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INVENTORY OF FEDERAL ARCHIVES IN THE STATES



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SERIES VII
THE DEPARTMENT OF THE NAVY
NO. 12 ILLINOIS

THE HISTORICAL RECORDS SURVEY
CHICAGO ILLINOIS
1940

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

SERIES VII. THE DEPARTMENT OF THE NAVY

NO. 12. ILLINOIS

* * * * * * * * *

Chicago, Illinois
The Illinois Historical Records Survey Project
1940

The Historical Records Survey Program

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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 Illinois the work of the Survey was under the direction of Dr. Russell H. Anderson, with Mr. William E. Austin who resigned in April 1937 as his assistant, from its inception until June 30, 1937. The project then became a part of the Historical Records Survey in Illinois with Mr. Howard E. Colgan as State Director until June 1939 when he was succeeded by Mr. Royal S. Van de Woestyne. On September 1, 1939, the name of the Survey was changed to the Illinois Historical Records Survey Project, and the Illinois State Library became its sponsor. Since January 15, 1940, this sponsorship has been assumed by the University of Illinois. This inventory of the Archives of the Department of the Navy in Illinois was prepared by Senior Editor Stanley Schulty, assisted by Eugene Kendrick, and was typed and stenciled by Margaret Birdie of the Chicago office. Before final typing and mimeographing, this product was edited by Henry P. Beers in the Washington office.

Royal S. Van de Woestyne

Royal S. Van de Woestyne
State Supervisor
Illinois Historical Records Survey

Feb. 14, 1940
Chicago, Illinois

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AURORA

NAVY RECRUITING SUBSTATION
Post Office Bldg., 18 Holbrook St.

This station is under the jurisdiction of the Chicago Recruiting Station, and the Central Recruiting Division. It was established in Aurora in April 1935. Prior to that time, all recruiting or enlisting was handled in Chicago. All useless papers are transmitted to the Department of the Navy, Washington, D. C. The records are in good condition.

1. GENERAL CORRESPONDENCE, 1935 to date. Letters to and from Navy Department, Washington, D. C., substations, applicants, prospects, doctors, postmasters, schools, Navy Club and Naval Reserve relative to administrative affairs, rejection of applicants, inspectors' and doctors' reports, Navy Day, sea service action, transfers of enlisted and acceptable men, and reports of completed home interviews. Filed alphabetically and chronologically. (Occasionally, official.) 8½ x 11 covers, 2 ft., in metal filing case. R. 9. (2)

2. LIST OF HIGH SCHOOLS, 1935 - 1936. Record of contacts made with students for enlistment, showing name of school, location and dates of student graduations. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 in., in wooden card cabinet. R. 9. (3)

3. PAPERS OF REJECTED APPLICANTS, 1935 to date. Applications for enlistment, records of physical examinations, and inspectors' reports. Held for future home interviews with parents or applicants. Filed alphabetically. (Daily, official.) 8½ x 11 covers, 1 ft., in metal filing case. R. 9. (1)

4. RECORD OF LOCAL MEN SERVING IN FLEET, 1935 to date. Names and addresses of enlisted men, date and place of enlistment, name of father or nearest relative, and destination. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 9. (4)

5. RECORD OF RECRUITS OR APPLICANTS ACCEPTED, 1935 to date. Name and address of applicant, age, place of birth, schooling, police record, prior military experience, marital status, and date of acceptance. Filed alphabetically and chronologically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in wooden card cabinet. R. 9. (6)

6. RECORD OF RECRUITS OR APPLICANTS REJECTED, 1935 to date. Name and address of applicant, age, place of birth, education, police record, prior military experience, marital status, and description of physical defects, which warranted rejection. Filed alphabetically and chronologically. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in wooden card cabinet. R. 9. (5)

CHICAGO

BRANCH HYDROGRAPHIC OFFICE
Court House Bldg., Adams and Clark Sts.

This branch of the Hydrographic Office was established in 1899. Its offices have been located in the following buildings: 1899 - 1903, Old Masonic Temple; 1903 - 1915, 537 South Dearborn Street, and 1915 to date, at present address. The primary function of this office is to issue notices to mariners and shipmasters, and furnish useful serial and maritime information. It also broadcasts by radio, information warning of danger to vessels. The Chicago office covers an area including Lake Huron, Georgian Bay, St. Clair River, Lake St. Clair, Detroit River to 12th St., Detroit, Straits of Mackinac, Lake Michigan, St. Mary's River to Sault Ste. Marie, Michigan, and Green Bay, Wisconsin. Monthly, quarterly, semi-annual and annual reports are forwarded to the Bureau of Navigation, Navy Department, Washington. Useless papers are destroyed every three years in accordance with governmental regulations.

7. CHARTS, 1926 to date. Refer to navigation aids, soundings, depth of water, lights, buoys, unlighted buoys and courses. Variations of magnetic compass which show contours of shore line, give idea of elevations to shipmasters. Filed numerically. Indexed. (Daily, official.) 30 x 47 charts, 27 ft., on shelves in wooden cabinets. Rs. 337 and 338. (3233)

8. INDEX FILE, 1926 to date. Record of original charts and all changes and corrections since date of issue. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft.,in 4 wooden card cabinet drawers. Rs. 337 and 338. (3234)

9. GENERAL CORRESPONDENCE, 1933 to date. Observers' reports, list of activity reports, addresses, change of request for reports on annual census, annual report fiscal year, Army engineers' correspondence, Bureau of Navigation letters, Chief of Naval Operation letters, correspondence Branch Hydrographic Office (other than Detroit); Great Lakes Distress Conference and Coast Guard correspondence; commandants' circular letters and memoranda; division circular letters and discrepancy reports, Chicago National Government Employees' Credit Union, personnel roster Branch Hydrographic Office, enlisted personnel correspondence; officers' fitness report, Army correspondence, headquarters' correspondence, correspondence with division, Naval Reserve orders and letters 5th, 6th, and 14th battalion. Naval reserve, 20th to the 30th division; personnel efficiency rating, telephone bills, radio broadcast and news items; club invitations, Yacht Club correspondence and list of boats; conference copy report to lighthouse, leave of absence, civilian personnel, lighthouse district correspondence, request for charts or information (public), mailing list reports, masters' correspondence, request for changes in mailing list; muster rolls; sea plane anchorages; Secretary of Navy correspondence; office equipment; orders to officers; enlisted personnel; pay vouchers and lieutenants' leave reports; personal correspondence of officer in charge; Navy Day file; personnel report; publicity correspondence; federal business association correspondence; National Emergency Council:

real estate; report of civil service force; ships equipped with radio; reports of changes; changes in radio broadcast schedules; vacancy reports; season reports; monthly reports; requisitions; sale of hydrographic office publications; subsistence report. (Daily, official.) 10 x 12 folders, 6 ft., in steel filing cases. Rs. 337 and 338. (3237)

10. CHANGES IN WEATHER BROADCAST SCHEDULES OF VARIOUS RADIO STATIONS IN THIS AREA, 1934 to date. This office circularizes radio stations with blank forms requesting that they fill in all data, including latest changes in weather broadcast schedules. When changes are received they are sent to the office in Detroit, published in book form and issued free of charge to shipmasters. Filed numerically. (Annually, official.) 8 x 10½ sheets, 1 ft., in wooden cabinet. Rs. 337 and 338. (3236)

11. NOTICE TO MARINERS, Dec. 1934 to date. Recommended drafts and changes in aid to navigation, reports of obstruction and menace to navigation, reports of areas affected by dredging, water levels, stage of lake above sea level, high stage in summer and low stage in winter. Ice reports, particularly in fall and spring; reports of discontinuance of aids for season. Filed numerically. (Dec. 1934 to Jan. 1935, never; Jan. 1935 to date, daily, official.) Variously sized envelopes and sheets, 8 ft., on clip board on wall and in wooden cabinets. Rs. 337 and 338. (3235, 3374)

12. WEEKLY NOTICES TO AIRMEN, 1935 to date. From this office and other government offices concerning air navigation; recommended drafts and changes, and telegrams of urgent nature relative to aid to air navigation. Filed chronologically. (Daily, official.) 11 x 17 loose sheets, 1 ft., on clip board on wall. Rs. 337 and 338. (3375)

INSPECTOR OF NAVAL MATERIAL
Post Office Bldg., 433 W. Van Buren St.

This office was established in 1917 to inspect materials purchased by the Navy under contract. In 1927 Congress authorized it to inspect material, machinery, etc., purchased by other departments. Records covering inspection of materials for other than the Navy are consolidated into a separate file. Sub-offices are located at Minneapolis, Minnesota, St. Louis, Missouri, and Beloit, Wisconsin. Records of contracts yet to be filled are retained at these sub-offices, and those for contracts completed are forwarded to the Chicago office for filing. This office has occupied space in the Monadnock, Great Northern and Edison Buildings, 1917 to March, 1923; Transportation Building, March, 1923 to July, 1924; Burnham Building, July, 1924 to July 1930; Trustee Building, July 1930 to July, 1934, when it was moved to its present quarters. About every two years certain of the old files are destroyed in accordance with government regulations. Lists of the papers destroyed are said to have been sent to The National Archives.

13. BLUEPRINTS, 1917 to date. Blueprints of Bureau Engineering drawings, specifications, ordnance yards and docks, Naval Aircraft factory and miscellaneous. (Daily, official.) Variously sized folders, 2 ft., in steel cabinets. R. 1107. (123)

14. GENERAL CORRESPONDENCE, 1917 to date. Relative to civil service personnel, commercial firms with which the Navy has no contract, and routine communications with various bureaus of the Navy. Filed numerically. (Daily, official.) 8 x 15 folders, 16 ft., in steel filing cases. R. 1107. (125)

15. SPECIFICATIONS, 1924 to date. Federal specifications for Army, Bureau of Aero Naval Aircraft Factory, yards, docks and machinery, and Bureau of Ordnance supplementary naval specifications. Arranged alphabetically by name. (Daily, official.) 7 x 9 folders, pamphlets and loose sheets, 64 ft., in steel filing cases. R. 1107. (124)

16. CONTRACTS AND SUB-CONTRACTS, 1931 - 1932. Correspondence relative to test reports, shipments, notices, chemical analyses, etc., small blueprints and contracts from various manufacturers for the purchase of materials, naval equipment and machinery required by U. S. Navy. Copy of inventory has been forwarded to The National Archives, Washington, D. C. (Never) 9 x 15 folders, pockets, printed forms and loose sheets, 42 ft. 6 in., in 14 wooden boxes. 14th floor. (130)

17. CONTRACTS UNFILLED, 1932 to date. Contracts and sub-contracts, reports of shipments, small blueprints, test reports, chemical analyses, and correspondence relative to contract. (Daily, official.) 9 x 15 folders, 194 ft., in steel filing cases and on 3 steel shelves. R. 1107. (127)

18. COMPLETED AND INCOMPLETE CONTRACT FILES FOR OTHER THAN NAVAL ACTIVITIES, 1933 to date. Contracts and sub-contracts, test reports, chemical analyses where necessary, report of shipments, and correspondence relative to Depts. of the Treasury, Agriculture and Interior, Veterans' Administration, and contracts by other departments. Arranged alphabetically and numerically. (Weekly, official.) 8 x 15 folders, and 3 x 5 cards, 24 ft., on 6 steel shelves and in steel cabinets. R. 1107. (131)

19. COMPLETED CONTRACTS, 1934 - 1935. Contracts and sub-contracts, reports of shipments, small blueprints, test reports, chemical analyses, and correspondence pertaining to contracts. As purchase contracts are filled they are placed in this file. (Occasionally, official.) 8 x 15 folders, 96 ft., in steel filing cases. R. 1107. (128)

20. CONFIDENTIAL SUBJECTS AND CONTRACTS, 1934 to date. Relate to Naval and Military affairs; also confidential contracts other than general contracts. (Daily, official.) 9 x 12 folders, 8 ft., in wooden and steel filing cases. R. 1107. (126)

21. ASSIGNMENTS AND NOTICES, 1936. Assignments, notices and record of telephone calls received in the absence of field inspectors. Arranged alphabetically. (Frequently, official.) 8 x 15 folders, 8 ft., in steel filing cases. R. 1107. (129)

INSPECTOR OF NAVY RECRUITING
Post Office Bldg., 433 W. Van Buren St.

This is the office of the Inspector for the Central Recruiting Division. Nothing could be learned regarding its existence prior to 1928. The area of the Central Recruiting Division coincides with that of the 9th Naval District and includes the states of Ohio, Kentucky, Michigan, Indiana, Illinois, Wisconsin, Missouri, Kansas, Minnesota, North Dakota, South Dakota, Iowa and Nebraska. This office has general supervision over matters of recruiting in the main recruiting stations located in Chicago, Detroit, Cleveland, Cincinnati, Louisville, St. Louis, Kansas City, Ohio, Des Moines, Minneapolis and Indianapolis. There are also recruiting substations in the various states. The records are in excellent condition.

22. GENERAL CORRESPONDENCE, Jan. 1932 to date. Between the Recruiting Inspector, officers in charge of main stations, and Chief of Naval Operations at Washington, D. C., relative to enlistment and recruiting activities within the Central Division. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 ft., in steel filing case. R. 828. (6737, 6972)

23. MONTHLY DISBURSING RETURNS, Jan. 1932 to date. Schedule of disbursement, computed monthly, supported by public voucher; shows cost per recruit and enlistment; concluded with depository statement sheet listing deposits made and checks drawn. Filed by date of payment. (Jan. 1932 - Dec. 1934, never; Jan. 1935 to date, daily, official.) 9 x 11 folders, 4 ft., in 2 steel filing case drawers. R. 828. (6973, 6976)

24. INSPECTION REPORTS, Jan. 1934 to date. Compiled every three months after the Inspector's tour; give detailed observations of the Recruiting Inspector on scheduled inspection tour of the eleven main recruiting stations and substations of the Central Recruiting Division. Copy sent to Washington. Filed chronologically. (Jan. 1934 - Jan. 1935, never; Jan. 1935 to date, occasionally, official.) 9 x 11 folders, 4 ft., in 2 steel filing case drawers. R. 828. (6971, 6975)

25. LOGISTICS, July 1934 to date. Records governed by the logistics of the Bureau of Navigation consist of appropriations, allotments, requisitions, funds, specifications, proposals, inventories, tires and tubes, receipts, bills of lading, surveys, allotment of pay, and officers' travel. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in steel filing case. R. 828. (6970)

26. REIMBURSEMENT REQUESTS FOR TRAVEL, Sept. 1934 to date. Form 1012A. For travel and per diem allowance for each substation. Each request bears indorsement of Commanding Officer. Filed by location. (Monthly, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 828. (6974)

MARINE CORPS RECRUITING OFFICE
824 New Federal Bldg.

(not surveyed)

MARINE CORPS RESERVE
Court House, Clark and Adams Sts.

This unit of the 9th Battalion Headquarters was established in July, 1926 at the present address. The Commandant of the Marine Corps, under the direction of the Secretary of the Navy, is charged with, and is responsible for the procurement, discharge, education, training, discipline and distribution of officers and enlisted personnel of the Marine Corps and the Marine Corps Reserve. Records are sent to Washington every four years with the exception of correspondence which is destroyed every two years. The records are in good condition.

27. VOUCHERS FOR CLOTHING TURNED IN, 1929 to date. Reports and affidavits, by commanding officers of companies, show articles of clothing taken from reservists who have left the service, give name of article, quantity, and name of reservist. Filed chronologically. (Seldom, official.) 10 x 12 folders, 4 ft., in steel filing case. R. 363. (6304)

28. ASSIGNMENTS, July 1933 to date. Original and carbon copies of letters to applicants. Give name, rank, home address, and name and location of company to which assigned. Original is given to applicant when accepted for enlistment. Filed chronologically. (Seldom, official.) 10 x 12 folders, 3 in., in steel filing case. R. 363. (6303)

29. COMPANY REQUISITIONS, July 1933 to date. Show number, name of company, date, name and amount of article wanted; signed by company commander. Divided by company and filed chronologically and numerically. Indexed. (Weekly, official.) 10 x 12 folders, 6 in., in steel filing case. R. 363. (6317)

30. INDIVIDUAL CLOTHING RECORD, July 1933 to date. Issue slips on which items are checked and signed by the marine and a witnessing officer. Filed alphabetically and in reverse chronological order showing the last issue of clothing. (Weekly, official.) 3 x 8 bundles, 2 ft., in wooden racks. R. 363. (6313)

31. INDEX TO REQUISITIONS, July 1933 to date. Shows name of item, requisition number, and name of company making requisition. Filed alphabetically by name of item. (Weekly, official.) 3 x 5 cards, 9 in., in card cabinet. R. 363. (6316)

32. INDEX TO RESERVISTS, July 1933 to date. Shows name of marine, address, file number, rank, date of enlistment, and name of company. Filed

alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in card cabinet. R. 363. (6314)

33. MEDICAL RECORD, July 1933 to date. Gives name of marine, rank, results of physical and dental examination, record of distinguishing marks and scars, and abstract of service. When a man leaves the service, this record is sent to Washington. Filed alphabetically. (Seldom, official.) 4 x 11 covers, 3 ft., in wooden boxes. R. 362. (6297)

34. MUSTER ROLL, July 1933 to date. Quarterly record submitted by the battalion to headquarters at Washington, shows complete history of the unit for the quarter, officers, privates, and accomplishments of battalion. Made in triplicate; battalion commander retains one copy, one copy to this office and original to Washington. Filed in reverse chronological order. (Weekly, official.) 10 x 12 folders, 3 in., in steel filing case. R. 363. (6299)

35. PAY ROLL LIST, July 1933 to date. Shows name, rank, rate of pay, number of drills attended, amount of pay for each man, and grand total. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 6 in., in steel filing case. R. 363. (6298)

36. SERVICE RECORD OF HEADQUARTERS STAFF, July 1933 to date. Shows name, rank, date and place of birth, enlistment, education, professional and conduct record, pay account record, prior service, promotions and reductions, reappointment record, issue and beneficiary slips. Filed alphabetically. (Monthly, official.) 3 x 8 folders, 2 ft., in wooden racks. R. 363. (6312)

37. TRANSFERS, PROMOTIONS AND DEMOTIONS, July 1933 to date. Orders from local headquarters to transfer marine from one company to another; or orders from headquarters at Washington, D. C., of promotion and demotion. Filed numerically. Indexed. (Seldom, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 363. (6315)

38. WAIVERS, July 1933 to date. Copies of correspondence sent to the Major General Commandant, requesting waivers of physical disabilities of applicants. Filed in reverse chronological order. (Monthly, official.) 10 x 12 folders, 2 in., in steel filing case. R. 363. (6311)

39. BILLS OF LADING, July 1934 to date. Copies of purchase orders, and bills of lading on material delivered. Purchase orders show name of article, quantity and price. Bills of lading show name of article, quantity, and name of cartage company. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 3 in., in steel filing case. R. 363. (6307)

40. COMPANY CORRESPONDENCE, July 1934 to date. Letters to and from the Quartermaster's Office to the Company Commanders relative to operations and chages in orders. Filed in reverse chronological order. (Weekly, official.) 10 x 12 folders, 6 in., in steel filing case. R. 363. (6305)

41. CORRESPONDENCE, GENERAL ORDERS, July 1934 to date. To and from Major General Commandant, Washington to the commanding Marine Corps Officers regarding administration, procedure, technique, and answers to inquiries.

