steel transfer case. R. 214. (338)

89. MISCELLANEOUS CORRESPONDENCE, 1930 to date. Relative to Army officials. (Occasionally, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 214. (325)

90. EXTENSION COURSES, INFANTRY SCHOOL, 1930 to date. Extension course records, special orders to the Signal Corps Instructor, military training, scouting, and patrolling. (Frequently, official.) 8 x 10 folders, 8 in., in steel transfer case and in wooden drawer. R. 214. (327)

91. TRAINING AND SIGNAL OPERATIONS, 30TH DIVISION, 1932. Memoranda, notes, and directions on signal operations and training. (Frequently, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 214. (333)

92. PROPERTY RECORDS, 1932 - 1935. (Frequently, official.) 9 x 12 folders, 2 in., in steel transfer case. R. 214. (335)

93. TRAVEL EXPENSES, 1932 - 1935. Expense accounts of instructor covering visits of inspection and instruction. (Occasionally, official.) 8 x 10 folders, $\frac{1}{2}$ in., in steel transfer case. R. 214. (332)

94. ANNUAL ARMORY INSPECTION, 1932 - 1935. Records of annual armory inspections by Army officers assigned to inspection duty. (Never.) 9 x 11 folders, 3 in., in steel transfer case. R. 214. (326)

95. MISCELLANEOUS FILE, 1933 to date. Copies of letters, orders, memoranda, reports, and miscellaneous War Department information. (Occasionally, official.) 9 x 14 folders, 1 ft., in steel transfer case. R. 214. (330)

96. ANNUAL PROFICIENCY INSPECTION, 1934 - 1935. Annual infantry proficiency inspection records, showing questions, answers, and ratings; used as a basis for advancement. (Occasionally, official.) 8 x 13 loose sheets, 8 in., in steel transfer case. R. 214. (342)

97. ANNUAL PROFICIENCY INSPECTION OF SENIOR RESERVE OFFICERS' TRAINING CAMP, 1935. Showing list of institutions, date of inspection of each, unit, name of inspector, and schedules. (Frequently, official.) 9 x 12 folders, 1 in., in steel transfer case. R. 214. (331)

98. PERSONNEL RECORDS, 1935 to date. Of the 105th Engineers. (Frequently, official.) 9 x 14 folders, 1 ft., in steel transfer case. R. 214. (341)

99. REPORTS ON NATIONAL GUARD UNITS, 1935 to date. Weekly and monthly drill reports, training schedules, and organization and training programs. (Frequently, official.) 8 x 14 folders, 3 in., in steel transfer case. R. 214. (336)

100. MISCELLANEOUS REPORTS, 1935 to date. Reports, orders, memoranda, and correspondence pertaining to National Guard training and administration in the 4th Corps Area. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 7 in., in 3 steel transfer cases. R. 214. (329)

101. ARMORY INSPECTION REPORTS, 1936. Also armory inspection guides. (Frequently, official.) 8 x 10 folders, 2 in., in steel transfer case. R. 214. (328)

102. CONFIDENTIAL INFORMATION, n.d. From the War Department. (Frequently, official.) 9 x 12 folders, 6 in., in steel transfer case. R. 214. (340)

ORGANIZED RESERVES
Federal Bldg., 401 W. Trade St.

The office of Regular Army Instructor for reserve officer personnel was established in Charlotte about 1925. The officer in charge acts as instructor of reserve officers assigned to the 463d Quartermaster Squadron of the 63d Cavalry Division, and to the 316th Field Artillery, the 406th Quartermaster Regiment, and the 306th Ammunition Train of the 81st Division. He serves also as Executive Officer of the Charlotte Military District, which consists of Anson, Cabarrus, Cleveland, Gaston, Lincoln, Mecklenburg, Montgomery, Richmond, Stanly, and Union Counties. The office was located in the Mecklenburg County Courthouse until 1934, when it was moved to its present location. Records may be destroyed periodically, but none had been destroyed when the Survey was made.

103. PERSONNEL FILE, 1922 to date. Official correspondence relative to individuals. (Daily, official.) 9 x 12 folders, 1 ft. 5 in., in steel transfer case. R. 220. (345)

104. DEAD FILE, 1922 to date. Correspondence and records concerning transferred, discharged, or removed officers. (Seldom, official.) 9 x 12 folders, 2 ft., in steel transfer case. R. 220. (347)

105. OFFICIAL BUSINESS FILE, 1922 to date. Property and other records, and War Department, Corps Area, and divisional circular letters. (Daily, official.) 9 3/4 x 15 folders, 1 ft. 7 1/2 in., in steel transfer case. R. 220. (348)

106. PERSONNEL RECORDS, 1928 to date. Of reserve officers assigned to this office, including applications, active duty reports, certificates of completion of Army extension course, and data on qualifications. (Daily, official.) 6 x 8 envelopes, 2 ft. 2 in., in steel transfer case. R. 220. (344)

107. MIMEOGRAPHED LETTERS, 1936. Relative to official business. (Daily, official.) 9 x 15 folders, 9 in., in steel transfer case. R. 220. (346)

COINJOCK

BRIDGEKEEPER

Bridgekeeper's Quarters

This office was established in 1914 when the Government took over the operation of the drawbridge formerly owned and operated by the Albemarle and Chesapeake Canal Company. Its records when under private ownership were kept at the locks at Great Bridge, Virginia. The office formerly reported to the District Engineer at Norfolk, Virginia, but is now under the jurisdiction of the District Engineer at Wilmington. All papers are filed or sent to the district office.

108. LOG, 1915 to date. Record of passage of vessels through the bridge, showing time, name of vessel, and length of time bridge was open. Entered chronologically. (Seldom, official.) 4 x 6 vols., 3 ft., in wooden locker. Engine room and keeper's quarters. (1)

ELIZABETH CITY

BOARD OF U.S. ARMY ENGINEERS
U.S. Post Office, E. Main St.

The record reported below is found in the custody of the Deputy Collector of Customs at Elizabeth City. The place of origin of the record is not indicated.

109. REPORTER'S TRANSCRIPTS, 1910 - 1911. Typed minutes of the Board of U.S. Army Engineers, showing name of each speaker and summary of remarks. (Never.) 9 x 11 covers, $\frac{1}{4}$ in., in wooden box. Basement. (67)

ELIZABETHTOWN

LOCK AND DAM NO. 2, CAPE FEAR RIVER
Residence of Lockmaster, D. S. Fortner
3 mi. S. of Elizabethtown

This office was established in 1917. Reports and other records are sent by the lockmaster to the district engineer office at Wilmington. Papers considered useless are destroyed at the discretion of the lockmaster.

110. WEATHER AND GAUGE REPORTS, 1929 to date. Form Metl. 1006, showing daily depth of river, amount of rainfall, and rise and fall of the river; copies are sent monthly to the Weather Bureau, Raleigh, and the District Engineer. (Daily, official.) 10 x 15 vols., 3 in., in drawer of cabinet in locked desk. Living Room. (82)

111. RIVER STAGES, 1930 to date. Daily reports on the depth of the river, for use in regulating the draft of commercial vessels; copies are sent to the District Engineer when called for. (Daily, official.) 10 x 15 vols., 3 in., in drawer of cabinet in locked desk. Living Room. (81)

112. LOCKAGE REPORTS, Mar. 1936 to date. Monthly reports to the District Engineer on vessels passing through the lock, showing date, type and name of vessel, nature of cargo, direction of travel, remarks, and signature of the lockmaster. (Daily, official.) 10 x 15 loose sheets, 3 in., in drawer of cabinet in locked desk. Living Room. (80)

FORT BRAGG

- (A) Administration Bldg., No. 498
- (B) Finance and Quartermaster Office Bldg., No. 496
- (C) Garage (used as storeroom), No. 496-A
- (D) Motor Repair and Ordnance Shop, No. 493
- (E) Ordnance Shop (Tractor), No. 31-30
- (F) Ordnance Warehouse, No. 585
- (G) Ordnance Magazine, No. 36-1
- (H) Quartermaster Warehouse No. 4, No. 31-16
- (I) Quartermaster Warehouse No. 3, No. 31-17
- (J) Quartermaster Warehouse No. 34, No. 34-33
- (K) Day Room (used as Barracks and Day Room), No. 11-22
- (L) Quartermaster Warehouse (Commissary), No. 577
- (M) Post Exchange Bldg., No. 30-6 & 7
- (N) Quartermaster Post Laundry Bldg., No. 31-38
- (O) Quartermaster Maintenance Bldg. and Sheds, No. 578
- (P) Station Hospital, No. 518
- (Q) Veterinary Station, No. 536
- (R) Guard House, No. 497
- (S) Post Recruiting Office Bldg., No. 23-24
- (T) Telephone Exchange, No. 8-16 & 20 (new bldg. No. 303 in 1939)
- (U) Warehouse No. 5
- (V) Dispensary (used as Administration Bldg. by the Air Corps), No. 596
- (W) Air Corps Hangar, No. 38-1
- (X) Double Hangar (Air Corps), No. 599
- (Y) Air Corps Barracks, No. 381
- (Z) Balloon Hangar Bldg., No. 600
- (a) Barracks, No. 301
- (b) Temporary Barracks (not numbered) for Headquarters Battery,
1st Observation Battalion (Sound and Flash)
- (c) Barracks, No. 308
- (d) Barracks, No. 314
- (e) Barracks, No. 310
- (f) Barracks, No. 307
- (g) Barracks, No. 306-A
- (h) Administration Bldg., 83d Field Artillery, No. 7-3
- (i) Barracks, No. 11-13
- (j) CCC Warehouse

Camp Bragg, named for the Confederate artillery general Braxton Bragg, was established in the summer of 1918 as an artillery camp to train men for service in the World War. Land was acquired in Cumberland and Hoke Counties, about ten miles northwest of Fayetteville, to replace the firing center at Camp McClellan, Alabama, which was too small. The original plans called for a six-brigade camp at a cost of \$17,000,000.00. The contract was let to Stewart and Company of New York City. Early in November 100 men under Captain Shaw arrived in Fayetteville from Camp Greene, Charlotte, North Carolina, to do guard duty. Before construction was well under way, however, the Armistice was signed and, though the Government determined to maintain the camp permanently as an artillery post, the original plans were abolished in favor of a one- to two-brigade camp. In 1922 the name was changed to Fort Bragg.

Though the reservation is of comparatively recent origin, the site affords an interesting historical background. The Monroe House, for instance, within the reservation, is said to have been the headquarters of the English general Lord Cornwallis in his retreat over the old Yadkin Road following his defeat by the American general Nathaniel Greene at Guilford Courthouse on March 15, 1781. Also within the reservation is the site of one of the last engagements of the War Between the States. In the northward movement of Sherman's troops forces under Kilpatrick and Hampton met at what is now called Battle Field Farm, and a number of unknown men on both sides are buried in the vicinity.

The post is today the largest field artillery reservation in the United States, with an annual military pay roll of approximately \$2,000,000. Including the military airport of Pope Field, the Government reservation is twenty-four miles long by eight miles wide and contains 122,000 acres. The post office, telephone office, and freight station are located at Fort Bragg, the railroad and express stations, at Fayetteville. The post has a peacetime garrison of approximately 140 officers and 3200 enlisted men and a civilian employee list of 200-300. Including all families, the population is around 4500, most of whom live in the section of the reservation nearest Fayetteville. Eight hundred horses and mules are in service on the reservation.

Organizations stationed at the post are armed with cannon ranging from the light 75-mm gun to the 240-mm howitzer, and afford examples of all types of field artillery in use by the United States Army. In addition, many experimental cannon are tested on the reservation, which is the permanent station of the Field Artillery Board. The following troops were stationed at the post in 1936:

Headquarters and Headquarters Battery, 13th Field Artillery Brigade. This battery was organized at Fort Bragg on May 13, 1921, pursuant to orders of the Adjutant General's office, from men transferred from other organizations then at Fort Bragg. It has been continuously stationed at Fort Bragg.

2d Battalion, 4th Field Artillery. This battalion, equipped with the 75-mm howitzer, is especially suited for mountain and rough country warfare, its cannon, ammunition, and other equipment being carried by pack on mules. The 4th Field Artillery was organized under act of Congress of January 25, 1907, from Batteries A, B, C, and D, as the 26th, 28th, 23d, and 27th Batteries, and E and F, with same present designations. The 1st Battalion was made inactive on September 1, 1927, and the regiment, less the 1st Battalion, was made inactive on October 24, 1927. The 2d Battalion was made active March 29, 1930. Battery F was again made inactive on May 1, 1930.

17th Field Artillery. This, the largest organization on the reservation, is motorized and equipped with the 155-mm howitzer. It was organized in 1917 at Camp Robinson, Sparta, Wisconsin, under act of Congress of June 3, 1916, by the transfer of men from the 8th Field Artillery, then stationed at Fort Bliss, Texas. The 3d Battalion was made inactive on August 1, 1922, made active on April 1, 1930, and again made inactive on October 1, 1933. The regiment saw service in Europe from December 1917 to August 1919, when it was sent to Camp Travis, Texas, where it was stationed until its transfer to Camp Bragg in January 1921.

2d Battalion, 36th Field Artillery. This battalion is motorized and equipped with the 155-mm gun and the 240-mm howitzer, the largest field

artillery pieces in use in the Army. The 36th Field Artillery was organized in 1918, demobilized on February 8, 1919, and reconstituted as an inactive unit on July 22, 1929. The 2d Battalion was made active on October 1, 1933.

2d Battalion, 83d Field Artillery. This battalion is equipped with horse-drawn 75-mm guns, a type of artillery that saw much service in France during the World War. The 83d Field Artillery was organized in 1917 under act of Congress of June 3, 1916, as the 25th Cavalry. It was redesignated the 83d Field Artillery in 1917. The regiment, less the 1st Battalion, was made inactive on January 7, 1922, demobilized on February 28, 1927, and reconstituted as an inactive unit on March 22, 1930. The 2d Battalion, less Battery F, was made active on October 1, 1933.

1st Observation Battalion. This is the only active sound and flash ranging battalion in the Army. A highly modern and technical organization, its work is in an experimental stage. It was constituted in 1929 with the following component units: Headquarters and Headquarters Detachment, inactive; Battery A, as 1st Observation Battery, active; and Battery B, inactive.

2d Balloon Squadron, Air Corps. This is a component unit of the 24th Balloon Group which was authorized as an inactive group in 1923. The 2d Balloon Company was organized in 1917 as Company B, 2d Balloon Squadron, redesignated as Balloon Company No. 2 in 1918 and as the Balloon School in 1921, demobilized on August 15, 1922, reconstituted and consolidated in 1930 with the 2d Balloon Company, made active on May 20, 1930, and redesignated as the 2d Balloon Squadron, active, on October 1, 1933.

Flight C, 16th Observation Squadron. This is a component unit of the 14th Observation Group, which was constituted as the 14th School Group in 1923 and given its present designation in 1929. The 16th Observation Squadron was constituted in 1917 as Aviation Company C, Signal Corps, redesignated as the 16th Aero Squadron in 1917, demobilized on May 17, 1919, and reconstituted and consolidated in 1924 with the 16th Observation Squadron.

Company B, 4th Quartermaster Regiment, Heavy Maintenance. The regiment was in process of revision when the inventory was taken.

Company B, 55th Quartermaster Regiment, Heavy Maintenance. The regiment, less the 1st Battalion, was constituted as an inactive regiment in 1936.

34th Ordnance Company, Heavy Maintenance. This company was organized on March 21, 1921 from the 5th Heavy Mobile Ordnance Repair Shop and Ordnance Detachment. It was placed on the inactive list at the Aberdeen Proving Ground, Maryland, on December 9, 1921. It was reorganized at Fort Bragg on June 13, 1922 by transfer of enlisted men from the 13th Ordnance Company.

Included in this inventory are some miscellaneous records of the 2d Field Artillery formed on May 31, 1907 and moved to Fort Bragg in December 1921, several feet of records of various batteries, and some miscellaneous records dated 1858-1918 of the United States Army and North Carolina National Guard Coast Artillery units. The latter records were transferred to Fort Bragg from Fort Caswell, North Carolina, which was located on Oak Island at the mouth of the Cape Fear River approximately two miles south of Southport. After the World War it was discontinued as an active military post, and in 1926 the Government sold the land, consisting of about 2325 acres. Records in storage at Fort Caswell were transferred to Fort Bragg and stored in the

care of the Post Quartermaster. They were packed in four large open wooden boxes and were in very bad condition at the time of the Survey. They were dirty, torn, brittle, and damaged by vermin, careless handling, and faulty containers; the ink was faded, the papers were scattered in the boxes, and the bindings on the books were broken. The designation of the Army troop whose records are included was changed in April 1901 from Company I, 3d Artillery to 31st Company, Coast Artillery. During 1906-1917 the fort was occupied by a caretaker detachment, and during 1917-1918 by the 3d Company, Coast Defense, Cape Fear, and the 9th Company. The 3d Company, Coast Defense, Cape Fear, was the old Greensboro Company of the North Carolina National Guard. The 9th Company was a composite company made up from both the National Guard and Army, and was composed principally of specialists.

The records of the post are filed according to the War Department Correspondence File unless otherwise designated. Those of no permanent value are destroyed periodically under Army regulations. When a construction program is not under way on the reservation the records of the Constructing Quartermaster are placed in the custody of the Post Quartermaster. When an organization goes out of existence or a man is separated from the service the organization and service records are sent to Washington, D. C.

The post commanders for the periods indicated have been as follows: Brigadier General Lucius R. Holbrook, May 16, 1919 to July 1, 1919; Colonel George R. Greene, July 1, 1919 to August 15, 1919; Lieutenant Colonel Frank E. Hopkins, August 16, 1919 to October 9, 1919; Major General William S. McNair, October 10, 1919 to February 4, 1920; Colonel Leo J. Ahern, February 5, 1920 to April 19, 1920; Colonel William S. McNair, April 20, 1920 to August 15, 1920; Lieutenant Colonel Albert U. Faulkner, August 16, 1920 to November 24, 1920; Colonel Albert J. Bowley, November 25, 1920 to February 1, 1921; Major William R. Gruber, February 1, 1921 to February 15, 1921; Lieutenant Colonel Robert Foy, February 15, 1921 to July 4, 1921; Brigadier General Albert J. Bowley, July 4, 1921 to March 28, 1928; Colonel Henry W. Butner, March 28, 1928 to August 20, 1929; Brigadier General Lucius R. Holbrook, August 20, 1929 to October 5, 1930; Colonel Albert U. Faulkner, October 5, 1930 to January 2, 1931; Brigadier General Herbert Brees, January 2, 1931 to May 1931; Colonel Albert U. Faulkner, 5th Field Artillery, May 1931 to June 3, 1931; Brigadier General Manus McCloskey, June 3, 1931 to April 30, 1938; Colonel George R. Allin, 17th Field Artillery, May 1, 1938 to May 11, 1939; and Brigadier General William Bryden, May 11, 1939 to date.

Commanding General

113. ADMINISTRATIVE CORRESPONDENCE, 1918 to date. Relative to finance and accounting, personnel, supplies, equipment and service, transportation, buildings and grounds, medicine, hygiene and sanitation, and rivers and harbors. (Daily, official.) 8 x 10 folders, 24 ft., in drawers of metal filing case. Rs. 101-103 (Bldg. A). (5)

114. CORRESPONDENCE, ENLISTED MEN, 1918 to date. Relative to records, assignments, transfers, furloughs, and details of enlisted men. (Frequently, official.) 8 x 10 folders, 25 ft., in 16 drawers of metal filing case. Rs. 101-103 (Bldg. A). (3)

115. OFFICER FILES, 1918 to date. Orders for change of station, assignments to duty, leaves of absence, disciplinary actions, etc. (Frequently,

official.) 8 x 10 folders, 14 ft., in 9 drawers of metal filing case. Rs. 101-103 (Bldg. A). (2)

116. GENERAL ORDERS, 1919 to date. Issued by the post commander. Card index. (Frequently, official.) 8 x 10 folders, 7 ft. 10 in., in drawers of metal filing case. Rs. 101-103 (Bldg. A). (13)

117. SPECIAL ORDERS, 1919 to date. Covering travel of officers and enlisted men, assignments, transfers, leaves of absence of commissioned officers, details, appointment of boards, etc. Card index. (Frequently, official.) 8 x 10 folders, 6 ft., in drawers of metal filing case. Rs. 101-103 (Bldg. A). (14)

118. TRAINING MANEUVERS, 1919 to date. Information issued to troops in regard to date, time, and nature of training maneuvers. Filed numerically. (Seldom, official.) 8 x 10 folders, 2 ft. 4 in., in drawers of metal filing case. Rs. 101-103 (Bldg. A). (15)

119. GENERAL COURTS MARTIAL, 1919 to date. General orders for courts martial from the 4th Corps Area Headquarters, showing name and rank of each principal, nature of offense, findings of the court, sentence, and approval. (Frequently, official.) 8 x 10 folders, 6 ft., in drawers of metal filing case and on wooden shelf case. Rs. 101-103 and Basement (Bldg. A). (10)

120. SPECIAL COURTS MARTIAL, 1919 to date. Special orders for courts martial issued by post headquarters, showing name and rank of each principal, nature of offense, findings of the court, sentence, and approval. Filed numerically. (Constantly, official.) 8 x 10 folders, 3 ft. 6 in., in drawer of metal filing case and on wooden shelf case. Rs. 101-103 and Basement (Bldg. A). (11)

121. CONFIDENTIAL PUBLICATIONS AND INSTRUCTIONS, 1919 to date. Code books and printed matter relative to Army organization, training, weapons, etc. (Seldom, confidential.) Various sized loose papers and vols., 2 ft. 3 in., in iron safe. Rs. 101-103 (Bldg. A). (16)

122. RADIOGRAMS AND TELEGRAMS, 1920 to date. Chiefly from and to the 4th Corps Area Headquarters. Filed chronologically and by subject. (Frequently, official.) 8 x 10 folders, 5 ft., in drawers of metal filing case. Rs. 101-103 (Bldg. A). (12)

123. LOCATOR CARDS, 1922 to date. Showing name, serial number, organization, and rank of each commissioned officer and enlisted man at the post; also dead file for men no longer attached to the post. (Daily, official.) 3 x 5 cards, 15 ft., in 20 drawers of steel and wooden card cabinets. Rs. 101-103 (Bldg. A). (7)

124. OFFICERS' REGISTER, 1922 to date. Register of arrival and departure of commissioned officers. (Daily, official.) 9 x 16 folders, 2 ft. 3 in., in drawers of steel filing case. Rs. 101-103 (Bldg. A). (19)

125. CONSOLIDATED MORNING REPORTS, 1922 to date. Daily reports to the 4th Corps Area Commander, showing daily strength of each troop unit, dis-

tribution of troops by grade, duty, and status, and notes on changes. (Daily, official.) $8\frac{1}{2}$ x 13 folders, 2 ft. 8 in., in drawers of steel filing case. Rs. 101-103 (Bldg. A). (8)

126. CONSOLIDATED STRENGTH RETURNS, 1922 to date. Daily report to 4th Corps Area Commander on the strength of each organization, showing total strength last report, gains, losses, and present strength. (Daily, official.) $8\frac{1}{2}$ x 13 folders, 2 ft. 8 in., in drawer of steel filing case. Rs. 101-103 (Bldg. A). (9)

127. GENERAL ADMINISTRATIVE INSTRUCTIONS, 1922 to date. Numbered and un-numbered memoranda. Filed chronologically. (Daily, official.) $7\frac{1}{2}$ x 13 folders, 2 ft. 6 in., in drawers of steel filing case. Rs. 101-103 (Bldg. A). (17)

128. DAILY BULLETINS, 1922 to date. Mimeographed post news bulletins containing items of interest to members of the command and their families in regard to social events, theatre programs, weather conditions, etc. (Daily, official.) $8\frac{1}{2}$ x 13 folders, 2 ft. 10 in., in drawers of steel filing case. Rs. 101-103 (Bldg. A). (18)

129. MISCELLANEOUS STRENGTH RETURNS AND CIVILIAN FILE, 1933 to date. Strength returns, officer rosters, and correspondence with civilians doing business with or at the post or seeking concessions or permission to canvass. (Frequently, official.) 8 x 10 folders, 1 ft. 6 in., in drawer of metal filing case. Rs. 101-103 (Bldg. A). (6)

130. CIVILIAN CONSERVATION CORPS FILES, 1935 to date. Records of the commanding officer, CCC District A, including general correspondence with the 4th Corps Area Commander concerning encampments, records of road building at Fort Bragg, work project records, memoranda, regulations, and circular administrative letters; copies. (Seldom, official.) 8 x $10\frac{1}{2}$ folders, 8 in., in drawers of metal filing case. Rs. 101-103 (Bldg. A). (4)

Constructing Quartermaster

131. CONSTRUCTION REPORTS, 1919 to date. Reports on building projects, showing cost of material and labor. (Seldom, official.) 8 x 10 folders and pockets, 3 ft. 8 in., in 2 drawers of metal filing case. Quartermaster's Office (Bldg. B). (84)