Filed in reverse chronological order and alphabetically by name of company. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 363. (6309)

42. COMPANY PROPERTY RECORDS, Dec. 1934 to date. Name of article, date of issue and charge, amount issued and total. Filed alphabetically. (Weekly, official.) 3 x 10 loose-leaf books, 1 ft., on desk. R. 363. (6301)

43. LIST OF APPLICANTS, Jan. 20, 1936 to date. Marine Corps Reserve applications give date of application, name of applicant, name of company, time of appointment, whether accepted or rejected, reason, and date sworn in. Filed chronologically. (Daily, official.) 8 x 10 vol., ½ in., on desk. R. 363. (6310)

44. STOCKROOM RECORD, June 1, 1936 to date. Name of article, amounts ordered and on hand, amount charged out, and company to which material is charged. Filed alphabetically. (Weekly, official.) 5 x 9 cards, 6 in., in card cabinet. R. 363. (6308)

45. CORRESPONDENCE OF MAJOR BEECHER, July 1936 to date. Correspondence with the company commanders relative to special meetings, date and time of non-commissioned officers schools, selection of men from the ranks for promotion, etc. Filed alphabetically by subject and chronologically. (Daily, official.) 10 x 12 folders, 4 ft., in steel filing case. R. 327. (6296)

46. GREAT LAKES PROPERTY, July 1, 1936. Inventory of property, bedding, rifles, clothing, etc., at Great Lakes Camp. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 1½ in., in steel filing case. R. 363. (6306)

47. ORDERS, July 1936 to date. Relate to procedure in all phases of operation, i. e., circular letters from Washington, D. C., regimental orders, and quartermaster's instructions for handling Reserves on drill nights. Filed in reverse chronological order. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in steel filing case. R. 363. (6300)

48. REQUISITIONS TO WASHINGTON, July 1936 to date. Carbon copies of official requisitions for yearly supply of stationery. (Weekly, official.) 10 x 12 folders, 3 in., in steel filing case. R. 363. (6302)

NAVAL RESERVE
Armory, Foot of Randolph St., and Lake

This unit was established in Chicago in 1893 as a state organization, and was known as the Naval Militia. Later it became part of the National Naval Volunteers, which was changed by Act of Congress in 1925 to the Naval Reserve. In this organization Illinois is the 4th Area of the 9th Naval District. At this station, which is the headquarters of the area, are located the 5th, 6th, and 14th Battalions, comprising the 20th to the 28th Divisions. The office was formerly located in a brick battleship at 20 N. Michigan Avenue;

from 1893 to 1911 at an address which was later renumbered 331 N. Michigan Avenue; from 1911 to 1930 on U.S.S. Commodore, Chicago River and State Street in the winter, and at the foot of Randolph Street and the Lake in the summer. This unit is engaged in training Naval Reserves, ashore and afloat, for service in time of war and for the use of the State of Illinois. Useless papers are destroyed at the discretion of the official concerned. Records concerning the enlistment of men in the Reserve, and their discharge therefrom, are sent to the Bureau of Navigation, Washington, D. C. Other important records are sent to the headquarters of the Ninth Naval District at Great Lakes, Illinois.

49. SYSTEM OF EQUIPAGE NOTATIONS, 1917 to date. Concerns U.S.S. Wilmette engineering ordnance, guns and gunpowder, supplies and accounts, navigation, construction, and radio repairs. Filed by subject. (Daily, official.)5 x 8 cards, 2 ft., in steel card cabinet. R. 3. (1308)

50. CIRCULAR LETTERS, 1918 to date. Bulletins, orders and instructions originating in Naval Reserve headquarters, Great Lakes, Ill., and Washington, D. C. Give specific orders as to standard uniforms, equipment, and various activities of Naval Reserve. Filed alphabetically. (1918-1935, rarely; 1935 to date, daily, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 2. (1138, 1139)

51. GENERAL FILE, 1918 - 1936. Duplicate letters, instructions,reports and correspondence covering various activities on ships, inspections, powder and explosives, munitions, capacity of crew keeping watch, ships, police, etc. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 ft., in steel filing case. R. 4. (1165)

52. GENERAL CORRESPONDENCE, 1921 to date. Duplicates of letters sent and received relative to Naval Reserve Aviation, band activities, drills, Naval bulletins, circular letters, WPA projects under Naval Reserve supervision, etc. Filed alphabetically. (1921-1935, rarely; 1935 to date, daily, official.) 10 x 12 folders, 18 ft., in steel filing case. R. 2. (1166,1167)

53. GENERAL CORRESPONDENCE, 5TH, 6TH and 14TH BATTALIONS, 1921 to date. Relative to drilling, administration and instructions. Filed alphabetically. (Daily, official.) 10 x 12 folders, 14 ft., in steel filing cases. Rs. 5,6 and 7. (1161 - 1163)

54. PERSONAL RECORDS OF OFFICERS OF THE NAVAL RESERVE, 1921 to date. History of each individual enlisted in Naval Reserve in 9th District. Consists of certificates of service, class standing, continuous service certificates, efficiency reports, fitness reports, etc. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 6 ft., in steel filing case. R. 2. (1140)

55. ARMORY PURCHASE VOUCHERS, 1924 to date. Record of purchases of supplies and equipment for U.S. Naval Reserve Armory, such as chairs, office equipment, etc. Filed by subject. (Daily, official.) 11 x 15 folders, 2 ft., in steel filing case. R. 3. (1305)

56. PAY ROLLS AND PAY ROLL VOUCHERS, 1924 to date. Names, dates, and amount of pay to each person on pay roll. Vouchers are for extra allowances for officers with families. Filed chronologically and by subject. (Daily, official.) 11 x 15 bundles, 2 ft., in steel filing case. R. 3. (1306)

57. PURCHASE VOUCHERS, U.S.S. WILMETTE, 1924 to date. Record of purchases of supplies and equipment for U.S.S. Wilmette. Filed by subject. (Daily, official.) 11 x 15 folders, 2 ft., in steel filing case. R. 3.(1304)

58. SERVICE RECORDS OF THE 23RD, 24TH AND 25TH DIVISIONS, 6TH BATTALION, 1924 to date. Date, name of member, history, previous service, rating, finger-prints, date of birth, home address, telephone number and general description. Sent to Washington at end of enlistment period. Filed alphabetically. (Daily, official.) 4 x 6 vols., 10 ft., in steel filing cases. Rs. 23, 24 and 25. (1318, 1322, 1323)

59. SERVICE RECORDS OF THE 26TH, 27TH AND 28TH DIVISIONS, 7TH BATTALION, 1925 to date. Date, name of member, history, previous service, rating, fingerprints, date of birth, home address, telephone number and general description. Sent to Washington at end of enlistment period. Filed alphabetically. (Daily, official.) 4 x 6 vols., 8 ft., in steel filing cases. Rs. 26, 27 and 28. (1319-1321)

60. GENERAL FILE, 1926 to date. Uniform regulations, general and departmental orders, instructions, permits, licenses and passes, letters, bulletins of organization and management, status of vessels, ship movements, exercises, practices, communications and statistical and other reports. Filed by subject. (1926 - 1930, rarely; 1930 to date, daily, official.) 11 x 15 folders, 4 ft., in steel filing case. R. 6. (1326, 1327)

61. GENERAL REPORTS, 1926 to date. Report of estimates, inspection and survey, enlistment, fitness, leaves of absence, and materials shipped. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 4 ft., in steel filing case. R. 2. (1142)

62. MEDICAL RECORD BOOKS, 20TH, 21ST AND 22ND DIVISIONS, 5TH BATTALION, 1926 to date. Medical and dental history of enlisted men in the above listed divisions. Filed alphabetically. (Daily, official.) 4 x 6 vols., 6 ft., in steel filing cases. Rs. 20, 21 and 22. (1343 - 1345)

63. MEDICAL RECORD BOOKS, 23D, 24TH AND 25TH DIVISIONS, 6TH BATTALION, 1926 to date. Medical and dental history of enlisted men in the divisions indicated above. Filed alphabetically. (Daily, official.) 4 x 6 vols., 6 ft., in steel filing cases. Rs. 23, 24 and 25. (1340 - 1342)

64. MEDICAL RECORD BOOKS, 26TH, 27TH AND 28TH DIVISIONS, 14TH BATTALION, 1926 to date. Medical and dental history of enlisted men in the above mentioned units. Filed alphabetically. (Daily, official.) 4 x 6 vols., 6 ft., in steel filing cases. Rs. 26, 27 and 28. (1337 - 1339)

65. SERVICE RECORDS OF 20TH, 21ST AND 22D DIVISIONS, 5TH BATTALION, 1926 to date. Date, name of member, history, previous service rating, fingerprints, date of birth, home address, telephone number and general description of members of above mentioned units. Sent to Washington at end of enlistment period. Filed alphabetically. (Daily, official.) 4 x 6 vols., 8 ft., in steel filing cases. Rs. 20, 21 and 22. (1315 - 1317)

66. STATUS CARDS OF ENLISTED MEN AND OFFICERS, SEPARATED FROM SERVICE, 1928 to date. Date of appointment, file number, home address and telephone number. (Rarely, official.) 3 x 5 cards, 2 ft., in steel filing case. R. 2. (1143)

67. ARMORY EQUIPAGE, 1930 to date. Record of contracts, equipage supplies and accounts, guns, gunpowder, engineering, navigation, miscellaneous supplies, armory sub-rentals, naval reserve allowances, etc. Filed by subject. (Daily, official.) 11 x 15 folders, 2 ft., in steel filing case. R. 3. (1310)

68. GENERAL FILE OF MEDICAL DEPARTMENT, 1930 to date. Waivers, reports of examination, sanitary reports, bulletins on health, and circular letters relative to health and hygiene. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in steel filing cases. R. 9. (1313)

69. GENERAL FILE, 20TH, 21ST AND 22D DIVISIONS, 5TH BATTALION, 1930 to date. Organization and management, circular letters, reports, office supplies and equipment, communications, amusement and recreation, drills, promotion and reduction, memoranda, property requests and transfers. Filed by subject. (Daily, official.) 10 x 12 folders, 14 ft., in steel filing cases. Rs. 20, 21 and 22. (1334 - 1336)

70. GENERAL FILE, 23D, 24TH, AND 25TH DIVISIONS, 6TH BATTALION, 1930 to date. Organization and management, circular letters, reports, office supplies and equipment, communications, amusement and recreation, drills, promotion and reduction, memoranda, property requests and transfers. Filed by subject. (Daily, official.) 11 x 15 folders, 12 ft., in steel filing cases. Rs. 23, 24 and 25. (1331 - 1333)

71. GENERAL FILE, 26TH, 27TH AND 28TH DIVISIONS, 14TH BATTALION, 1930 to date. Organization and management, circular letters, reports, office supplies and equipment, communications, amusement and recreation, drills, promotion and reduction, memoranda, property requests and transfers. Filed by subject. (Daily, official.) 10 x 12 folders, 12 ft., in steel filing cases. Rs. 26, 27 and 28. (1328 - 1330)

72. HEALTH CHART AND PHYSICAL EXAMINATION REPORTS, 1930 to date. Record of physical condition of enlisted men examined periodically. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in steel filing cases. R. 9. (1314)

73. PERSONNEL FILE, 5TH, 6TH AND 7TH BATTALIONS, 1930 to date. Pay vouchers and all correspondence pertaining to individuals enlisted in these battalions. Filed by subject. (Daily, official.) 10 x 12 folders, 10 ft., in steel filing cases. Rs. 5, 6 and 14. (1303, 1311, 1312)

74. U.S.S. WILMETTE EQUIPAGE, 1930 to date. Record of squadron supplies week-end cruises, list of checks drawn, requisitions for funds, annual contracts, surveys, engineering current accounts, statements of accounts, and administrative examinations. Filed by subject. (Daily, official.) 11 x 15 folders, 4 ft., in steel filing cases. R. 3. (1309)

75. GENERAL FILE, 1933 to date. Records of organization and management, circular letters, manuals and administrative pamphlets, insurance promulgation, reports and statistics, communications, office supplies and equipment, amusement and recreation, education, travel and inspection. Filed alphabetically. (1933 - 1935, rarely; 1935 to date, daily, official.) 11 x 15 folders, 8 ft., in steel filing cases. R. 8. (1324, 1325)

76. STATUS CARDS, 1934 to date. Information relative to naval training courses, record of individual progress, work performed, number and names of courses completed, and student ratings. Filed alphabetically by name. (Daily, official.) 4 x 6 cards, 1 ft., in wooden card cabinet. R. 8. (1307)

77. ROUGH DECK LOGS, 1935 to date. Detailed report of activities and incidents on board ship while afloat, weather reports, accident and sickness records, drills, and other significant items. (Daily, official.) 6 x 13 vols., 1 ft., in steel filing case. R. 5. (1164)

78. STATUS CARDS OF ENLISTED MEN AND OFFICERS IN SERVICE, 1935 to date. Date of appointment, file number, home address and telephone number of men now in service. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in steel card cabinet. R. 2. (1141)

NAVY RECRUITING STATION
Post Office Bldg., 433 W. Van Buren St.

The date of establishment of a Navy Recruiting station in Chicago was not obtainable, however, it was determined that the office was not in operation from March, 1933 to July 1934 because of the effect of the Economy Act. The area of jurisdiction of this office is as follows: in Illinois, territory north of the line formed by the northern boundaries of Adams, Schuyler, Mason, Logan, DeWitt, Piatt, Champaign, and Vermilion Counties; in Wisconsin, territory east of the line formed by the eastern and southern boundaries of Ashland, Rusk, Sawyer, Chippewa, Eau Claire and Pepin Counties; in Michigan, territory north of the southern boundaries of Gogebic, Iron, Dickinson, Menominee, Delta, Schoolcraft, Mackinac, and Chippewa Counties; in Indiana, Lake, Porter and La Porte Counties. The recruiting substations under the jurisdiction of this office are located at Green Bay, Oshkosh, La Crosse and Milwaukee, Wisconsin and Peoria, Rockford, Rock Island and Aurora, Illinois. This office has supervision over enlistment and discharge. Copies of inspection reports are sent to the Bureau of Naval Operations.

79. ANNUAL CENSUS, Nov. 1928 - Dec. 1931. Report of enlisted personnel at this station shows name, service number, rate, and number of completed years of service. Original sent to Washington. Filed chronologically. (Never.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6921)

80. MONTHLY REPORTS AND STATISTICS, 1929 - 1932. Relate to correspondence between Commandant of the 9th Naval District and Officer in charge of this station. Filed chronologically. (Never.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6920)

81. CONTRACTS AND LEASES, 1930 - 1931. For monthly services from industrial firms; show type of service, duration of contract or lease, and symbol of appropriation from which payment will be made. Filed chronologically. (Never.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6953)

82. PROPOSALS AND BIDS, REJECTED, 1930 - 1931. Invitation, bids and acceptance on short form contracts which have been publicly opened in accordance with Navy regulations. Lowest bid is recommended for acceptance. After abstract of all bids has been tabulated, proposals before being awarded are briefed together and numbered. Filed numerically. (Never.) 9 x 11 folders, 2 ft., in steel filing case. R. 826. (6937)

83. REPORTS OF RADICAL ACTIVITIES, Apr. 1930 - Dec. 1931. Confidential reports of alleged radical activities obtained by personnel of this agency, and forwarded to the Commandant of 9th Naval District; also information on known radical activities from state and city law enforcement agencies within this district. Filed chronologically. (Never.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6919)

84. MISCELLANEOUS SUPPLY CONTRACTS, July 1930 - June 1931. With industrial firms and manufacturers for services and supplies, show name of commodity, unit price, amount, federal specifications, and symbol number of chargeable allotment. Filed numerically. (Never.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6918)

85. WEEKLY RECRUITING LETTERS, July 1, 1930 - June 30, 1932. Copies received from recruiting stations at Indianapolis, Ind., relative to deductions from or additions to quota. Filed chronologically. (Never.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6924)

86. MEDICAL OFFICER'S CRITIQUE, Sept. 1930 to date. Opinions of medical officer at this station, regarding certain individual cases submitted for examination. These statements are used to set certain precedents for guidance and assistance of recruiters. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 3 in., in steel filing case. R. 826. (6955)

87. "ALNAVS", Jan. - Dec. 1931. Orders in bulletin form, originating with Secretary or Assistant Secretary of Navy, and Chief of Naval Operations in Washington, containing administrative rulings affecting officers and conduct of entire department. Filed chronologically. (Never, confidential.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6923)

88. REQUISITIONS, INVOICES AND RECEIPTS, 1931 to date. For expendable and non-expendable property and supplies from supply depot which have been received or are in transit. Arranged by classification and filed numerically. (Daily, official.) 9 x 11 folders, 6 in., in steel filing case. R. 826. (6950)

89. TELEPHONE AND TELEGRAPH CORRESPONDENCE, Jan. - Dec. 1931. To and from communication officer of the 9th Naval District, Great Lakes Training Station relative to allotments and expenditures for telephone and telegraph service. Filed chronologically. (Never.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6922)

90. PUBLIC VOUCHER FOR PURCHASE AND SERVICE, OTHER THAN PERSONAL, Mar. 1931 to date. Pending vouchers for supplies purchased of recent date, which certify that commodities received were in acceptable condition after inspection and were procured under existing contracts. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 in., in steel filing case. R. 826. (6952)

91. MEMORANDA TO SUBSTATIONS, May 1931 - Jan. 1932. Memoranda from Indianapolis main recruiting station, setting forth the authority, jurisdiction, powers, duties, functions and responsibilities of substations. Filed chronologically. (Never.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6917)

92. MONTHLY DISBURSING RETURNS, Aug. 1932 - Sept. 1936. Schedule of disbursements, computed monthly, shows cost per recruit and enlistment, depository statement sheet listing deposits made and checks drawn, supported by public voucher. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 ft., in steel filing case. R. 826. (6961)

93. ALLOTMENT OF PAY, July 1933 to date. Shows the monthly allotment deducted by the Finance Unit and forwarded to dependents whom the sailor has designated. Filed alphabetically. (Monthly, official.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6943)

94. INVENTORIES AND SURVEYS, July 1933 to date. Annual inventory shows amount and condition of all expendable and non-expendable supplies and property. Any property found unserviceable is surveyed and when approved, is disposed of by officer in charge. Filed chronologically. (Annually, official.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6939)

95. RATION AND SUBSISTENCE ALLOWANCE, July 1933 to date. Monthly record of personnel assigned to this station, who are eligible to draw communication for quarters and rations, according to rank and rating. Disbursements, made monthly, permit personnel to live away from the ship in which sleeping or dining facilities are not provided. Filed chronologically. (Monthly, official.) 9 x 11 folders, 3 in., in steel filing case. R. 826. (6940)

96. MEDICAL RECRUITING STATISTICS, 1934 to date. Annual report to Department of Medicine, Navy Department, Washington, D. C. listing extent of each individual defect of applicants rejected due to disability. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6951)

97. PROPERTY SURVEY AND INVENTORY OF MEDICAL SUPPLIES, 1934 to date. Inventory of all medical supplies and property, charged to the Medical Department of this Recruiting Station. Relative correspondence attached. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6947)

98. REPORTS OF CASES OF SYPHILIS AND ARSENICAL TREATMENTS, 1934 to date. NMS Form A. Medical officers reports submitted to the Bureau of Surgery at Washington concerning arsenical compounds issued and subsequent reactions to treatment. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 3 in., in steel filing case. R. 826. (6948)

99. REQUISITIONS AND INVOICES FOR MEDICAL EQUIPMENT, 1934 to date. Duplicate copies of requisitions for medical equipment and expendable property which is furnished and billed by the Medical Department at Brooklyn Navy Yard. Filed by symbol and classification. (Daily, official.) 9 x 11 folders, 3 in., in steel filing case. R. 826. (6945)

100. ADMINISTRATIVE CORRESPONDENCE, July 1934 to date. To and from Chief of Bureau of Navigation at Washington, relative to Bureau of Manuals and Publications, status of shore stations, movement of vessels and aircraft; also requests for forms, communications, publicity, honors, ceremonies, Navy Day, speeches, clothing, and provisions. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6968)

101. ADVISEMENT LETTERS, July 1934 to date. Letters to recruiters of eight sub-stations to abide by certain regulations in securing applicants, detecting errors in recruiting reports, and advising against recurrence. Filed chronologically. (Daily, official.) 9 x 11 folders, 6 in., in steel filing case. R. 826. (6954)

102. COORDINATED PAPERS OF ASSIGNED APPLICANTS, July 1934 to date. Show application for enlistment, physical examination, cover check sheet, consent and declaration of guardian, medical history of applicant and family, recruiter's examination check and report of investigation by recruiters. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 6 in., in steel filing case. R. 826. (6942)

103. INDIVIDUAL'S REPORT OF WAIVERS AND REJECTIONS, July 1934 to date. Individual reports of applicants give physical descriptions, personal characteristics, previous military service, cause of rejection, and recommendation that disqualification be waived. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 6 in., in steel filing case. R. 826. (6956)

104. LOGISTICS, July 1934 to date. Records governed by the logistics of the Bureau of Navigation. Show appropriations, allotments, requisitions, funds, specifications, proposals, inventories, tires and tubes, receipts, bills of lading, survey unit, allotment of pay and official travel. Arranged by subject and filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6960)

105. MEDICAL SURVEYS, July 1934 to date. Of men enlisted through this station who have been found physically unfit for further duty. These facts are presented to a Board of Naval Officers for final decision. Upon subsequent discharge, this survey is distributed to all recruiting stations to prevent future reinstatement. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in steel filing case. (6941)

106. MOTION PICTURE CORRESPONDENCE, July 1934 to date. To and from colleges, schools, clubs, service organizations, and institutions, relative to borrowing equipment and educational films for travelogue and lecture purposes. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 in., in steel filing case. R. 826. (6946)

107. RECEIPTS AND EXPENDITURES OF MEDICAL DEPARTMENT PROPERTY, July 1934 to date. Quarterly statement to Naval Medical Department of above. Shows balance of non-expendable equipment and expendable supplies from last report, receipts during current quarter, transfer vouchers received during quarter, expenditures, operating expense, complement and medical service rendered civilians. Each report signed by Medical Officer. Reverse side contains an analysis of Supply Depot requisitions and expenditure invoices, with summary of public vouchers paid. Filed chronologically. (Daily, official.) 9 x 16 folders, 1 ft., in steel filing case. R. 826. (6969)

108. RECORD CARDS OF ALL REJECTED APPLICANTS, July 1934 to date. Form NRB 45, individual record card for each applicant rejected for enlistment in the Navy, showing name, age, place of birth, date, education, penal offenses, previous military service, and marital status. Reverse side gives a brief resume of physical examination. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 13 ft. 6 in., in 9 steel card cabinet drawers. R. 826. (6959)

109. REJECTED APPLICATIONS, July 1934 to date. Applications and miscellaneous correspondence regarding applicants who have been rejected for enlistment, due primarily, to physical disability. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 16 ft., in 8 wooden filing case drawers. R. 826. (6958)

110. REPORTS OF PHYSICAL EXAMINATION, July 1934 to date. NMS Form Y, individual record of physical examination of applicant, history of pathological examination, and recommendations of medical officer. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6964)

111. CORRESPONDENCE FROM SUBSTATIONS, Aug. 1934 to date. Recruiting correspondence received from eight substations, viz: Peoria, Aurora, Rockford, Rock Island, Illinois and Green Bay, La Crosse, Milwaukee and Oshkosh, Wisconsin. Filed by location. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6966)

112. GOVERNMENT BILLS OF LADING, Aug. 1934 to date. Copies of government bills of lading for commodities received and shipped. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 3 in., in steel filing case. R. 826. (6944)

113. PERSONNEL, Aug. 1934 to date. Reports and correspondence, relative to the personnel: geneaology and identification, physical examinations, deaths and casualties, domestic relations, amusement and recreation, educational system, misconduct and discipline, appointments to Naval Academy, quotas, rejected congressional cases, commendations, citations and medals,

promotions and demotions, leave, liberty absence and separation from service. Filed chronologically and according to the United States Navy Filing Manual. (Daily, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6967)

114. MONTHLY REPORT OF RECRUITING ACTIVITIES, Sept. 1934 to date. Reports from eight recruiting substations show total number of applicants interviewed, number submitted for examination, number rejected, and amount of effort expended on publicity. Filed by location. (Monthly, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6962)

115. REIMBURSEMENT REQUEST FOR TRAVEL, Sept. 1934 to date. Form 1012A. Travel and per diem allowance for each substation endorsed by commanding officer. Filed by location. (Monthly, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6963)

116. MONTHLY MOTION PICTURE REPORTS, Dec. 1934 to date. Report to Bureau of Naval Recruiting, New York City, listing titles and sizes of motion picture films on hand, and number of times each was shown during month. Filed chronologically. (Monthly, official.) 9 x 11 folders, 1 ft., in steel filing case. R. 826. (6965)

117. ENLISTMENT INQUIRIES, Jan. 1936 to date. Correspondence to and from prospective applicants, and persons interested in procuring information as to qualifications for enlistment in the Navy. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6949)

118. STATUS REPORT OF ACCEPTABLE APPLICANTS, June 1936 to date. Weekly report of substations within this territory, giving applicant's name, age, place of acceptance, and recommendations to the Commanding Officer of recruiter in charge. Filed chronologically. (Weekly, official.) 9 x 11 folders, 4 in., in steel filing case. R. 826. (6957)

119. WEEKLY REPORT OF ENLISTMENT, June 1936 to date. Reports received from the eight substations, showing number of applicants accepted or rejected during the weekly period. Reports are signed by substation recruiter and forwarded to this office each Monday. Filed chronologically. (Weekly, official.) 9 x 11 folders, 2 in., in steel filing case. R. 826. (6938)

EVANSTON

NAVAL RESERVE OFFICERS' TRAINING CORPS
Northwestern University

This unit of the Naval Reserve of the 9th Naval District was established in 1926 and has since, occupied quarters in the Naval Reserve Building. It is maintained for the teaching of Naval Reserve tactics and maneuvers to students. The maximum quota of students allowed to enroll is 200 and special

merit is given by Northwestern University to those who excel in this branch of training. Correspondence and reports are sent to the Bureau of Navigation, Washington, as required. The records are in good condition.

120. GENERAL CORRESPONDENCE, 1926 to date. Official correspondence regarding activities and maintenance of records; also recommendations for cruises, reports on training activities, scholastic data, reports on cruises and specific information regarding individual students. Filed by subject. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing cases. 1st floor. (1)

121. INFORMATION NOTICES, 1926 to date. Typewritten and mimeographed notices of special ceremonies, etc., of the Naval Reserve Corps; scholastic records of students, general information notices relative to Naval etiquette; courses of study and lesson assignments giving hour, building and subject. These notices are posted on bulletin boards for information regarding Naval Reserve activities. Filed numerically. (Weekly, official.) 9 x 12 folders, 1 ft., in steel filing case. 1st floor. (3)

122. STUDENT RECORDS, 1926 to date. Individual student's record contains application blank for entry into Naval Reserve Corps, copy of physical examination, contract bearing signature of student, cruise orders, and required questionnaire showing status of student. Filed alphabetically. (Daily, official.) 9 x 12 folders, 14 ft., in steel filing cases. 1st floor. (2)

GREAT LAKES

MARINE CORPS
Marine Barracks, Barracks D.

This unit was established in July, 1935 and has occupied its present quarters since that date. The Marine Barracks consists of a detachment of thirty enlisted men. They are assigned to guard duty at the north and west main gates, and to patrol duty within the station area. The detachment is administered solely by the Commanding Officer of the Marine Barracks. All reports and correspondence are addressed directly to this officer and do not go through official channels by way of the Commandant. Periodical reports, payrolls and pertinent correspondence are submitted directly to Headquarters, Marine Corps, Washington, D. C. The records are in good condition.

123. SERVICE RECORD BOOK OF ENLISTED MEN, 1930 to date. Individual military history of each enlisted man stationed at Marine Barracks. Includes fingerprints, instructions, pay account, photograph, service statement, transfer and other records; name of man, rank and date of enlistment. In event of expiration of enlistment, discharge or death, this record book is closed out and placed in custody of Headquarters Marine Corps, Washington, D. C. Upon transfer, book accompanies enlisted man. Filed alphabetically. (Daily, official.) 3 x 8 vols., 2 ft., in steel filing case. R. 2. (1355)

124. MUSTER ROLL, Jan. 1933 to date. Form NMC 107-A & I. Duplicate copies of monthly muster rolls of officers and enlisted men of Marine Barracks, showing pay number, name of man or officer and duties performed during month; also transfers, discharges and men temporarily attached to command. Arranged by rank and alphabetically. (Monthly, official.) 10 x 14 clipped sheets, 1 in., in steel filing case. R. 2. (1363)

125. TRI-MONTHLY REPORT OF COMMISSIONED AND ENLISTED PERSONNEL, July 1933 to date. Form NMC 49-A & I. Shows strength of command every ten days, i. e., authorized complement, total carried on rolls, sick in hospital, on leave, on detached duty, furlough, awaiting transfer, and total effectives. Arranged chronologically. (Weekly, official.) 10 x 15 folders, 2 in., in steel filing case. R. 2. (1365)

126. MONTHLY REPORT OF DRILLS AND INSTRUCTIONS, Dec. 31, 1934 to date. Form NMC 467-A & I. Duplicates of daily record of drills, instructions, or employment given to enlisted men of Marine Barracks. Give date, day of month, nature of drill, etc., time held and duration, number attending drill, name of officer responsible and remarks. Duties listed are informal guard mount, troop and inspection and training school. Originals are sent to Washington. Filed chronologically. (Monthly, official.) 10 x 15 folders, 1 in., in steel filing case. R. 2. (1364)

127. MORNING REPORT, Jan. 1935 to date. Form NMC 19a-A & I. Shows daily distribution of commissioned and enlisted personnel of Marine Barracks, such as number of men on duty, number on detachment list, leave or furlough, those absent with leave, sick, transferred, discharged or deserted. Filed chronologically. (Daily, official.) 10 x 15 sheets, 1 in., on clipboard. R. 2. (1357)

128. REPORT OF JOININGS, TRANSFERS AND DISCHARGES, Jan. 5, 1935 to date. Form NMC 312-A & I. Gives date, name, service number, rank, whether joined, transferred or discharged, and date, also roll on which last settled, and remarks. Made in quadruple and forwarded to following agencies: Adjutant, Inspector, Quartermaster, and Assistant Paymaster, Headquarters Marine Corps, Washington, D. C. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 in., in steel filing case. R. 2. (1360)

129. DAILY GUARD ROSTER, July 1935 to date. Shows names of enlisted men stationed at Marine Barracks assigned to guard duty, dates, and number of hours on duty, i. e., sergeant of the guard, corporal of the guard, sentries at main and north gates and those in hospital area. Filed chronologically. (Daily, official.) 10 x 15 vols., 1 in., in steel filing case. R. 2. (1358)

130. GENERAL CORRESPONDENCE FILE, July 1935 to date. Copies of correspondence, circular letters, inter-departmental memoranda, orders and printed catalogues. Most records are relative to status, subsistence, pay, quarters and duties of enlisted men stationed at Marine Barracks. Chief correspondents are: Adjutant and Inspector, Quartermaster, Assistant Paymaster, Major General Commandant, and other officers of marine units. All correspondence between Commanding Officer of Marine Barracks and outside

agencies is direct, not via District Commandant. Filed by subject. (Daily, official.) 10 x 15 folders, 6 ft., in steel filing cases. R. 2. (1353)

131. INDIVIDUAL PAY ROLL CARDS OF ENLISTED MEN, July 1935 to date. Record of man's pay account settled to include current pay period only. Shows pay number, place of enlistment, date, rating, allotment payments, amount of credits and debits, amount due and amount paid, unpaid or overpaid. Filed numerically. (Daily, official.) 6 x 8 cards, 1 in., in steel filing case. R. 2. (1361)

132. WEEKLY REPORT OF STRENGTH OF COMMAND, July 1935 to date. Duplicate copies show date, number of men carried on roll, number joined, on furlough, discharged and transferred; also present strength of command and that of previous week. Originals are submitted to Commandant. Filed chronologically. (Weekly, official.) 10 x 15 sheets, 1 in., on clipboard. R. 2. (1359)

133. MUSTER ROLL CARD, Sept. 1935 to date. For each officer and enlisted man stationed at Marine Barracks. Gives name, rank, date and place of enlistment, place and date of birth, former occupation, legal residence, name and address of next of kin, weight, height, mean circumference, date joined, and a monthly record of duties performed. Filed alphabetically. (Daily, official.) 3 x 8 cards, 2 ft., in steel filing case. R. 2. (1354)

134. SEMI-MONTHLY PAY ROLLS, Sept. 1935 to date. Form NMC 815-PM. Copies showing names of commissioned and enlisted personnel of Marine Barracks, pay numbers, ranks, amounts of credits and debits, and amounts paid and due. Arranged by rank and alphabetically. (Weekly, official.) 9 x 11 clipped sheets, 1 in., in steel filing case. R. 2. (1362)

135. DAILY RATION STATEMENT, Jan. 1937 to date. Form NMC 565-QM. Copies of daily ration statements issued by Commanding Officer of Marine Barracks and submitted to Station Personnel Officer. Show date, enlisted strength on rolls, on furlough, at Naval Hospital, and on detached duty, total deductions, rations due command, total rations claimed, total daily strength of command, and signature of Commanding Officer. Filed chronologically. (Weekly, official.) 3 x 8 forms, 6 in., in steel filing case. R. 2. (1356)

NAVAL HOSPITAL
Great Lakes Naval Training Station

In 1905 the location and erection of a Naval Hospital at some point in the Central states was under consideration, and it was decided for many reasons that the most advantageous location for a training station and Naval Hospital would be in the vicinity of Chicago. A large tract of land was sold by the Commercial Club of Chicago to the Navy, and upon twelve acres of this tract the original Naval Hospital was built. The cost of the twelve acres was approximately $24,000. The Naval Reservation and adjoining hospital is located on the west shore of Lake Michigan about thirty-eight miles noth of Chicago and four miles south of Waukegan. In 1912 the hospital reservation was increased by the leasing of land to the south and west, and in

1918 this land was purchased, consisting, in all, of 91-23/100 acres, for which the sum of $126,000. was paid. By Act of Congress, May 13, 1908, the sum of $250,000. was appropriated for the construction of the hospital. A subsequent allotment of $107,500. was made to complete the original group of hospital buildings. Construction work was started in June, 1909 and the hospital was placed in commission Octover 2, 1911. At the height of the World War, the maximum bed capacity was 3000 and in the fall of 1918, 2600 patients were under treatment, this being the maximum number of patients hospitalized up to the present date. The hospital was closed June, 1913 to May, 1914 as the number of patients declined to such an extent that it did not justify the expenditure of funds to keep the hospital open. From May, 1914 to June, 1933 the hospital was in operation continuously. It was closed June 30, 1933 and reopened in July, 1935. After reopening no Veterans' Administration allocations were made nor were veterans admitted. All necessary correspondence and periodical reports are forwarded to the Bureau of Medicine and Surgery at Washington. No other records have been sent to Washington.