132. CASH RECORDS, 1927 - 1935. Accounts of the constructing quartermaster, whose duties were terminated in 1935. (Seldom, official.) Various sized vols. (2) and loose-leaf books (2), 4 in., in iron safe. Quartermaster's Office (Bldg. B). (92)

Field Artillery Group

133. CORRESPONDENCE, ORDERS, AND REPORTS, RESERVE OFFICERS, INACTIVE, 1925 to date. Relative to promotions, assignments to active duty, transfers, and changes of station of reserve officers in the Field Artillery formerly under the jurisdiction of the 4th Corps Area Service Corps. Filed alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 20 ft., in 12 drawers of metal filing case. R. 212 (Bldg. A). (26)

134. CORRESPONDENCE AND REPORTS, RESERVE OFFICERS, ACTIVE, 1935 to date. Correspondence, service records, and orders relative to promotions, assignments to active duty, transfers, and changes of station of Field Artillery reserve officers under the jurisdiction of the 4th Corps Area Service Corps. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 9 ft. 6 in., in 7 drawers of metal filing case. R. 212 (Bldg. A). (27)

135. GENERAL CORRESPONDENCE, 1935 to date. With Corps Area Headquarters, etc., regarding instructions, training organization, reports, appointments, promotions, and related matters. (Frequently, official.) 8 x 10 $\frac{1}{2}$ pockets, 15 ft., in 7 drawers of metal filing cases. R. 212 (Bldg. A). (28)

136. ORGANIZATIONS, 1935 to date. Record of assignments of reserve officers to various Army organizations. Filed by organizations. (Frequently, official.) 3 x 5 cards, 5 in., in drawer of metal filing case. R. 212 (Bldg. A). (34)

137. RECORD OF RESERVE OFFICERS, 1935 to date. Record of officers formerly and currently on the rolls, showing name, residence, arm of service to which attached, age, parents, rank, assignments, and efficiency record. (Inactive file, seldom; active file, frequently, official.) 5 x 8 cards, 8 ft. 9 in., in drawers of metal filing case. R. 212 (Bldg. A). (39, 40)

138. ARMY EXTENSION SCHOOL, GENERAL FILE, 1935 to date. Correspondence relative to enrollment in extension courses, assignments, tests, cancellations, medical records, burial instructions, etc. (Frequently, official.) 8 x 10 folders and pockets, 2 ft. 6 in., in drawers of metal filing case. R. 212 (Bldg. A). (30)

139. 81ST DIVISION CORRESPONDENCE, 1935 to date. Relative to training, correspondence study work, and other activities of reserve and Army officers of the 81st Division. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 in., in drawer of metal filing case. R. 212 (Bldg. A). (29)

140. RESERVE OFFICERS, 1935 to date. Correspondence and records relative to civilian members of the Officers' Reserve Corps, 4th Corps Area, enrolled in the correspondence courses for reserve officers. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 3 ft. 6 in., in 2 drawers of metal filing case. R. 212 (Bldg. A). (33)

141. ARMY EXTENSION COURSE FILE, ACTIVE, 1935 to date. Record of registrants in Army extension courses, showing name of registrant, rating, title of course, etc.; the registrants include civilians and enlisted men who are applicants for appointment in the Officers' Reserve Corps and students in Citizens' Military Training Camps. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in drawer of metal filing case. R. 212 (Bldg. A). (31)

142. ARMY EXTENSION COURSE FILE, INACTIVE, 1935 to date. Record of civilians, enlisted men, and CMTC enrollees formerly enrolled in Army ex-

tension courses. Filed alphabetically. (Seldom, official.) 5 x 8 cards, 1 ft. 8 in., in 2 drawers of metal filing case. R. 212 (Bldg. A). (32)

143. LOCATOR FILE, 1935 to date. Showing names of reserve officers of the 4th Corps Area formerly and currently enrolled in extension courses. Filed alphabetically. (Dead file, seldom; current file, frequently, official.) 3 x 5 cards, 2 ft. 8 in., in 3 drawers of metal filing case. R. 212 (Bldg. A). (36, 37)

144. LOCATOR FILE, RESIDENCE, 1935 to date. Showing name and address of extension course students. Filed alphabetically, by state and town. (Frequently, official.) 3 x 5 cards, 10 in., in drawer of metal filing case. R. 212 (Bldg. A). (38)

145. SUSPENSE FILE, 1935 to date. Record of time devoted by enrollees over 5-year enlistment periods to active service and to correspondence courses. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of metal filing case. R. 212 (Bldg. A). (35)

Finance Officer

146. CORRESPONDENCE, 1919 to date. Chiefly with the Quartermaster, 4th Corps Area, relative to traffic regulations, insurance, banking transactions, soil conservation, and other matters; also correspondence with individuals relative to applications for positions, etc. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of metal filing case. Finance Office (Bldg. B). (269)

147. CORRESPONDENCE, 1919 to date. Chiefly relative to personnel and applications for civilian positions. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 2 ft., in drawer of wooden filing case. Finance Office (Bldg. B). (270)

148. CORRESPONDENCE AND MISCELLANEOUS RECORDS, 1919 to date. Telegrams, mileage reports, special orders from Headquarters, 4th Corps Area, reserve officer records, and correspondence, chiefly relative to vouchers in payment of travel expenses. Filed by company, and alphabetically, by rank. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 4 in., in drawer of metal filing case. Finance Office (Bldg. B). (254)

149. COMMISSIONED OFFICERS' PAY CARDS, 1919 to date. Showing name of officer, rank, organization, authority for duty, longevity pay, and record of pay and allowances for each month. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 8 in., in drawers of metal filing case. Finance Office (Bldg. B). (249)

150. INDIVIDUAL RECORDS OF ENLISTED PERSONNEL, 1919 to date. Firearm qualifications, irregularities in expense and travel accounts, statements of differences, etc. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of wooden filing case. Finance Office (Bldg. B). (251)

151. VOUCHERS, 1919 to date. For the Army, emergency relief work, and the CCC. Filed numerically and chronologically. (Frequently, official.)

8 x 10 $\frac{1}{2}$ folders and bundles, 126 ft. 3 in., in 17 drawers of metal filing cases and on floor. Finance Office (Bldg. B) and Storeroom (Bldg. C). (250)

152. VOUCHERS, ARMY, 1919 to date. Pertaining to the military fund, trust fund, nonmilitary fund, miscellaneous receipts, civil service retirement deductions withheld, etc. (Frequently, official.) Entered numerically and chronologically. 11 $\frac{1}{2}$ x 16 $\frac{1}{2}$ vols., 3 ft. 7 in., on shelf in cupboard and in storage. Finance Office (Bldg. B) and Storeroom (Bldg. C). (257)

153. VOUCHER RECORD, 1919 to date. Record of money collected from individuals and organizations and forwarded to the Chief of Finance, Washington, D. C., including payments for replacing Government property lost or damaged, civil service retirement and disability funds, and other receipts. (Frequently, official.) 11 $\frac{1}{2}$ x 16 $\frac{1}{2}$ vol., 1 in., in wooden cupboard. Finance Office (Bldg. B). (274)

154. CASH BLOTTER, 1919 to date. Record of cash receipts and disbursements. Entered chronologically and numerically. (Frequently, official.) 11 x 16 vol., 1 in., on shelf. Finance Office (Bldg. B). (258)

155. GENERAL LEDGER, 1919 to date. Record of cash receipts and disbursements. Entered chronologically. (Frequently, official.) 14 x 17 loose-leaf book, 2 in., on shelf in cupboard. Finance Office (Bldg. B). (260)

156. BILLS REGISTER, 1919 to date. Record of all bills received for purchases. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and cards, 3 ft., in 2 drawers of metal filing case. Finance Office (Bldg. B). (263)

157. CHECK REGISTER, 1919 to date. Showing debits and credits to accounts and checks issued. (Frequently, official.) 9 $\frac{1}{2}$ x 14 loose-leaf book, 1 in., on shelf in cupboard. Finance Office (Bldg. B). (259)

158. COPIES OF CHECKS ISSUED, 1919 to date. When the originals are returned these copies are placed in storage. Filed numerically. (Frequently, official.) 8 x 16 bundles, 27 ft., on 2 shelves in wooden cupboard and in storage. Finance Office (Bldg. B) and Storeroom (Bldg. C). (272)

159. PURCHASE RECORDS, 1919 to date. Purchase orders, contracts, delivery orders, receiving reports, and invoices. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 7 in., in 3 drawers of metal filing case. Finance Office (Bldg. B). (262)

160. CONTRACT RECORDS, 1919 to date. Filed alphabetically. (Frequently, official.) 8 x 16 $\frac{1}{2}$ folders and cards, 2 ft., in 2 drawers of metal filing case. Finance Office (Bldg. B). (264)

161. TRANSMITTAL OF CHECKS AND SPECIAL RECEIPTS, 1919 to date. Record of transmittal of checks to officers in command; also officers' receipts for pay and ration savings checks. Filed by company number and alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 7 in., in drawer of metal filing case. Finance Office (Bldg. B). (267)

162. MISCELLANEOUS RECORDS, 1919 to date. Property officer's correspondence, record of charges against enlisted men, notifications of discharge, statements of accounts, soldiers' pay rolls, change lists, etc. (Frequently, official.) 3 x 8 and 8 x 10 $\frac{1}{2}$ folders and bundles, 1 ft. 6 in., in 2 drawers of metal filing case. Finance Office (Bldg. B). (268)

163. INSPECTOR'S REPORT DATA, 1919 to date. Records on which the inspector bases his reports on the general condition and conduct of the disbursing office. (Frequently, official.) 8 x 14 bundles, 3 in., in vault. Finance Office (Bldg. B). (273)

164. COMPANY FINANCE RECORDS, CIVILIAN CONSERVATION CORPS, 1932 to date. Relative to pay roll funds, final pay vouchers, ration savings accounts, payment of subsistence purchases, and pay vouchers and mileage pay of commissioned personnel. Filed by company number. (Frequently, official.) 3 x 8 and 8 x 10 $\frac{1}{2}$ folders, 4 ft. 10 in., in drawers of filing case. Finance Office (Bldg. B). (252)

165. VOUCHERS, EMERGENCY CONSERVATION WORK, 1933 to date. For CCC pay rolls and ration savings; copies sent monthly to Washington. Filed numerically and chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 10 ft. 9 in., in 6 drawers of metal filing cases. Finance Office (Bldg. B). (271)

166. SOIL CONSERVATION, INACTIVE, 1935 - Mar. 1936. Pay records of the Soil Conservation Service employees attached to CCC camps; since Mar. 1936 payment has been made through the 4th Corps Area Finance Office. Filed alphabetically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 2 in., in drawer of metal filing case. Finance Office (Bldg. B). (253)

167. CORRESPONDENCE, CCC, 1935 to date. Pertaining to changes of address, checks, welfare, receipts for funds, and other matters; also misc. records. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 21 ft. 6 in., in 3 drawers of metal filing case and in storage. Finance Office (Bldg. B) and Storeroom (Bldg. C). (266)

168. ALLOTTEE CARDS, CCC, 1935 to date. Showing person to whom the CCC worker made a monthly allotment of pay, name of worker, and amount of allotment. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 12 ft. 9 in., in 11 drawers of metal and wooden filing cases. Finance Office (Bldg. B). (265)

169. CCC ENROLLEES, 1935 to date. Record showing name of each enrollee, amount of allotment, name of allottee, and record of payment. Filed alphabetically and numerically. (Frequently, official.) 4 x 6 cards, 22 ft., in 7 wooden sliding plates and in 4 drawers of metal filing cases. Finance Office (Bldg. B). (261)

170. VOUCHER RECORD, 1935 to date. Form 2 B, record of vouchers issued for the Army, emergency relief work, and the CCC, showing payee, check number, cash payment record, and deductions. Entered numerically. (Frequently, official.) 11 $\frac{1}{2}$ x 16 $\frac{1}{2}$ vol., 1 in., on shelf in wooden cupboard, Finance Office (Bldg. B). (255)

171. SUPPORTING PAPERS, ACCOUNT CURRENT, n.d. Copies of supporting papers sent monthly to Washington, D. C. Filed chronologically and numerically. (Frequently, official.) 8 x 14 bundles, 4 ft. 7 in. Finance Office (Bldg. B) and Storeroom (Bldg. C). (256)

Storage Records

Fort Caswell Storage Records

172. SERVICE RECORD BOOKS, 1854 - 1905. Covering enlisted men of Company I, 3d Artillery and the 31st Company, Coast Artillery. (Never.) 16 x 20 vols. (11), 11 in., in open wooden box. Wired-off section (Bldg. H). (366)

173. MUSTER AND PAY ROLLS, 1858 - 1906. Of commissioned officers and enlisted men of Company I, 3d Artillery and the 31st Company, Coast Artillery, showing name of each man, rank, total pay, deductions, and balance due. (Never.) 4 x 10 bundles, 4 ft., in open wooden box. Wired-off section (Bldg. H). (367)

174. COMPANY LETTERS SENT, 1877 - 1906. Copies of letters sent by Company I, 3d Artillery and the 31st Company, Coast Artillery from their various temporary stations in the U.S., China, and the Philippine Islands. 13 x 18 index vols. (8), 8 in. (Never.) 13 x 18 vols. (13), 1 ft. 1 in., in open wooden box. Wired-off section (Bldg. H). (362)

175. COMPANY LETTERS RECEIVED, 1885 - 1906. Copies of letters received by Company I, 3d Artillery and the 31st Company, Coast Artillery. 13 x 18 index vols. (7), 7 in. (Never.) 13 x 18 vols. (5), 5 in., in open wooden box. Wired-off section (Bldg. H). (364)

176. SICK REPORTS, 1895 - 1906. Record of personnel of Company I, 3d Artillery and of the 31st Company, Coast Artillery receiving medical treatment. (Never.) 6 x 8 vols. (5), 7½ in., in open wooden box. Wired-off section (Bldg. H). (368)

177. COUNCIL BOOK, 1896 - 1913. Showing receipts and disbursements of company funds; covers Company I, 3d Artillery and the 31st Company, Coast Artillery. (Never.) 16 x 20 vol., 1 in., in open wooden box. Wired-off section (Bldg. H). (365)

178. RECORD OF INTERMENTS, 1906 - 1913. Showing name of deceased soldier, rank, organization, date of death, and grave mark, or other disposition of remains. (Never.) 14 x 18 vol., ¾ in., in open wooden box. Wired-off section (Bldg. H). (361)

179. BILLS OF LADING, 1907 - 1916. For shipment of Government equipment; copies. (Never.) 16 x 20 press copy books (2), 4 in., in open wooden box. Wired-off section (Bldg. H). (365)

180. CORRESPONDENCE, 1917 - 1918. Of 3d and 9th Companies; also correspondence book of the 3d Company. Vols. indexed. (Never.) 4 x 8 vols. (3) and 10 x 12 folders, 5 ft., in open wooden box. Wired-off section (Bldg. H). (370)

181. MORNING REPORTS, SICK REPORTS, AND DUTY ROSTERS, 1917 - 1918. Of the 3d and 9th Companies. (Never.) 4 x 8 pamphlets, 2 in., in open wooden box. Wired-off section (Bldg. H). (369)

Obsolete Records

182. MISCELLANEOUS FILES, n.d. Property and personnel records, morning reports, etc., of the 2d Artillery. (Seldom, official.) Various sized loose sheets, 12 ft., in 10 wooden boxes. Service Section and File Room in Motor Shed (Bldg. h). (335)

183. STOCK RECORDS, CASH ACCOUNTS, ETC., 1919 - 1929. Obsolete records of various unnamed batteries; filed here for safekeeping. (Seldom, official.) Various sized loose-leaf books and bundles, 2 ft. 2 in., on shelves. File Room (Bldg. M). (132)

Motor Transportation Officer

184. MOTOR TRANSPORTATION RECORDS, 1932 to date. General correspondence relative to motor transportation, allotments and assignments, and purchase of fuel; also weekly reports on operation of each vehicle, showing fuel consumption, nature of load, tonnage, mileage, assignment of courtesy cards, and accident reports; the bulk of motor transportation records are kept with the vehicle, in the custody of the commander of the organization to which the vehicle is assigned. Filed chronologically and by subject. (Constantly, official.) 9 x 12 folders, 10 ft., in drawers of steel filing cases. R. 203 (Bldg. A). (25)

Ordnance Officer

185. CORRESPONDENCE, 1919 to date. Chiefly with the Ordnance Officer, 4th Corps Area, regarding stock. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 27 ft. 6 in., in 7 drawers of metal filing cases and on metal shelves. Ordnance Office (Bldg. D) and Warehouse (Bldg. F). (180)

186. CORRESPONDENCE, SUMMER TRAINING, 1919 to date. Chiefly with Headquarters, 4th Corps Area, concerning the training of the National Guard, Officers' Reserve Corps, and CMTG students. Filed chronologically and by subject. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 9 in., in drawer of filing case. Ordnance Office (Bldg. D). (178)

187. INDEX TO GUN MATERIALS, 1919 to date. Filed numerically, by caliber. (Frequently, official.) 9 $\frac{1}{2}$ x 12 cards, 7 in., in wooden box. Ordnance Shop Office (Bldg. D). (186)

188. TRACER RECORD, 1919 to date. Serial number book, showing location and serial numbers of articles for which the ordnance officer is responsible. Entered alphabetically. (Frequently, official.) 9 $\frac{1}{2}$ x 12 loose-leaf books (3), 7 in., in wooden box. Ordnance Office (Bldg. D). (171)

189. STOCK REFERENCE CARDS, 1919 to date. Record of stock invoices, etc. Entered alphabetically. (Frequently, official.) 4 x 9 and 10 x 16 loose-leaf books, 86 ft., in 42 pigeonhole drawers. Ordnance Office (Bldg. D). (167)

190. STOCK RECORDS, 1919 to date. Shipping tickets, inventory and inspection reports, over, short, and damaged stock register, and stock survey reports. Entered numerically and chronologically. (Frequently, official.) $8\frac{1}{2} \times 11\frac{1}{2}$ loose-leaf books, 6 in., in drawer of metal filing case and in wooden box. Ordnance Office (Bldg. D). (183)

191. APPROPRIATION RECORD, 1919 to date. Showing cash purchases charged to various appropriations. Entered chronologically and by subject. (Frequently, official.) 12 x 16 loose-leaf book, 1 in., in drawer of metal filing case. Ordnance Office (Bldg. D). (182)

192. RECORD OF PROPERTY HELD, 1919 to date. Form QMC 488, consolidated record of property held on memorandum receipts for the use of the ordnance shops. Entered alphabetically, by organization. (Frequently, official.) 4 x 8 loose-leaf books, 4 in. Ordnance Shop Office (Bldg. D). (187)

193. INVENTORY, 1919 to date. Of ordnance supplies on hand. Entered by groups and chronologically. (Seldom, official.) 8 x $10\frac{1}{2}$ folders, 9 in., in drawer of metal filing case. Ordnance Office (Bldg. D). (163)

194. PROPERTY VOUCHERS, 1919 to date. Covering receipt and issuance of property. Filed numerically and chronologically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 21 ft., in 10 drawers of metal filing case. Ordnance Office (Bldg. D). (161)

195. MEMORANDUM RECEIPTS, 1919 to date. Form QMC 478, receipt for non-expendable equipment, such as guns, tractors, etc., on temporary loan, giving a description of each item. Entered alphabetically, by organization. (Frequently, official.) 4 x $8\frac{1}{2}$ and 8 x $10\frac{1}{2}$ loose-leaf books, 2 ft., in 2 drawers of metal filing case. Ordnance Office (Bldg. D). (175)

196. RECORDS OF MACHINE SHOP JOB ORDERS, 1919 to date. Showing all work done in the ordnance machine shop. Filed numerically and chronologically. (Frequently, official.) 8 x $10\frac{1}{2}$ pockets, 9 in., in drawer of desk. Ordnance Office (Bldg. D). (185)

197. TALLY SHEETS, 1919 to date. On tractor parts received and issued. Filed numerically, chronologically, and by type of form. (Frequently, official.) 8 x $10\frac{1}{2}$ bundles, 5 ft., on shelf in glass-covered case. Office (Bldg. E). (191)

198. ARTILLERY GUN BOOKS, 1919 to date. Service record of each gun, showing number of rounds of ammunition fired, repairs, etc. Indexed. (Frequently, official.) 4 x $6\frac{3}{4}$ vols., 3 ft. 5 in., in wooden box. Ordnance Office (Bldg. D). (173)

199. CANNON FIRING REPORTS, 1919 to date. Showing number of rounds fired by each gun; this data is entered every six months from the artillery gun book. Filed by gun caliber. (Frequently, official.) 3 x 5 cards, $2\frac{1}{2}$ in., in wooden and metal box. Ordnance Office (Bldg. D). (176)

200. VEHICLE RECORD BOOK, 1919 to date. Ordnance motor vehicle service records, showing mileage of each vehicle, hours run, purpose of use, fuel

consumption, repairs, name of driver, and organization to which issued. Entered by tractor and motor numbers. (Frequently, official.) 6 x 9 loose-leaf books (35), 2 ft. 4 in., in wooden box. Ordnance Office (Bldg. D). (162)

201. CONFIDENTIAL PUBLICATIONS AND INSTRUCTIONS, 1919 to date. Pertaining to ordnance. (Frequently, confidential.) 8 x 10 $\frac{1}{2}$ folders, 10 ft., in 5 drawers of metal filing cases. Ordnance Office (Bldg. D). (165)

202. EQUIPMENT RECORD, 1928 to date. Showing distribution of ordnance on the post by troop organization and type of ordnance. Entered chronologically, by organization, and alphabetically. (Frequently, official.) 11 $\frac{1}{2}$ x 13 $\frac{1}{2}$ loose-leaf book, 2 $\frac{1}{2}$ in., in wooden box. Ordnance Office (Bldg. D). (172)

203. WORK ORDERS, 1929 to date. Covering ordnance shop jobs and materials used. Entered chronologically and numerically. (Frequently, official.) 9 x 14 vols. (3), 3 in., on shelf in wooden case. Ordnance Shop Office (Bldg. D). (188)

204. INDEX TO VALUABLE INFORMATION, 1930 to date. Giving a condensation of detailed information located in the regular files. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 9 in., in drawer of wooden filing case. Ordnance Office (Bldg. D). (169)

205. INDEX TO SECRET INFORMATION, 1930 to date. Index to regular files. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 4 in., in drawer of wooden filing case. Ordnance Office (Bldg. D). (168)

206. AUDITOR'S LIST OF BALANCES, 1931 to date. Classified list of articles on hand at the end of the fiscal year. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ bundles, 1 ft., in drawer of metal filing case. Ordnance Office (Bldg. D). (164)

207. LOCATOR AND INVENTORY CARDS, 1932 to date. Covering warehouse stock. Filed alphabetically. (Frequently, official.) 3 x 5 $\frac{1}{2}$ cards, 8 ft. 6 in., in wooden boxes on shelves. Office (Bldg. F). (194)

208. VOUCHER REGISTERS, 1932 to date. Covering incoming and outgoing ordnance material. (Frequently, official.) 9 x 14 vols. (2), 4 in., in drawer of desk. Ordnance Office (Bldg. D). (184)

209. REPORTS ON REPAIR PARTS CONSUMED, 1932 to date. Filed alphabetically and chronologically. (Frequently, official.) 8 x 12 loose sheets, 2 ft., in drawer of metal filing case. Ordnance Office (Bldg. D). (181)

210. INSPECTION REPORTS, 1932 to date. Copies of inspector's reports to 4th Corps Area Ordnance Office on the condition of ordnance, motor, and other mechanical equipment; destroyed after four years. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ and 8 x 13 loose sheets, 7 ft. 6 in., in 2 drawers of metal filing case and in wooden box. Ordnance Office (Bldg. D) and Warehouse (Bldg. F). (166)

211. LOCATOR AND INVENTORY CARDS, 1934 to date. Showing location and amount of tractor stock on hand. Filed alphabetically. (Frequently, official.) 2 x 5 cards, 3 ft. 10 in., in wooden boxes. Office (Bldg. E). (192)

212. CHART, 1934 to date. Record of gun jobs in the ordnance shop, showing nature of work, caliber of gun, organization from which received, etc. (Frequently, official.) 24 x 36 chart. Ordnance Shop Office (Bldg. D). (189)

213. WAREHOUSE TALLY SHEETS, 1934 to date. Showing receipt and disbursement of stock. Filed by type, numerically, and chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ pocket, 2 ft., on file hooks. Office (Bldg. F). (193)

214. ORDNANCE INSPECTION REPORTS, 1935 to date. Covering guns, tractors, etc. Filed chronologically, by caliber, and by organization. (Frequently, official.) 8 x 10 $\frac{1}{2}$ and 8 x 13 $\frac{1}{2}$ loose forms, 1 ft., in pockets. Ordnance Office (Bldg. D). (177)

215. HISTORICAL RECORDS, 1935 to date. Of machinery and accessories attached to the building, showing description, manufacturer, capacity, and how driven. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 in., in sliding wooden index file. Ordnance Office (Bldg. D). (170)

216. LOCATOR AND INVENTORY RECORDS, 1936. Showing location, kind, and amount of ammunition on hand. (Frequently, official.) 4 x 9 loose-leaf books, 2 in. Office (Bldg. G). (196)

217. AMMUNITION DATA, 1936. Records showing amount of ammunition used in target practice by the various organizations. Filed chronologically. (Frequently, official.) 8 x 10 folders, 1 ft., in drawer of metal filing case. Ordnance Office (Bldg. D). (179)

218. TALLY SHEETS, 1936 to date. For incoming and outgoing ammunition. Filed numerically and chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 9 in., on wall clipboards. Office (Bldg. G). (195)

219. FIRE CONTROL INSTRUMENT CHARTS, 1936 to date. Showing date of overhaul by the ordnance shop, type of instrument, organization to which attached, etc. Filed by type and organization. (Constantly, official.) 24 x 32 folders, 2 in. Ordnance Shop Office (Bldg. D). (190)

220. ABSTRACTS OF MEMORANDUM RECEIPTS, current. Form QMC F-488, covering guns, tractors, and other nonexpendable equipment on temporary loan. Entered by group and alphabetically. (Frequently, official.) 4 x 8 $\frac{1}{2}$ loose-leaf books, 6 $\frac{1}{2}$ in., in wooden box. Ordnance Office (Bldg. D). (174)

Plans and Training Officer

221. CORRESPONDENCE, RESERVE PERSONNEL, 1919 to date. Correspondence and other records in regard to training and activities of reserve officers attached to regular Army units at Fort Bragg, National Guard officers, and

CMTC students. Filed alphabetically and according to the War Department Correspondence File. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 47 ft. 6 in., in 26 drawers of metal filing cases. R. 201 (Bldg. A). (20)

222. EXTRACTS OF SERVICE RECORDS, RESERVE OFFICERS, 1919 to date. Extracts from reserve officers' service and special activity records, showing name, organization to which attached for training, and military record. Filed alphabetically. (Frequently, official.) 3 x 5 and 5 x 8 cards, 4 ft. 5 in., in 6 drawers of wooden card cabinet. R. 201 (Bldg. A). (21)

223. MOBILIZATION ASSIGNMENTS, 1919 to date. Record of emergency mobilization assignments of Army officers, showing name of each, rank, arm of service to which attached, regular assignment, and mobilization assignment. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 10 in., in wooden card case. R. 201 (Bldg. A). (24)

224. INDEX TO EXTENSION COURSE RECORD OF ARMY OFFICERS, 1919 to date. Showing name of officer, rank, organization to which attached, arm of service, address, titles of extension courses, dates work was begun and completed, and rating. (Frequently, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of wooden card cabinet. R. 201 (Bldg. A). (22)

225. CONFIDENTIAL PAPERS, 1919 to date. Confidential printed and mimeographed material relative to training of troops. (Seldom, confidential.) Size and form unknown, 1 ft. 2 in., in iron field safe. R. 201 (Bldg. A). (23)

Post Inspector

226. REPORTS, 1917 to date. On inspections of organizations, covering efficiency of administration and training, correctness of accounts and equipment records, and condition of equipment. Filed by organization. (Frequently, official.) 10 x 12 folders, 12 ft., in drawers of steel filing cases. R. 100 (Bldg. A). (1)

Quartermaster

Administrative and Financial Records

227. CORRESPONDENCE AND MISCELLANEOUS RECORDS, 1919 - 1935. The correspondence is mainly with the 4th Corps Area Quartermaster. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 9 ft., in 4 drawers of metal filing case. Quartermaster's Office (Bldg. B). (80)

228. CORRESPONDENCE, 1919 to date. Chiefly with the 4th Corps Area Quartermaster. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 40 ft., in 24 drawers of metal filing cases and in 144 wooden boxes. Quartermaster's Office (Bldg. B) and Quartermaster Warehouse 4 (Bldg. H). (75)

229. RADIOGRAMS AND TELEGRAMS, 1919 to date. Chiefly from and to the 4th Corps Area Quartermaster. Filed chronologically and numerically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ bundles and clipboard, 1 ft. 4 in., in vault. Quartermaster's Office (Bldg. B). (76)

230. BUILDINGS AND GROUNDS RECORDS, 1919 to date. Covering construction, installation, maintenance, and repair. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 4 ft., in 2 drawers of metal filing case. Quartermaster's Office (Bldg. B). (78)

231. WORK ORDER AND PROJECT FILE, 1919 to date. Form QMC 106, work orders for services and supplies, filed under the following headings: packing and crating, hospital, project, and miscellaneous utilities. (Frequently, official.) 4 x 10 $\frac{1}{2}$ envelopes, 4 ft. 3 in., in 7 drawers of wooden filing cases. Quartermaster's Office (Bldg. B). (71)

232. BUILDING INSPECTION REPORTS, 1919 to date. Form QMC 103, showing condition of building when vacated by Army personnel, covering fixtures, household and kitchen furnishings, electric wiring, plumbing, etc. Filed alphabetically and by building number. (Frequently, official.) 8 $\frac{1}{2}$ x 14 folders, 2 ft. 8 in., in 2 drawers of steel filing case. Quartermaster's Office (Bldg. B). (67)

233. HISTORIES OF BUILDINGS, 1919 to date. Form QMC 117, showing size of building, plan, capacity, cost, use, wiring, permanent improvements, etc., with photograph of building attached. (Seldom, official.) 10 x 14 loose-leaf books (2), 4 in., in vault. Quartermaster's Office (Bldg. B). (70)

234. ANNUAL REPORTS ON EQUIPMENT AND CONDITION OF BUILDING, 1919 to date. Form QMC 111, showing name of building, permanent fixtures, capacity, and remarks on condition. Entered by name and number of building. (Seldom, official.) 10 x 13 $\frac{1}{2}$ loose-leaf books, 1 in., in vault. Quartermaster's Office (Bldg. B). (69)

235. UTILITY REPORTS, 1919 to date. Forms QMC 90-94, 107, 109, 110, 113, 115, and 116, detailed reports on various utility plants, showing cost, capacity, equipment, size of buildings, capacity of heating plants, and other pertinent data. Entered by plant or building. (Seldom, official.) 10 x 13 $\frac{1}{2}$ loose-leaf books, 1 in., in vault. Quartermaster's Office (Bldg. B). (74)

236. ANALYSIS OF OPERATION COST OF UTILITY PLANTS, 1919 to date. Form QMC 118, semiannual reports on cost of operation of utility plants, showing amounts expended for wages, supplies, power and fuel, and repair and conditioning of service and reserve equipment, and total operating cost. (Seldom, official.) 12 x 17 loose-leaf book, $\frac{1}{2}$ in., in vault. Quartermaster's Office (Bldg. B). (72)

237. ANNUAL REPORTS, 1919 to date. Form QMC 95, showing cost of post operation and maintenance; used as basis for operating cost estimates for succeeding 2-year periods. (Seldom, official.) 10 $\frac{1}{2}$ x 14 loose-leaf books, 6 in., in vault. Quartermaster's Office (Bldg. B). (73)

238. ANNUAL REPORTS ON EQUIPMENT AND CONDITION OF UTILITIES, 1919 to date. Form QMC 112, report to the Quartermaster General giving inventory and record of condition of equipment, streets and roadways, sewers and water mains, drainage and utility plants, and other utilities. Entered by

subject. (Rarely, official.) 10 x 13 $\frac{1}{2}$ loose-leaf book, $\frac{1}{2}$ in., in vault. Quartermaster's Office (Bldg. B). (66)

239. BLUEPRINTS, 1919 to date. Of buildings and utilities. Filed by subject. (Frequently, official.) Various sized bundles, 1 ft., in vault. Quartermaster's Office (Bldg. B). (68)

240. ORDERS FOR ASSIGNMENT OF QUARTERS, 1919 to date. Issued by the commanding officer. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 3 $\frac{1}{2}$ in., in drawer of metal filing case. Quartermaster's Office (Bldg. B). (51)

241. BUILDINGS AND QUARTERS OCCUPANCY, 1919 to date. Record showing building number, name of occupant, and dates of occupancy and release. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 ft., in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (52)

242. ELECTRIC METER READINGS, 1919 to date. Record of allowed current consumed by organizations, services, and individuals. Filed by building or meter number. (Frequently, official.) 8 x 11 $\frac{3}{4}$ cards, 8 in., in drawer of desk. Quartermaster's Office (Bldg. B). (53)

243. CIVILIAN PERSONNEL REPORTS, 1919 to date. Form 4a, report on change in civilian personnel, showing name of each civilian employee on the post, position, salary, where employed, date of employment, and discharge or reclassification. (Frequently, official.) 8 x 13 folders, 4 in., in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (50)

244. TIME REPORTS, CIVILIAN PERSONNEL, 1919 to date. Work records. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft. 6 in., in 2 drawers of metal filing case. Vault in Quartermaster's Office (Bldg. B). (81)

245. CIVILIAN PERSONNEL RECORDS, INACTIVE, 1919 to date. Work records of civilians formerly employed by the post quartermaster, showing personal and employment history. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 10 ft. 6 in., in 6 drawers of wooden and metal filing cases. Vault in Quartermaster's Office (Bldg. B). (83)

246. PAY ROLLS, CIVILIAN EMPLOYEES, 1919 to date. Showing employee, place of employment, rate of pay, amount due, date of payment, and fund appropriation. (Frequently, official.) 11 x 16 $\frac{1}{2}$ bundles, 6 in., in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (54)

247. ORDERS AND RECEIPTS FOR FUEL, 1919 to date. Of commissioned officers and first three grades of noncommissioned officers under their authorized fuel allowance. Filed alphabetically. (Seldom, official.) 5 x 8 bundles, 1 ft. 4 in., in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (97)

248. FUEL RECORD, 1919 to date. Of coal and wood issued to all consumers on the reservation. Entered alphabetically and by organization. (Frequently, official.) 3 $\frac{1}{2}$ x 9 loose-leaf book, 5 in., in drawer of desk. Quartermaster's Office (Bldg. B). (115)

249. COAL ABSTRACTS, 1919 to date. Monthly records of coal consumed by organizations and individuals under the fuel allowance. Filed chronologically. (Frequently, official.) 8 x 10 bundles and loose papers, 4 in., in drawer of metal filing case. Quartermaster's Office (Bldg. B). (49)

250. LAMP EXCHANGE, 1919 to date. Record of electric lamps in use on the post. Entered alphabetically and by organizations. (Frequently, official.) 3 3/4 x 9 loose-leaf book, 3 in., in drawer of desk. Quartermaster's Office (Bldg. B). (98)

251. FISCAL ACCOUNTS, GENERAL FILE, 1919 to date. procurement authorities, reports, contracts, purchase data, and finance vouchers. Filed numerically and alphabetically. (Seldom, official.) 8 x 10 1/2 folders and pockets, 20 ft., in 8 drawers of steel filing cases. Quartermaster's Office (Bldg. B). (94)

252. FISCAL ACCOUNTS, 1919 to date. Record of receipts and expenditures of funds. Entered alphabetically. (Frequently, official.) 10 x 11 loose-leaf books (7), 10 1/2 in., in vault. Quartermaster's Office (Bldg. B). (88)

253. VOUCHERS, 1919 to date. Debit and credit vouchers for supplies, equipment, and fixtures for family quarters and barracks. Filed numerically. (Frequently, official.) 8 x 10 1/2 pockets and bundles, 20 ft., in 10 drawers of wooden filing cases. Quartermaster's Office (Bldg. B). (96)

254. LIST OF BIDDERS, 1919 to date. List of bidders on materials, supplies, and minor construction jobs. Filed alphabetically. (Seldom, official.) 3 x 5 and 4 x 6 cards, 6 in., in 2 drawers of metal filing case. Quartermaster's Office (Bldg. B). (86)

255. REGISTER OF PURCHASE ORDERS AND CIRCULAR PROPOSALS, 1919 to date. Giving order number, firm, and synopsis of purchase orders and invitations to bid on materials and supplies, showing serial number, date of invitation, opening date of bid, and items. Entered numerically. (Frequently, official.) 8 1/2 x 14 vols. (2), 2 in., in vault. Quartermaster's Office (Bldg. B). (87)

256. REQUISITIONS, 1919 to date. For materials and supplies from quartermaster depots; these records are transferred to storage every six years. Filed numerically. (Frequently, official.) 8 x 10 1/2 and 9 x 14 folders, 5 ft. 4 in., in 2 drawers of metal filing case and on shelves. Quartermaster's Office (Bldg. B) and Quartermaster Warehouse 3 (Bldg. I). (99)

257. REQUISITIONS, 1919 to date. For materials and supplies from units at the post. Filed chronologically. (Seldom, official.) 8 x 10 1/2 bundles, 1 ft. 8 in., in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (100)

258. INVITATIONS TO BID, 1919 to date. Circular proposals, correspondence, telegrams, estimates, etc. (Frequently, official.) 8 x 10 1/2 folders, 14 ft., in 6 drawers of steel and wooden filing cases. Quartermaster's Office (Bldg. B). (93)

259. PURCHASE ORDERS, 1919 to date. For maintenance supplies for barracks, quarters, and repairs, for oil and gasoline for the use of Army vehicles, and for other than issue equipment. Filed numerically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 10 ft., in 6 drawers of steel and wooden filing cases. Quartermaster's Office (Bldg. B). (85)

260. COMPLETED CONTRACTS, 1919 to date. With various firms for materials and supplies. Filed by firm and numerically. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Quartermaster's Office (Bldg. B). (103)

261. CONTRACT REGISTER, 1919 to date. Record of contracts, showing items, car numbers, etc. Entered alphabetically. (Frequently, official.) 8 $\frac{1}{2}$ x 14 vols. (5), 5 ft., on desk and in vault. Quartermaster's Office (Bldg. B). (108)

262. STOCK RECORDS, 1919 to date. Covering materials and supplies secured for and issued to field service units, post headquarters, and the Motor Transportation Service; the records are transferred to storage every six years. Filed numerically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 25 ft., in 2 drawers of metal filing cases and in 51 wooden boxes. Quartermaster's Office (Bldg. B) and Warehouse. (95)

263. TALLY SHEETS, MOTOR TRANSPORT REQUISITIONS, 1919 to date. Issued by the quartermaster to accompany deliveries of equipment and supplies. Filed numerically. (Seldom, official.) 4 x 8 and 8 x 10 $\frac{1}{2}$ loose sheets, 18 ft., on clipboards and in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (105)

264. TRANSPORTATION REQUESTS, 1919 to date. Orders for passenger transportation on common carriers. Filed numerically and chronologically. (Frequently, official.) 8 x 10 folders, 2 ft., in drawer of metal filing case. Quartermaster's Office (Bldg. B). (62)

265. PASSENGER AND FREIGHT ROUTING INFORMATION, 1919 to date. Covering travel to various points. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card case. Quartermaster's Office (Bldg. B). (55)

266. CROSS INDEX TO BILLS OF LADING, 1919 to date. Showing B/L number and official number. Filed numerically. (Frequently, official.) 2 $\frac{1}{2}$ x 3 cards, 5 ft. 7 in., in 6 drawers of wooden filing cabinet. Quartermaster's Office (Bldg. B). (56)

267. BILLS OF LADING, 1919 to date. For incoming and outgoing freight and express shipments of Government property and household and personal effects of Army personnel. Filed numerically and chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 12 ft., in drawers of metal filing case. Quartermaster's Office (Bldg. B). (60, 61)

268. BILLS OF LADING REGISTERS, 1919 to date. Covering bills for outgoing and incoming shipments. Entered numerically. (Frequently, official.) 9 x 14 vols. (6), 2 ft., in drawer of metal filing case and on floor.

Quartermaster's Office (Bldg. B) and Quartermaster Warehouse 34 (Bldg. J). (57)

269. MISCELLANEOUS FILE, 1919 to date. Form QMC 4 89, check sheets against railroad freight bills for incoming and outgoing shipments, giving data on the transactions; also bills of lading. Filed numerically and chronologically. (Frequently, official.) 8 x 10 folders, 2 ft., in drawer of metal filing case. Quartermaster's Office (Bldg. B). (63)

270. TANK CAR REPORTS, 1919 to date. Showing the number of Government-owned railroad tank cars received and forwarded and length of time the tanks were held on the post under load and empty. Filed chronologically. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (65)

271. MISCELLANEOUS RECORDS, 1919 to date. Requests for funds, letters of appointment and allotment, corrections of transportation requests, and data on motion pictures, civilian employees, etc. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 12 ft., in 6 drawers of wooden and metal filing cases. Vault in Quartermaster's Office (Bldg. B). (79)

272. REPORTS ON MOTOR VEHICLES, 1922 to date. Inventory and inspection reports, showing repairs and condition. (Seldom, official.) 16 x 18 loose-leaf books, 1 ft. 6 in., on desk. Quartermaster's Office (Bldg. B). (116)

273. CORRESPONDENCE, 1924 to date. Chiefly with the 4th Corps Area Quartermaster relative to shipping tickets, electrical construction and maintenance, and motor transportation. (Seldom, official.) 8 x 10 and 8 x 10 $\frac{1}{2}$ folders and envelopes, 2 ft. 6 in., in 2 drawers of steel and in wooden filing cases. Quartermaster's Office (Bldg. B). (77)

274. TRANSPORTATION REPORTS, 1924 to date. Forms QMC 200, 202, 203, and 210, reports on bills of lading and transportation requests issued, showing nature of shipment or number of persons transported, points of origin and destination, and routing, reports to the Quartermaster General on stock received, issued, and on hand, and reports to the Chief of Transportation on stock issued. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 6 ft. 10 in., in metal filing cases. Quartermaster's Office (Bldg. B) and Quartermaster Warehouse 34 (Bldg. J). (59)

275. SALVAGE SALES, 1931 - 1935. Filed numerically. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders and envelopes, 3 ft., in 2 drawers of metal filing case. Quartermaster's Office (Bldg. B). (91)

276. PUBLIC WORKS ADMINISTRATION AND CIVIL WORKS ADMINISTRATION, 1933 - 1934. Records of materials used and money paid for services in CWA and FWA work on the reservation. Filed numerically. (Seldom, official.) Various sized folders, 1 ft. 6 in., in drawer of metal filing case. Quartermaster's Office (Bldg. B). (90)

277. CCC REQUISITIONS, 1933 - 1935. For materials and supplies for camps and companies; in 1935 the CCC established its own supply branch and warehouses. Filed numerically. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders and

envelopes, 1 ft., in drawer of metal filing case. Quartermaster's Office (Bldg. B). (101)

278. SHIPMENT OF HOUSEHOLD GOODS BY MOTOR VAN, 1933 to date. Purchase orders and other records relative to shipment of the household effects of post personnel by motor van. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 1 ft., in drawer of metal filing case. Quartermaster's Office (Bldg. B). (58)

279. WORKS PROGRESS ADMINISTRATION, 1935 to date. Records of WPA personnel and projects under the supervision of the post quartermaster. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 2 ft., in drawer of metal filing case. Vault in Quartermaster's Office (Bldg. B). (82)

280. INDEX TO MEMORANDUM RECEIPTS, 1935 to date. Showing name of individual and residence or name and number of organization unit. (Frequently, official.) 3 x 5 cards, 6 in., in pasteboard box. Quartermaster's Office (Bldg. B). (107)

281. PROPERTY SALES RECORDS, 1935 to date. Covering sales of Army transportation gas and oil to individuals, of clothing and equipage to commissioned officers, ice to barracks and quarters, and of coal and wood to enlisted men. Filed alphabetically and numerically. (Frequently, official.) 5 x 8 pockets, 16 ft. 6 in., in 3 trunks and 2 wooden boxes. Quartermaster's Office (Bldg. B). (102)

282. PURCHASE ORDERS, ELECTRIC CURRENT, 1936 to date. Contractor's monthly statement of electric current furnished to all post services. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folder, 3 in., in drawer of wooden filing case. Quartermaster's Office (Bldg. B). (89)

283. MEMORANDUM RECEIPTS, ORGANIZATIONS AND DETACHMENTS, 1935 to date. For articles in use by various units. (Frequently, official.) 3 $\frac{1}{2}$ x 8 loose-leaf books (2), 10 in., in drawer of desk. Quartermaster's Office (Bldg. B). (110)

284. MEMORANDUM RECEIPTS, COMMISSIONED OFFICERS, 1935 to date. For household goods and other articles held in personal use by officers. Entered numerically. (Frequently, official.) 3 $\frac{1}{2}$ x 8 loose-leaf books (2), 7 in., in drawer of desk. Quartermaster's Office (Bldg. B). (113)

285. OFFICER AND SHOP MEMORANDUM RECEIPTS, 1935 to date. For tools and machinery. Entered numerically and alphabetically. (Frequently, official.) 3 $\frac{1}{2}$ x 8 loose-leaf books (2), 7 in., in drawer of desk. Quartermaster's Office (Bldg. B). (114)

286. MEMORANDUM RECEIPTS, NONCOMMISSIONED OFFICERS, 1935 to date. For all articles, such as tools, furniture, etc., held in use by noncommissioned officers. (Frequently, official.) 4 x 8 $\frac{1}{2}$ loose-leaf books (2), 2 in., in drawer of desk. Quartermaster's Office (Bldg. B). (112)

287. MEMORANDUM RECEIPTS, CIVILIAN EMPLOYEES, 1935 to date. For articles held in use on the post by civilian employees. (Frequently, of-

287. (Frequently, official.) $3\frac{1}{2} \times 8$ loose-leaf books (2), 2 in., in drawer of desk. Quartermaster's Office (Bldg. B). (111)

288. MEMORANDUM RECEIPTS, MISCELLANEOUS ACCOUNTS, 1935 to date. Receipts for articles in use by agencies not otherwise classified, such as chaplain, post exchange, etc. Entered numerically. (Frequently, official.) $3\frac{1}{2} \times 8$ loose-leaf books (2), 7 in., in drawer of desk. Quartermaster's Office (Bldg. B). (109)

289. COAL ISSUE RECEIPTS, 1935 to date. Filed alphabetically and by organization. (Frequently, official.) 5×8 cards, 3 ft. Quartermaster's Office (Bldg. B) and Quartermaster Warehouse 34 (Bldg. J). (106)

290. CONTRACTS, current. Covering goods purchased. Filed numerically and by firm. (Frequently, official.) $8 \times 10\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Quartermaster's Office (Bldg. B). (104)

291. TRANSPORTATION ORDERS AND GOVERNMENT BILLS OF LADING, n.d. Also round trip tickets to Fayetteville. (Frequently, official.) Size not given, blank stock, volume variable, in iron safe. Office (Bldg. B). (64)

Commanding Officer, Quartermaster Detachment

292. MISCELLANEOUS CLIPBOARD FILES, 1919 to date. Commanding officer's letters of instruction and special orders for transfers, assignments, leaves, and details, memoranda on procedure and on time and date of target practice and training, daily bulletins on social and military activities, office orders for duty details of commissioned officers, general orders on major operations, special court martial orders, showing charges, specifications, and findings in special court martial trials, daily reports of detail in charge of quarters, and detachment orders covering ratings of enlisted personnel. Filed numerically and chronologically. (Constantly, official.) 8×11 loose sheets and bundles, 32 ft., on 10 clipboards and in wooden boxes. Orderly Room (Bldg. K). (158)

293. GENERAL CORRESPONDENCE, 1922 to date. Chiefly with the post quartermaster; also a correspondence book recording letters received and sent. (Frequently, official.) $8 \times 10\frac{1}{2}$ folders and $3\frac{3}{4} \times 8\frac{1}{2}$ vol., 3 ft., 11 in., in 2 drawers of metal filing case. Orderly Room (Bldg. K). (159)

294. GENERAL RECORDS, n.d. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, council book, and monthly personnel rosters. Filed and entered alphabetically. (Frequently, official.) $3\frac{3}{4} \times 8\frac{1}{2}$ folders and loose-leaf books, 7 in., in 2 drawers of wooden filing case. Orderly Room (Bldg. K). (160)

Commissary Officer

295. CORRESPONDENCE, 1919 to date. Concerning the purchase and sale of merchandise, purchase accounts, and ration savings accounts. (Frequently, official.) $8 \times 10\frac{1}{2}$ folders, 15 ft. 3 in., in 4 drawers of wooden filing case. Office and Attic (Bldg. L). (118)

296. GENERAL RECORDS, 1919 to date. Federal tax price lists, CCC data, correspondence relative to charge accounts, procurement order records, and charge and cash book. Filed and entered numerically and by subject. (Frequently, official.) 8 x 10 and $8\frac{1}{2}$ x 14 vols. and loose sheets, 7 in., in drawer of metal filing case. Office (Bldg. L). (117)

297. PURCHASE RECORDS, 1919 to date. Filed numerically and alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 6 ft. 5 in., in 4 drawers of metal filing case. Office (Bldg. L). (120)

298. CHARGE ACCOUNTS, 1919 to date. Filed numerically and alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ pockets, 70 ft. 8 in., in drawers of metal filing cases. Office and Attic (Bldg. L). (119)