Personnel Department

136. INDIVIDUAL STATISTICAL REPORTS, 1917 to date. Show complete history of hospitalized patients and disposition of each case with patient's name, rate, total service in Navy, Marine Corps or Aviation, place and date of birth, race, diagnosis, whether new admission or readmitted, and date of last enlistment. Record sent to Washington. Filed alphabetically. (1917 - Oct. 1936, seldom; Oct. 2, 1936 to date, daily, official.) 3 x 5 slips, 45 ft. 3 in., in wooden and steel filing cases. Personnel Dept. (638, 639)

137. PATIENTS' JACKETS, 1917 to date. Pending, inactive and closed hospital case records. Condensed history contains laboratory report, clinical notes, temperature charts, progress reports and final disposition of case. Filed alphabetically and numerically. (1917 - 1921, never; Jan. 1921-Dec. 1930, occasionally; Jan. 1931 to date, daily, official.) 5 x 8 and 10 x 15 envelopes, 730 ft., in 329 steel filing case drawers. Personnel Dept., and Dental Laboratory. (568, 571, 575)

138. GENERAL REGISTER OF PATIENTS, July 1917 - July 29, 1933; July 29, 1935 to date. Record of all patients who were admitted to this hospital. Gives case number, patients' name, grade or rate, diagnosis, date of admission, where admitted from, disposition, and date of final action. Filed numerically. (July 1917 - July 29, 1933, occasionally; July 29, 1935 to date, daily, official.) 10 x 15 vols., 4 ft. 4 in., on wooden shelves and on desk. Personnel Dept. (573, 578)

139. STAFF PERSONNEL JACKETS, Jan. 1921 to date. Contain personnel data and record of illness; also date of appointment, date of receipt at hospital, orders issued to him, correspondence pertinent to procedures and activities, and hospitalization records. Filed numerically. (Jan. 1921 - Dec. 1930, occasionally; Jan. 1931 to date, daily, official.) 10 x 15 envelopes, 64 ft., in 32 steel filing case drawers. Personnel Dept., and Dental Laboratory. (569, 572)

140. MUSTER CARDS, July 1921 to date. Show case number, staff or patient's name, service number, rate or rank, date of admittance or receipt, and final disposition of case. Filed alphabetically. (Daily, official.) 5 x 8 cards, 24 ft., in 24 card cabinet drawers. Personnel Dept. (570)

141. GENERAL CORRESPONDENCE AND REPORTS, July 1930 to date. Administrative and personnel correspondence and reports cover the following subjects: government policies, naval regulations, departmental orders, circular letters, letters of instruction, orders, memoranda, dispatches (outgoing and incoming), reports, statistics, publications, financial correspondence, money and logistics and all personnel. Filed by symbol according to Navy Filing Manual. (July 1930 - July 1935, never; July 1935 to date, daily, official.) 9 x 12 folders, 32 ft., in 16 steel filing case drawers. Personnel Dept. (643, 644)

142. CONTINUOUS SERVICE CERTIFICATES, July 1935 to date. Service record for men who have served more than four years in the Navy. Gives enlisted man's name, certificate number, sheets showing money expended, identification record, beginning of duty, changes in rating and location, subsequent certificates issued, and quarterly marks. Filed alphabetically. (Quarterly, official.) 4 x 6 folders, 3 ft., in 2 steel filing case drawers. Personnel Dept. (641)

143. MOVEMENT OF POPULATION, July 1935 to date. Daily record of patients and staff personnel who were admitted, transferred or separated from this hospital. Shows date, names of patients or staff members, whether received or transferred, service number and rate or rank. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. Personnel Dept. (649)

144. RECORD OF MATTER MAILED, July 1935 to date. Daily record of outgoing mail. Gives date, name and address of correspondents, and complete description of subject matter. Filed chronologically. (Daily, official.) 9 x 15 vols. (2), 2 in., on desk. Personnel Dept. (645)

145. RECORD OF ORDERS TO RATE OR DISRATE, July 1935 to date. Record of ratings, disratings, checkages, desertions, discharges, absences, extra compensations, stragglers and new accounts. Information is submitted to disbursing officer for correcting accounts. Gives order number, date, name, rate, date effective, action taken and remarks. This record was instituted upon the re-opening of this hospital in July 1935 and is retained as an accurate account of irregularities and changes in designation. Filed chronologically. (Monthly, official.) 9 x 15 vol., 2 in., on desk. Personnel Dept. (646)

146. STAFF AND PATIENTS' HEALTH RECORDS, July 7, 1935 to date. Individual health records give name, service number, rank or rate, dental treatment, physical examinations, medical abstracts, and history. Filed alphabetically. (Daily, official.) 3 x 9 folders, 1 ft. 6 in., in steel filing case. Personnel Dept. (640)

147. STAFF AND PATIENTS' SERVICE RECORDS, July 24, 1935 to date. Pertain to men in service less than 4 years showing patient's name, service number, citizenship, enlistment date, place of enlistment, previous naval service if any, rating, date of discharge, character rating, patient's history, fingerprints, service school record, authorized leave and absence from duty. Filed alphabetically. (Daily, official.) 3 x 9 folders, 2 ft. 6 in., in 2 steel filing case drawers. Personnel Dept. (642)

Accounting Department

148. CHARGE REGISTER, July 1, 1923 to date. Covers cash expenditures at this hospital and gives quarter, date entered, voucher, requisition and allotment numbers, payee, explanation, credits, debits, and balance carried forward. Filed chronologically. (Daily, official.) 12 x 17 loose-leaf books, 4 in., on desk. Accounting Dept. (562)

149. DEALERS' FILES, July 1923 to date. Contain correspondence, quotations, and catalogues from approximately 400 dealers, covering articles of their manufacture or services rendered. Data used in preparing requests, equipment, etc. Filed alphabetically. (Occasionally, official.) 10 x 14 folders, 4 ft., in 2 steel filing case drawers. Accounting Dept. (592)

150. EXPENSE ANALYSIS REGISTER, July 1, 1923 to date. Record of operation cost of hospital by departments. Covers administrative, wards, operating room, x-ray, hydro and physio-therapy, dispensary, dental laboratory, care of the dead, laundry, transportation, heat, light, power, maintenance of buildings and grounds, commissary, nurses' and hospital corps' quarters, pay, special instructions, and reserve for depreciation. Filed chronologically. (Daily, official.) 14 x 17 loose-leaf books, 3 in., on desk. Accounting Dept. (560)

151. FINANCE CORRESPONDENCE, July 1923 to date. Pertains to financial dealings maintained in accordance with the Naval Filing Manual. Covers transfers, loans, heating plants, telephone, coal, streets and roads, annual reports, proposals, bids, alterations, budgets, fire alarm systems, schedules, inspections, bills of lading, and water. Filed by subject. (Daily, official.) 9 x 12 folders, 6 ft., in 3 steel filing case drawers. Accounting Dept. (597)

152. GENERAL LEDGER, July 1, 1923 to date. Consolidation of nominal and real accounts. Covers capital, real estate, land and buildings, equipment, stores, medical supply depot, other naval supplies, vouchers payable, transfer vouchers issued and received, operating expenses, inventory, adjustments, contingencies and losses, pay, special instruments, and reserve for depreciation. Filed chronologically. (Daily, official.) 8 x 12 vols., 2 in., on desk. Accounting Dept. (559)

153. INSPECTION CALLS, July 1923 to date. Orders received for inspection of services or supplies. Give date, by whom supplied, date of receipt of order, date inspection completed, class and item numbers, quantity required in unit, description and specifications of articles, quantity delivered and passed, and certification of accepting officer. Filed chronologically. (July 1923 - July 1936, occasionally; July 1936 to date, daily, official.) 10 x 15 envelopes, 25 ft., in 13 steel filing case drawers. Personnel and Accounting Depts. (593, 598)

154. JOURNAL, July 1, 1923 to date. Daily record of debits and credits. Gives month, description of entries showing to which account applicable, summary of debits and credits, and balance carried forward. Filed chronologically. (Daily, official.) 9 x 14 vols., 2 in., on desk. Accounting Dept. (561)

155. REAL ESTATE, LAND AND BUILDING LEDGER, July 1, 1923 to date. Gives description, origin and cost of all items, buildings, utilities and land under the jurisdiction of this station. Contains record of expenditures and receipts showing date, voucher or authority, description, unit, price and value. Filed chronologically. (Daily, official.) 8½ x 14 vols., 3 in., on desk. Accounting Dept. (558)

156. REQUISITIONS, July 1923 to date. For supplies and services. Give date, bureau, contract and schedule numbers, appropriation, purpose, item number, article or service, specifications, quantity, unit, unit price, and total amounts. Filed numerically. (July 1923 - July 1936, occasionally; July 1936 to date, daily, official.) 10 x 15 envelopes, 25 ft., in 13 steel filing case drawers. Personnel and Accounting Depts. (595, 600)

157. VOUCHERS, July 1923 to date. Give voucher and account numbers, date, total allotment, amount of voucher, balance and enumeration of items, item and stock numbers, description, quantity on hand and requested, and value. Filed numerically. (July 1923 - July 1936, occasionally; July 1936 to date, daily, official.) 10 x 15 envelopes, 26 ft., in 13 steel filing case drawers. Personnel and Accounting Depts. (594, 599)

158. QUARTERLY RATION RETURN, July 1926 to date. Report of average cost of rations; shows division of cost per patient, staff personnel, civil employees and meals furnished for cash; also statement of receipts and expenditures for provisions covering a quarter, together with an inventory of provisions actually carried forward from previous quarter. Receipts and expenditures of provisions are shown with a net gain or loss. Filed chronologically. (Daily, official.) 8½ x 14 loose-leaf books, 2 in., on desk. Accounting Dept. (567)

159. BOARD REPORTS, 1928 to date. Copies of physical and mental examinations by statutory and supervisory examining boards. Separate envelope for each year's examinations contains physical examination, copy of applicants record, proceedings of board, medical and mental precepts, practical examination, and waiver of statutory rights. Filed chronologically. (Occasionally, official.) 12 x 14 envelopes, 2 ft., in steel filing case. Accounting Dept. (564)

160. SUMMARY AND DECK COURTS MARTIAL, 1928 to date. Separate envelope for each court meeting contains record of proceedings. Covers defendants singly and in groups, giving detailed reason for court martial, report of complete proceedings, and disciplinary action taken. Filed chronologically. (Occasionally, official.) 12 x 14 envelopes, 1 ft., in steel filing case. Accounting Dept. (563)

161. ADMINISTRATIVE CORRESPONDENCE, July 1935 to date. To and from individuals, firms, bureaus, contractors, departments, training station and the administrative office, pertaining orders, weekly, monthly and annual reports, requests, addresses, celebrations, projects, compensations, ward room mess, budgets, coal, allotment of appropriation, specifications, proposals, contracts, laboratory tests, salaries and wages, electric systems, boiler plants, telephones, schools, physical examinations, treatments, complaints, indebtedness, roster of officers and efficiency. Used by hospital commandant to determine status of hospital activities. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 2 steel filing case drawers. Accounting Dept. (565)

162. OFFICER'S PERSONNEL JACKETS, July 1935 to date. Contain data relative to leaves of absence, assignment of quarters, personnel correspondence, movement of household goods, copies of orders to change duty, promotions, transfers, separations, and any other activities relative to officers. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 in., in steel filing case. Accounting Office. (566)

Maintenance Department

163. BLUEPRINTS, 1917 to date. Contain measurements and illustrations of structures, roads, sewers, power plant, and electrical equipment; also necessary alterations, repairs or additions. Filed by subject. (Occasionally, official.) Variously sized loose sheets, 1 ft., on desk. Maintenance Dept. (754)

164. CORRESPONDENCE AND REPORTS, 1924 to date. Relative to accident prevention, awnings, water heaters, tools, oxygen and hydrogen, paint, cement, hardware, steam fittings, insulation, dishwashing machines, electric ranges and appliances, heating systems, incinerators, mowers, motors, radio parts, safety equipment, coal, alterations, and job orders. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. Maintenance Dept. (753)

165. REQUISITIONS FOR SUPPLIES, 1930 to date. Cover orders for the following departments: garage, paint shop, power house, plumbing shop, electric shop, carpenter shop, laundry, buildings and grounds. Requisitions consist of a letter submitted to the property office which is retained until expiration of time limit, and then destroyed. Filed chronologically. (1930-Jan. 1936, occasionally; Jan. 1936 to date, daily, official.) 9 x 12 loose sheets, 1 ft. 6 in., in steel filing case and on clipboard. Maintenance Dept. (751, 752)

Officer of the Day

166. OFFICER OF THE DAY RECORD, Nov. 14, 1935 to date. Daily record of procedures and activities posted by the officer of the day, showing day and date, time and description of inspection of various departments, buildings and grounds, sick calls, colors, checking in and out of authorized leaves, and census. Filed chronologically. (Daily, official.) 9 x 15 vols. (2), 3 in., on desk. Officer of the Day's Office. (746)

Chief Nurse's Office

167. NURSES' JACKETS, 1916 to date. Contain name, rank, dates appointed and reported, and name of nearest relative or guardian, letter of appointment, copies of all orders, reports, requests, information slips and other official papers, and reason for separation or discharge. Filed alphabetically. (Older records, occasionally; later records, daily, official.) 9 x 12 folders, 2 ft. 3 in.,in 2 steel filing case drawers. Chief Nurse's Office. (739, 740)

168. RECORD OF NURSES, 1916 to date. Gives nurse's name, rank, date reported for duty, place from which assigned, and reason for separation from service. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 1 in., in 2 wooden card cabinet drawers. Chief Nurse's Office. (737, 738)

169. NURSES' DETAIL, July 29, 1935 to date. Semi-monthly report shows tour of duty of all nurses and leave taken. Contains inclusive dates of semi-monthly period, names of nurses, hours and places of duty, record of off-duty or time excused from duty, and signature of chief nurse and executive officer. Filed chronologically. (Semi-monthly, official.) 9 x 12 folders, ½ in., in desk drawer. Chief Nurse's Office. (768)

170. NURSES' DUTY RECORD, July 29, 1935 to date. Monthly summary of daily postings of nurses' day and night duty. Shows month, name and rank of all nurses, chronological postings of time and place on duty, record of sick and annual leave, and time of reporting to or transfer from station. Filed chronologically. (Daily, official.) 9 x 15 vol., 1 in., on desk. Chief Nurse's Office. (770)

171. NURSES' MONTHLY RETURN, July 29, 1935 to date. Shows status of all nurses in service at this activity, nurse's name and rank, leave taken during month, when last paid, illness, transfers, discharges, appointments, and remarks. Filed chronologically. (Monthly, official.) 9 x 12 folders, ½ in., in steel filing case. Chief Nurse's Office. (766)

Clinical Laboratory

172. AUTOPSY AND BIOPSY SLIDES, 1932 to date. Glass slides show tissues taken from deceased and living persons, date, patient's name, and file number of folder in which report covering findings may be found. Filed numerically. (Seldom, official.) 1 x 3 glass slides, 15 ft., in 30 wooden boxes. Laboratory. (596)

173. LABORATORY EXAMINATIONS, July 1935 to date. Record of laboratory examinations of the following types: urinalysis, hematology, parasitology, chemistry, bacteriology, pathology, serology, gastric analysis, spinal fluid, and skin sensitization; also gives date, patient's name, ward, rate,diagnosis, exact information desired and findings. Filed chronologically. (July 1935 - Oct. 1936, seldom; Oct. 1, 1936 to date, occasionally, official.) 9 x 12 folders and bundles, 2 ft. 5 in., in 2 steel filing case drawers. Laboratory. (589, 591)

174. VACCINATION AND INOCULATION RECORDS, July 1935 to date. Covers periodical administration of serums, toxins, and anti-toxins to patients and staff at this hospital, giving date, name, rate or rank, type of treatment, result of treatment, and record of subsequent examinations. Filed chronologically. (Seldom, official.) 9 x 12 vols., 2 in., in desk. Laboratory. (585)

175. BASAL METABOLISM RECORDS, Aug. 1935 to date. Show all patients and staff who have received metabolism tests in this laboratory, examination number, patient's name, date, description of findings, and formula. Filed chronologically. (Occasionally, official.) 8 x 14 vol., 1 in., in desk. Laboratory. (586)

176. ELECTRO-CARDIOGRAPHIC RECORDS, Nov. 1935 to date. Record of all patients and staff electro-cardiographed in this laboratory. Gives case number, patient's name, rate or rank, ward or department, doctor requesting examination, date of examination, and description of findings. Filed chronologically. (Occasionally, official.) 8 x 14 vol., 1 in., in desk. Laboratory. (590)

Operating Room

177. OPERATION RECORD, Aug. 13, 1935 to date. Record of all major and minor operations performed at this station. Gives date, serial numbers for the month, name, rate, diagnosis, description of operation, anaesthetic, method of administering, and names of surgeon and assistants. Filed numerically. (Occasionally, official.) 10 x 14 vols., 2 in., on desk. Operating Room. (582)

Eye, Ear, Nose and Throat Department

178. EYE EXAMINATIONS, July 29, 1935 to date. Record of patients examined for glasses or other eye ailments. Gives patient's name and address, rate, age, date, by whom referred, description of tests made, history and treatment, and remarks pertinent to advancement of case. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in desk drawer. Eye, Ear, Nose and Throat Dept. (744)

179. OPTICIANS' PRESCRIPTIONS, July 29, 1935 to date. Copies of prescriptions for eye glasses issued to patients. Give patient's name, and prescription number, date, description and specifications, type of lenses required, and signature of physician. Prescriptions prepared in duplicate; original given to patient for procuring glasses and duplicate retained here. Filed numerically. (Daily, official.) 5 x 8 vol., 1 in., in desk drawer. Eye, Ear, Nose and Throat Dept. (743)

180. EXAMINATION AND OPERATION RECORD, Sept. 20, 1935 to date. Record of out-patients' eye, ear, nose and throat examinations and operations. Gives case number, date, patient's name, rate or rank, diagnosis, anaesthesia, type of operation, physician performing operation or examination, and treatment prescribed. Out-patients comprise members of families of enlisted men. Filed numerically. (Daily, official.) 5 x 9 vols., 2 in., on desk. Eye, Ear, Nose and Throat Dept. (745)

X-Ray Laboratory

181. RADIOGRAPHIC REPORTS, 1930 - 1933; Aug. 5, 1935 to date. Records of patients x-rayed at this laboratory. Show patient's name, file number, dates, diagnosis, rate, ward doctor by whom referred, examination desired, description of findings and final disposition of case. Filed numerically. (1930 - 1933, never; Aug. 5, 1935 to date, occasionally, official.) 14½ x 17½ envelopes, 31 ft., on floor and in 3 steel filing case drawers. Storage and X-Ray Laboratory. (574, 576)