Post Exchange

299. MISCELLANEOUS LETTERS AND INVOICES, 1919 - 1932. Filed alphabetically, by subject. (Seldom, official.) 8 x $10\frac{1}{2}$ folders, 4 ft., in 2 drawers of metal filing case. Accounting Office (Bldg. M). (134)

300. STOCK RECORDS, 1919 - 1935. Entered alphabetically. (Frequently, official.) $14\frac{1}{2}$ x $17\frac{1}{2}$ vols., 12 ft. 4 in., on filing case. Accounting Office and File Room (Bldg. M). (131)

301. PURCHASE REGISTERS, 1919 to date. Showing name of vendor, amount of purchase, date, and account chargeable. (Daily, official.) 14 x 24 loose-leaf books (5), 10 ft., in safe. Accounting Office (Bldg. M). (121)

302. CHECK REGISTERS, 1919 to date. Showing amount of check, date, payee, account to which chargeable, and bank balance. (Daily, official.) 14 x 24 loose-leaf books (6), 12 ft., in safe. Accounting Office (Bldg. M). (123)

303. CASH BOOKS, 1919 to date. Record of cash received from all sources, credited to proper accounts. (Daily, official.) 14 x 24 loose-leaf books (10), 10 ft., in safe. Accounting Office (Bldg. M). (122)

304. GENERAL JOURNALS, 1919 to date. (Daily, official.) 10 x 16 vols. (10), 10 ft., in safe. Accounting Office (Bldg. M). (124)

305. GENERAL LEDGERS, 1919 to date. Of accounts. (Daily, official.) 10 x 14 loose-leaf books (6), 6 ft., in safe. Accounting Office (Bldg. M). (125)

306. ACCOUNTS RECEIVABLE LEDGERS, 1919 to date. Entered chronologically. (Frequently, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 12 ft., in 6 drawers of metal filing cases. Accounting Office (Bldg. M). (130)

307. INVENTORY, 1919 to date. Monthly stock inventory, showing purchases and sales, cost and selling prices, and distribution of stock by departments. Filed and entered chronologically. (Frequently, official.) 8 x 19 folders and loose-leaf books and 10 x 24 bundles, 30 ft., in 12 drawers of steel and wooden filing cases, in 22 cardboard storage cases, and in iron safe. Accounting Office and File Room (Bldg. M). (129)

308. CHARGE SLIPS, 1919 to date. Customers' charge slips. Filed alphabetically. (Frequently, official.) 8 x 10 loose sheets, 10 ft., in 6 drawers of metal filing cases. Accounting Office (Bldg. M). (136)

309. ACCOUNTS PAYABLE LEDGER, 1919 to date. Showing individual accounts for purchases. Entered alphabetically. (Constantly, official.) 12 x 12 loose-leaf books, 1 ft., on desk. Accounting Office (Bldg. M). (127)

310. DEPARTMENTAL REPORTS, 1919 to date. Daily report on sales, showing cash, coupon, and total sales of each department, and any sales returns. (Daily, official.) 9 x 14 loose-leaf books (5), 5 ft., in safe. Accounting Office (Bldg. M). (126)

311. PAY ROLL LEDGERS, 1919 to date. Record of civilian employees of the post exchange, showing base pay, deductions, and net payments. (Frequently, official.) 10 x 16 loose-leaf books (7), 7 ft., in safe. Accounting Office (Bldg. M). (128)

312. GENERAL CORRESPONDENCE, 1931 to date. Concerning business of the exchange. Filed alphabetically and by color scheme. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders and 10 x 12 bundles, 18 ft. 4 in., in 4 drawers of metal filing cases. Accounting Office and File Room (Bldg. M). (133)

313. CASH COUPONS, 1935 to date. Issued to the various batteries on the first of each month for use by enlisted personnel. Filed by battery. (Frequently, official.) 3 x 5 loose sheets, 4 ft., in 3 drawers of metal filing case. Accounting Office (Bldg. M). (137)

314. AUDIT AND OFFICE COPIES OF CHARGE TICKETS, 1935 to date. (Frequently, official.) 4 x 6 bundles, 1 ft. 5 in., in iron safe. Accounting Office (Bldg. M). (135)

315. PETTY CASH VOUCHERS, 1935 to date. Filed chronologically. (Frequently, official.) Various sized folders and cards, 42 ft. 8 in., in 2 drawers of metal filing case and 21 paper boxes. Accounting Office (Bldg. M). (138)

316. STOCK RECORDS, 1935 to date. Covering all goods and equipment on hand, purchased, and sold; the records are transferred to the warehouse at end of the year. Filed alphabetically. (Frequently, official.) 6 x 10 cards, 7 ft., in Kardex filing case. Accounting Office (Bldg. M). (139)

317. PURCHASE RECORDS, 1935 to date. Showing amount of bid, kind and amount of goods, and payments. Filed alphabetically. (Frequently, official.) 5 x 8 cards and bundles, 31 ft., in Kardex filing case and on shelves. Accounting Office and Storage Room (Bldg. M). (140)

Post Laundry

318. GENERAL RECORDS, 1919 to date. Correspondence, pay rolls, personnel records, and equipment inventories. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 6 in., in 2 drawers of wooden filing case. Office (Bldg. M). (142)

319. REPORTS ON LAUNDRY AND DRY CLEANING OPERATIONS, 1919 to date. Form QMC 366, general report showing quantity of work, amount of revenue, distribution of operation expenses, and amount of profit or loss; purchases are made through the commissary. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 5 ft., in 2 drawers of wooden filing case. Office (Bldg. N). (141)

Quartermaster Shop

320. GENERAL AND MISCELLANEOUS FILE, 1919 to date. Correspondence, radiograms, and other records relative to motor vehicles, disposition, maintenance costs, ambulances, etc. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 2 ft., in drawer of metal filing case. Quartermaster Shop (Bldg. O). (152)

321. COMMERCIAL CORRESPONDENCE, 1919 to date. Relative to the purchase of replacement parts. Filed alphabetically, by firms. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in drawer of metal filing case. Quartermaster Shop (Bldg. O). (149)

322. JOB ORDERS, 1919 to date. Record of motor repair jobs, showing make of car, truck, or tractor, description of job, dates job was started and finished, and costs. Filed numerically. (Frequently, official.) 5 x 8 envelopes, 6 ft. 6 in., in 4 drawers of steel filing cases. Quartermaster Shop (Bldg. O). (151)

323. FINANCIAL REPORTS, 1931 - 1934. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 8 in., in drawer of metal filing case. Quartermaster Shop (Bldg. O). (150)

324. MISCELLANEOUS CLIP FILE, current. Shop requests, duplicate orders, purchase orders, quarterly reports on cost of operation, budget estimates, requisitions, receiving reports, daily bulletins, and incoming radiograms. (Frequently, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 1 ft. 6 in., on 8 clipboards on wall. Quartermaster Shop (Bldg. O). (153)

Utility Records

325. GENERAL RECORDS, 1919 to date. Correspondence, purchase orders issued by post quartermaster, packing and crating lists, tally sheets on materials issued to this office, details of enlisted personnel to special duty with post utilities, WPA letters and administrative orders, records of fire hazards, showing building number, needed repairs, and report on repairs, and file of "Official Notes," a daily bulletin of entertainment, etc., on the reservation. (Frequently, official.) 8 x 10 and 8 x 12 loose sheets, 2 ft., on 10 clipboards on wall. Utility Office (Bldg. O). (145)

326. WORK ORDER REGISTER, 1919 to date. Covering orders for repairs to buildings and structures, showing nature of repairs, assignment of work, personnel labor costs, whether WPA or civilian labor, materials, and remarks. Entered numerically and chronologically. (Frequently, official.) Various sized vols. (18), 2 ft., on desk. Utility Office (Bldg. O). (143)

327. MEMORANDUM RECEIPTS, 1919 to date. For tools and supplies issued to workmen. Filed alphabetically. (Frequently, official.) 3 x 13 envelopes, $\frac{1}{2}$ in., in drawer of wooden filing case. Utility Office (Bldg. O). (144)

328. MONTHLY TIME BOOKS, 1919 to date. Showing name of employee, days present and absent, total time, rate of pay, amount due, date paid, and remarks. (Constantly, official.) 4 x 10 vols. (5), 1 in., in drawer of desk. Utility Office (Bldg. O). (148)

329. TIME RECORD, WPA EMPLOYEES, 1935 to date. Showing name of worker, occupation, rate of pay, days present and absent, total time, amount due, date paid, and remarks. (Constantly, official.) 8 x 10 vol., $\frac{1}{2}$ in., in drawer of desk. Utility Office (Bldg. O). (147)

330. WORK ORDERS, current. Issued by the utilities officer for repairs to buildings and structures, and forwarded to the post quartermaster upon completion of the work; show nature of repairs, assignment of work, personnel, labor costs, whether WPA or civilian labor, materials, and remarks. Filed numerically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 3 in., in drawer of typewriter desk. Utility Office (Bldg. O). (146)

Medical Detachment

General

331. GENERAL CORRESPONDENCE, 1919 to date. Relative to personnel, physical examinations for promotion of officers and enlisted men, courts martial, etc.; also a correspondence book recording letters sent and received. (Frequently, official.) 8 x 10 folders, 3 ft., in 2 drawers of metal filing case. R. 103 (Bldg. P). (210)

332. PERSONNEL RECORDS, 1919 to date. Service records, clothing records, morning reports, sick reports, and council book. Filed and entered alphabetically and by rank. (Frequently, official.) 8 x 11 loose-leaf books and cards, 6 in., in drawer of desk. R. 103 (Bldg. P). (208)

333. EQUIPMENT RECORDS, 1919 to date. Monthly pay rolls of enlisted personnel, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, and monthly personnel rosters. Filed by subject. (Rarely, official.) 8 x 10 $\frac{1}{2}$ cards and loose sheets, 10 in., in drawer of metal filing case. R. 103 (Bldg. P). (209)

Medical Supply Officer

334. CORRESPONDENCE, 1919 to date. Chiefly with the 4th Corps Area Surgeon relative to medical supplies and equipment. Filed by subject. (Frequently, official.) 8 $\frac{1}{2}$ x 10 folders, 1 ft., in drawer of metal filing case. R. 27 (Bldg. P). (216)

335. STOCK RECORDS, 1919 to date. Form QMC 424, debit and credit accounts for surgical instruments and supplies, drugs and chemicals, dental, laboratory, and X-ray supplies, veterinary and field equipment, medical

library, and miscellaneous supplies and equipment. Indexed. (Frequently, official.) $3\frac{1}{2}$ x 8 loose-leaf binders (13), 2 ft. 3 in., in drawer of desk. R. 27 (Bldg. P). (211)

336. STOCK VOUCHER REGISTER, 1919 to date. Showing voucher number and description, debit and credit to stock accounts, and date posted to stock record card. (Frequently, official.) 8 x 16 vols. (4), 2 in., in drawer of desk. R. 27 (Bldg. P). (218)

337. DEBIT AND CREDIT RECORDS, 1919 to date. Form 431, daily debit and credit slips for materials received and expended; placed in dead file following yearly inventory and audit. Filed numerically and chronologically. (Frequently, official.) $8\frac{1}{2}$ x 10 covers, 5 ft., in drawers of metal filing case. R. 27 (Bldg. P). (215)

338. EXPENDABLE ISSUE SLIPS, 1919 to date. Form MD 16a, covering weekly issue on requisitions of expendable supplies, such as adhesive tape, bandages, mops, drugs, etc.; posted to monthly record. Filed numerically. (Frequently, official.) $3\frac{1}{2}$ x 8 bundles, 1 ft., in drawer of metal filing case. R. 27 (Bldg. P). (213)

339. NARCOTIC REGISTER, 1919 to date. Form MD 17a, record of narcotics used or dispensed, showing name of drug, debits, credits, and balance in stock. Filed numerically. (Frequently, official.) $3\frac{1}{2}$ x 8 clipped sheets, 1 in., in drawer of desk. R. 27 (Bldg. P). (212)

340. COST OF MEDICAL SERVICES, 1919 to date. Record of money value of supplies received and expended; used for quarterly and semiannual cost analyses. (Frequently, official.) 8 x 16 vols. (4), 5 ft., in steel filing case. R. 27 (Bldg. P). (219)

341. ACCESSION RECORD, MEDICAL LIBRARY, 1919 to date. Showing title of each book, author, edition, year printed, and accession number. (Frequently, official.) $8\frac{1}{2}$ x 10 vols. (4), 2 in., in drawer of metal filing case. R. 27 (Bldg. P). (214)

342. CCC MEDICAL SUPPLY, 1919 to date. Records of medical supplies and equipment sent to CCC camps. Filed numerically and by camp. (Frequently, official.) $8\frac{1}{2}$ x 10 folders, 1 ft., in drawer of metal filing case. R. 27 (Bldg. P). (217)

Pharmacy Records

343. GENERAL PRESCRIPTIONS, 1919 to date. Nonalcoholic and nonnarcotic prescriptions; sent to Washington after five years. Entered numerically. (Frequently, official.) 11 x 14 vols. and scrapbooks (18), 15 ft., on shelves. R. 37 and Storage Room (Bldg. P). (220)

344. NARCOTIC PRESCRIPTIONS, 1919 to date. Narcotic or alcoholic prescriptions; sent to Washington after five years. Entered numerically. (Frequently, official.) 11 x 14 vols. and scrapbooks (5), 2 ft. 6 in., on shelves. R. 37 and Storage Room (Bldg. P). (221)

345. CIVILIAN PRESCRIPTIONS, 1919 to date. Prescriptions issued by the station hospital to civilians; sent to Washington after five years. Entered numerically. (Frequently, official.) 11 x 14 scrapbooks (3), 1 ft. 3 in., on shelves. R. 37 and Storage Room (Bldg. P). (222)

346. NARCOTIC REGISTERS, 1919 to date. Debit and credit record of narcotics and alcoholic liquors received and dispensed. Entered numerically. (Frequently, official.) $3\frac{1}{2}$ x 8 vols., 5 ft., on shelves. Storage Room (Bldg. P). (223)

347. VOUCHERS, 1919 to date. Copies of vouchers for alcohol, alcoholic liquors, and narcotics received and dispensed. Filed numerically. (Frequently, official.) $3\frac{1}{2}$ x 8 bundles, 4 in., on shelf. Storage Room (Bldg. P). (224)

Station Hospital

348. GENERAL CORRESPONDENCE, 1919 to date. Correspondence and records relative to patients and general business of the hospital. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 5 ft. 2 in., in 5 drawers of metal filing cases. R. 101 (Bldg. P). (200)

349. INDEX TO CLINICAL RECORDS, 1919 to date. Form MD 52 A, showing patient's name and clinical number. Filed alphabetically. (Frequently, official.) $3\frac{1}{2}$ x 8 cards, 12 ft., in 12 document files. R. 114 (Bldg. P). (202)

350. DIAGNOSIS CARDS, 1919 to date. Form MD 52, showing name and clinical number of patient, record of disease, and progress of case. Filed numerically. (Frequently, official.) $3\frac{1}{2}$ x 8 cards, 15 ft., in 16 document files. R. 114 (Bldg. P). (203)

351. DEATH AND DISEASE REGISTER, 1919 to date. Showing numerical distribution of diseases admitted to hospital. Filed alphabetically and by subject. (Frequently, official.) $3\frac{1}{2}$ x 8 cards, 9 in., in wooden drawer of pasteboard box. R. 114 (Bldg. P). (204)

352. CLINICAL RECORDS, 1919 to date. Forms MD 55 A-W, showing description of each patient, home address, family connections, religion, history of disease, progress while in hospital, termination of hospital's responsibility, and data on death if death ensued. Filed numerically. (Frequently, official.) $3\frac{1}{2}$ x 8 loose sheets, 127 ft. 8 in., in 110 drawers of metal filing cases. R. 114 and Basement (Bldg. P). (201)

353. RECEPTION AND DISCHARGE RECORDS, 1919 to date. Monthly record of patients received, discharged, and carried over. Entered chronologically. (Frequently, official.) 8 $\frac{1}{2}$ x 16 vols. (11), 1 ft., in drawer of metal filing case. R. 114 (Bldg. P). (206)

354. PROCEEDINGS OF BOARD OF OFFICERS, 1919 to date. Record of proceedings of boards appointed to investigate accidents resulting in personal injuries. Filed alphabetically. (Frequently, official.) 8 $\frac{1}{2}$ x 10 folders, 1 ft. 8 in., in drawer of metal filing case. R. 114 (Bldg. P). (205)

355. MISCELLANEOUS RECORDS, 1919 to date. Record of admission and discharge of CCC patients, requests for transfer of patients, birth certificates, death certificates, statistical reports, and health, Army, disease, accident, and death reports, etc. Filed by subject. (Frequently, official.) $8\frac{1}{2}$ x 10 folders, 2 ft., in drawer of metal filing case. R. 114 (Bldg. P). (207)

Veterinary Officer and Veterinary Detachment

356. GENERAL RECORDS, 1919 to date. Meat, dairy, and forage inspection reports, statistical reports on sick and wounded animals, clinical records and index, reports of vaccination of dogs and cats for rabies and distemper, and horse and mule records, also personnel records, including service records, clothing records, morning reports, sick reports, monthly pay rolls of enlisted personnel, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, and monthly personnel rosters. (Frequently, official.) Various sized vols. (2) and folders, 7 ft. 11 in., in wooden and in metal filing cases. Office and Sleeping Room (Bldg. Q). (225)

Provost Marshal

357. CORRESPONDENCE, 1919 to date. With U.S. attorney, the Federal courts, the Atlantic Coast Line Railroad Company, etc., relative to desertions, general courts martial, trespassing, etc.; also miscellaneous reports. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 2 ft., in drawer of metal filing case. Office (Bldg. R). (44)

358. PERSONNEL RECORDS, 1919 to date. Of officers, enlisted men, and civilian employees on the post. Filed alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 6 ft. 5 in., in 4 drawers of wooden filing case. Office (Bldg. R). (41)

359. RECORD OF FIREARMS, 1919 to date. Record of firearms carried by individuals on the post. Entered alphabetically. (Frequently, official.) 9 x 14 vols., 1 ft. 2 in., on desk. Office (Bldg. R). (45)

360. GUARD REPORTS, 1919 to date. On prisoners in the guardhouse. Filed numerically. (Frequently, official.) $3\frac{3}{4}$ x 8 pamphlets, 6 in., on desk. Office (Bldg. R). (42)

361. GENERAL CARD FILE, 1919 to date. Civilian drivers' permits, civilian identification cards, record of prisoners, area cards, automobile license numerals, operators' permits, and automobile licenses. Filed alphabetically and numerically. (Frequently, official.) 3 x 5 cards, 6 ft., in 13 drawers of metal and wooden filing cases. Office (Bldg. R). (43)

Recruiting Officer

362. GENERAL RECORDS, 1919 to date. Information on applicants for enlistment, reports on men enlisted, radiograms, special authorizations for enlistment, etc. Filed alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 4 ft. 6 in., in 2 drawers of metal filing case. Office (Bldg. S). (46)

363. EXTRACTS FROM SERVICE RECORDS, 1919 to date. Showing name of enlisted man, home address, parents or nearest relative, length of enlistment, any previous enlistment, where bound, and other general information; in some cases includes permission to enlist married men. Filed chronologically. (Frequently, official.) $3\frac{3}{4} \times 8\frac{1}{2}$ loose sheets, 2 ft. 8 in., in drawer of metal filing case and on clipboard on wall and on shelf. Office and Supply Room (Bldg. S). (47)

Signal Officer

364. CORRESPONDENCE, 1919 to date. Relative to air mail schedules, assignment of quarters, automatic telephone service, and final estimates for Signal Corps activities. (Frequently, official.) $8 \times 10\frac{1}{2}$ pockets, 2 ft. 6 in., in drawer of metal filing case. Office (Bldg. T). (242)

365. PROPERTY RECORDS, 1919 to date. Shipping tickets, tally sheets, and memorandum receipts. (Frequently, official.) $8 \times 10\frac{1}{2}$ pockets and cards, 3 ft. 6 in., in wooden box. Office (Bldg. T). (248)

366. OFFICIAL LONG DISTANCE, 1924 to date. Data on long distance telephone calls, and correspondence in regard to toll charges. (Frequently, official.) $8 \times 10\frac{1}{2}$ pockets, 1 ft. 2 in., in drawer of metal filing case. Office (Bldg. T). (244)

367. GENERAL RECORDS, 1924 to date. Correspondence, vouchers, telephone call records, etc. (Seldom, official.) $8 \times 10\frac{1}{2}$ pockets, 3 ft., in metal filing case. Office (Bldg. T). (245)

368. TELEPHONE TICKETS, 1925 to date. Showing name of caller, place calling and called, person called, time call was filed, toll charges and remarks. Filed chronologically. (Rarely, official.) $2\frac{1}{2} \times 5$ bundles, 5 ft., in drawer of wooden filing case and in storage. Office (Bldg. T) and Warehouse 5 (Bldg. U). (247)

369. RECEIPTS FOR TELEPHONE SERVICE, 1925 to date. Receipted statements for telephone service to individuals. Filed numerically. (Rarely, official.) $8 \times 10\frac{1}{2}$ folders, 3 ft. 6 in., in 4 drawers of wooden filing case. Office (Bldg. T). (246)

370. MISCELLANEOUS FILE, 1932 to date. Copies of records filed permanently in Atlanta, Georgia, in regard to telephone service, telegrams and long distance calls, and other routine activities; normally destroyed after six months. (Frequently, official.) Various sized folders and loose papers, 4 ft., in metal filing case and in box. Office (Bldg. T) and Warehouse 5 (Bldg. U). (243)

Air Corps

General Correspondence and Supply Records

371. CORRESPONDENCE, 1931 to date. Relative to personnel reports, radio and communications, aeroplane accidents, the CCC, etc. Filed numerically and by subject. Card index. (Frequently, official.) $8 \times 10\frac{1}{2}$ folders, 3 ft. 8 in., in 2 drawers of metal filing case. R. 108 (Bldg. V). (226)

372. STOCK RECORDS, 1931 to date. Covering supplies and flying, photographic, and other air field equipment. Filed numerically. (Frequently, official.) 6 x 10 cards, 4 ft., in 8 trays of metal filing case. Office (Bldg. W). (233)

373. BLUEPRINTS, 1931 to date. Of Air Corps property and equipment. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folded blueprints, 10 ft., in drawers of metal filing case. Office (Bldg. W). (234)

374. FILMS, ARMY TROOPS AT FORT BRAGG, n.d. Motion-picture film, original negative, 16-mm, 100 ft.; still photographic negatives, acetate; aerial survey film rolls; and mosaic film of Fort Bragg, approximately 300 ft. Alphabetical catalogue. Films in metal cans. Office (Bldg. W) (P-1)

Operations and Engineering Officer

375. CORRESPONDENCE, PROPERTY INDEX, AND MISCELLANEOUS RECORDS, 1918 to date. Correspondence with the Material Division, Air Corps Branch Depot, Middletown, Pennsylvania, and other agencies, monthly reports, memorandum receipts to the Engineering Officer, data on needs of enlisted men, property index, and other records pertaining to flying operations. Filed alphabetically. (Frequently, official.) 3 x 5 cards and 8 x 10 $\frac{1}{2}$ folders, 2 ft. 6 in., in drawer of metal filing case and in drawer of card cabinet. Operations Office (Bldg. X). (230)

376. INDIVIDUAL FLYING RECORDS AND CORRESPONDENCE, 1918 to date. Records of individual flyers and aeroplanes, personnel records, and miscellaneous correspondence. Card index. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 9 in., in drawer of metal filing case. Operations Office (Bldg. X). (231)

2d Balloon Squadron

377. ACTIVITY RECORDS, 1930 to date. Of men in the company. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 6 in., in 2 drawers of metal filing case. Orderly Room (Bldg. Y). (240)

378. PERSONNEL RECORDS, 1931 to date. Service records, clothing records, morning reports, sick reports, duty rosters, council book, and correspondence book. Filed alphabetically. (Frequently, official.) Various sized loose sheets, 1 ft. 9 in., in 2 field desks. Orderly Room (Bldg. Y). (238)

379. EQUIPMENT RECORDS, 1931 to date. Monthly pay rolls of enlisted personnel, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, and monthly personnel rosters. (Frequently, official.) 3 $\frac{3}{4}$ x 9 and 8 x 10 $\frac{1}{2}$ loose-leaf books, 6 ft. 8 in., in drawer of metal filing case, in drawer of desk, and on shelves. Orderly and Stock Rooms (Bldg. Y). (239)

380. CONFIDENTIAL RECORDS, Of the Air Corps and 2d Balloon Squadron. (Frequently, official.) Unknown form and size, in iron safe. Orderly Room (Bldg. Y). (237)

381. BLUEPRINTS, ENGINEERING OPERATIONS AND TRAINING, 1930 to date. Blueprints covering features of lighter-than-air activities, training of men, aircraft time and operations, etc. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 4 in., in 3 drawers of metal filing case. Office (Bldg. Z). (241)

Flight C, 16th Observation Squadron

382. CORRESPONDENCE, 1931 to date. In regard to Air Corps activity and inspector's reports, gas and oil, strength reports, fire drills, reports of flying pay, and dividend payments by the post exchange. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 11 in., in drawer of wooden filing case. R. 100 (Bldg. V). (228)

383. PERSONNEL, 1931 to date. Service records of officers and enlisted men, data on automobile purchases, pay rolls, etc. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 6 ft. 7 in., in 5 drawers of wooden filing cases. R. 100 (Bldg. V). (227)

384. PERSONNEL RECORDS, 1931 to date. Service records, clothing records, morning reports, sick reports, memorandum receipts, statements of charges, council book, and monthly personnel rosters. Filed by subject. (Frequently, official.) 3 $\frac{3}{4}$ x 8 $\frac{1}{2}$ and 8 x 10 $\frac{1}{2}$ loose sheets, 3 ft., in 2 field desks. R. 100 (Bldg. V). (229)

385. CORRESPONDENCE AND PROPERTY VOUCHERS, 1931 to date. Correspondence in regard to property and supplies, and voucher receipts for property received and issued. Filed alphabetically and numerically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 14 ft., in 9 drawers of metal filing cases. Office (Bldg. W). (232)

386. PROPERTY RECORDS, 1931 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, and monthly personnel rosters. (Daily, official.) 4 x 8 and 10 x 12 folders loose-leaf books, 5 ft., in 2 drawers of steel filing case. Unit Supply Room (Bldg. Y). (236)

387. REQUISITIONS, 1931 to date. For clothing, utensils, and aircraft equipment, and related material; also stock record cards and memorandum receipts. Entered and filed alphabetically. (Frequently, official.) 3 $\frac{1}{2}$ x 9 and 8 x 10 $\frac{1}{2}$ loose-leaf books and loose sheets, 2 ft. 6 in., on 6 clipboards. Unit Supply Room (Bldg. Y). (235)

1st Observation Battalion (Sound and Flash)

Field Artillery

Headquarters and Headquarters Battery

388. COUNCIL BOOK AND MONTHLY ROSTER, 1922 to date. Record of Battalion funds, and alphabetical list of battalion personnel. (Daily, official.) 4 x 8 and 10 x 12 vols. and folders, 2 ft., in drawer of steel filing case. Commander's Office (Bldg. a). (291)

389. CORRESPONDENCE, 1922 to date. Of the Headquarters Battery. Indexed. (Daily, official.) 4 x 8 and 10 x 12 vols. and folders, 2 ft., in drawer of steel filing case. Orderly Room (Bldg. b). (297)

390. PERSONNEL RECORDS AND PAY ROLLS, 1922 to date. Service records, clothing records, morning reports, sick reports, duty rosters, council book, and monthly pay rolls of enlisted personnel. (Daily, official.) 4 x 8 and 10 x 12 vols. and pockets, 3 ft., in drawer of steel filing case and in field desk. Orderly Room (Bldg. b). (295)

391. EQUIPMENT RECORDS, 1922 to date. Council book, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, and monthly personnel rosters. (Daily, official.) 4 x 8 and 10 x 12 vols. and folders, 3 ft., in 2 drawers of steel filing case. Orderly Room (Bldg. b). (296)

Battery A

392. MISCELLANEOUS RECORDS, 1919; 1922 to date. Records of bench marks and primary transverse station of Cumberland County and Fort Bragg, 1919; also reports on personnel applying for return transportation, reports on supplies and equipment, and vouchers. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft. 8 in., in 3 drawers of metal filing case. Orderly Room (Bldg. a). (294)

393. PERSONNEL RECORDS AND PAY ROLLS, 1922 to date. Service records, clothing records, morning reports, sick reports, duty rosters, council book, monthly personnel rosters, and monthly pay rolls of enlisted personnel. (Frequently, official.) Various sized folders and loose-leaf books, 7 ft. 3 in., in drawer of wooden desk, 2 field desks, wooden chest, and in box. Orderly Room and Attic (Bldg. a). (293)

394. EQUIPMENT RECORDS, 1922 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Daily, official.) 4 x 8 and 10 x 12 loose-leaf books and folders, 4 ft., in 2 drawers of steel filing case. Orderly Room (Bldg. a). (292)

2d Battalion, 4th Field Artillery

Headquarters

395. GENERAL CORRESPONDENCE, 1907 to date. Relative to funds handled by the battalion reserve officers, inspection of small arms, and other battalion business. (Frequently, official.) 3 $\frac{3}{4}$ x 9 and 8 x 10 $\frac{1}{2}$ loose-leaf books and folders, 10 ft. 9 in., in 2 drawers of wooden filing case, in wooden locker, and in wooden box. Battalion Headquarters and Attic (Bldg. c). (276)

396. PERSONNEL RECORDS, 1907 to date. Showing personnel activities. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 6 ft. 6 in., in 4 drawers of metal filing case. Battalion Headquarters (Bldg. c). (275)

397. PERSONNEL RECORDS, 1907 to date. Morning reports, duty rosters, council book, and monthly personnel rosters. (Daily, official.) 4 x 8 and 10 x 12 vols., folders, and loose-leaf books, 8 ft., in 3 drawers of steel filing case. Battalion Headquarters (Bldg. c). (277)

398. INDIVIDUAL EQUIPMENT RECORDS, 1931 to date. Of enlisted men of the 2d Battalion, transferred men, and deserters, covering breakage allowance of dishes, quartermaster salvage, and clothing turned in; also ordnance property requisitions. (Frequently, official.) 3 3/4 x 9 and 8 x 10 1/2 loose-leaf books and folders, 2 ft., in 2 drawers of wooden desk. Basement Supply Room (Bldg. c). (285)

Headquarters Battery and Combat Train

399. ORDERLY AND SUPPLY RECORDS, 1907 - 1934. Morning reports, duty rosters, and personnel, supply, battery fund, and clothing records. (Seldom, official.) 2 x 9 and 8 x 10 1/2 loose forms, 14 ft. 11 in., in cupboard. Attic (Bldg. c). (281)

400. PERSONNEL RECORDS, 1935 to date. Service records, clothing records, morning reports, duty rosters, sick reports, monthly pay rolls of enlisted personnel, council book, and monthly personnel rosters. Filed and entered alphabetically and chronologically. (Frequently, official.) Various sized folders, loose-leaf books, and cards, 6 ft., in drawer of metal filing case and in 2 field desks. Orderly and Supply Room (Bldg. c). (278)

401. EQUIPMENT RECORDS, 1935 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Frequently, official.) 3 1/2 x 8 1/2 and 8 x 10 1/2 loose-leaf books and folders, 4 ft., in 2 field desks. Orderly and Supply Room (Bldg. c). (279)

402. STOCK RECORD, PROPERTY ACCOUNT, AND CLOTHING REQUISITIONS, 1935 to date. Filed chronologically, alphabetically, and by subject. (Frequently, official.) 3 1/2 x 8 1/2 cards and 8 x 10 1/2 folders, 1 ft. 9 in., in 2 drawers of wooden desk and on clipboards. Orderly and Supply Room (Bldg. c). (280)

Battalion Section Service Battery

403. PERSONNEL AND EQUIPMENT RECORDS, 1907 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, memorandum receipts, statements of charges, and monthly personnel rosters. (Daily, official.) 4 x 8 and 10 x 12 loose-leaf books and folders, 6 ft., in 3 drawers of steel filing case. Service Section (Bldg. c). (282)

Battery D

404. CORRESPONDENCE AND PAY ROLLS, 1907 to date. General battery correspondence, correspondence book, and monthly pay rolls of enlisted personnel. Filed alphabetically. (Frequently, official.) Various sized folders, bundles, and cards, 8 ft. 3 in., in 2 field desks and in 2 drawers of wooden filing case. Orderly Room (Bldg. c). (283)

405. PERSONNEL RECORDS, 1907 to date. Service records, clothing records, morning reports, sick reports, duty rosters, council book, and monthly rosters. (Daily, official.) 4 x 8 and 10 x 12 loose-leaf books and folders, 6 ft., in 3 drawers of steel filing case and in field desks. Orderly Room (Bldg. c). (284)

Battery E

406. CORRESPONDENCE AND PERSONNEL RECORDS, 1907 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, monthly personnel rosters, correspondence, and correspondence book. (Daily, official.) $3\frac{1}{2}$ x $8\frac{1}{2}$ folders and loose-leaf books, 13 ft. 6 in., in drawer of wooden desk, in 2 field desks, and in locker. Orderly Room (Bldg. c). (287)

407. EQUIPMENT RECORDS, 1929 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Daily, official.) $3\frac{1}{2}$ x 8 and 8 x $10\frac{1}{2}$ folders, loose-leaf books, and clip files, 3 ft. 10 in., in drawer of desk and in field desk. Supply Room (Bldg. c). (288)

408. COUNCIL BOOK, n.d. Records of ration and other battery funds. Entered and filed chronologically. (Frequently, official.) 8 x $10\frac{1}{2}$ and 11 x 24 vol. and folders, 7 in., in drawer of wooden desk. Commander's Office (Bldg. c). (286)

13th Field Artillery Brigade

Headquarters and Headquarters Battery

409. PERSONNEL RECORDS, 1921 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, council book, and monthly personnel rosters. (Daily, official.) $3\frac{3}{4}$ x $8\frac{1}{2}$ and 8 x $10\frac{1}{2}$ loose-leaf books and folders, 6 ft. 11 in., in 2 drawers of metal filing case and in field desk. Brigade Office (Bldg. d). (289)

410. CORRESPONDENCE AND EQUIPMENT RECORDS, 1921 to date. Correspondence, correspondence book, memorandum receipts, inventory and inspection reports, statements of charges, and shipping tickets. (Daily, official.) 4 x 8 and 10 x 12 loose-leaf books and folders, 4 ft., in 2 drawers of steel filing case and in field desk. Brigade Office (Bldg. d). (290)

17th Field Artillery Regiment

Regimental Headquarters and Band

411. GENERAL FILE, 1917 to date. Records pertaining to general finance and accounting, personnel, administrative supplies and equipment, transportation, medicine, hygiene and sanitation, holidays, musical marches, income tax remitted, State Employment Service, property inventories and reports, and other organization business. (Frequently, official.) 8 x $10\frac{1}{2}$ pockets, 8 ft. 8 in., in 5 drawers of metal cases. File Room (Bldg. e). (303)

412. PERSONNEL RECORDS, 1917 to date. Personal and service histories of officers and enlisted men, 17th Field Artillery, showing name, place of birth, parents, and service activity record. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ pockets, 3 ft. 8 in., in 4 drawers of metal filing case. File Room (Bldg. e). (300)

413. EQUIPMENT AND PERSONNEL RECORDS, 1917 to date. Memorandum receipts for motor and ordnance equipment, morning reports, council book, and monthly rosters of commissioned personnel detailed to regimental headquarters. Entered by subject. (Frequently, official.) 3 $\frac{3}{4}$ x 9 loose-leaf books, 1 ft. 4 in., in steel field safe. Clerk's Office (Bldg. e). (298)

414. SUPPLY RECORDS, 1917 to date. Requisitions, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, related correspondence, and correspondence book. Filed by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 8 ft., in 3 drawers of metal filing case and on shelves. Supply Office and Storeroom (Bldg. e). (301)

415. PAY ROLLS AND VOUCHERS, 1917 to date. Monthly pay rolls of enlisted personnel, and vouchers covering disbursements from battery funds. Filed chronologically. (Seldom, official.) 8 x 10 $\frac{1}{2}$ bundles, 8 ft., on shelves. Storeroom (Bldg. e). (304)

Headquarters Battery

416. CORRESPONDENCE, 1917 to date. Chiefly with post utilities and finance offices and the battalion commander. (Frequently, official.) 8 x 10 $\frac{1}{2}$ pockets, 3 ft. 8 in., in 2 drawers of metal filing case. Clerk's Office (Bldg. e). (299)

417. PERSONNEL AND EQUIPMENT RECORDS, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, council book, correspondence book, monthly personnel rosters, and monthly pay rolls of enlisted personnel. (Frequently, official.) 3 $\frac{1}{2}$ x 8 $\frac{1}{2}$ and 8 x 10 $\frac{1}{2}$ folders and booklets, 5 ft. 2 in., in 2 field desks. Orderly Room (Bldg. e). (302)

Service Battery

418. CORRESPONDENCE, 1917 to date. Concerning commissary, equipment, and other battery business; also a correspondence book, and magazine subscription records. Vol. indexed. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vol. and folders, 13 ft. 8 in., in drawer of metal filing case and in 5 lockers. Orderly Room (Bldg. e). (308)

419. PERSONNEL RECORDS, 1917 to date. Correspondence concerning assignments, transfers, leaves, furloughs, etc., of commissioned and enlisted personnel, service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, monthly personnel rosters, and council book. Some filed alphabetically. (Frequently, official.) Various sized vols., folders, loose-leaf books, covers, and

bundles, 8 ft. 8 in., in 3 drawers of metal filing cases and on desk. Orderly Room (Bldg. e). (306, 307)

420. EQUIPMENT RECORDS, n.d. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and loose-leaf books (2), 1 ft., in drawer of wooden filing case. Supply Room (Bldg. e). (305)

1st Battalion

Headquarters, Headquarters Battery and Combat Train

421. PERSONNEL RECORDS, 1917 to date. Service records of commissioned officers and enlisted men, showing assignments, transfers, leaves, furloughs, etc. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ envelopes, 8 in., in drawer of metal filing case. Orderly Room (Bldg. e). (311)

422. PERSONNEL AND EQUIPMENT RECORDS, 1917 to date. Service records, clothing records, sick reports, duty rosters, memorandum receipts, shipping tickets, inventory and inspection reports, statements of charges, and monthly personnel rosters. (Frequently, official.) 4 x 8 $\frac{1}{2}$ and 8 x 10 folders, loose-leaf books (6), and pamphlets, 2 ft., in 2 field desks. Orderly Room (Bldg. e). (309)

423. MISCELLANEOUS RECORDS, 1917 - 1936. Letters received and sent, morning reports, pay rolls, and correspondence book. Correspondence filed by subject. (Frequently, official.) 3 $\frac{1}{2}$ x 8 and 8 x 10 $\frac{1}{2}$ folders, loose-leaf books, and booklets, 1 ft. 4 in., on shelves. File Room (Bldg. e). (310)

424. CORRESPONDENCE, 1934 to date. Relative to battery orders, furloughs, daily details, and personnel roster; also a correspondence book. Indexed. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders and pockets, 2 ft., in 2 drawers of metal filing case. Orderly Room (Bldg. e). (312)

Battery A

425. PERSONNEL RECORDS, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, memorandum receipts, and council book. (Frequently, official.) 4 x 8 loose-leaf books, 7 ft. 9 in., in 2 field desks. Orderly Room (Bldg. e). (313)

426. CORRESPONDENCE AND EQUIPMENT RECORDS, 1917 to date. Monthly pay rolls of enlisted personnel, shipping tickets, inventory and inspection reports, statements of charges, monthly rosters, correspondence, and correspondence book. Correspondence filed by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders and envelopes, 6 ft., in 2 drawers of metal filing case. Orderly Room (Bldg. e). (314)

Battery B

427. PERSONNEL AND EQUIPMENT RECORDS, AND CORRESPONDENCE, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, memorandum receipts,

shipping tickets, inventory and inspection reports, statements of charges, monthly personnel roster, correspondence, and correspondence book. Filed and entered alphabetically. (Frequently, official.) $3\frac{3}{4} \times 8\frac{1}{2}$ and $8 \times 10\frac{1}{2}$ folders, envelopes, loose-leaf books, and pamphlets, 6 ft. 8 in., in drawer of metal filing case and in 2 field desks. Commander's Office (Bldg. e). (316)

428. COUNCIL BOOK, 1917 to date. Accounts of company funds. Entered and filed chronologically. (Frequently, official.) $3\frac{1}{2} \times 8\frac{1}{2}$ and $8 \times 10\frac{1}{2}$ vols. and folders, 4 ft. 9 in., in drawer of desk and in wooden locker. Commander's Office (Bldg. e). (315)

2d Battalion

Headquarters, Headquarters Battery and Combat Train

429. PERSONNEL RECORDS, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, council book, monthly personnel rosters, correspondence, and correspondence book. Correspondence filed alphabetically. (Frequently, official.) $4 \times 8\frac{1}{2}$ and $8 \times 10\frac{1}{2}$ folders and loose-leaf books, 4 ft. 11 in., in drawer of metal filing case, in field desk, and in locker. Orderly Room (Bldg. e). (317)

430. EQUIPMENT RECORDS, 1917 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Frequently, official.) $3\frac{3}{4} \times 9$ and $8 \times 10\frac{1}{2}$ loose-leaf books and folders, 4 ft. 2 in., in drawer of metal filing case, in field desk, and on desk. Supply Room (Bldg. e). (318)

Battery C

431. PERSONNEL RECORDS, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, monthly personnel rosters, council book, correspondence, and correspondence book. Correspondence indexed. (Frequently, official.) Various sized folders and loose-leaf books, 10 ft. 11 in., in drawer of filing case, in 2 field desks, and in 2 field lockers. Orderly Room (Bldg. e). (319)

432. EQUIPMENT RECORDS, 1917 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. Filed and entered by types of records. (Frequently, official.) $3\frac{3}{4} \times 9$ and $8 \times 10\frac{1}{2}$ loose-leaf books and folders, 8 ft. 3 in., in 2 lockers. Supply Room (Bldg. e). (320)

Battery D

433. PERSONNEL RECORDS, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, council book, monthly personnel rosters, correspondence, and correspondence book. Correspondence indexed. (Frequently, official.) $3\frac{3}{4} \times 8\frac{1}{2}$ and $8 \times 10\frac{1}{2}$ folders, envelopes, loose-leaf books, and loose papers, 4 ft. 8 in., in 2 drawers of metal filing case and in field desk. Orderly Room (Bldg. e). (321)

434. EQUIPMENT RECORDS, 1917 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Frequently, official.) $3\frac{3}{4} \times 9$ and $8 \times 10\frac{1}{2}$ folders and cards, 1 ft. 8 in., in metal container and in loose-leaf binder on desk. Supply Room (Bldg. e). (322)

2d Battalion, 36th Field Artillery

Headquarters, Headquarters Battery and Combat Train

435. DUTY AND MONTHLY ROSTERS, 1933 to date. Of commissioned personnel. (Daily, official.) $8 \times 10\frac{1}{2}$ folders and envelopes, 6 ft., in 3 drawers of wooden filing case. Sergeant Major Room (Bldg. f). (323)

436. EQUIPMENT RECORDS, 1930 - 1935. Memorandum receipts, shipping tickets, and inventory and inspection reports. Filed by subject. (Daily, official.) $8 \times 10\frac{1}{2}$ folders, 2 ft. 10 in., in 3 drawers of metal filing case. Supply Office (Bldg. f). (324)

437. CORRESPONDENCE, PAY ROLLS, AND PERSONNEL RECORDS, 1933 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, monthly personnel rosters, council book, correspondence, and correspondence book. (Daily, official.) $3\frac{1}{2} \times 8\frac{1}{2}$ and 10×12 loose-leaf books and folders, 5 ft. 3 in., in drawer of metal filing case and in field desk. Orderly Room (Bldg. g). (329)

438. EQUIPMENT RECORDS, 1933 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Daily, official.) Various sized folders, loose-leaf books, and loose sheets, 1 ft. 3 in., in filing case and on clipboards. Supply Room (Bldg. g). (330)

Battery C

439. CORRESPONDENCE, PAY ROLLS, AND PERSONNEL RECORDS, 1933 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, monthly personnel rosters, council book, correspondence, and correspondence book. (Daily, official.) $3\frac{1}{2} \times 9$ and 10×12 loose-leaf books and folders, 3 ft., in 2 drawers of steel filing case and in field desk. Orderly and File Rooms (Bldg. f). (325)

440. EQUIPMENT RECORDS, 1933 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Daily, official.) $3\frac{3}{4} \times 8$ and $8 \times 10\frac{1}{2}$ loose-leaf books and folders, 2 ft. 4 in., in drawer of metal filing case and in drawer of cabinet. Supply Room (Bldg. f). (326)

Battery D

441. CORRESPONDENCE, PAY ROLLS, AND PERSONNEL RECORDS, 1933 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, council book, monthly

personnel rosters, correspondence book, and correspondence. (Daily, official.) $3\frac{1}{2}$ x $9\frac{1}{2}$ and 8 x $10\frac{1}{2}$ loose-leaf books and folders, 11 ft. 3 in., in 3 drawers of wooden filing case and in 2 field desks. Orderly Room (Bldg. f). (327)

442. EQUIPMENT RECORDS, 1933 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. (Daily, official.) $3\frac{3}{4}$ x 8 and 8 x $10\frac{1}{2}$ loose-leaf books and folders, 6 ft., in 5 drawers of wooden filing cases and on desk. Supply Room (Bldg. f). (328)

2d Battalion, 83d Field Artillery

Headquarters

443. ADMINISTRATIVE AND FINANCIAL RECORDS, 1917 to date. Army correspondence, reserve officer personnel records, finance, supply, transportation, medical, and other administrative and financial records. (Daily, official.) $3\frac{3}{4}$ x 8 and 8 x $10\frac{1}{2}$ folders, 6 ft. 7 in., in 5 drawers of metal filing cases. Sergeant Major Office (Bldg. h). (331)

444. PERSONNEL RECORDS, 1917 to date. Activity records of Army and reserve officers and enlisted men, daily strength reports, and monthly personnel rosters. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 8 ft. 6 in., in 12 drawers of wooden filing cases. Sergeant Major Office (Bldg. h). (332)

Headquarters Battery and Combat Train

445. CORRESPONDENCE, PAY ROLLS, AND PERSONNEL RECORDS, 1919 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly pay rolls of enlisted personnel, monthly personnel rosters, council book, correspondence, and correspondence book. Filed and entered alphabetically and chronologically. (Daily, official.) $3\frac{1}{2}$ x 9 and $8\frac{1}{2}$ x 14 loose papers, 5 ft. 4 in., in 2 field desks. Orderly Room (Bldg. h). (333)

446. EQUIPMENT RECORDS, 1928 to date. Memorandum receipts, inventory and inspection reports, shipping tickets, and statements of charges. (Daily, official.) $8\frac{1}{2}$ x 13 folders and loose-leaf books, 3 ft., in 2 drawers of wooden desks. Supply Room (Bldg. h). (334)

Battalion Section Service Battery (not surveyed)

Battery D

447. CORRESPONDENCE AND PERSONNEL RECORDS, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly personnel rosters, council book, correspondence, and correspondence book. (Daily, official.) $3\frac{3}{4}$ x $8\frac{1}{2}$ and $8\frac{1}{2}$ x 14 loose-leaf books and folders, 6 ft. 8 in., in 2 field desks. Orderly Room (Bldg. h). (336)

448. EQUIPMENT RECORDS, 1917 to date. Memorandum receipts, inventory and inspection reports, statements of charges, and shipping tickets. (Daily, official.) Various sized folders, loose-leaf books, and loose papers, 2 ft. 2 in., in drawer of wooden desk, in 8 drawers of metal and wooden filing cases, and on 7 clipboards. Supply Room (Bldg. h). (337)

Battery E

449. CORRESPONDENCE, PAY ROLLS, AND PERSONNEL RECORDS, 1917 to date. Service records, clothing records, morning reports, sick reports, duty rosters, monthly personnel rosters, monthly pay rolls of enlisted personnel, council book, correspondence, and correspondence book. (Daily, official.) $3\frac{1}{2} \times 8\frac{1}{2}$ and 8 x 14 loose papers, 15 ft., in 2 field desks and in 2 lockers. Orderly Room and Attic (Bldg. h). (338)

450. EQUIPMENT RECORDS, 1917 to date. Memorandum receipts, inventory and inspection reports, shipping tickets, and statements of charges. (Daily, official.) Various sized folders, loose-leaf books, and loose sheets, 3 ft., in drawer of steel filing case and in field desk. Supply Office (Bldg. h). (339)

34th Ordnance Company

451. GENERAL RECORDS, 1922 to date. General correspondence, correspondence book, monthly pay rolls of enlisted personnel, monthly personnel rosters, and council book. Correspondence filed alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 4 ft. 5 in., in drawer of metal filing case. Office (Bldg. d). (199)

452. PERSONNEL RECORDS, 1922 to date. Service records, clothing records, morning reports, sick reports, and duty rosters. (Frequently, official.) 8 x $10\frac{1}{2}$ and $8\frac{1}{2} \times 14$ loose sheets, 2 ft., in field desk. Office (Bldg. d). (197)

453. EQUIPMENT RECORDS, 1922 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. Filed alphabetically. (Frequently, official.) 4 x $8\frac{1}{2}$ folders, 3 ft. 6 in., in field desk and in wooden drawer. Office and Basement (Bldg. d). (198)

Commanding Officer

Company B, 4th Quartermaster Regiment and
Company B, 55th Quartermaster Regiment

454. CORRESPONDENCE, 1934 to date. Also monthly personnel rosters, and correspondence book. Filed alphabetically. Correspondence indexed. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 3 ft., in 7 drawers of metal and wooden filing cases. Orderly Room (Bldg. i). (154)

455. PERSONNEL AND CLOTHING RECORDS, May 1, 1936 to date. Service records, clothing records, morning reports, sick reports, and duty rosters. (Frequently, official.) 4 x $8\frac{1}{2}$ pamphlets, 3 ft., in 2 field desks. Orderly Room (Bldg. i). (157)

456. PROPERTY RECORDS, May 1936 to date. Memorandum receipts, shipping tickets, inventory and inspection reports, and statements of charges. Entered alphabetically. (Frequently, official.) 4 x 8 $\frac{1}{2}$ loose-leaf books (2), 8 in., on desk. Orderly Room (Bldg. i). (155)

457. COUNCIL BOOKS, May 1, 1936 to date. Council books and vouchers for money drawn from company, mess, and canteen funds. (Frequently, official.) 15 x 32 vols., 6 in., in safe. Orderly Room (Bldg. i). (156)

Civilian Conservation Corps
District A Headquarters

This office was established in 1933. The District consists of the state of North Carolina, with the exception of the extreme western corner which is divided between Districts B and C. The office was under the jurisdiction of the Commanding General, Fort Bragg, until July 1936, when the CCC activities were placed under the supervision of the Commanding Officer of District A, appointed by and reporting directly to the Commanding General, 4th Corps Area, Atlanta, Georgia. Activities were returned to the jurisdiction of the Commanding General, Fort Bragg, on July 1, 1938.