182. REGISTER OF PATIENTS X-RAYED, Aug. 5, 1935 to date. Record of all patients x-rayed since hospital re-opened in 1935. Gives x-ray number, date, patient's name, status, part x-rayed, and size and number of films used. Filed numerically. (Frequently, official.) 8 x 14 vol., 1 in., on desk. X-Ray Laboratory. (583)

Physio-Therapy

183. PHYSIO AND HYDRO-THERAPY TREATMENTS, Mar. 1936 to date. Monthly record, posted daily, of treatment of hospitalized and out-patients in this department. Comprises the following types of treatment: ultra-violet ray, galvanic, radio-therapy, therma-therapy, massage and hydro-therapy. Gives patient's name, rate or rank, type of treatment given and number of patients admitted and discharged. Filed chronologically. (Daily, official.) 9 x 15 vol., 1 in., on desk. Physio-Therapy Department. (611)

Dental Office

184. DENTAL OPERATION AND TREATMENT RECORD, July 1935 to date. Monthly report of dental operations and treatments performed. Contains a summary of the following: fillings, extractions, anaesthesial pulps extirpated, root canal fillings, prosthetic restorations and other miscellaneous treatments; also number of persons for whom dental charts were made, dental treatment undertaken, and total number of sittings. Prepared in triplicate; original sent to Washington, duplicate to personnel office, and triplicate retained here. Filed chronologically. (Never.) 9 x 12 folders, 2 in., in steel filing case drawer. Dental Office. (648)

185. APPOINTMENT BOOK, Sept. 4, 1935 to date. Daily record of all dental appointments made for patients and personnel. Gives date, appointment number, patient's name, rank or rate, ward or department, and description of services rendered. Filed numerically. (Daily, official.) 6 x 12 vols. (2), 3 in., on desk. Dental Office. (647)

Pharmacy

186. NUMBERED PRESCRIPTIONS, Nov. 18, 1912 to date. Show date, department, ward or patient to whom issued, quantities and description of ingredients, signature of authorized physician, and number given prescription by pharmacist. Retained permanently. Filed numerically. (Nov. 18, 1912 - Aug. 1935, seldom; Aug. 1, 1935 to date, frequently, official.) 4 x 4 bundles and loose sheets, 6 ft. 3 in., on wooden shelf and on clipboard. Pharmacy storeroom. (588, 601)

187. NARCOTIC PRESCRIPTIONS, Oct. 1927 to date. Give date, department, ward or patient to whom issued, quantities and description of narcotics, and signature of authorized physician. Filed chronologically. (Oct. 1927 - July 1935, seldom; July 1935 to date, occasionally, official.) 8 x 14 vols., 1 ft., on wooden shelf and in ledger. Pharmacy storeroom. (580, 581)

188. ALCOHOL PRESCRIPTIONS, Mar. 1929 to date. Prescriptions for alcohol and alcoholic compounds. Show date, department, ward or patient to whom issued, quantities and description of alcohol, and signature of authorized physician. Filed chronologically. (Mar. 1929 - July 29, 1935, seldom; July 29, 1935 to date, occasionally, official.) 8 x 14 vols., 1 ft., on wooden shelf and on desk. Pharmacy storeroom. (577, 584)

189. UNNUMBERED PRESCRIPTIONS, Dec. 1929 to date. Medicine prescribed by physicians for patients and staff at this hospital. Give date, department, ward or patient to whom issued, quantities and description of ingredients, and signature of authorized physician. Filed chronologically. (Never.) 4 x 4 bundles and slips, 4 ft. 3 in., on wooden shelf and clipboard. Pharmacy storeroom. (587, 602)

190. MEDICAL STOREROOM INVENTORY LEDGER, Aug. 25, 1935 to date. Record of alcohol, narcotics and poison. Gives name of article, date received, requisition number, amount received, date, and to whom issued, amount issued, prescription number, and balance on hand. Filed chronologically. (Daily, official.) 10 x 15 vols., 2 in., on desk. Pharmacy. (579)

Commissary Department

191. COMMISSARY LEDGER, July 1935 to date. Monthly record, posted daily, of dealers' contracts and dry provisions. Gives date, commodity, unit price, balance carried over from previous month, quantities received and expended, balance on hand at end of month, and monthly recapitulation. Filed chronologically. (July 1935 - July 1936, never; July 1936 to date, daily, official.) 12 x 20 loose-leaf books, 4 in., on desk. Commissary storeroom. (793, 794)

192. DEALERS' JACKETS, July 1935 to date. Correspondence, vouchers, orders, delivery slips, monthly bills, and miscellaneous items. Filed alphabetically. (July 1935 - July 1936, never; July 1936 - Jan. 1937, occasionally; Jan. 1937 to date, daily, official.) 10 x 14 folders, 5 ft. 9 in., in 4 wooden filing case drawers and 2 steel filing case drawers. Commissary storeroom. (790 - 792)

193. GENERAL CORRESPONDENCE AND REPORTS, July 1, 1935 to date. Vouchers, developments, plans, projects, building program, changes in navy regulations, general orders, commissary officer personnel, organization, management, annual, semi-annual, quarterly, monthly, semi-monthly, weekly and daily reports, ration memoranda, inspections, and tests. Filed by subject. (July 1, 1935 - July 1, 1936, seldom; July 1, 1936 to date, daily, official.) 10 x 14 folders, 2 ft., in wooden and steel filing cases. Commissary storeroom. (796, 797)

194. RECORD OF VOUCHERS AND RECEIPTS, July 1935 to date. Public vouchers issued and receipts for dry stores received. Voucher shows month, voucher number, date, firm, and amount. Receipt gives invoice number, data and the amount. Filed numerically and chronologically. (Daily, official.) 9 x 15 vols., 3 in., on desk. Commissary. (795)

Medical Storeroom

195. STOCK EQUIPMENT LEDGERS, 1917 to date. Accounts of non-expendable property such as hospital nursing equipment, surgical instruments, eye, ear, nose and throat instruments, bedding, linen, dispensary, laboratory and x-ray equipment, electro and hydro-therapy, medical books, miscellaneous hospital equipment, dental instruments and appliances, occupational therapy supplies, fracture appliances, galley equipment, kitchen utensils, silverware, laundry electrical equipment, power and hand tools, maintenance materials, power plant equipment, miscellaneous railroad transportation, garage tools, gas pumps and oil barrels, carpenter and paint shop equipment, ground tools, ground equipment, officers' and nurses' quarters, and miscellaneous furniture. Filed alphabetically. (Inactive records, seldom; active, daily, official.) 9 x 15 loose-leaf books, 4 ft., on wooden shelves and on desk. Medical storeroom. (749, 750)

196. EXPENDABLE STOCK LEDGERS, 1930 to date. Closed accounts for items received from medical supply depot as follows: drugs, tablets, hypodermic tablets, biologicals, diets, surgical instruments and appliances, surgical dressings, dispensary and laboratory supplies, re-agents, stains, miscellaneous hospital and nursing supplies, stationery, x-ray supplies, mortuary supplies, dental instruments, appliances and accessories, dental fracture appliances, laboratory material, precious metals, dental medical preparations, dressings, and blank forms; material received from local supply officer on stub requisitions, arranged in accordance with federal stock catalogue; open purchase ledger for items bought directly from manufacturer or local retailer. Filed alphabetically. (Daily, official.) 9 x 15 loose-leaf books, 8 ft., on wooden shelves and on desk. Medical storeroom. (747, 748)

Ward Records

197. DRUG BOOKS, July 29, 1935 to date. Daily records of drugs received from pharmacy, other than prescriptions. Give date, description of drugs, quantity required and whether refill or new issue; also signatures of authorized physician and pharmacist. Filed chronologically. (Daily, official.) 5 x 8 vols., 7 in., on desks. Wards A, B, C and D. Sick Officers' Quarters and Ward in Unit 12. (767, 771, 773, 775, 777, 779)

198. ADMISSION BOOKS, Aug. 4, 1935 to date. Daily records of all patients admitted to this ward. Give date, patient's name, rate, diagnosis, religion, date and place of birth, place from which submitted, nearest relative or guardian, and record of case after separation or transfer. Filed chronologically. (Daily, official.) 9 x 15 vols., 1 ft., on desks. Wards A, B, C and D, Sick Officers' Quarters and Ward in Unit 12. (765, 769, 772, 774, 776, 778)

199. DOCTORS' ORDER BOOKS, Nov. 19, 1935 to date. Records, posted by ward nurse or corps man, of special orders for doctors attending patients in this ward. Show date, time of day or night, description of orders or treatment to be administered, and disposition made; also signature of physician acknowledging order. Filed chronologically. (Daily, official.) 5 x 8 vols., 1 ft., on desks. Wards A, B, C and D, Sick Officers' Quarters and Ward in Unit 12. (630, 631, 760 - 762)

200. NIGHT AND DAY REPORTS, Jan. 1, 1936 to date. Nurses' records, covering twenty-four hour period, showing activities in these wards. Give date, previous day's census, admissions, discharges, transfers to other wards, those admitted from other wards, census remaining, and name of corps man on watch; also days' orders showing patients' names, rates, diagnosis, and special treatment. Filed chronologically. (Daily, official.) 9 x 15 vols., 6 in., on desks. Wards A, B, C and D, Ward in Unit 12 and Sick Officers' Quarters. (624 - 629)

201. TEMPERATURE BOOKS, Feb. 3, 1936 to date. Periodical records of patients' temperatures. Give date, patient's name, number of times temperature is to be taken, and record of temperature readings; also signature of ward nurse in charge. Filed chronologically. (Daily, official.) 5 x 8 vols., 6 in., on desks. Wards A, B, C, D, Ward in Unit 12 and Sick Officers' Quarters. (755 - 758, 763, 764)

202. DIET SHEETS, current. Daily summaries of diets for all patients in these wards. Show date, total number of patients, regular diets in mess room, ward or rooms, and light, soft, special and liquid diets, milk served in wards. Each patient's name is given, his type of diet, and remarks. Prepared in duplicate; original to record office and then to dietetic department and duplicate retained here. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in desks. Wards A, B, C and D, Ward in Unit 12 and Sick Officers' Quarters. (612 - 617)

203. LIBERTY LISTS, current. Daily reports of patients entitled to special privileges. Give date, patient's name, rate, time special privilege begins and expires, and remarks pertinent to activities; also signature of executive surgeon. Prepared in duplicate; original to record office and duplicate retained here for current month. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., on desks. Wards A, B, C and D, Sick Officers' Quarters and Ward in Unit 12. (618 - 623)

204. WARD REPORTS, current. Daily records of ward activities and changes. Give ward name or number, date, beds occupied and unoccupied, patients remaining from last report, admitted to hospital or from other wards, discharged from hospital to other wards, total admitted, discharged and remaining; also changes in ward since last report showing patients' name, rate, and disability. Prepared in duplicate; original to record office and duplicate retained here for current month. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in desks. Wards A, B, C and D, Ward in Unit 12 and Sick Officers' Quarters. (632 - 637)

Library

205. CIRCULATION RECORDS, July 29, 1935 to date. Cards retained inside covers of books are removed when books are borrowed and replaced when books are returned. Giver author's name, title of book, date, name of borrower, department or ward in which located, and date returned. Filed alphabetically. (Daily,official.) 3 x 5 cards, 3 in., in wooden card cabinet. Library.(742)

206. CATALOGUE AND SHELF LIST, May 1936 to date. Record of fiction and non-fiction, showing shelf on which located, name of author, title of book, date published, date of receipt in library, whether purchased or donated, and name of donor or purchase price. Filed alphabetically and numerically. (Daily, official.) 3 x 5 cards, 8 ft., in 8 wooden card cabinet drawers. Library. (741)

NAVAL RESERVE AVIATION BASE

(A) Building No. 54
(B) Building No. 1510-B
(C) Storehouse

In 1917 and 1918, a Naval Air Station was established at Great Lakes, Illinois. The Administration Building was erected near the Boat House and a steel framed hangar was built on the lake front. In 1921, the air station was placed out of commission. The aviation mechanics school was established during the World War, and consisted of two main buildings and accessory structures, such as test stand, forge shop, and oil storage. During the war, the enrollment reached a high number and after the war this school was continued as an advanced school for aviation ratings. A lease for the Curtiss-Reynolds Airport, Glenview, Illinois was consummated by the Navy Department in Octover, 1936. Contingent upon completion of alterations, the Naval Reserve Aviation Base and Squadron VN-10RD-9 will be moved to Curtiss airport. All correspondence and reports are forwarded to Washington through the Commandant.

207. EXPENDABLE STOCK CARDS, 1924 to date. Record of expendable items received, issued, and on hand at this hangar. Gives card number, date, call or invoice number, received from or issued to, quantity and balance on hand, stores' account, unit price, stock number, name of article, and specifications or dimensions. Filed alphabetically. (Daily, official.) 5 x 8 cards, Kardex system, 3 ft., in steel card cabinet. Stockroom (Bldg. B). (1086)

208. STOCK LEDGER, 1924 to date. Record of expendable and non-expendable items purchased. Gives name of article, date, quantity received, voucher or requisition number, unit, unit price, quantity issued and balance on hand. Filed alphabetically. (Daily, official.) 9 x 15 loose-leaf books, 6 in., on desk. Office (Bldg. A). (1040)

209. BASE CORRESPONDENCE, 1926 to date. Relates to projects, plans, manuals, uniform regulations, circular letters, instructions, permits, licenses, distribution of units, district orders, blank forms, operations of aircraft, gunnery exercises, aircraft and balloon races, trophies, communication instrument correspondence, publicity, censorship, and intelligence. Filed by subject. (1926 - 1931, never; 1931 - 1936, occasionally; 1936 to date, daily, official.) 9 x 12 folders, 10 ft., in 4 steel filing case drawers and on floor. Storehouse and Office. (Bldgs. A and C). (1051 - 1053)

210. BASE REPORTS, 1926 to date. Annual, quarterly and monthly reports relative to small boats, aviation ordnance equipment, auto and truck service, radio code procedure and practice, naval reserve aircraft, engines and parachutes, condition of readiness, floats, standard spare parts, flight orders, progress and syllabus flying, personnel and naval examining boards. Filed by subject. (1926 - 1931, never; 1931 - 1936, occasionally; 1936 to date, daily, official.) 9 x 12 folders and bundles, 1 ft. 8 in., in 4 steel filing case drawers. Storehouse and Office (Bldgs. A and C). (1039, 1041, 1054)

211. QUARTERLY RETURNS, 1927 to date. Reports of receipts and expenditures of title "B" material. Give date, balance on hand from last return, total received during quarter and on hand; also amount expended since last return, transfers, lost by survey and balance remaining on hand. Filed chronologically. (1927 - 1930, never; 1930 - 1936, occasionally; 1936 to date, quarterly, official.) 9 x 12 folders and bundles, 1 ft. 8 in., on floor and in 2 steel filing case drawers. Storehouse and Office (Bldgs. A and C). (1034, 1036, 1047)

212. SQUADRON CORRESPONDENCE, 1927 to date. Relates to operations of aircraft, projects, gunnery exercises, manuals, trophies, regulations, circular letters and instructions, permits, licenses, distribution of units, district orders, aircraft and balloon races, publicity, censorship, communication instructions and intelligence. Filed by subject. (1927 - 1930, never; 1930 - Jan. 1937, occasionally; 1937 to date, daily, official.)9 x 12 folders and bundles, 7 ft. 6 in., on floor and in 4 steel filing case drawers. Squadron Office storeroom (Bldg. A). (1064, 1069, 1072)

213. SQUADRON REPORTS, 1927 to date. Annual, semi-annual, quarterly, and monthly reports relative to naval reserve aircraft, engines and parachutes, condition of readiness, floats, standard spare parts, flight orders, certificates and schedules, pilot flying progress and syllabus flying, personnel, roster of officers, fuel oil and gasoline, and reviews and war games. Filed by subject. (1927 - 1930, never; 1930 - Jan. 1937, occasionally; Jan. 1937 to date, daily, official.) 9 x 12 folders and bundles, 1 ft. 8 in., on wooden shelves and in 2 steel filing case drawers. Squadron Office storeroom (Bldg. A). (1058, 1067, 1073)

214. LOCAL PURCHASES, 1929 to date. Purchase orders, correspondence relating to type, cost and delivery date, requests for catalogues, specifications and other data relative to aircraft. (1929 - 1933, never; 1933 - 1936, occasionally; 1936 to date, daily, official.) 9 x 12 folders and bundles, 5 ft., on floor and in 2 steel filing case drawers. Dirty. Storehouse and Office (Bldgs. A and C). (1044, 1045, 1079)

215. REQUISITIONS, 1929 to date. Cover equipment and supplies for use at this activity. Show requisition number, date, schedule number, appropriation, purpose, item number, description of articles or services, quantity, unit, unit price, and amount. Filed numerically. (1929 - Jan. 1932, never; Jan. 1932 - Jan. 1936, occasionally; Jan. 1936 to date, daily, official.) 9 x 12 folders and bundles, 4 ft., on floor and in 2 steel filing case drawers. Storehouse and Office (Bldgs. A and C). (1048 - 1050)

216. BASE PERSONNEL RECORDS, 1930 to date. For each person attached to the base; contain correspondence relative to personal activities and relative to orders, leaves of absence, transfers to other units, and claims. Filed alphabetically. (Occasionally, official.) 10 x 14 folders, 1 ft., in steel filing case. Office (Bldg. A). (1043)

217. DIRECTORY OF BASE PERSONNEL, 1930 to date. Record of all persons attached to the Naval Reserve Aviation Base. Gives officer's or enlisted man's name, address and telephone number. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 2 in., in steel filing case. Office (Bldg.A). (1037)

218. SERVICE RECORDS, 1930 to date. Records of all enlisted men at this activity show name, service number, citizenship, date of enlistment, previous naval service, past history, fingerprints, identification, extent of education, authorized leaves, absence from duty, beneficiaries, and remarks relative to service. Filed alphabetically. (Occasionally, official.) 3 x 8 folders, 1 ft., in steel filing case. Office (Bldg. A). (1042)

219. SQUADRON PERSONNEL RECORDS, 1930 to date. For each individual attached to the squadron; contain correspondence pertinent to personal activities, orders, leaves of absence, transfers to other units, and claims. Filed alphabetically. (Weekly, official.) 10 x 14 folders, 2 ft., in steel filing case. Squadron Office (Bldg. A). (1074)