From 1933 to 1936 the office was located in a frame building which was later razed. In 1936 it was moved to its present quarters. Useless papers are disposed of as prescribed by Army regulations.

The Introduction to Emergency Conservation Work should be consulted for information regarding the administration and operation of the CCC in North Carolina.

Adjutant's Records

458. CORRESPONDENCE, 1933 to date. Chiefly with the 4th Corps Area headquarters, relative to activities and personnel. Filed by subject and numerically. (Frequently, official.) 8 x 11 folders, 75 ft., in 36 drawers of metal filing cases. R. 111 (Bldg. A). (340)

459. MONTHLY ROSTERS, 1933 to date. Showing name, serial number of company to which attached, and home address of each officer and CCC enrollee and gains and losses in personnel during the month. Arranged by company and chronologically. (Frequently, official.) 8 x 11 folders, 1 ft. 9 in., in drawer of metal filing case. R. 6 (Bldg. A). (342)

460. DISTRICT LOCATOR CARDS, 1933 to date. Showing name of each enrollee, general description, home address, and date of enrollment. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 6 ft., in 7 drawers of metal filing cases. R. 6 (Bldg. A). (343)

461. COMPANY MISCELLANEOUS, 1933 to date. Locator cards of enrollees transferred to other Corps Areas or districts. Filed by company and alphabetically. (Rarely, official.) 5 x 8 cards, 10 in., in drawer of metal card cabinet. R. 6 (Bldg. A). (345)

462. LOCATOR CARDS, FORMER ENROLLEES, 1933 to date. Covering enrollees who have left the district. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 8 in., in drawer of metal filing case. R. 6 (Bldg. A). (344)

463. RECORDS OF DISCHARGED ENROLLEES, 1933 to date. Showing name of enrollee, address, date of birth, nearest relative, race, date of enrollment, physical description, date of discharge, record of transportation, report on physical examination at time of enrollment and time of discharge, and record on conduct while in camp. Arranged alphabetically and numerically. (Frequently, official.) 8 x 11 folders, 150 ft., in 48 drawers of steel filing cases and in 40 wooden boxes. R. 6 (Bldg. A). (341)

464. RECORDS OF DISBANDED CAMPS, 1933 to date. Covering administration and activities of camps. (Never.) Various sized cards, vols., etc., 48 ft., in 8 wooden chests. R. 6 (Bldg. A). (346)

Surgeon's Records

465. CORRESPONDENCE, 1933 to date. Chiefly with camp doctors relative to medical matters, sanitation, and individual cases. Filed according to the War Department Correspondence File. (Frequently, official.) 8 x 10 folders, 18 ft., in 9 drawers of steel filing cases. R. 205 (Bldg. A). (352)

466. SICK AND WOUNDED AND SANITARY REPORTS, 1933 to date. Monthly reports on sick and wounded cases and sanitary condition of camps. Filed by camp and company. (Frequently, official.) 8 x 11 folders, 7 ft., in 3 drawers of metal filing case. R. 205 (Bldg. A). (353)

467. WEEKLY STATISTICAL REPORTS, 1933 to date. Showing number of men under treatment each week and nature of disability. Filed by camp and company. (Frequently, official.) 8 x 11 folders, 5 ft., in 2 drawers of steel filing case. R. 205 (Bldg. A). (354)

468. PAY ROLLS FOR PERSONAL SERVICES, 1933 to date. For services of part time contract surgeons. Filed chronologically. (Seldom, official.) 8 x 11 folders, 4 in., in drawer of steel filing case. R. 205 (Bldg. A). (355)

469. LOCATOR CARDS, 1933 to date. Medical Department Form 52, record of each CCC enrollee in the district, showing personal data, accidents, sickness, etc. Arranged chronologically and numerically. (Frequently, official.) 3 x 8 cards, 15 ft., in 18 wooden document files. R. 204 (Bldg. A). (350)

470. LOCATOR CARDS, 1933 to date. Medical Department Form 52, disability history and treatment record of each enrollee who received treatment for sickness or injury, showing rank, company, corps, age, race, state of nativity, number of years service, register number, date and source of admissions to treatment, cause of admissions, data on complications, operations, etc., disposition of case, name of camp, and signature of camp surgeon. Filed alphabetically. (Inactive file, rarely; active file, frequently, official.) 3 x 8 cards, 13 ft., in 10 wooden document files. R. 204 (Bldg. A). (347, 348)

471. ORGANIZATION RECORDS, 1933 to date. Medical Department Form 52, record of each enrollee who received treatment and returned to duty. Filed

by organization and alphabetically. (Rarely, official.) 3 x 8 cards in bundles, 30 ft., in 4 wooden boxes. R. 204 (Bldg. A). (351)

472. SICK RECORDS, current. Medical Department Form 52, record of each enrollee confined to quarters, infirmary, or station hospital; the form is returned to the organization file upon the enrollee's return to duty. Arranged by company and numerically. (Frequently, official.) 3 x 8 cards, 5 ft., in 2 wooden document files and in 2 wooden boxes. R. 204 (Bldg. A). (349)

473. SPECIAL ORDERS, BULLETINS, CIRCULARS, AND MEMORANDA, 1933 to date. Instructions relative to administration. Arranged chronologically. (Daily, official.) 8 x 11 folders, 6 ft., in 2 drawers of steel filing case. R. 205 (Bldg. A). (356)

Supply Officer's Records

474. GENERAL CORRESPONDENCE, 1933 to date. With CCC organizations relative to supplies and equipment. Filed according to the War Department Correspondence File. (Daily, official.) 10 x 12 folders, 5 ft., in 2 drawers of steel filing case. Office (Bldg. j). (357)

475. MEMORANDUM RECEIPTS, AND SHIPPING TICKETS, 1933 to date. Debit and credit slips for equipment issued to and turned in by CCC organizations, and shipping tickets. Filed and entered by organization. (Daily, official.) 4 x 8 and 10 x 12 folders and loose-leaf books, 12 ft., in 6 drawers of steel filing cases and in iron safes. Office (Bldg. j). (358)

Subsistence Officer's Records

476. GENERAL CORRESPONDENCE, 1933 to date. With CCC organizations relative to subsistence, and with firms and individuals relative to sale of subsistence supplies, award of bids, contracts, and payment of accounts. Filed according to the War Department Correspondence File. (Daily, official.) 10 x 12 folders, 16 ft., in 6 drawers of steel filing case. Office (Bldg. j). (359)

477. REQUISITIONS AND SHIPPING TICKETS, 1933 to date. Requisitions from CCC organizations, and shipping tickets for subsistence stores. Filed by organization. (Daily, official.) 10 x 12 folders, 5 ft., in 2 drawers of steel filing case. Office (Bldg. j). (360)

FIELD ARTILLERY BOARD

Field Artillery Board Bldg., No. 495

The Field Artillery Board was organized at Fort Riley, Kansas, on December 9, 1905, pursuant to paragraph 4, General Orders 156, War Department, September 21, 1905. On December 13 the Field Artillery Drill Regulations Board was dissolved and all records were turned over to the Field Artillery Board. The former Board was appointed on November 23, 1903, pursuant to paragraph 2, Special Orders 85, War Department, when four officers of the

Artillery Corps were instructed to meet in Washington, D. C., on December 1, 1903 or as soon thereafter as practicable for the preparation of field artillery regulations for the rapid fire field gun which had recently been adopted. The first meeting of the Field Artillery Board was held on January 20, 1906. In February 1912 the Mountain Artillery Board, which had been appointed in January 1911, was dissolved, and its records were turned over to the Field Artillery Board. In September 1913 the Board was transferred to Fort Sill, Oklahoma. It was transferred to Fort Bragg in July 1922, where it has since been located. The Board reports directly to the Chief of Field Artillery. It considers such subjects pertaining to field artillery as may be referred to it by the Chief of Field Artillery, and originates and submits to him recommendations looking to the improvement of the field artillery.

478. TESTS AND RESEARCH, FIELD ARTILLERY MATERIALS, 1919 to date. Records of research tests of new equipment for the field artillery, such as guns and ammunition; the file includes test records from Fort Sill, Oklahoma, Fort Riley, Kansas, and Washington, D. C. (Frequently, confidential.) 8 x 10 $\frac{1}{2}$ folders, 58 ft. 3 in., in 41 drawers of metal and wooden filing cases. R. 6 (Record Room). (48)

NEW BERN

NATIONAL CEMETERY

Superintendent's Lodge, 97 National Ave.

This office was established in New Bern in 1865. In 1869 an original area of 7,589 acres was purchased by the Government for the use of the cemetery. In 1874 an additional small strip of land was purchased, and in 1888 an approach roadway from the city of New Bern. Jurisdiction over the cemetery lands was ceded to the Government by the state legislature on March 28, 1870. Interment reports are sent to Washington, D. C., and business reports to the Quartermaster, 4th Corps Area, Atlanta, Georgia. The office was located in the Shell Rock Building until 1916, when it was moved to its present location inside the cemetery grounds. No papers are considered useless.

479. BURIAL RECORDS, 1865 to date. Correspondence and reports. ~~Entered~~ alphabetically. (Monthly, official.) 10 $\frac{1}{2}$ x 16 vols., 1 $\frac{1}{2}$ in., on shelf in closed bookcase. Office. (414)

480. REPORTS, 1865 to date. Form QMC 13, old Form 419, quarterly report to the Quartermaster General through the officer in charge, showing physical condition of buildings, inclosure, drives, walks, drainage, trees, shrubs, lawns, vehicles, implements, headstones, and approach roadway, necessary repairs, renewals, etc., in each instance, quantity and quality of water supply, kind and quality of fuel, number, kind, and condition of animals and whether adapted to work required, number and pay of permanent employees and of men working by the day, data on age of each man and relationship to the superintendent, condition of records, statement of im-

provements completed during the quarter and in progress, number of inspections of cemetery and approach roadway during the quarter, superintendent's recommendations, signature, and address, number of interments previously reported and reported during this quarter, disinterments during the quarter, total number of interments to date, and total available grave sites to date; Form QMC 14, monthly interment report to the Quartermaster General, showing name of each soldier interred during the month, rank, company, regiment or vessel, division if World War soldier, date of death, date of interment, grave mark, remarks on date of discharge, number of pension certificate, disinterments, etc., shipping point for headstone, and superintendent's signature; Form QMC 21, summary of interments, showing month, year, number of interments, number of disinterments, and superintendent's signature; Form QMC 400, requisition, showing office to which submitted for approval, requisition number, date, period for which supplies were required, shipping address, signature, rank, organization, and address of requisitioning official, name of approving official, and list of articles desired, giving number of each, Federal stock catalogue, and quantities on hand and due under previous approval, consumed during previous period, required, and approved; Form QMC 431, receiving report, showing date of receipt of articles, consignee, consignor, identifying data, f.o.b. origin or destination, Government B/L number and date, contracting office, shipping data, address of finance officer responsible for payment, list of articles accepted showing quantity, description, and cost of each, necessary certificates and signatures, report on rejections, and inspector's report on special inspection of subsistence commodities. (Monthly, official.) 8 x 10 loose-leaf books, 7 in., on shelves in closed bookcase. Office. (416)

481. CORRESPONDENCE, 1914 to date. Correspondence with 4th Corps Area officials and with private individuals relative to persons buried in the cemetery; estimates of funds; interment reports; Form QMC 22, annual property report on national cemeteries, alphabetically listing articles on hand last report, received during year, expended during year, on hand as of date of report, and unserviceable; and Form 1, semimonthly time sheet, showing employees, pay roll title of and amount due each, signature of employee, and certification and signature of superintendent. Entered alphabetically. (Semimonthly, official.) 9 x 14 vols., 3 ft., on shelves. Office. (415)

RALEIGH

NATIONAL GUARD

U.S. PROPERTY AND DISBURSING OFFICER
Agriculture Bldg., 2 W. Edenton St.

This office was established in Raleigh in 1920. It is filled by appointment of the governor of the state, with the approval of the Secretary of War. The officer disburses annually more than \$200,000 in Government funds and is accountable for and keeps a record of more than two and one-half million dollars worth of Federal property in the hands of the National Guard. He shares offices with the Adjutant General of North Carolina.

482. GENERAL CORRESPONDENCE, 1920 to date. Correspondence with units of the North Carolina National Guard relative to instructions, equipment, procurement of supplies and services, etc. Filed alphabetically, by unit. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of metal filing case. NE. room, 3d floor. (843)

483. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. With the General Accounting Office, National Guard Bureau, Washington, D. C., and the 4th Corps Area Headquarters, Atlanta, Georgia, chiefly relative to instructions and camp training. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. NE. room, 3d floor. (844)

RESERVE OFFICERS' TRAINING CORPS
State College of Agriculture and Engineering
Holladay Hall

The North Carolina State College of Agriculture and Engineering was established in 1887, and opened on October 3, 1889, under the provisions of the Land Scrip Act of 1862, by which lands were donated by the Government for the establishment in the states of colleges in which the leading object should be practical instruction in agriculture and mechanic arts, including military tactics. Shortly after the college was opened the Board of Trustees took steps to comply with the law, and in 1894 a course in military science and physics was instituted under a lieutenant in the United States Navy. The student body was organized as an infantry battalion with student company captains, and compulsory drill was instituted, together with lectures on subjects such as battle formation, firing, and camping. In 1897 the first regular Army officer was assigned to the college. By 1914 the unit consisted of a regiment of two battalions of four companies each. Instruction was offered by three regular Army officers.

In the school year of 1916-1917 a unit of the Senior Division of the ROTC was established under provisions of the National Defense Act of 1916, and certain draft detachments were stationed at the college for instruction in motor repair work, carpentry, and chemistry. The ROTC was temporarily abandoned, however, and on October 1, 1918 a unit of the Students' Army Training Corps was established. This unit consisted of five companies of infantry and one naval section, with a maximum quota of 590 men. Instruction was given by two regular Army officers and three noncommissioned officers. In the fall of 1918, for purposes of intensive training, these instructors were assisted by additional Army officers.

Following the Armistice in 1918 the SATC unit was demobilized, and in 1919 the ROTC was reinstated and an infantry unit of the Senior Division was established. Regular Army officers, under supervision of the Commander of the 4th Corps Area, were assigned to instruction in the college, which was placed in Class CC, that is, civil colleges and universities which are not essentially military, but which grant degrees and graduate their students at an average age of not less than twenty-one years. When the inventory was taken there were four regular Army instructors, but the number has since been increased to five. With the exception of women and those

specially excused, all physically fit Freshmen and Sophomores are required to take military training. Advanced elective courses leading to reserve commissions are open to members of the two upper classes. The unit includes a band and a drum and bugle corps.

Official correspondence and requisitions which have been recorded are sent to the Adjutant General's Office, Washington, D. C. Useless papers are destroyed with permission of the War Department.

Only the few records which were filed in the office of the regular Army instructors were surveyed.

484. CORRESPONDENCE, June 8, 1929 to date. Correspondence with Washington officials and individuals relative to the operation and management of the ROTC. (Daily, official.) 12 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 1. (2050)

SALISBURY

NATIONAL CEMETERY Superintendent's Lodge

This office was established about 1864. An area of approximately six acres was purchased by the Government for the use of the cemetery in 1870, land for a roadway in 1907, and land for a sidewalk adjoining the road in 1909. Jurisdiction over cemetery lands was ceded to the United States by the state legislature on February 10, 1872. The cemetery is located one block east of Main Street. Interment reports are sent to Washington, D. C., business reports to the Quartermaster, 4th Corps Area, Atlanta, Georgia, and original records are filed with the War Department, Washington, D. C. The superintendent's lodge was completed in March 1935. No papers are considered useless.

485. REPORTS, 1864 - 1934. Interment reports showing number of persons buried in the cemetery, property reports showing kind and condition of property on hand and necessary repairs, renewals, etc., and monthly and quarterly reports on finances and activities. (Frequently, official.) 12 x 18 folders, 1 ft., in drawer of steel filing case. Public Office. (48)

486. BLUEPRINTS, CONTRACTS, AND ESTIMATES OF FUNDS, 1864 to date. Blueprints of grounds and building, contracts, and estimates of funds for the maintenance of the cemetery. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Public Office. (49)

487. CORRESPONDENCE, PURCHASE ORDERS, RECEIPTS, AND REQUISITIONS, 1864 to date. (Daily, official.) 9 x 12 vols. and folders, 2 ft., in drawer of steel filing case. Public Office. (47)

TAR HEEL

LOCK AND DAM NO. 3, CAPE FEAR RIVER

Residence, 10 mi. N. of Tar Heel, Cape Fear River

This office, at Tolar's Landing on the Cape Fear River, was established in September 1935. Reports and other records are sent to the district engineer office at Wilmington. Papers considered useless are destroyed at the lockmaster's discretion.

488. LOCKAGE REPORTS, 1935 to date. Monthly reports to the District Engineer on vessels passing through the lock, showing date, type, name, and cargo of each vessel, direction in which bound, remarks, and signature of lockmaster. (Daily, official.) 11 x 14 loose-leaf books, 2 in., in drawer of desk. Living Room. (2)

489. WEATHER AND GAUGE REPORTS, 1935 to date. To the Weather Bureau, on river depth, amount of rainfall, and rise and fall of the river. (Daily, official.) 11 x 14 loose-leaf books, 2 in., in drawer of desk. Living Room. (3)

490. RIVER STAGES, 1935 to date. Daily reports on depth of the river; used to regulate the draft of commercial vessels. (Daily, official.) 11 x 14 loose-leaf books, 1 ft., in drawer of desk. Living Room. (1)

491. REPORTS ON DREDGING AND SURVEYING, 1935 to date. Covering the river channel. (Daily, official.) 11 x 14 loose-leaf books, 2 in., in drawer of desk. Living Room. (4)

WILMINGTON

DISTRICT ENGINEER OFFICE

- (A) Custom House, 1 Market St.
- (B) Office Bldg., U.S. Engineer Yard, Cape Fear River opposite Castle St.
- (C) Pattern Warehouse, Cape Fear River, opposite Castle St.

This office was established in Wilmington in October 1884. The district includes all river and harbor improvements in central and eastern North Carolina from the Virginia state line to Shallotte River, North Carolina, near the South Carolina state line, except the waterway from Norfolk, Virginia, to the sounds of North Carolina. Watersheds of all rivers in North Carolina within the limits stated are included, except as follows: that part of the Roanoke River Basin above Weldon, North Carolina; that part of the Meherrin River Basin above Murfreesboro, North Carolina; and that part of the Chowan River Basin above the confluence of the Nottaway and Blackwater Rivers. Also included in the district is that portion of the intracoastal waterway from the Cape Fear River, North Carolina, to Winyah Bay, South Carolina, north of Little River, South Carolina.

The office sends reports to the South Atlantic Division Engineer,

Richmond, Virginia, and to the Chief of Engineers and the Chief of Finance, Washington, D. C. Locks and Dams Nos. 1, 2, and 3 on the Cape Fear River report to this office. When the inventory was taken the drawbridge at Coinjock was under the supervision of the District Engineer at Norfolk, Virginia, but it was subsequently placed under the supervision of this office.

The office was located at the corner of Second and Chestnut Streets from 1884 to 1889 and in the Post Office Building from 1889 until 1916, when it was moved to its present location. Papers considered useless are destroyed by official permission. Obsolete records stored in the warehouse are listed at the end of the inventory.

Administrative Records

General

492. MAP, 1738. Chart of His Majesty's Province of North Carolina, showing the "Great Western Ocean," the "Cape Fear River," and eastern North Carolina; it appears to be an original chart but is believed by the engineers in the office to be a reproduction of a map engraved by James Wimble and published in 1738 by order of the Lord Proprietor for His Grace, Thomas Hollis Pelham, Duke of New Castle, Principal Secretary of State. (Occasionally, official, public.) 27 x 36 framed map, on wall. R. 313 (Bldg. A). (819)

493. HARBOR RECORDS, 1906 to date. Relative to dredging, bouys, lights, and breakwaters at Beaufort, Belhaven, Lookout, and Morehead. Listed on file cover in order of receipt. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 308 (Bldg. A). (808)

494. WATERWAYS, 1907 to date. Records of dredging, highway bridges, and navigation lights and bouys at Shallowbug Bay, Cedar Bay, Smith's Creek, Bay River, Fishing Creek, Swift Creek, New River, North River, Pungo River, Scuppernong River, Shallotte River, South River, Black River, Contentnea Creek, Tar Creek, Neuse River, Northeast River, Pamlico River, Tar River, Rollinson Creek, Silver Lake, and Trent River. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 308 (Bldg. A). (809)

495. CORRESPONDENCE, 1907 to date. Relative to improvements on the Cape Fear River, such as dredging, bouys, river lights, locks and dams, jetties, harbor liners, and highway bridges. Listed on file cover in order of receipt. (Frequently, official.) 10 x 12 folders, 11 ft., in 6 drawers of metal filing case. R. 308 (Bldg. A). (807)

496. EXAMINATIONS AND SURVEYS, 1909 to date. Examinations and surveys of various project sites. Listed on file cover in order of receipt. (Frequently, official.) 9 x 12 folders, 10 ft., in 5 drawers of metal filing case. R. 308 (Bldg. A). (818)

497. MISCELLANEOUS FILES, 1930 to date. Correspondence on general engineering subjects. Filed by subject. (Frequently, official.) 9 x 12 folders, 24 ft., in 12 drawers of metal filing case. R. 308 (Bldg. A). (812)

498. RECORDS OF INTRACOASTAL WATERWAYS, 1932 to date. Records of the areas from Beaufort Harbor to Cape Fear River and from Cape Fear River to Winyah Bay, covering dredging, channel lights, bouys, and highway bridges. Listed on file cover in order of receipt. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 308 (Bldg. A). (811)

499. MONTHLY PROGRESS REPORTS AND FINANCIAL STATEMENTS, 1933 to date. Reports on operations of engineering projects, and financial summaries of appropriations and allotments. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 308 (Bldg. A). (816)

500. MILITARY FILES, 1934 to date. General file of correspondence relative to the Army and reserves, strength reports, monthly rosters, and correspondence study courses. Filed by subject and chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 308 (Bldg. A). (814)

501. CORRESPONDENCE, VOUCHERS, REPORTS, AND COMMERCIAL STATISTICS, 1935 to date. Correspondence of Army personnel relative to leaves, pay vouchers, annual report data, and statistics on traffic over designated sections of waterways, showing depth of water, season, freight traffic handled, and trips and drafts of vessels. Filed by waterway sections. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 308 (Bldg. A). (815)

502. RECORDS OF BRIDGES, 1935 to date. Correspondence relative to bridges, wharf permits, dredging, and construction. Listed on file cover in order of receipt. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 308 (Bldg. A). (817)

503. RECORDS OF PROPOSALS, 1935 to date. Standard Form 33, invitation, bid, and acceptance or short form contract, showing date, list of supplies or services needed, quantity desired, amount of bid on each, conditions of bid, date of bid, discounts, name and address of bidder, whether accepted, date of acceptance, and person accepting the bid for the Government. 8 x 14 index vol. (Frequently, official.) 9 x 12 bradded bundles, 5 ft., in 3 drawers of metal filing case. R. 308 (Bldg. A). (810)

504. SAFETY, PLANT, AND REPORT FILES, 1936 to date. Correspondence relative to supplies and equipment, safety program, and operations and progress reports pertaining to plants, such as yards, dredges, tugs, launches, and shops. Filed by plants and listed on file cover in order received. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 308 (Bldg. A). (813)