220. STUB REQUISITIONS, 1930 to date. For material and supplies issued by local supply storekeeper or purchased by supply officer. Show date, stub number, department, appropriation, job order or account, stock number, description of artile, quantity required, unit, unit price, and extensions. Filed numerically. (1930 - 1934, never; 1934 - 1936, occasionally; Oct.1936 to date, daily, official.) 5 x 8 bundles and sheets, 4 ft., on floor and in 2 steel filing case drawers. Dirty. Storehouse and Office (Bldgs. A and C). (1046, 1078, 1080)

221. WATCH LISTS AND DETAILS, July 17, 1931 to date. Names of personnel on watch each day at Land plane hangar and seaplane base. Give month, number of men assigned to watch duty, days of watch, corrections or changes, and signature of commanding officer. Filed chronologically. (Daily, official.) 9 x 15 loose sheets, 2 in., on clipboard. Office (Bldg. A). (1055)

222. TRAINING ORDERS, July 18, 1931 to date. Flight operation orders issued by the commanding officer cover instructions, regulations and specific orders. Addressed to base personnel, including pilots affiliated with the base. Filed chronologically. (Occasionally, official.) 9 x 15 loose sheets, 1 in., on clipboard. Office (Bldg. A). (1063)

223. SQUADRON HEALTH RECORDS, 1932 to date. Show enlisted man's name, service number, present rank or rate, dental and physical examination records showing marks, scars, etc., medical abstract, vaccination record, abstract of service, and general medical history. Filed alphabetically. (Occasionally, official.) 3 x 8 envelopes, 1 ft., in steel filing case. Squadron Office (Bldg. A). (1076)

224. SQUADRON SERVICE RECORDS, 1932 to date. For all squadron enlisted men, showing service number, citizenship, enlistment date, where enlisted, previous naval service if any, and service record showing rating, date of discharge and character; also contain man's history, fingerprints, identification, service school record, general classification tests, authorized leaves of absence from duty, beneficiary slip and relative remarks. (Occasionally, official.) 3 x 8 envelopes, 1 ft., in steel filing case. Squadron Office (Bldg. A). (1075)

225. EMPLOYMENT SCHEDULES, Mar. 30, 1933 to date. Weekly summary and description of work to be consummated on certain days, showing date, days of week and description of work done on morning and afternoon shifts; also signature of commanding officer. Schedules are prepared for each week, and copies are posted on bulletin boards at land plane hangar and seaplane base. Filed chronologically. (Daily, official.) 9 x 12 loose sheets, 2 in., on clipboard. Office (Bldg. A). (1062)

226. DRILL BOOKS, July 1933 to date. Weekly record of officers and enlisted men reporting for drill. Gives name, rate or rank, class, division, time of arrival and departure, and signature verifying attendance. Filed chronologically. (Weekly, official.) 9 x 15 vols., 2 in., on desk. Squadron Office (Bldg. A). (1083)

227. FLIGHT LOG, Oct. 1933 to date. Daily record of flights made by pilots and passengers at this base. Gives date, pilot's name, time of departure and return, time consumed in minutes and hours, type of flight, type of plane, machine number, names of passengers, and remarks; also summary of flights made showing planes used, types of flights, and total time. (Oct. 1933 - June 30, 1936, never; July 1, 1936 to date, daily, official.) 15 x 20 vols. (3), 4 in., on floor and on desk. Office storeroom (Bldg. A). (1059, 1060)

228. DIRECTORY OF SQUADRON PERSONNEL, 1934 to date. Record shows name, address and telephone number of officers and enlisted men. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 in., in steel card cabinet. Squadron Office (Bldg. A). (1066)

229. STUDENT DATA, 1934 to date. Covers each applicant for flight training at this base, containing original application and relative correspondence, class summary of accepted applicants, and record of orders and flights. Applications are submitted to commanding officer for selection. Filed alphabetically. (1934 - 1936, never; 1936 to date, occasionally, official.) 10 x 14 folders, 3 ft., in 2 steel filing case drawers. Office (Bldg. A). (1068, 1070)

230. LOG BOOK, Sept. 1934 to date. Daily summary of activities and routine procedures at this base, covering inspections, official time of opening of hangar, time watch relieved, quarters for muster, time work discontinued, time of closing of hangar, and whether or not base is secure. Filed chronologically. (Sept. 1934 - July 1, 1936, never; July 1, 1936 to date, daily, official.) 9 x 15 vols. (13), 1 ft. 1 in., on floor and on desk. Storeroom office (Bldg. A). (1061, 1071)

231. OPERATION ORDERS, Jan. 1935 to date. Relative to officer in command, conduct of drill, instructions, officers, personnel directory, base and squadron orders, memoranda, circular letters, officer of the day, muster rolls, duty officer's reports, instructions and miscellaneous. Data divided into the following groups: communication, engineering, educational, flight, gunnery, medical, navigation, parachute, personnel, and supply. Filed by subject. (Weekly, official.) 12 x 12 vols., 3 in., on desk. Squadron Office (Bldg. A). (1084)

232. SQUADRON ATTENDANCE CARDS, 1935 to date. Record of attendance of squadron personnel, giving name, rank or rate, service number, where enlisted, date, class, dates on active duty, changes in rank or rate and a complete record of drills or equivalent duty. Covers fleet officers, officers, and enlisted men. Filed by division. (Weekly, official.) 5 x 8 cards, 1 ft., on desk. Squadron Office (Bldg. A). (1077)

233. BASE ORDERS, June 1, 1935 to date. Issued to personnel and cover regulations and instructions relative to the internal administration of this department. Give date, to whom addressed, instructions or regulations, and signature of commanding officer. Filed chronologically. (Occasionally, official.) 9 x 15 loose sheets, 1 in., on clipboard. Office (Bldg. A). (1056)

234. INCOMING DISPATCHES, Aug.17, 1936 to date. From Naval Department units relative to weather reports, matters pertinent to personnel, and administrative procedures and activities. Contain date, to whom addressed, office number from which sent, information, time, district and station. Filed chronologically. (Occasionally, official.) 9 x 15 loose sheets, 6 in., on clipboard. Office (Bldg. A). (1065)

235. SQUADRON EXPENDABLE STOCK LEDGER, Oct. 12, 1936 to date. Record of all items received, expended and on hand. Shows date, call or invoice number, quantity received or issued, unit price, stock number, description of article, and balance on hand. Filed alphabetically. (Daily, official.) 9 x 15 loose-leaf book, 1 in., on desk. Squadron Office (Bldg. A). (1057)

236. SQUADRON NON EXPENDABLE STOCK LEDGERS, Oct. 12, 1936 to date. Record of property received and on hand in this department. Shows date, invoice or purchase order number, name of article, specifications and dimensions, quantity received, where obtained and purchase price. Filed alphabetically by classes. (Daily, official.) 9 x 15 loose-leaf books, 3 in., on desk. Squadron Office (Bldg. A). (1082)

237. FLIGHT SYLLABUS RECORD, Jan. 1937 to date. Record of time spent in flight by base and squadron officers and enlisted men. Gives name, date, plane number, designation, hours, classification of flights, total syllabus time, total passenger and pilot time, and remarks. (Weekly, official.) $7\frac{1}{2}$ x 10 vols., 2 in., in desk. Squadron Office (Bldg. A). (1085)

238. AIRPLANE AND ENGINE CHANGES, n. d. Confidential records. 9 x 12 folders, 2 ft., in steel filing case. (Frequently, official.) Engineering Office (Bldg. B). (1089)

239. BLUEPRINTS, n. d. Confidential records. (Frequently, official.) 10 x 14 folders, 4 ft., in 2 steel filing case drawers. Engineering Office (Bldg. B). (1087)

240. ENGINE AND PLANE LOG BOOKS, n. d. Confidential records. (Frequently, official.) 5 x 8 vols. (24), 2 ft., in steel filing case. Engineering Office (Bldg. B). (1088)

241. FLIGHT LOGS, n. d. Confidential records. (Frequently, official.) 5 x 8 vols., 2 ft., in steel filing case. Engineering Office (Bldg. B). (1090)

NINTH NAVAL DISTRICT
HEADQUARTERS AND NAVAL TRAINING STATION

(A) Administration Building
(B) Hostess House
(C) Post Office
(D) Storehouse No. 2
(E) Storehouse No. 90
(F) Barracks A
(G) Barracks B
(H) Barracks C
(I) Building No. 3
(J) Building No. 29
(K) Building No. 95
(L) Boat House
(M) Administration Bldg. "E"

This station was established by an act of Congress, April 27, 1904, on a site donated by the Commercial Club of Chicago. The completed station was officially opened by President Taft on October 28, 1911. From July 1, 1933 to June 30, 1935 the Training Station was inoperative. Records relative to the design and construction of public works and utilities for all station and district activities since 1911 are retained in the storeroom of the Public Works office. The records of the Great Lakes Naval Training Station are scattered in many depositories.

Supply and Accounting Departments: Before the war, the Supply Department consisted of a general storekeeper, purchasing agent, disbursing officer, commissary officer and two pay clerks. At the beginning of the war, the present Supply and Accounting Departments were established. During the in-

operative period of the training station from July 1, 1933 to June 30, 1935 the above departments moved from their present offices in Building No. 3 to the Administration Building. No records have been destroyed since 1917.

District Aide for Supply: Aide to Commandant in all matters which relate to the maintenance of Naval Reserve and Naval Communication Reserve activities within the district. Records from 1933 to date are stored in the office; from 1923 to 1933 in the storeroom. Earlier records were destroyed in accordance with naval regulations.

District Commandant: The Commandant exercises both administrative and military supervision of all naval activities both ashore and afloat, within the district. His records consist mainly of correspondence, official communications, and reports from 1917 to date. Earlier records were destroyed in accordance with naval regulations.

District Disbursing Officer: Supervises and coordinates disbursements for both station and district activities. Storeroom contains obsolete and inactive financial records, from 1917 to 1935. Station and District Disbursing offices contain records from 1935 to date. No records have been destroyed since 1917.

War Plans and Intelligence Officer: Charged with the preparation, custody, maintenance and coordination of district war plans; also cooperates in district intelligence activities and is the representative of the Office of Naval Intelligence, Navy Department. The only records surveyed in this office were Navy Day correspondence and an address book. All other records were regarded as either secret, confidential or restricted and were not accessible to inspection.

District Personnel Officer: In charge of personnel, both Navy and Naval Reserve, actively in charge of officer personnel, with emphasis on Naval Reserve officers, their procurement, assignment, classification, records, roster, transfers, promotions, discharges, and expirations of enlistments. All records of possible future use have been retained since the opening of the station.

District Communication Officer: Aide to Commandant in all matters pertaining to communications is in charge of district communications and services, including radio, radio direction finder station, telephone and telegraph. Records from 1927 to date are in the office. Inactive and obsolete records from 1917 to 1927 are in a storeroom. Obsolete records of decommissioned Naval Radio Compass Stations are retained.

District Medical Aide: Advises the Commandant concerning the coordination of the naval medical activities in the district, with each other and with federal and local activities. Records in office and storage room dating from 1917 consist mostly of correspondence, reports, and health records of Naval Reserve personnel. Earlier records have been destroyed.

Station Medical Department: Maintained to furnish medical and dental services to station crew. Consists of a record office, laboratory, dressing room, pharmacy, sick bay, property office and dental clinic. Contains such medical records as x-rays, physical examination reports, prescriptions, stock ledgers and dental records. Station Medical Department was closed from July 1, 1933 to June 30, 1935, and there are no records for that period. Records in offices date from 1931 to date; in storage, from 1917 to July 1936.

Commissary Store: Records consist mainly of correspondence, contracts, requisitions, vouchers, stock and financial control records. Records in office are dated from July 1, 1935 to date; in storage, from 1929 to June,

1935. The Commissary Store was closed from July 1, 1933 to June 30, 1935. Records previous to 1929 were destroyed with official permission.

Great Lakes comprises the following buildings: Administration Building 3; Main Brig; Drill Hall; Mess Hall; Storehouse 2 and 95; Barracks A, B, C, D, Hostess House; Main Gate Guard House, Post Office Building; Red Cross Headquarters; Gymnasium; Swimming; Carpenter, Machine and Paint Shops. Along the lake shore are the Power House, Boat House, Administration Building of Aviation Base and Seaplane Hangar; also the residences of medical officers attached to Naval Hospital and officers on the Commandant's staff. North of the landing field, on government property, are a number of cottages,housing junior and petty naval officers attached to Great Lakes; also Storehouse 90 in which is stored government lumber. At the southwest corner of the station, a section of the training station known as "Incoming Detention" consists of a number of brick structures, i.e., Administration Building "E" and six barracks. Incoming recruits are quarrantined and detained there for a month.

This is the headquarters for both the Great Lakes Naval Training Station and the Ninth Naval District. At present the same individual is Commanding Officer for the Training Station and the District, and for that and other reasons the records of the actual administration are considerably commingled. In some cases, the same files are used for both activities; when there was a definite separation, that was shown. It has been stated previously that the Training Station was closed from July 1, 1933 to June 30, 1935.

When the Naval Districts were established by Navy Department General Order of May 7, 1903 for the regional administration of the naval shore establishment, the Ninth Naval District comprised the shores of Lake Michigan. The Commandant, whose headquarters was at the Naval Training Station at Great Lakes, also commanded the Tenth Naval District, which comprised the shores of Lakes Erie and Ontario, and the Eleventh Naval District, which comprised the shores of Lakes Huron and Superior. When states were assigned to the districts in 1917, these three districts included: Illinois,Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. By Navy Department General Order 372 of Jan. 3, 1919, the headquarters of the Ninth-Tenth-Eleventh Naval Districts was established at Chicago. But in the following year Navy Department General Order 519 of March 10, 1920, which designated the states comprised within these districts as listed above, reestablished the headquarters at Great Lakes. The division of the Twelfth Naval District into the Eleventh and Twelfth Naval Districts on Jan. 26, 1921 both bordering on the Pacific Coast, as a result of the transfer of the Fleet from the East Coast to the waters of Southern California, caused the abolition of the Tenth Naval District. Upon the discontinuance of this district the area formerly comprised in the Ninth-Tenth-Eleventh Naval Districts was combined in the Ninth Naval District as it is today.

All records are filed permanently, unless official permission is obtained for their destruction. No bulk of records is forwarded to Washington. The records are in good condition. Most of them are filed in the Administration Building, although some are located in other buildings, viz.: Hostess House, Post Office, Store Houses Nos. 2 and 90, Barracks A, B, and C., Buildings Nos. 3, 29 and 95, Boat House and Administration Building "E".

Accounting Office

242. RETIREMENT PERSONNEL RECORDS OF CIVIL STATION AND DISTRICT EMPLOYEES, 1900 to date. Retirement fund records of classified and unclassified employees actively engaged in naval activities of both station and district. Contain service record and Civil Service Commission Form 2806 which shows amount of basic pay, total services, yearly deductions, and total amount of retirement fund credited to employee; also requests for service records, applications for refund and relative correspondence and memoranda. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 4 ft., in 2 steel filing case drawers. 2d floor (Bldg. I). (201)

243. RETIREMENT PERSONNEL RECORDS OF FORMER CIVIL EMPLOYEES OF STATION, DISTRICT AND NAVAL HOSPITAL, 1900; 1911 to date. Completed retirement fund records of former civil employees, classified and unclassified. Contain complete service and retirement record card, Civil Service Commission Form 2806 which shows amount of basic pay, length of total service, amount of yearly deductions, and total amount of retirement fund credited to employee; also requests for service record, application for refund, acknowledgment of payment of refund, and pertinent correspondence and memoranda. "Annual Report of Appointments and Separations" prepared from above records and forwarded to Civil Service Commission in Washington. Filed alphabetically. (Daily, official.) 10 x 15 folders, 6 ft., in 3 steel filing case drawers. R. 53 (Bldg. I). (200, 202)

244. LEAVE CARDS OF CLASSIFIED AND UNCLASSIFIED STATION, DISTRICT NAVAL INSPECTION OFFICE, AND NAVAL HOSPITAL EMPLOYEES, 1910 to date. Cumulative chronological record of leaves showing dates of leave with or without pay, date of approval, number of days of leave, and initials of time clerk. Filed alphabetically. (1910 - Dec. 31, 1935, bi-monthly; Jan. 1936 to date, daily, official.) 3 x 10 cards, 6 ft. 3 in., in 2 steel and 4 wooden desk drawers. R. 53 (Bldg. I). (132, 134 - 137)

245. SERVICE RECORDS OF STATION, DISTRICT, ACCOUNTING OFFICE AND NAVAL HOSPITAL EMPLOYEES, 1911 to date. Contain classified and unclassified employee's time cards, pay roll records, questionnaires, applications, oaths of office, leave slips, and relative memoranda and correspondence. Filed alphabetically. (Daily, official.) 10 x 15 folders, 32 ft., in 16 steel filing case drawers. R. 53 (Bldg. I). (83, 84, 113 - 117)

246. SERVICE CARDS OF STATION AND DISTRICT EMPLOYEES, 1912 to date. Semi-monthly record of pay received by each classified and unclassified employee; gives dates of employment and discharge, leave record for service year, dates of leave, furlough, suspension, or unauthorized absence. Filed alphabetically. (Daily, official.) 4 x 10 cards, 20 ft., in steel card cabinets. R. 53 (Bldg.I). (143 - 146, 148, 149)

247. CIVILIAN PAY ROLLS OF NAVAL HOSPITAL EMPLOYEES, Apr. 1915; June and Aug. 1917; July 1918 - June 30, 1933; July 15, 1935 to date. Semi-monthly pay roll sheets of civilian employees of Naval Hospital. Show number, name, occupation, monthly rate of pay and number of hours worked of each employee; also amount of additional pay or deductions, amount paid and remarks. Attached are monthly summaries, adding machine lists and relative memoranda.