505. EMPLOYEES' DEBT FILE, 1936 to date. Identifying data on each employee, record card, name, date, and purport of communications, and copies of related correspondence. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. R. 308 (Bldg. A). (806)

506. ACCIDENT REPORT FILES, ACTIVE, 1936 to date. Form CA 1, employee's notice of injury and original claim for compensation and medical treatment,

showing address of employee, date of notice, date and hour of injury, place of employment, description of accident, cause and nature of injury, witnesses, explanation of any failure to give notice within 48 hours after the injury, person to whom first notice was given and date, applicant's statement that injury was not due to his own fault, claim for compensation and medical treatment, and signature; Form CA 2, official superior's report on injury, showing place of employment, location of reporting office and person in charge when injury occurred, personal data on injured employee and work history as civilian worker with the Government, detailed information on place where injury occurred and employee's loss of time, cause, nature, and extent of injury, extent of employee's responsibility for accident, names and addresses of witnesses, data on medical attendance, date, title and signature of reporting officer, and statement of witnesses and of Government medical officer or physician who first examined the case; and Form CA 3, report of termination of total or partial disability, showing place of employment, name of employee, time of injury, information on employee's loss of time and pay, date of return to work, character of work to which assigned after return and rate of pay, data on time disabled, number of days lost, subsistence furnished, payments during absence, nature of injury, remarks, and report of death if death ensued, showing time, place, and immediate cause of death, time employee's pay stopped, name of widow, names and ages of dependent children, names and addresses of other dependents, and signature of official making the report. Index. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of metal filing case. R. 308 (Bldg. A). (805)

Commercial Statistics

507. MISCELLANEOUS CORRESPONDENCE, 1892 - 1925. Chiefly with the South Atlantic Division Engineer, concerning office activities. (Never.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. Damaged by careless handling and faulty containers, dirty, torn, ink faded. R. 300 (Bldg. A). (761)

508. MONTHLY AND ANNUAL REPORTS, AND REQUISITIONS, 1892 - 1925. Reports on operations of floating plant, showing name of vessel and work performed on rivers, canals, and basins; annual reports on operations and results during the fiscal year; and memorandum requisitions from various plants. (Never.) 9 x 12 and 10 x 14 folders and covers, 12 ft., in 6 drawers of metal filing case. Damaged by careless handling and faulty containers, dirty, torn. R. 300 (Bldg. A). (760)

509. COMMERCIAL STATISTICS, 1933 to date. On commercial vessels passing given points, showing cargo, tonnage, value, and number of passengers. Filed chronologically. (Frequently, official.) 8 x 16 clip files, 4 in., in drawer of metal filing case. R. 300 (Bldg. A). (756)

510. DAILY SNAGGING REPORTS, 1933 to date. Form 19, shipmaster's report on work accomplished by snag pullers, showing nature and distribution of obstructions removed from waterways, distribution of working hours, gauge reading, and master's signature. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 300 (Bldg. A). (759)

511. MONTHLY BRIDGE REPORTS, 1935 to date. Showing vessels passing through bridges, date, type, and name of each vessel, direction of travel, cargo, and opening and closing time of bridge. Filed chronologically. (Frequently, official.) 8 x 14 clip file, 1 ft., in drawer of metal filing case. R. 300 (Bldg. A). (757)

512. LOCK REPORTS, 1935 to date. Monthly reports on vessels passing through the Cape Fear River locks, showing date, class, name, and cargo of vessel, and direction of travel. Filed chronologically. (Frequently, official.) 9 x 11 envelopes, $1\frac{1}{2}$ in., in drawer of metal filing case. R. 300 (Bldg. A). (755)

513. STATEMENT OF TRAFFIC, 1935 to date. Statements of lading given to the lockmaster by vessels passing through the locks. Filed chronologically. (Frequently, official.) 8 x 14 clip file, 6 in., in drawer of metal filing case. R. 300 (Bldg. A). (758)

Finance and Accounting Records

514. CLASSIFICATION OF EXPENDITURES, July 1922 to date. Tabulated ledger by fiscal year, showing appropriations, amount of allotments, and itemized total expenditures. Entered chronologically. (Monthly, official.) 14 x 16 vol., $\frac{1}{2}$ in., on desk. Rs. 303-304 (Bldg. A). (801)

515. GENERAL LEDGER, 1926. Standard Form 1014D, showing previous balance, references, debit, credit, and balances for the following accounts: general checking account, cash control, register of bills for collection, accounts receivable, undistributed receipts, cash collections, receipts receivable, Treasury cash for maintenance and improvement of existing river and harbor works, district office, cash control, appropriation control for operating and care of canals, etc., expenditures for maintenance and improvement of existing river and harbor works, budget appropriation control, unencumbered allotment control, unliquidated encumbrances control, budget appropriation expenditures control, and National Industrial Recovery, war, rivers, and harbors; Standard Form 1015D, allotment ledger for maintenance and improvement of existing river and harbor works, showing appropriation, allotment, previous balance, references, debit and credit adjustments, encumbrances, allotments, date, and unencumbered balance of allotment; Standard Form 1017D, register of vouchers for maintenance and improvement of existing river and harbor work, showing appropriation, allotment, previous total, references, district office vouchers and direct settlements, total direct settlements, total district office vouchers, date, and day's postings; and Standard Form 1017E, register of encumbrances for maintenance and improvement of existing river and harbor work, showing appropriation, allotment, previous total, references, debit and credit encumbrances, total to date, date, and day's postings. Entered by account. (Frequently, official.) 12 x 16 loose-leaf book, 3 in., on desk. Rs. 303-304 (Bldg. A). (803)

516. ACCOUNTS OF ENGINEER IN CHARGE, 1932 to date. Form 8, report on procurement operations, showing name of office, station number, month, year, number of bids issued during month and awards completed, distribution by method of purchases made during month, number of open market and other

purchases made, figures on purchases in which decision was made between foreign and domestic materials, certification of responsible official, and data on open market purchases exceeding \$100 showing date of each purchase, from whom purchased, description of supplies or services, amount of purchase, number of dealers from whom quotations were requested, and reason for making open market purchase; Form 45, monthly report on bills of lading and transportation requests issued, showing B/L or transportation request number, date of issue from district office, initials of transportation company at point of origin of shipment or travel, record of payment, date on which accounts were sent by the Chief of Engineers to the Auditor for settlement, record of B/Ls and transportation requests on hand, and signature of the official who made the report; Standard Form 8, oath of office, showing organization, name of appointee, oath of office, signature of appointee, oath before notary public or other authorized official, position to which appointed, and date of entrance on duty; Standard Form 1013a, pay roll for personal services of employees on an annual salary basis, showing organization, location, disbursing officer, pay period, acknowledgment by subscribers of receipt in cash of sums shown on pay roll, and list of employees showing name, grade, designation, and total salary rate of each, gross amount earned, retirement and other deductions, net amount paid, signatures for cash and notations of check payments, and remarks; Standard Form 1022, account current for maintenance and improvement of existing river and harbor work and operating and care of canals; Standard Form 1026, schedule of collections, showing organization, person by whom money was received, station, date of receipt of each remittance, reference or receipt number, remitter, purpose of remittance, amount, and fund to be credited; Standard Form 1035a, public voucher for purchases and services other than personal, showing place and date of preparation, agency, appropriation, payee, expenditure symbol, number and date of order, date of delivery or service, article or service obtained, quantity, unit price, and amount; and Standard Form 1070, schedule of retirement and disability fund credits, showing agency, name, title, and station of employee, period for which deduction was made, amount of deductions, identifying voucher numbers, and table of deposits with the U.S. Treasurer. Filed chronologically. (Frequently, official.) 8 x 10 and 12 x 16 loose sheets, 20 ft., in 10 drawers of metal filing cases. Rs. 303-304 (Bldg. A). (797)

517. RECORD OF GROSS SALARIES OF \$1000 OR MORE, 1932 to date. Record for income tax purposes, showing name of employee, designation, rate of pay, and monthly salary payments. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of metal card cabinet. Rs. 303-304 (Bldg. A). (800)

518. GOVERNMENT REQUESTS FOR TRANSPORTATION, Mar. 1933 - Nov. 1936. Copies of requests on common carriers for transportation of persons traveling on official business. (Frequently, official.) 3 x 8 form pads (2), $\frac{1}{2}$ in., in drawer of metal card cabinet. Rs. 303-304 (Bldg. A). (796)

519. SCHEDULE OF CHECKS DRAWN, July 1933 to date. Standard Form 1042, showing agency, name, title, and station of official, period covered, amount paid previously, number and amount of each voucher or check, memorandum, date, total to date, previous total, and day's postings. Entered chronologically. (Frequently, official.) 16 x 18 loose-leaf book, 8 in., on desk. Rs. 303-304 (Bldg. A). (804)

520. TAX EXEMPTION CERTIFICATES, MOTOR FUELS, June 1935 - Oct. 1936. For use in purchasing gas and oil away from the home station. (Frequently, official.) 3 x 8 form pads, 3 in., in drawer of metal card cabinet. Rs. 303-304 (Bldg. A). (795)

521. TAX EXEMPTION CERTIFICATES, Nov. 1935 - Oct. 1936. For use in purchase of property and equipment. Filed numerically. (Frequently, official.) 9 x 12 loose sheets, 2 in., in drawer of metal filing case. Rs. 303-304 (Bldg. A). (798)

522. INACTIVE OR TEMPORARY EMPLOYEES, July 1, 1935 to date. Record showing name of employee, employment, rate of pay, and dates of beginning and termination of employment. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of metal card cabinet. Rs. 303-304 (Bldg. A). (799)

523. TIME ROLL, Jan. 1937 to date. Showing name and designation of each employee, time worked, and amount due. Entered chronologically. (Semi-monthly, official.) 12 x 18 loose-leaf book, 1 in., on desk. Rs. 303-304 (Bldg. A). (802)

Fortifications, Safety, Personnel, and Property Accounting

524. PERSONNEL FILES, 1885 to date. Personal history statements, showing name of employee, grade, rate of pay, and efficiency record. Index. (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 301 (Bldg. A). (778)

525. MONTHLY TIME ROLLS, 1887 to date. Form 4, showing name of employee, designation, time worked, and amount due. Filed and entered chronologically and by grade. (Older records, rarely; current records, frequently, official.) 14 x 24 bundles and loose-leaf books (10), 24 ft., on shelves of open steel filing cabinet. Dirty, torn. R. 301 (Bldg. A). (784)

526. BRIDGE RECORDS, 1906 - 1934. Correspondence relative to bridges, wharf permits, dredging, and construction. Listed on file cover in order of receipt. (Seldom, official.) 9 x 12 loose sheets, 14 ft., in 7 drawers of metal filing case. R. 301 (Bldg. A). (786)

527. REPORTS ON CHANGES, 1906 to date. Form 28, report on changes in the classified service, showing period, district, alphabetical list of employees affected, legal residence of each, position, date of change of appointment, rate of pay, identifying numbers, remarks, and signature of reporting official; and Form 28a, report on emergency and temporary employees, showing period covered, district, alphabetical list of employees, position of each, rate of pay, date of appointment, number of days service previously reported, number during this period, payments made, total days of service, identifying numbers, remarks, and signature of the reporting official. Filed chronologically. (Frequently, official.) 10 x 12 covers, 2 ft., in drawer of metal filing case. R. 301 (Bldg. A). (781)

528. FORTIFICATIONS, 1906 to date. Confidential information on fortifications. (Seldom, official.) 10 x 15 folders and envelopes, 8 ft., in 4 drawers of locked metal filing case. R. 301 (Bldg. A). (789)

529. INLAND WATERWAYS RECORDS, 1907 - 1935. Covering dredging, chance lights, bouys, and highway bridges from Beaufort Harbor to the Cape Fear River. Listed on file cover in order of receipt. (Seldom, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. Dirty. R. 301 (Bldg. A). (785)

530. APPLICATIONS FOR CIVIL SERVICE EXAMINATIONS, 1907 to date. Application Form 6, showing position desired, location of position, name, address, legal residence, and date of birth of applicant, data on citizenship, place of birth, length of residence in state or territory, height, weight, desired entrance pay, acceptable work localities and term of employment, whether formerly discharged or forced to resign from any position, drinking habits, police record, physical defects, pension or retired pay, military or naval service, employment history, record of any previous civil service examinations, references as to ability, statement of education, information concerning relatives in Government employ, affirmation and signature of applicant, and oath before notary. 3 x 5 card index, 1 ft. (Frequently, official.) 8 x 10 loose sheets, 6 ft., in 3 drawers of metal filing case. R. 301 (Bldg. A). (782, 777)

531. RECORD OF PROPERTY ISSUED, 1912 - June 30, 1935. Showing item, date, to whom issued, number issued, and balance. Entered and filed alphabetically, by article. (Seldom, official.) 12 x 18 loose-leaf books and cards, 3 in., on desk. R. 301 (Bldg. A). (791)

532. RETIREMENT DEDUCTIONS, Aug. 1920 to date. Record showing name of employee, salary, and amount deducted. Indexed. (Frequently, official.) 10 x 14 vols. and loose-leaf books, 1 ft., on shelf of closed steel cabinet. R. 301 (Bldg. A). (783)

533. VOUCHER RECORDS, 1926. Form 2, letter transmitting funds for deposit to the credit of the U.S. Treasurer and request for certificate of deposit, showing appropriation titles, amount to be credited to each, and signature of responsible official; Form 8a, voucher for open market purchases exceeding \$100, showing date of each purchase, from whom purchased, description of supplies or services, amount of purchase, number of dealers from whom quotations were requested, and reason for making open market purchase; Form 20, oath of disinterestedness of official who made the contract and his statement that no one will profit corruptly, signed before notary public; Form 27a, inventory of engineer property sold, returned, exchanged, or lost and paid for, showing place, official, date, payment voucher number, name of each article, name of purchaser if article was sold, by whom paid for if article was lost, etc., unit price, amount, and certification of responsible official; Standard Form 23, construction contract, showing contract number, department, contractor, amount, place, terms, alterations, signatures of contracting parties and witnesses, and required affidavits; U.S. Standard Form 25, performance bond for construction or supply, showing principal and surety, amount of bond, date of contract, description of construction job or supplies covered, provisions of performance bond, date, signatures of witnesses, individual principals, corporate principal, corporate surety, rate of premium on bond and total amount charged, and required affidavits and certificates; Standard Form 25-A, payment bond for construction, pursuant to the Act of Congress of August 24, 1935, giving

the same type of information as that shown on Form 25 above; and Standard Form 34, annual bid bond for supplies, showing principals, condition of the obligation, date, signatures, premium certificates, and affidavits. (Seldom, official.) 8 x 10 loose sheets, 6 in., in drawer of desk. R. 301 (Bldg. A). (769)

534. CORRESPONDENCE, CIVIL SERVICE, 1926 to date. Mainly with the district manager, Civil Service Board, relating to examinations and appointments. Filed chronologically. (Frequently, official.) 8 x 10 clip file, 2 ft., in drawer of metal filing case. R. 301 (Bldg. A). (776)

535. EMPLOYMENT CARDS, 1929 to date. Form 2, employee's acceptance of employment, showing employee's name, place of employment, and rate of pay. Filed alphabetically. (Frequently, official.) 3 x 6 cards, 5 ft., on shelves of closed steel filing cabinet. R. 301 (Bldg. A). (792)

536. MISCELLANEOUS CORRESPONDENCE, 1930 - 1935. Relative to engineering subjects. Filed by subject. (Seldom, official.) 9 x 12 folders, 32 ft., in 16 drawers of metal filing case. R. 301 (Bldg. A). (788)

537. RECORD OF PROPOSALS, 1933 - 1935. Standard Form 33, invitation, bid, and acceptance, covering materials, supplies, construction, and services. 8 x 14 index vol., in R. 308. (Seldom, official.) 9 x 12 bradded bundles, 8 ft., in 4 drawers of metal filing case. R. 301 (Bldg. A). (787)

538. ACCIDENT REPORT FILES, INACTIVE, 1933 - 1935. Form CA 1, employee's notice of injury and original claim for compensation and medical treatment; Form CA 2, official superior's report of injury; and Form CA 3, report on termination of total or partial disability. Filed alphabetically. (Rarely, official.) 10 x 12 folders, 4 ft., in 2 drawers of metal filing case. Dirty. R. 301 (Bldg. A). (790)

539. MONTHLY REPORTS ON APPOINTMENTS OR CHANGES IN STATUS, 1933 to date. ED(IIRA) Form 28b, report on employees appointed without reference to civil service rules for work under the National Industrial Recovery Act, giving an alphabetical list of employees, legal residence of each, position, date of appointment or change in status, rate of pay, and authority. (Frequently, official.) 10 x 12 covers, $\frac{1}{2}$ in., in drawer of metal filing case. R. 301 (Bldg. A). (780)

540. SAFETY LETTERS AND BULLETINS, 1933 to date. Mimeographed information on safety program. Filed chronologically. (Frequently, official.) 8 x 10 folders, 2 in., in drawers of metal filing case. R. 301 (Bldg. A). (771)

541. INJURY REPORTS, 1933 to date. Form S-1, monthly report to the Chief of Engineers through the Division Engineer on injuries covered by Form CA-1, giving a list of units in the Wilmington Engineer District and the following information on each: man hours worked, number of nonlost time injuries, number of lost time injuries, number of fatalities, total days time lost, frequency and severity rates, and score; Form S-2, monthly report on lost time days, showing number of Form CA 1 on which notice of injury and claim was made, type of injury, date of injury and date compensation ceased, days lost in month and to date, and remarks; and Form S-4,

monthly injury report to the Chief of Engineers through the Division Engineer on contract work, giving a list of contractors and the following information for each: man hours worked, number of lost time injuries, number of fatalities, total days of time lost, and frequency and severity rate. Filed chronologically. (Frequently, official.) 8 x 14 folders, $\frac{1}{2}$ in., in drawer of metal filing case. R. 301 (Bldg. A). (772)

542. MONTHLY INJURY REPORTS, 1933 to date. Mimeographed reports giving the following information for each division, district, and group: man hours worked, number of injuries, number of fatalities, days of time lost, and score. Filed chronologically. (Monthly, official.) 8 x 16 folders, 2 in., in drawer of metal filing case. R. 301 (Bldg. A). (794)

543. ABSTRACTS OF PROPERTY, Apr. 1934 to date. Form 25, monthly abstract of engineer property paid for, showing official who made payment, appropriation, official who accounted for the property on the yearly return, year covered, and alphabetical list of articles giving voucher number and quantity of each purchased; and Form 25a, monthly abstract of engineer property paid for, giving information similar to that shown on Form 25 above for a 6-month period. (Frequently, official.) 8 x 10 envelopes, $\frac{1}{2}$ in., in drawer of desk. R. 301 (Bldg. A). (793)

544. PROPERTY VOUCHERS, Apr. 1934 to date. Monthly inventory of property on hand, in serviceable condition, worn out, or transferred. (Monthly, official.) 8 x 10 envelopes, 1 in., in drawer of desk. R. 301 (Bldg. A). (762)

545. MONTHLY AUTO AND TRUCK ACCIDENT REPORTS, 1934 to date. Showing type of vehicle, number in use, mileage for month, number of accidents, and cost of repairs; also Standard Form 27, investigating officer's report on accident, showing date, hour, and place of accident, condition of roadway and weather, make and type of Government vehicle, name, title, and station of driver, make, type, and license number of private vehicle, name and address of owner, name, address, and license number of driver, persons injured, extent of injuries, person who rendered medical aid, statement of damage, witnesses, copy of any police report, statement of official duty which the driver was performing, diagram of accident, and certificate of the investigating officer. Filed chronologically. (Frequently, official.) 8 x 10 folders, $\frac{1}{2}$ in., in drawer of metal filing case. R. 301 (Bldg. A). (775)

546. PROPERTY RECORD CARDS, July 1, 1935 to date. Showing name of article, date, source derived from or method of disposition, unit cost, appropriation, number of items, and total to be accounted for; this record was previously kept on Form 46 in a loose-leaf binder. Filed alphabetically, by article. (Daily, official.) 10 x 12 cards, 2 ft., in drawer of metal filing case. R. 301 (Bldg. A). (768)

547. PLANT INSPECTION RECORDS, 1935 to date. Property inspection reports to the District Engineer on each plant in the district, such as dredges, tugs, launches, locks, yards, or offices, showing name of inspector, date, and findings of the inspection. (Frequently, official.) 8 x 10 envelopes, $\frac{1}{4}$ in., in drawer of desk. R. 301 (Bldg. A). (763)

548. CLASSIFICATION OF INJURIES, 1935 to date. Quarterly reports showing distribution of accidents according to place and cause. Filed chronologically. (Frequently, official.) 8 x 10 folders, $\frac{1}{4}$ in., in drawer of metal filing case. R. 301 (Bldg. A). (773)

549. SAFETY INSPECTION REPORTS, 1935 to date. Periodic reports on safety appliances on floating equipment, such as bridges, locks, yards, and shops. Filed chronologically. (Frequently, official.) 8 x 10 folders, $\frac{1}{2}$ in., in drawer of metal filing case. R. 301 (Bldg. A). (774)

550. FIELD UNIT SAFETY REPORTS, 1936 to date. Received from various plants in the district. Filed chronologically. (Frequently, official.) 8 x 14 folders, 1 in., in drawer of metal filing case. R. 301 (Bldg. A). (770)

551. PROPERTY RECEIPT RECORDS, Mar. 1936 to date. Letters of transmittal and receipts for property issued from the engineer stock or transferred from one account to another, showing place, vessel, or station, date, condition of goods received, list of articles, quantity received, value, from whom purchased or transferred, and receiving officer; destroyed after two years. Filed alphabetically. (Frequently, official.) 8 x 10 loose sheets, 2 ft., in drawer of metal filing case. R. 301 (Bldg. A). (765)

552. INVENTORY OF ENGINEER PROPERTY, Mar. 1936 to date. Showing property issued to dredges, tugs, barges, yards, or other units; destroyed after two years. (Frequently, official.) 14 x 16 loose sheets, 6 in., in drawer of desk. R. 301 (Bldg. A). (767)

553. CHECK DELIVERY RECORDS, 1937 to date. Monthly record of delivery of individual pay checks, showing unit, date check was mailed or name of person to whom delivered, and period covered. (Semimonthly, official.) 12 x 16 covers, $\frac{1}{4}$ in., in drawer of desk. R. 301 (Bldg. A). (766)

554. LEAVE OF ABSENCE, 1937 to date. Applications for leave, showing employee, date, number of days of leave granted, and date of return. Filed chronologically. (Frequently, official.) 8 x 10 clip file, 2 in., in drawer of metal filing case. R. 301 (Bldg. A). (779)

555. REAL ESTATE INVENTORY, current. Record of Government-owned real estate, showing deed or abstract number, location of property, size, character of land and title, from whom purchased, purpose for which required, purchase price, and remarks. (Occasionally, official.) 8 x 10 cards, $\frac{1}{4}$ in., in drawer of desk. R. 301 (Bldg. A). (764)

Engineering Records

556. TRACINGS AND BLUEPRINTS, MISCELLANEOUS RIVER AND HARBOR WORKS, 1895 to date. Covering coastal waterways, harbors, creeks, rivers, channels, inland and intracoastal waterways, and Locks and Dams Nos. 1, 2, and 3 on the Cape Fear River. Labels on drawers. (Older records, rarely; current records, frequently, official.) Various sized tracings and blueprints, 23 ft., in 54 drawers of 6 wooden and steel map cabinets. R. 322 (Bldg. A). (834)

557. TRACINGS AND BLUEPRINTS OF CAPE FEAR RIVER, WILMINGTON TO THE ATLANTIC OCEAN, 1904 to date. Maps of various sites. (Frequently, official.) 48 x 48 tracings, charts, and blueprints, 14 ft., in 36 drawers in wooden map cabinet. R. 322 (Bldg. A). (835)

558. PAY ROLLS, NATIONAL RECOVERY PROJECTS, 1924 - 1936. Showing location, number, and description of project, employer, employee's designation, hours of work, and amount of pay. Filed chronologically. (Never.) 28 x 28 loose sheets, 2 in., in drawer of wooden map cabinet. R. 322 (Bldg. A). (836)

Operating Records

Division Chief's Records

559. TRACINGS AND BLUEPRINTS, 1904 to date. Of various plants, dredges, launches, tugs, snag and derrick boats, barges, pipe lines, shops, and yards. Index. (Frequently, official.) 54 x 54 blueprints and tracings, 10 ft., in 32 drawers of wooden blueprint case. R. 317 (Bldg. A). (820)

560. GENERAL FILE, 1919 to date. Miscellaneous correspondence and requisitions, commercial statistics for 1919, pay rolls for 1928-1931, annual reports on operations of plants for 1927-1937, and monthly and annual reports on operations of plants for 1934-1937. Filed by subject. (Frequently, official.) 9 x 12 folders, 16 ft., in 3 drawers of metal filing case. R. 317, Sec. 1 (Bldg. A). (827)