Filed chronologically. (Apr. 1915 - June 30, 1933, quarterly; July 15, 1935 to date, weekly, official.) 12 x 20 sheets, 3 ft., on shelves. R. 53 (Bldg. I). (77, 85)

248. RECORD OF SURVEY REPORTS, July 24, 1918 - Mar. 1, 1928. Gives request number, name of article, serial number, and date of request of survey report. Filed chronologically. (Quarterly, official.) 4 x 6 note books (2), 2 in., in steel drawer. R. 53 (Bldg. I). (76)

249. PROPERTY LEDGER, Aug. 1, 1918 to date. Total losses and gains for each station and district account. Expended sums are checked monthly against plant inventory cards. Shows date of entry, voucher number, total monthly losses and gains, distribution by class, and name of article. Filed alphabetically. (Daily, official.) 15 x 20 loose-leaf books, 3 in., on table. R. 53 (Bldg. I). (78)

250. RETIREMENT FUND CORRESPONDENCE AND REPORTS, Aug. 12, 1918 to date. To and from Naval Inspector of Ordnance, Dayton, Ohio and General Inspector of Naval Aircrafts, McCook Field, Dayton, Ohio relative to classifications, discharges, appointments, resignations, clerical transfers and allotments; also reports on disposition of naval personnel. Filed chronologically. (Weekly, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 53 (Bldg. I). (194)

251. MUSTER ROLL OF ENLISTED MEN, Aug. 23, 1918 - May 10, 1919. Individual time record of enlisted men formerly employed by accounting office in inventory work. Filed alphabetically. (Never.) 6 x 8 note book, 1 in., in steel drawer. R. 53 (Bldg. I). (73)

252. INDEX OF PLANT INVENTORY CARDS, Sept. 1918 - June 1928. Record of plant items on hand at station shows name, description, make, and inventory card number of each article. Filed alphabetically. (Never.) 12 x 15 loose-leaf books, 2 in., in steel drawer. R. 53 (Bldg. I). (99)

253. INVENTORY RECORD OF STOCK OF STATION, CAMPS, AND BUILDINGS, Sept. 15, 1918 - May 1919. Record of stock on hand gives number of building or name of camp and number, name, class, and appraised value of each article. Filed by location. (Never.) 6 x 8 note books (5), 1 ft., in steel drawer. R. 53 (Bldg. I). (75)

254. TYPEWRITER INVENTORY, Sept. 15, 1918. Gives make of typewriter, serial number, appraised value, and location. Filed by department or office. (Never.) 5 x 8 vols. (3), 2 in., in steel drawer. R. 53 (Bldg. I). (92)

255. SURVEY REPORTS, Sept. 23, 1918 - Aug. 12, 1936. Copies show property on station grounds; also memoranda and requests for survey of articles charged to various appropriations and accounts. Filed numerically. (Daily, official.) 9 x 11 loose sheets, 4 ft., in 2 steel filing case drawers and 8 pasteboard boxes. R. 53 (Bldg. I). (93)

256. INDEX OF PLANT INVENTORY CARD FILES, Sept. 30, 1918 to date. List of motors, transformers, and typewriters used by various units of station. Typewriter list gives inventory number, make, serial number, and location. Motor list gives inventory card number, motor number, horsepower, make,

duty and location. Transformer list gives inventory card number, transformer number, name, and location. Arranged alphabetically by name of item. (Daily, official.) 10 x 20 clipped sheets, 1 in., in wooden desk drawer. R. 53 (Bldg. I). (87)

257. PLANT INVENTORY CARDS, Sept. 30, 1918 - July 30, 1936. Active and cancelled record of all property of station. Gives description of plant items, location, cost, estimated life, appraised value, and method of acquisition. Covers land and appurtenances, buildings and structures, miscellaneous equipment, plant appliances, machines and machine tools, portable power tools, and hand tools. Filed numerically. (Cancelled, weekly; active, daily, official.) 5 x 8 cards, 8 ft. 6 in., in 3 steel filing case drawers. R. 53 (Bldg. I). (86, 100)

258. EXPENDITURE INVOICES, Mar. 24, 1919 - Sept. 30, 1936. Receipted copies of expenditure invoices chargeable to various station and district accounts. Filed numerically. (Daily, official.) 9 x 12 loose sheets, 1 ft., in 5 pasteboard boxes. R. 53 (Bldg. I). (74)

259. WORK NOTIFICATIONS OF UNCLASSIFIED STATION EMPLOYEES, Apr. 1919 to date. Certify unclassified station employees for temporary employment. Discharge cards and Labor Board acknowledgments are attached to each work notification. Cover active and discharged employees. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 14 ft., in 8 wooden card cabinet drawers. R. 53 (Bldg. I). (121, 122)

260. HEAT AND LIGHT RECORD OF NAVAL OFFICERS' STATION QUARTERS, July 1, 1922 to date. Name of officer, date of occupancy, number of units of electricity and cubic feet of gas allowed and consumed per month. Units totaled annually show amount of excess used, charged for and paid annually by the occupant, and monthly heat and light record of Naval Hospital and other quarters on grounds. Filed chronologically. (Monthly, official.) 10 x 15 loose-leaf books (2), 6 in., on table. R. 53 (Bldg. I). (196)

261. INDEX OF REQUISITION STUBS, July 1, 1924 - June 30, 1925; July 1, 1929 - Feb. 28, 1931. Issued by accounting office against naval supply and appropriation purchases accounts. Filed numerically. (Never.) 5 x 8 note books (4), 6 in., in steel filing case. R. 53 (Bldg. I). (89)

262. RETIREMENT FUND INSTRUCTIONS, Mar. 1925 to date. Copies of circulars issued by Acting Secretary of Navy to all naval and marine units relative to retirement fund procedure; also instructional departmental circulars and memoranda. Filed chronologically. (Weekly, official.) 10 x 15 folders, 3 in., in steel filing case. R. 53 (Bldg. I). (160)

263. INDEX OF EXPENDITURE INVOICES OF PLANT ACCOUNT ITEMS, Aug. 15, 1926-Sept. 30, 1936. Assigned expenditure invoice number, date, survey number, name and serial number of item. Filed numerically. (Monthly, official.) 5 x 8 note book, 1 in., in wooden desk drawer. R. 53 (Bldg. I). (139)

264. INDEX OF SURVEY REQUESTS, Nov. 16, 1926 to date. Assigned request number, date of request, and name and serial number of artile to be surveyed. Filed numerically. (Weekly, official.) 5 x 10 note book, ½ in., in wooden desk drawer. R. 53 (Bldg. I). (140)

265. LABOR BOOK, Jan. 1, 1929 to date. Cumulative record of daily labor charges by appropriations. Shows nature of charges, date, amount, semi-monthly and monthly totals, name and number of appropriation; refers to both classified and unclassified employees of station and district. Filed alphabetically. (Weekly, official.) 12 x 15 loose-leaf books (2), 3 in., in steel drawer in safe. R. 53 (Bldg. I). (88)

266. CIVIL PAY ROLLS OF UNCLASSIFIED STATION AND NAVAL HOSPITAL EMPLOYEES, July 1, 1929 - Dec. 30, 1931. S & A Form 86A shows inclusive dates of pay period, name of employee, pay number, occupation, hourly rate of pay, number of hours worked, regular compensation, retirement fund deductions, and amount paid. Originals forwarded quarterly to Washington. Filed chronologically. Indexed. (Never.) 12 x 15 clipped sheets, 1 ft., in 2 steel filing case drawers. Basement storeroom (Bldg. A). (472, 473)

267. RECORD OF RECEIPTS AND EXPENDITURES OF NAVAL SUPPLY AND APPROPRIATION PURCHASES ACCOUNT MATERIAL, July 1, 1929 to date. Daily record of material chargeable to appropriation purchases and naval supply accounts. Debits show total gains from other accounts and from other sources. Credits show final expenditures, amount lost by inventory, fuel for officers, and amount posted to other accounts and supply officers. Filed chronologically. (Daily, official.) 16 x 20 loose-leaf books, 6 in., in wooden desk drawer. R. 53 (Bldg. I). (152, 159)

268. GENERAL CORRESPONDENCE FILE, July 1, 1930 to date. Relates to activities of Naval Station, especially Bureau of Supplies and Accounts. Correspondence, schedules, circular letters, inter-office memoranda, circulars, tabulations, inter-departmental communications, official routine reports, and miscellaneous records. Filed by symbol. (Daily, official.) 10 x 15 folders, 18 ft., in steel filing cases. R. 53 (Bldg. I). (151)

269. STOCK RECORD CARDS OF ORDNANCE MATERIAL, Jan. 1931 - June 1936. Perpetual inventory of ordnance material on hand at Ordnance Department. Shows receipts, expenditures, and balance of allowance for specified article. Since July 1, 1936, this office is required to forward quarterly return of Ordnance Department expenditures to Chief of Ordnance in Washington. Filed alphabetically. (Jan. 1931 - Jan. 1934, quarterly; Jan. 1934 - June 1936, daily, official.) 5 x 8 cards, 1 ft., in 2 steel card cabinet drawers. R. 53 (Bldg. I). (79, 80)

270. TIME SLIPS OF NAVAL HOSPITAL EMPLOYEES, Jan. 1931 - May 1933. Daily work reports of civilian employees attached to Naval Hospital. Shows total number of absentees on leave with or without pay, on sick leave, furlough, discharged, or employed. Filed chronologically. (Quarterly, official.) 3 x 6 slips, 1 ft., in steel filing case. R. 53 (Bldg. I). (68)

271. TIME RECORD OF EMPLOYEES OF ACCOUNTING OFFICE, June 30, 1931 - May 8, 1933; July 17, 1933 - June 14, 1935. Daily time record of civilian employees shows date, name of employee, and time checked in and out; also covers time of employees transferred to Administration Building when this office moved about June 30, 1933. Filed chronologically. (Never.) 10 x 15 ledgers (2), 6 in., in steel drawer in safe. R. 53 (Bldg. I). (94)

272. WORK SHEETS OF STATION BUDGETS, July 1, 1931 - June 30, 1932. Copies of work sheets of all budgetary items including expenses involved in maintenance of station; monthly receipt invoices, adding machine lists, and monthly computations of gross and net expenditures. Filed chronologically. (Never.) 10 x 15 folders, 3 in., in steel filing case. R. 53 (Bldg.I). (157)

273. ANNUAL REPORT OF SEPARATIONS AND APPOINTMENTS, July 1, 1932 - June 30, 1936. Status of retirement fund of each classified civil employee of station and district separated from or appointed to civil service, giving name of employee, total deductions credited, nature of action, and effective date. Filed alphabetically. (Quarterly, official.) 10 x 15 folders, 3 in., in steel filing case. R. 53 (Bldg. I). (204)

274. FURLOUGH CARDS, July 1, 1932 - Mar. 30, 1933. Chronological record of furloughs granted shows inclusive dates, and amount of pay deductions and credits. Filed alphabetically. (Quarterly, official.) 3 x 10 cards, 1 ft., in steel card cabinet. R. 53 (Bldg. I). (133)

275. ACCOUNT BOOK OF MATERIAL AND LABOR COSTS, July 1, 1933 to date. Monthly cost of material and labor, and chargeable to various appropriations of both station and district. Charges are against naval supply account, appropriation purchases account, general control, general maintenance, emergency relief and miscellaneous appropriations. Filed numerically. (July 1933 - June 1936, monthly; July 1936 to date, daily, official.) 10 x 12 loose-leaf books (2), 3 in., in steel and wooden desk drawer. R. 53 (Bldg. I). (129, 130)

276. CLASSIFIED AND UNCLASSIFIED STATION AND DISTRICT PAY ROLLS, 1933 to date. Contain pay roll number, name of employee, occupation, monthly pay rate, number of days worked, amount of deductions or additional pay, and amount paid. Attached are monthly summaries, adding machine lists and relative memoranda. Filed chronologically. (Monthly, official.) 12 x 20 clipped sheets, 2 ft. 6 in., in 2 steel filing case drawers. R. 53 (Bldg. I). (71, 72)

277. JOB ORDER RECORD, July 1, 1933 to date. Monthly costs of classified and unclassified labor and material chargeable to specified job order numbers; also appropriation, account and allotment number to which each job is chargeable. Filed numerically. (July 1933 - June 30, 1936, semimonthly; July 1936 to date, daily, official.) 10 x 15 loose-leaf books, 4 in., in steel and wooden desk drawer. R. 53 (Bldg. I). (127, 128)

278. MONTHLY SUMMARY OF EXPENDITURES BY APPROPRIATION TITLES, July 1933-Aug. 1936. Report of expenditures of station bureaus and charges to this agency by other agencies for outside activities. Shows number and name of appropriation, and total appropriation charges. Filed alphabetically. (Monthly, official.) 10 x 12 loose-leaf books, 1 in., in steel drawer. R. 53 (Bldg. I). (90)

279. TIME SHEETS OF ACCOUNTING OFFICE EMPLOYEES, July 1, 1933 - June 30, 1936. Daily time sheets of civilian employees of accounting office show

time of arrival and departure. Filed chronologically. (Quarterly, official.) 3 x 6 sheets, 6 in., in steel filing case. R. 53 (Bldg. I). (69)

280. CORRECTION VOUCHERS, July 31, 1933 to date. Adjust errors in charges in various appropriation accounts. Filed chronologically. (July 31, 1933 - June 30, 1936, monthly; July 1936 to date, semimonthly, official) 6 x 9 loose-leaf books, 2 in., in steel and wooden desk drawer. R. 53 (Bldg. I). (119, 120)

281. RECORD OF CORRECTION VOUCHERS, July 31, 1933 - June 30, 1936. Voucher authorizations to adjust errors in charges made to various appropriations. Changes are outlined on voucher and signed by accountant in charge. (Quarterly, official.) 10 x 12 loose-leaf book, 1 in., on shelf in steel safe. R. 53 (Bldg. I). (67)

282. ALLOTMENT LEDGER, July 1, 1934 to date. Record of district and station allotments, showing date and amount of allotments, amount of labor and material expended, total charges, balance, obligations, requisition numbers, and total amount of charges per month. Covers miscellaneous expenses, organizations of Naval Reserve, aviation bases, medical department, yards, and docks, general maintenance, emergency relief, etc. (Daily, official.) 12 x 18 loose-leaf book, 3 in., in wooden desk drawer. R. 53 (Bldg. I). (197)

283. NAVAL SUPPLY AND APPROPRIATION PURCHASES ACCOUNTS SUMMARIES OF STORE RECEIPTS, Jan. 1935 to date. Copies of store invoices received during and summarized at end of each month by accounting office. Summary covers stores received at station and chargeable to both naval supply and appropriation purchases accounts. Adding machine lists and working sheets are attached. Filed chronologically. (Weekly, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 53 (Bldg. I). (161)

284. TIME CARDS OF CIVILIAN EMPLOYEES OF SUPPLY AND ACCOUNTING DEPARTMENTS, June 30, 1935 - Aug. 15, 1936. Semimonthly record of time worked as recorded daily by time clock; shows time checked in and out every morning, noon and night. Filed numerically by employee's number and chronologically. (Bimonthly, official.) 3 x 6 cards, 1 ft., in steel card cabinet. R. 53 (Bldg.I). (97)

285. APPROPRIATION PURCHASES ACCOUNT RETURNS, July 1, 1935 to date. Monthly balance sheets show total receipts and expenditures; reconciliation statements of receipts from purchase, abstracts and reconciliation statements from other supply officers, abstracts of receipt and expenditure vouchers, summary of stub requisitions, and substantiating expenditure vouchers, public bills and receipt vouchers. Originals forwarded to Washington, duplicates to District Commandant, and triplicates retained. Filed chronologically. (Daily, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 53 (Bldg. I). (154)

286. DAILY TIME CARDS OF UNCLASSIFIED STATION AND DISTRICT EMPLOYEES, July 1, 1935 to date. Show name of appropriation, account number, number of hours worked, description of work performed, and signature of sender or employee. Filed chronologically. (Semimonthly, official.) 3 x 5 cards, 31 ft., in 15 wooden card cabinet drawers. R. 53 (Bldg. I). (131, 138)

287. MONTHLY CLOTHING AND SMALL STORES RETURNS, July 1, 1935 - June 30, 1936. Balance sheets of clothing and small stores stock, used in monthly report of movement of stores under clothing and small stores account. Accompanied by separate abstracts for each class of receipts and expenditures. Show list of articles, quantity, unit price, amount, total amount, date received, name of sender, and date entered in stock ledger; also relative memoranda and correspondence. Prepared in triplicate; original sent to Washington, duplicate to district Commandant, and triplicate retained. Filed chronologically. (Daily, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 53 (Bldg. I). (153)

288. MONTHLY REPORT OF EXPENDITURES FOR STATION AND DISTRICT EMPLOYEES, July 1, 1935 - Sept. 1936. Contains name, rating and pay of each classified employee of station and 9th Naval District; also aggregate amount of pay under each appropriation. Filed chronologically. (Semi-monthly, official.) 9 x 11 clipped sheets, 1 ft., in 2 steel filing case drawers. R. 53 (Bldg. I). (147, 150)

289. MONTHLY REPORTS ON STATUS OF ALLOTMENTS UNDER VARIOUS APPROPRIATIONS, July 1, 1935 to date. Public vouchers paid during month and chargeable to various appropriations show total charges previously reported,total charges by month, unexpended balance, outstanding balance to date, and unexpended unobligated balance of allotment. Adding machine lists are attached. Filed chronologically. (Monthly, official.) 10 x 14 folders, 1 ft., in steel filing case. R. 53. (Bldg. I). (91)

290. NAVAL SUPPLY ACCOUNT RETURNS, July 1, 1935 to date. Monthly balance sheets show total receipts and expenditures, reconciliation statements of receipts from purchases, abstracts and reconciliation statements from other supply officers, abstracts of receipt and expenditure vouchers, summary of stub requisitions and substantiating expenditure vouchers, receipt vouchers and public bills. Prepared in triplicate; original forwarded to Washington, duplicate to District Commandant, and triplicate retained. Filed chronologically. (Daily, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 53. (Bldg. I). (156)

291. PLANT INVENTORY SHEETS, July 1, 1935 to date. Prepared and forwarded by various Naval Units of station to this office to complete inventory of plant items now in progress. Give name of office or department, building and room numbers, list of articles on hand giving inventory card number,name and description of article, cost and appraised value; also memoranda to accounting officer incidental to disposition of certain articles. Filed by office or department. (Daily, official.) 8 x 12 clipped sheets, 6 in., in steel filing case. R. 53 (Bldg. I). (96)

292. RECORD OF ACCOUNTING OFFICE RETURNS, July 1, 1935 - June 30, 1936. Cumulative record of all official returns rendered periodically by accounting office. Gives form of return, name of requesting agency, name of report,due date, date rendered, and frequency of report. (Weekly, official.) 18 x 24 cardboard sheet, negligible, in wooden desk drawer. R. 53. (Bldg. I). (141)