561. REGISTER OF PROPOSALS, 1919 to date. Showing proposal number, commodity, and opening date of bid. Entered chronologically. (Frequently, official.) 12 x 16 vols. (3), 2 $\frac{1}{2}$ in., on table. R. 317, Sec. 1 (Bldg. A). (826)

562. PURCHASE ORDERS, 1921 to date. Covering contract and open market purchases of materials and supplies. Filed numerically and chronologically. (Older records, seldom; current records, daily, official.) 10 x 12 folders, 26 ft., in 13 drawers of metal filing cases. R. 317, Sec. 2 (Bldg. A). (828)

563. COST ACCOUNTING LEDGER, 1927 - 1936. Cost ledger sheet for 1927-1931, showing account, date, particulars and payments, and clearing accounts; assembly and distribution sheet for 1927-1931, showing account number and distribution of payments; and schedule of distribution costs for 1932-1936, showing date and distribution; record discontinued. Entered chronologically. (Rarely, official.) 8 x 12 loose-leaf books, 2 in., on shelf of steel cabinet. R. 317, Sec. 2 (Bldg. A). (831)

564. PROJECT COST DISTRIBUTION RECORDS, 1927 - 1936. Showing account, references, and distribution of cost. Entered by account. (Seldom, official.) 10 x 12 loose-leaf book, 3 in., on shelf of cabinet. R. 317, Sec. 2 (Bldg. A). (832)

565. MONTHLY PROJECT COST SUMMARY, 1927 to date. Showing name of project, location, feature of work, quantity, and cost. Entered and filed

chronologically. (Daily, official.) 14 x 16 loose-leaf books and bundles, 10 in., on shelf of steel cabinet. R. 317, Sec. 2 (Bldg. A). (830)

566. GENERAL FILE, 1931 to date. Correspondence, requisitions, and catalogues regarding tools, building materials, dredges and equipment, and engines; also related sales literature. Filed by subject. (Frequently, official.) 9 x 12 folders, envelopes, and covers, 32 ft., in 16 drawers of metal filing case. R. 317 (Bldg. A). (821)

567. COST DISTRIBUTION VOUCHERS, 1934 to date. Showing district, issuing office, service number, dealer, date of delivery, purchase order number, dealer's order number, amount, distribution, appropriation or allotment, and Finance Section entries. Arranged chronologically. (Daily, official.) 6 x 12 loose sheets, 14 ft., in 7 drawers of metal filing case. R. 317, Sec. 2 (Bldg. A). (829)

568. PROPOSALS, 1934 to date. Invitation, bid, and acceptance forms covering open market purchases of materials or labor. Filed numerically. (Frequently, official.) 9 x 12 loose sheets, 4 ft., in 2 drawers of metal filing case. R. 317, Sec. 1 (Bldg. A). (822)

569. MONTHLY DREDGING REPORTS, 1934 to date. On operations in various engineer districts, showing name of contractor or Government-owned plant and amount of work accomplished. Filed by districts and chronologically. (Frequently, official.) 9 x 12 loose sheets, 2 ft., in drawer of metal filing case. R. 317, Sec. 1 (Bldg. A). (824)

570. MISCELLANEOUS CORRESPONDENCE, 1934 to date. Chiefly with various plants, such as dredges, tugs, bridges, etc.; also circular letters, bulletins, and standard specifications for boiler and hull inspection of floating equipment. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 317, Sec. 1 (Bldg. A). (823)

571. COST LEDGER, 1936 to date. Showing account, name of plant, references, and cost distribution. Entered chronologically. (Daily, official.) 12 x 14 loose-leaf book, 6 in., on desk. R. 317, Sec. 2 (Bldg. A). (833)

572. LIST OF CONTRACTORS, 1936 to date. Showing persons to whom invitations to bid are forwarded. Filed by community and alphabetically, by firm. (Frequently, official.) 5 x 8 cards, 6 in., in 2 Kardex drawers. R. 317, Sec. 1 (Bldg. A). (825)

Section Inspector's Records

573. PURCHASE RECORDS, 1936 to date. Of open market purchases, showing date, name of article, and cost. Entered chronologically. (Frequently, official.) 4 x 6 loose-leaf books, 2 ft. 3 in., in wooden box. Office (Bldg. B). (837)

574. RECEIPTS FOR SUPPLIES RETURNED BY MASTERS OF DREDGES, 1937. Showing article, name of dredge, and date article was returned to the yard

office. Arranged alphabetically. (Daily, official.) 10 x 12 loose sheets, 2 in., in pasteboard filing case. Office (Bldg. B). (838)

575. PROPERTY RECEIPTS, 1937. Warehouse record of issues of supplies and materials, and dredge masters' receipts for materials and supplies. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 5 in., on desk. Office (Bldg. B). (839)

576. TIME SHEETS, YARD EMPLOYEES, 1937. Showing name of each employee, date, number of hours worked, status, and salary. Filed chronologically. (Semimonthly, official.) 14 x 16 loose sheets, $\frac{1}{4}$ in., in drawer of desk. Office (Bldg. B). (840)

Storage Records

Correspondence, Reports, and Miscellaneous Records

577. MISCELLANEOUS CORRESPONDENCE, 1884 - 1904. Tissue press copies of letters sent and letters received relative to construction and repairs. (Never.) 9 x 12 loose-leaf books, press copy books, and cardboard letter file boxes, 92 ft. $8\frac{1}{2}$ in., on shelves of wooden and metal cabinet. Damaged by careless handling and faulty containers, brittle, dirty, torn, ink faded. Warehouse (Bldg. C). (841)

578. MONTHLY OPERATIONS REPORTS, DREDGES, 1884 - 1888; 1907 - 1913; 1915 - 1918; 1921 - 1935. Showing name and location of dredge, number of man-hours worked, and total yards of channel obstructions removed. (Never.) Various sized folders, loose-leaf books (5), vol., and clipped sheets, 9 ft., in 4 drawers of metal and wooden filing cases and on shelves of wooden and steel cabinets. Some damaged by careless handling and faulty containers, brittle, dirty, torn, scattered, bindings broken, ink faded. Warehouse (Bldg. C). (846)

579. CONFIDENTIAL REPORTS, 1897 - 1906. Of the Chief of Engineers, on the construction of fortifications. (Never.) 8 x 14 bundles, 1 ft. 2 in., on wooden boxes. Brittle, dirty, torn. Warehouse (Bldg. C). (865)

580. ANNUAL REPORTS, 1904 - 1918. Showing total work for the year of all floating plants in the district. (Never.) 9 x 12 and 9 x 14 folders and bundles, 1 ft. 7 in., on shelf of closed wooden cabinet. Damaged by faulty containers and careless handling, brittle, dirty. Warehouse (Bldg. C). (851)

581. DAILY REPORTS, 1930 - 1935. On operation of dredges, showing name of each, location, number of man-hours worked, and yards of channel obstruction cleared or removed. (Never.) 9 x 12 folders, 2 ft., on shelf of wooden cabinet. Dirty. Warehouse (Bldg. C). (850)

Engineering Records

582. CAPE FEAR RIVER AND INLAND WATERWAY SURVEYS, 1865; 1896 - 1936. Charts, sketches, maps, tracings, and blueprints of the Cape Fear River and Inland Waterway, and copy of tracing of Fort Fisher, dated Feb. 9, 1865,

showing the fortifications. (Never.) Various sized maps, etc., 5 ft., in 15 drawers of wooden map cabinet. Warehouse (Bldg. C). (859)

583. SURVEY OF WATERWAY FROM LAKE MICHIGAN TO ILLINOIS RIVER, LASALLE, ILLINOIS, 1888 - 1890. Survey records, tracings, and blueprints, showing channel depths and distances. (Never.) Various sized vol., blueprints, and tracings, 6 in., on shelf of closed wooden cabinet. Brittle, dirty, torn, bindings broken, ink faded. Warehouse (Bldg. C). (858)

584. BLUEPRINTS AND CHARTS, 1891 - 1903. Of all bridges, wharves, channel construction, and repair areas in the district. (Never.) Various sized blueprints and charts, in wooden box. Damaged by fire, careless handling, and faulty containers, dirty, torn, scattered. Warehouse (Bldg. C). (852)

585. FORTIFICATION FILE, 1892 - 1931. Tracings, charts, and blueprints of fortification construction, pertaining to various batteries, Fort Macon, Fort Caswell, sea wall and embankment, battery ship, torpedo and mines, Fort Caswell wiring and drainage, and ammunition lifts. Filed by subjects. (Never.) Various sized tracings, charts, and blueprints, 3 ft. 4 in., in wooden map cabinet. Warehouse (Bldg. C). (869)

586. LEVELS AND HYDROGRAPHIC SURVEYS, 1894 - 1934. Tabulations of hydrographic surveys and levels showing depth of channels in the district. (Never.) 4 x 6 vols. (250), 15 ft., on 3 shelves of closed wooden cabinet. Warehouse (Bldg. C). (856)

587. TITLE ABSTRACTS, 1906; COPIES OF DEEDS, n.d. Abstracts of titles to land for Lock No. 3 on the Cape Fear River, with attached memoranda and sketches, showing certification by the Clerk of the Superior Court, Bladen County, Sept. 11, 1906; and undated copies of deeds for sale of land to the Government by various citizens of Bladen County. (Never.) 10 x 15 envelopes, 1 ft., on shelves of closed wooden cabinet. Brittle. Warehouse (Bldg. C). (844)

588. DISTRICT CHART BOOKS, 1907 - 1917. Charts showing improvement and maintenance of existing river and harbor works in the district. (Never.) 24 x 36 loose-leaf books (2), 3 in., in drawer of wooden map cabinet. Dirty. Warehouse (Bldg. C). (847)

589. EXAMINATIONS AND SURVEYS, 1909 - 1931. Blueprints of surveys of rivers in North Carolina, estimates on intracoastal canal from the Neuse River to Federal Point, North Carolina, and from Southport, North Carolina, to Little River, South Carolina. (Never.) Various sized folders and blueprints, 3 ft. 1 in., in drawer of wooden filing case and in wooden box. Dirty. Warehouse (Bldg. C). (855)

590. LOCKS AND DAMS, 1914 - 1935. Blueprints and construction plans of Locks and Dams Nos. 1, 2, and 3, and daily cost reports on locks and dams showing the time and pay of each employee. (Never.) Various sized bundles, 2 ft. 10 in., in pasteboard box and in 6 drawers of wooden map cabinet. Dirty. Warehouse (Bldg. C). (857)

591. REPORTS AND GEOLOGICAL SURVEYS OF RIVERS AND HARBORS, 1928 - 1930. Tabulations of depth readings of the Cape Fear and Neuse River channels, and blueprints. (Never.) 10 x 12 and 24 x 24 folders and blueprints, 1 ft. 2 in., in wooden box. Damaged by careless handling and faulty containers, dirty. Warehouse (Bldg. C). (853)

Personnel and Accident Records

592. EMPLOYMENT RECORD, 1887 - 1928. Covering each employee in the district. Filed alphabetically. (Never.) 4 x 6 cards, 7 in., in drawer of wooden filing case. Warehouse (Bldg. C). (866)

593. CIVIL SERVICE REPORTS, 1896 - 1908. On classification of applicants accepted for examination, showing name, address, and rating. (Never.) 4 x 6 cards and 9 x 11 vol., 1½ in., in wooden box. Dirty, scattered. Warehouse (Bldg. C). (849)

594. EMPLOYMENT CARDS, 1904 - 1929. Identification cards showing employee's name, address, classification, and salary. Filed alphabetically. (Never.) 3½ x 6½ cards, 6 ft. 6 in., in 4 drawers of wooden filing case. Dirty, torn, scattered. Warehouse (Bldg. C). (848)

595. ACCIDENT REPORTS, 1904 - 1932. Form CA 1, employee's notice of injury and claim for compensation and medical treatment; Form CA 2, official superior's report on injury; and Form CA 3, report of termination of total or partial disability. Filed alphabetically. (Never.) 10 x 12 folders and bundles, 32 ft., in 3 drawers of wooden filing case and in 4 wooden boxes. Damaged by faulty containers, dirty. Warehouse (Bldg. C). (870)

Property and Accounting Records

596. ORDERS AND VOUCHERS, 1881 - 1934. Orders for supplies and materials, and vouchers in payment thereof. (Never.) Various sized vols. (12), loose-leaf books (27), folders, and covers, 42 ft. 3 in., on shelves of open metal filing cabinet. Damaged by careless handling and faulty containers, brittle, dirty, torn, scattered, bindings broken, ink faded. Warehouse (Bldg. C). (845)

597. PROPERTY RECORDS, 1885 - 1889; 1892 - 1930. Showing property owned or leased, terms of leases, and damage estimates. Vols. indexed. (Never.) Various sized vols. (2), loose-leaf books, bundles, and loose sheets, 24 ft. 10 in., in 2 drawers of wooden filing case and on shelves of steel and wooden cabinets. Damaged by careless handling and faulty containers, dirty, torn, bindings broken, ink faded. Warehouse (Bldg. C). (843)

598. ABSTRACTS OF PROPERTY PURCHASES, 1891 - 1915. Showing date of purchase, location of property, and cost. (Never.) 10 x 12 bundles, 20 ft., on open steel shelves. Dirty, bindings broken, ink faded. Warehouse (Bldg. C). (873)

599. PROPOSALS, 1891 - 1906; 1908 - 1909; 1919 - 1930. Standard Form 33, invitation, bid, and acceptance or short form contract for purchase of materials, supplies, construction, and services awarded through competitive

bidding. (Never.) 9 x 12 and 8 x 13 loose-leaf book, bundles, and loose sheets, 6 ft., in drawer of wooden filing case, on shelf of wooden cabinet, and in wooden box. Damaged by careless handling and faulty containers, dirty, torn, scattered. Warehouse (Bldg. C). (842)

600. MISCELLANEOUS FILE, 1891 - 1931. Fort accounts and allotments showing distribution of expense incurred on forts and allotments for same; alphabetical index to parts to be ordered for the dredge Jacksonville and for necessary repairs; reports on rivers showing surveys and work done; reports on harbors, dredges, and bridges; record of expenditures on rivers, showing cost of repairs and upkeep; miscellaneous accounts and records showing nature of supplies ordered and appropriations for various river projects. Vols. indexed. (Never.) Various sized vols., folders, loose-leaf books (5), bundles, loose sheets, blueprints, and charts, 4 ft. 9 in., on shelves of closed wooden cabinet and in wooden box. Damaged by careless handling and faulty containers, brittle, dirty, torn, scattered, ink faded. Warehouse (Bldg. C). (868)

601. TIME BOOKS AND ROLLS, 1891 - 1936. Showing name, address, work status, hours worked, and salary of each employee on floating plants and yards. (Never.) Various sized loose-leaf books, bundles, and loose sheets, 51 ft. 10 in., on 18 shelves of open steel cabinet and in wooden cabinet. Damaged by careless handling and faulty containers, brittle, dirty, torn, bindings broken, ink faded. Warehouse (Bldg. C). (860)

602. CONTRACTS, 1894 - 1929. With individuals for furnishing office supplies and materials and equipment for boats and dredges; also related correspondence. (Never.) Various sized loose-leaf books and bundles, 2 ft., on shelf of closed metal cabinet and in wooden box. Dirty. Warehouse (Bldg. C). (872)

603. DISBURSING ACCOUNTS, 1895 - 1923. Itemized statements of all disbursements in the district. (Never.) 10 x 16 bundles, 7 in., on wooden boxes. Dirty. Warehouse (Bldg. C). (864)

604. ACCOUNTS, 1898 - 1906. Daily cash account, and accounts with the U.S. Treasurer and Assistant Treasurer at New York. (Never.) 24 x 36 rolled sheets, 1 ft. 2 in., on shelf of closed wooden cabinet. Damaged by careless handling, brittle, dirty, torn, ink faded. Warehouse (Bldg. C). (863)

605. ACCOUNTS, 1900 - 1908. Bills for materials and supplies for dredges and boats engaged in the upkeep and repair of the Cape Fear River channel and of the wharf at Wilmington. (Never.) 8 x 12 and 11 x 14 vols., 4 $\frac{1}{2}$ in., on shelf of closed wooden cabinet. Damaged by careless handling and faulty containers, dirty, torn, bindings broken, ink faded. Warehouse (Bldg. C). (854)

606. ACCOUNTS, IMPROVEMENT OF TOWN CREEK, 1900 - 1916. Proposals, contracts, bills, accounts, and related correspondence. (Never.) 8 x 12 vols. (2), 3 in., on shelf of closed wooden cabinet. Damaged by careless handling and faulty containers, dirty, bindings broken. Warehouse (Bldg. C). (862)

607. BOAT, DREDGE, AND LAUNCH RECORDS, 1916 - 1929. Transfer and expense records, showing name of boat, dredge, or launch, points from and to which transferred, and expense of upkeep, operations, and repairs. (Never.) Filed chronologically. 10 x 12 bundles, 2 ft., on floor. Torn. Warehouse (Bldg. C). (871)

NATIONAL CEMETERY
Superintendent's Lodge, 2011 Market St.

This office was established in Wilmington in February 1867. In that year and in 1877 approximately five acres of land were purchased by the Government for the use of the cemetery, and jurisdiction was ceded to the United States by the state legislature on January 22, 1875. Reports are sent to Washington, D. C., through the 4th Corps Area Headquarters, Atlanta, Georgia. Pages 1-41 of a volume containing copies of letters sent for the period approximately of 1876-1884 have been lost. At the time the Survey was made, permission had been asked to destroy certain obsolete records stored in the closet of the office. The office was located in the old lodge building from 1872 until January 15, 1934, when the present lodge was erected on the same site.

608. MORTUARY RECORDS, 1865 - 1914. Book of death certificates, and a burial register; the burial dates are not always given. Indexed. (Occasionally, official.) 9 x 14 and 11 x 16 vols. (2), 3 in., on closet shelf. Office. (737)

609. COPIES OF LETTERS SENT, 1870 - 1875; 1885 - 1933. Concerning the care and upkeep of the cemetery, inquiries about persons buried in the cemetery, and stone inscriptions; vol. 3 contains copies of old deeds to the Government. Some vols. indexed. (Occasionally, official.) Various sized vols., 1 ft. 2 in., on wooden shelf. Office. (739)

610. LETTERS RECEIVED, 1883 - 1933. Relative to allotments and expenditures. (Rarely, official.) Various sized vols., 9 in., on wooden shelf in closet. Damaged by careless handling, bindings broken, discolored by age. Office. (731)

611. VISITORS' REGISTER, July 1878 to date. Record of visitors. (Older records, rarely; current records, frequently, official.) 11 x 16 vols. (2), 4 in., on table and in closet. Office. (734)

612. RECORD OF DISBURSEMENTS, July 1921 to date. General expense account for maintenance, improvement, repairs, labor for interments, tools, fuel, superintendent's salary, and supplies purchased locally. Index. (Frequently, official.) 8½ x 14 vol., ½ in., on desk. Damaged by careless handling, dirty, bindings broken. Office. (733)

613. CEMETERY RECORDS, 1933 to date. Various records and correspondence relative to burials and upkeep of the cemetery. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 8 in., in drawer of steel filing case. Office. (738)

614. BLUEPRINTS, 1934. CWA and PWA specifications and invitation for bids on construction of the superintendent's lodge, and blueprints from the office of the Quartermaster, 4th Corps Area, showing elevation plan, floor plan, heating plant, interior, cornice, colonnade, chimney and fireplace construction, sanitary fixtures, and steam heating plant. (Occasionally, official.) Various sized blueprints and loose sheets, 8 in., in drawer of steel filing case. Office. (735)

615. INVOICES AND REQUISITIONS, 1935. For materials, tools, grass seeds, fertilizer, etc.; copies. (Frequently, official.) 10 x 15 folders, 6 in., in drawer of steel filing case. Office. (736)

616. WPA FUNDS AUTHORIZED, Sept. 1935 to date. Record of funds authorized for a WPA project to improve the grounds and build a wall around the cemetery. Indexed. (Frequently, official.) $7\frac{1}{2}$ x 12 vol., $\frac{1}{2}$ in., on desk. Office. (732)

617. INVOICES, REQUISITIONS, AND COMMUNICATIONS, 1935 to date. Records of the WPA cemetery program, including communications, requisitions for materials, executive orders, time sheets, weekly reports, current file, and rules and requisitions for workers. (Occasionally, official.) 10 x 15 folders, 3 in., in drawer of steel filing case. Office. (730)

NATIONAL GUARD
REGULAR ARMY INSTRUCTOR
Custom House, 1 Market St.

A Regular Army Instructor was assigned in 1921 to the 252d Coast Artillery, North Carolina National Guard. The major duties of the officer in charge lie in futhering the efficiency of units of the North Carolina National Guard to which he is assigned, by giving appropriate assistance and advice to the responsible commander. A Sergeant-Instructor is also assigned to the 252d Coast Artillery in this state. Papers considered useless are destroyed by permission from Washington, D. C.

618. GENERAL FILE, 1923. Correspondence, instructions, training schedules, expense accounts, annual inspection reports to the Commanding Officer, 4th Corps Area, annual encampment and field training records, requisitions, and training memoranda. Correspondence filed according to the War Department Correspondence File, other records by subject. (Occasionally, official.) 8 x 10 folders and pockets, 3 ft. 6 in., in 3 drawers of wooden filing case. R. 331. (424)

619. MISCELLANEOUS RECORDS, 1930 to date. Inventory and inspection of property, monthly rosters, officers' pay and allowance accounts, public vouchers for reimbursement of travel expense, reports on physical examinations, and correspondence. Filed by subject. (Occasionally, official.) 8 x 10 folders, 1 ft., in drawer of metal filing case. R. 331. (426)

620. ARMY EXTENSION COURSE RECORDS AND LESSONS, 1932 - 1933. Correspondence with National Guard applicants regarding enrollment; also instructions, pamphlets, lessons, and criticisms. (Occasionally, official.) Various sized folders, 1 ft. 6 in., in drawer of steel filing case. R. 331. (425)

621. ENROLLMENT RECORDS, 1932 to date. Enrollment cards showing name of enrollee, date of enrollment, age, and address; assignment cards showing name, company, rank, and duty; progress cards; and correspondence relative to requirements and regulations governing enrollment. (Occasionally, official.) 5 x 7 and 9 x 12 folders, 6 in., in drawer of metal filing case. R. 331. (427)

622. PAY ROLLS, 1935 to date. Form 100, quarterly pay roll; no copies of old pay rolls are kept in this office after checking, the original and first carbon being forwarded to the Atlanta headquarters, the second carbon to the Adjutant General of North Carolina in Raleigh, and the third carbon to the office of origin. (Occasionally, official.) 8 x 10 folders, 6 in., in drawer of metal filing case. R. 331. (428)

ORGANIZED RESERVES

(A) Custom House, 1 Market St.

(B) Pattern Warehouse, Cape Fear River, opposite Castle St.

In 1919 instruction of reserve officer personnel of the 451st Engineer Battalion (Colored) and the 728th Engineer Company (Depot) was assigned to the Instructor of Organized Reserves at Charleston, South Carolina. On November 6, 1935 the instruction of the units was assigned as an additional duty to the office of the District Engineer at Wilmington, and the records were transferred to the Wilmington office. Papers considered useless are destroyed by official permission.

623. APPOINTMENT RECORDS, 1919 to date. Of reserve officers, showing name, permanent address, temporary address, date of birth, present occupation, grade, section, organization, date of expiration of appointment, abstract of active duty record giving dates, location, type of training, and hours credit, record of commission giving dates of appointment, acceptance, and reappointment, certificate of capacity, and date promoted, and record of inactive duty training showing kind, date, hours, total hours of credit, and remarks. Filed alphabetically. (Frequently, official.) 8 x 10 cards, 2 in., in 2 drawers of metal card cabinet. R. 301 (Bldg. A). (753)

624. GENERAL FILE, 1919 to date. Records of reserve officers, showing name, standing in correspondence course studies, assignments, promotions, and record of physical examinations. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 301 (Bldg. A). (754)

625. GENERAL FILE, 1928. Correspondence, reports, and miscellaneous memoranda regarding the activities of the Organized Reserves. (Never.)

8 x 10 folders, 6 in., on shelf of closed wooden cabinet. Warehouse (Bldg. B). (861)

626. CERTIFICATES OF ATTENDANCE, 1931 - 1934. Of District 17 Branch Schools, 4th Corps Area, showing number and standing of applicants enrolled. (Never.) 8 x 10 folders, 6 in., on shelf of closed wooden cabinet. Warehouse (Bldg. B). (867)

WINSTON-SALEM

ARMY RECRUITING SUBSTATION
Post Office Bldg.

This station is under the jurisdiction of the Army Recruiting Station in Charlotte. The date of establishment was not determined. No papers are considered useless.

627. APPLICANTS' EXAMINATIONS, May 1935 to date. Also correspondence with Fort Bragg relative to the acceptance or rejection of applicants. Filed alphabetically. (Daily, confidential.) 7 x 11 folders, 6 in., in filing case. R. 251. (26)