293. STATION AND DISTRICT STUB REQUISITIONS, July 1, 1935 to date. Show stock number, description of article, quantity, unit price, total price, initials of employee issuing requisition, date of receipt of article, and signature of receiver; also correspondence, memoranda, government bills of lading, and invoices. Filed numerically. (July 1935 - June 30, 1936, monthly; July 1936 to date, daily, official.) 10 x 15 folders, 31 ft., in steel filing cases. R. 53 (Bldg. I). (81, 82)

294. EMERGENCY RELIEF REQUISITION FOLDERS, Sept. 1935 to date. Blanket requisitions for purchases from project supervisor at Great Lakes to purchasing officer. Cover materials withdrawn from naval stores during specified filling period; also substantiating expenditure invoices and public bills. Filed chronologically and numerically by requisition number. (Daily, official.) 10 x 15 folders, 6 in.,in steel filing case. R. 53 (Bldg. I). (155)

295. EMERGENCY RELIEF CORRESPONDENCE AND INSTRUCTIONS, Oct. 1935 to date. Correspondence with various agencies relative to Public Works projects in progress at station; also instructions and memoranda to Public Works officer. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 in., in steel filing case. R. 53 (Bldg. I). (158)

296. FILE OF OFFICE COMMUNICATIONS, Jan. 1, 1936 to date. Duplicate copies of all communications received and sent from this office. Filed chronologically. (Daily, official.) 9 x 12 clipped sheets, 6 in., in steel filing case. R. 53 (Bldg. I). (70)

297. SHOP TALLY CARDS, Jan. 1936 to date. Daily reports submitted to accounting office showing number of unclassified employees working in the various shops of station. Give number on roll, number absent, number working, amount of regular compensation, amount of deductions for absentees, total amount paid, and number of productive hours. Filed chronologically. (Bimonthly, official.) 3 x 10 cards, 3 in., in steel card cabinet. R. 53 (Bldg. I). (98)

298. DAILY MUSTER CHECK CARDS, Jan. 2, 1936 to date. List of unclassified men working in various units of station who were not present at time of muster and were checked as absent; also muster excuse cards, quit work slips, and reports of attendance. Filed chronologically. (Biweekly, official.) 3 x 10 cards, 1 in., in steel card cabinet. R. 53 (Bldg. I). (95)

299. DAILY RECORD OF INSPECTION CALLS, July 1, 1936 to date. Issued by Supply Department and audited by accounting office. Shows date of issue, inspection call number, name of account, date audited, and amount. Filed chronologically. (Weekly, official.) 5 x 8 loose sheets, 3 in., in steel filing case. R. 53 (Bldg. I). (195)

300. DAILY REPORTS OF EXPENDITURE INVOICES AND PUBLIC VOUCHERS AUDITED, July 1, 1936 to date. Give date of audit, expenditure invoice or voucher number, amount, and name of account to which charged. Daily totals are summarized monthly. Filed chronologically. (Weekly, official.) 5 x 8 loose sheets, 6 in., in steel filing case. R. 53 (Bldg. I). (198, 199)

301. INDEX OF PLANT INVENTORY CARDS, July 1, 1936 to date. Give assigned plant inventory card number, name, serial number, and description of item listed. Filed numerically. (Weekly, official.) 5 x 10 notebook, ½ in., in wooden desk drawer. R. 53. (Bldg. I). (142)

302. SERVICE CARDS GROUPED BY APPROPRIATION, July 1, 1936 to date. Grouped as classified and unclassified employees of station and district. Control card is attached to each group. Contains chronological record of pay, and leave record for service year giving dates of leave with or without pay, furlough, suspension, or unauthorized absence. Filed alphabetically. (Daily, official.) 4 x 10 cards, 6 in., in desk drawer. R. 53 (Bldg. I). (203)

303. RECORD OF OFFICE MACHINES, Oct. 12, 1936 to date. Shows machine and voucher numbers, inventory card number, name, model, serial number, cost of machine as shown on expenditure invoice, and location. Filed numerically. (Semiweekly, official.) 5 x 8 cards, 6 in., in wooden card cabinet. R. 53 (Bldg. I). (118)

Office of Athletic Officer

304. LIST OF AUTOMOBILE PASSES, Jan. 1934 to date. List of station officers and enlisted men who have received automobile passes for admittance at main gate. Gives station number, name of receiver, license number, and state. Copies are distributed to Commandant, Executive Officer, Provost Marshal and Aide to Commandant. Filed chronologically. (Monthly, official.) 10 x 15 folders, 3 in., in wooden desk drawer. R. 6 (Bldg. A). (1206)

305. WORK SERVICE REQUESTS, Jan. 1935 to date. Refer to repair and maintenance of athletic facilities and equipment used by station crew. Show date of request, name of originator, description of work, estimated date of accomplishment, and endorsement of executive officer. Filed chronologically. (Jan. 1935 - Dec. 1936, quarterly; Jan. 1937 to date, daily, official.) 10 x 15 folders, 7 in., in steel and wooden desk drawer. R. 6 (Bldg. A). (1202, 1203)

306. DAILY LIST OF PRISONER WORKING DETAILS, July 1935 to date. Daily lists of prisoners on working details. Show date, name, service number, period of confinement, and signature of warden. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 in., in steel filing case. R. 6 (Bldg. A). (1207)

307. GENERAL CORRESPONDENCE FILE, July 1935 to date. Copies of correspondence, schedules, Bureau of Navigation letters, district orders, allotments, memoranda, mailing lists, catalogues, telegrams and official reports relative to allotments, procurements, social relations, field drills, Navy

relief activities, skating rink and motion picture programs. Filed by subject. (July 1935 - Dec. 1936, bimonthly; Jan. 1937 to date, daily, official.) 10 x 15 folders, 4 ft., in 3 steel filing case drawers. R. 6 (Bldg. A). (1201, 1205)

308. MONTHLY STATEMENTS OF EXPENDITURES, July 1935 to date. Show aggregate amounts expended for naval welfare and athletic gear needed by station crew. Itemized list of articles purchased shows date, amount of check, serial number, and signature of athletic and welfare officer; also substantiating public bills and receipts. Originals are submitted monthly to commanding officer of station. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 in., in wooden desk drawer. R. 6 (Bldg. A). (1204)

309. STUB REQUISITIONS, July 1935 to date. S & A Form 129. Copies of stub requisitions of issues from Naval stores. Show date, stub number, appropriation, stock number, description of article, quantity required, unit, unit price, total price, date received, and call number. Originals are sent to Washington. Filed numerically. (July 1935 - Dec. 1936, quarterly; Jan. 1937 to date, daily, official.) 10 x 15 folders, 2 in., in steel filing case. R. 6 (Bldg. A). (1208, 1209)

Office of the Chief Clerk

310. CIVILIAN PERSONNEL RECORDS, 1911 to date. Service records of civilian employees formerly attached to station and subsequently transferred, retired or discharged from service. Contain applications, oaths of office, leaves of absence, attendance cards, physical examination certificates, routing slips, reinstatements, transfers reclassifications, and lists of retirements and discharges; also pertinent correspondence. Filed alphabetically. (Monthly, official.) 10 x 15 folders, 30 ft., in wooden filing cases. R. 5 (Bldg. A). (26)

311. OFFICERS' PERSONNEL RECORDS, 1911 - 1933; 1935 to date. Cover officers formerly attached to station and subsequently transferred. Contain correspondence, individual reports, leave slips, requests for transfer, leaves and furloughs, physical examination reports, and other relative material. Filed alphabetically. (Monthly, official.) 10 x 15 folders, 54 ft., in steel filing cases. R. 5 (Bldg. A). (29)

312. GENERAL FILE, Apr. 1917 - June 1933; July 1935 to date. Data relative to activities of Naval station: correspondence, schedules, circular letters, inter-office memoranda, tabulation, inter-departmental communications, contracts and other records. Filed by subject. Indexed. (Apr. 1917 - 1924, annually; 1925 to date, daily, official.) 9 x 11 and 10 x 15 folders and bundles (4), 473 ft. 6 in., in steel and wooden filing cases and on floor. R. 18 storeroom (Bldg. A). (12, 13)

313. PERSONNEL RECORDS OF CIVIL SERVICE EMPLOYEES, 1919 to date. Applications, oaths of office, leaves of absence, attendance cards, physical examination certificates, routing slips, reinstatements, transfers, reclassifications, list of retirements, and discharges. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 4 ft., in 2 steel filing case drawers. R. 18 (Bldg. A). (28)

314. INDEX OF GENERAL FILE, 1925 - June 30, 1933; July 1, 1935 to date. Gives folder, title, index symbol assigned subject in official index of Naval records, brief description of folder contents and possible cross reference. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in 6 wooden card cabinet drawers. Chief clerk's Office (Bldg. A). (25)

315. OFFICIAL REPORTS FILE, 1925 - June 1933; July 1935 to date. All reports required by Naval regulations or Executive order: census, efficiency, station data, ration memoranda, recruit training, recruits received, transfers of enlisted men, allowances for quarters and subsistence, expenditures, ships service reports, transportation issued, recruiting inspection, requisitions, officers reporting and detached, chief petty officers, and general and summary courts martial. Filed by type of report. (Daily, official.) 10 x 15 folders, 28 ft., in steel filing case. R. 5 (Bldg. A). (23)

316. PERSONNEL RECORDS OF ENLISTED MEN, 1930 to date. Correspondence, inter-office communications, memoranda and routing slips of enlisted men still attached actively to station; relate to breaches of discipline,awards of merit, requests for transfers and furloughs, insurance matters, indebtedness, schooling, and deaths. Filed alphabetically. (Daily, official.) 10 x 15 folders, 6 ft., in 3 steel filing case drawers. R. 18 (Bldg. A). (27)

317. OFFICE LOG, 1931 - June 30, 1933; July 1, 1935 to date. Detailed account of daily routine of commanding officer and his office staff. Lists telephone calls, interviews, conferences, and official activities of the commanding officer; also record of all official entertainments and receptions. Filed chronologically. (Weekly, official.) 5 x 10 vols. (7), 1 ft., in steel drawer. R. 18 (Bldg. A). (15)

318. CORRESPONDENCE AND RECORDS RELATIVE TO NAVAL STATION EXHIBIT AT CENTURY OF PROGRESS, 1933 - 1934. Letters, orders, and records relative to exhibit which station maintained at Century of Progress Exposition at Chicago; also records of men detached from station and stationed at the exhibit. Filed alphabetically. (Annually, official.) 10 x 15 folders, 6 ft., in 2 steel filing case drawers. R. 18 (Bldg. A). (14)

319. PERSONNEL RECORDS OF ENLISTED MEN TRANSFERRED TO SEA, July 1, 1935 to date. Enlisted men transferred to sea from this station, July 1, 1935. Contain individual reports or correspondence relative to requests for leave, insurance, indebtedness, awards of merit, and infractions of discipline. Filed alphabetically. (Monthly, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 5 (Bldg. A). (24)

320. INCOMING AND OUTGOING COMMUNICATIONS, July 15, 1935 to date. Copies of every type of communication, except telegrams, sent or received by station. Filed chronologically. (Daily, official.) 10 x 15 loose sheets, 6 ft., in 2 steel filing case drawers. R. 18 (Bldg. A). (22)

321. INCOMING AND OUTGOING TELEGRAMS, July 15, 1935 to date. Copies of telegrams received or sent by station. Filed chronologically. (Daily, official.) 10 x 15 folders, 4 ft., in 2 steel filing case drawers. R. 18 (Bldg. A). (16)

Office of the Chief Machinist

322. LOG BOOK, Aug. 24, 1935 to date. Daily record of specific activities at boat house. Gives date, time of arrival and departure of vessels from breakwater, hourly record of boat house and boats secured, reporting and departure of watch, and signature of watch tender. Filed chronologically. (Daily, official.) 9 x 15 vol., 1 in., on desk. Office (Bldg. L). (1250)

323. BOILER INSPECTIONS, Mar. 10, 1936 to date. Quarterly report of steam boiler inspections made at this station. Gives date, boiler number, location, name of manufacturer, rated horsepower, date of test, date of last test, total hours in service during quarter, pressure, and scale or soot. Covers hospital and main power houses, steam cranes and other steam driven devices. Reports are submitted to Public Works officer for transmission to Bureau of Yards and Docks at Washington. Filed chronologically. (Occasionally, official.) 9 x 12 sheets, 1 in., on clipboard. Office (Bldg. L). (1249)

324. INVENTORIES AND SURVEYS, Mar. 10, 1936 to date. Correspondence, periodical inventories and surveys of all title "B" material. Gives description, cost and status of boats, boathouse, float, cranes, whale boats cutters, sewing machines, etc. Correspondence mainly between Public Works officer and Chief Machinist. Filed chronologically. (Occasionally, official.) 9 x 12 sheets, 2 in., on clipboard. Office (Bldg. L). (1251)

325. RECORD OF BOATS, Mar. 10, 1936 to date. Gives boat number, type and length, invoice number, price if purchased, dateof inventory, and weight. Covers whaleboats, cutters, launches, and miscellaneous craft. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 3 in., in wooden cabinet on desk. Office (Bldg. L). (1254)

326. SECOND BATTALION RECRUIT TRAINING, Mar. 10, 1936 to date. Daily schedule of time spent and list of men receiving recruit training at this activity. Shows number of company, number of weeks in training, time to be spent by periods, description of drills, and signature of officer in charge of recruit training. Ten copies prepared; one to each company officer, officer in charge of 2d Battalion, executive officer, and boathouse. Filed chronologically. (Daily, official.) 9 x 12 sheets, 2 in., on clipboard. Office (Bldg. L). (1253)

327. STUB REQUISITIONS, Mar. 10, 1936 to date. Requisitions for material and supplies issued by supply storekeeper or purchased by supply officer. Giver department name, date, stub number, appropriation, stock number, description of article, quantity required, unit, unit price, and extension; also signature of chief machinist. Filed chronologically. (Occasionally, official.) 5 x 8 slips, 3 in., on clipboard. Office (Bldg. L). (1252)

Office of the Commanding Officer

328. UNCLAIMED WAR SERVICE CERTIFICATES, June 1916 - Aug. 1919. Certificates which attest that named enlisted man served honorably in Navy during World War. Each certificate bears name of enlisted man, length of service, rating, date of discharge, signature of appropriate Naval officers, and seal of issuing station. Filed alphabetically. (Never.) 10 x 15 envelopes, 1 ft., in steel filing case. Commandant's storeroom (Bldg. A). (18)

329. ROSTERS OF ENLISTED MEN TRANSFERRED TO STATION FOR RELEASE FROM ACTIVE DUTY, May - Oct. 1919. Show names of men, rank, service number, place of enlistment, name of vessel of service, and base or yard from which transferred. Filed alphabetically. (Never.) 10 x 15 clipped sheets, 3 ft., in steel filing case. Commandant's storeroom (Bldg. A). (9)

330. DISCHARGE LEDGERS OF ENLISTED MEN, May 14, 1919 - Jan. 15, 1920. Record of enlisted men discharged from naval service at station. Gives name of man, ship from which transferred, type and number of discharge, term of enlistment, and rank at time of discharge. Filed numerically. (Annually, official.) 12 x 20 vols. (4), 4 in., in steel filing case. Commandant's storeroom (Bldg. A). (11)

331. RECEIPTS FOR TRANSFER PAPERS, June - July 1919. Sent from Camp Barry to detail officer at station. Give names of men transferred, rank, place of enlistment, and signature of officer receiving transfer papers. Filed chronologically. (Never.) 10 x 15 clipped sheets, 2 in., in steel filing case. Commandant's storeroom (Bldg. A). (6)

332. ROSTER OF FLEET MEN DISCHARGED THROUGH CAMP BARRY, June 25 - Oct. 2, 1919. Record submitted by detail officer to disbursing officer of station for computing final pay and transportation expense of discharged fleet men. Gives name of men, class of discharge, rank, rate of pay, place of enlistment, and name of ship from which transferred. Arranged chronologically. (Never.) 10 x 15 bundles, 2 ft., in steel filing case. Commandant's storeroom. (Bldg. A). (7)

333. RECORD OF SEAMEN DISCHARGED FROM NAVAL RESERVE, July 1919 - Jan. 1920. Shows name of enlisted man, date and term of enlistment, rating, ship from which transferred, and number and type of discharge. Filed numerically. (Annually, official.) 12 x 20 vol., 1 in., in steel filing case. Commandant's storeroom (Bldg. A). (8)

334. PERSONNEL RECORDS OF NURSES, 1920 to date. Service records of nurses formerly attached to Naval Hospital and subsequently transferred. Contain applications, transfers, oaths of office, leaves of absence, attendance cards, physical examination reports, routing slips, and relative correspondence and dispatches. Filed alphabetically. (Quarterly, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 5 (Bldg. A). (20)

335. PERSONNEL RECORDS OF ENLISTED MEN, 1924 - 1935. Correspondence, inter-office communications and memoranda relative to breaches of discipline, awards of merit, requests for transfers and furloughs, insurance matters,

indebtedness and deaths. Filed alphabetically. (Annually, official.) 10 x 15 folders and bundles (7), 108 ft., in 38 steel filing case drawers and on floor. Commandant's storeroom (Bldg. A). (17)

336. FILE OF COMMUNICATIONS, Jan. 1930 - Dec. 1931. Communications sent or received by office of commanding officer: letters, orders, telegrams, and memoranda. Filed chronologically. (Monthly, official.) 10 x 15 folders, 12 ft., on 6 wooden shelves. Commandant's storeroom (Bldg. A). (19)

337. PERSONNEL RECORDS OF MARINES TRANSFERRED OUT OF STATION, July 1, 1935 to date. Records of marines once attached to station who have been transferred since July 1, 1935. Individual reports or correspondence relative to requests for leave, insurance, indebtedness, awards of merit and infractions of discipline. Filed alphabetically. (Monthly, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 5 (Bldg. A). (21)

Commissary Stores

338. STOCK CARDS AND LEDGER, 1929 - 1933; July 1935 to date. Record of stock received, issued and on hand. Covers following commodities: bakery products, beverages, cereals, tobacco, confections, dairy products, canned fruit, miscellaneous groceries, insecticides, meat, poultry, and sea foods. Gives name of article, cost and selling price, contract number, date received, transferred or surveyed, issued to salesroom, balance on hand and total inventory. Arranged by group and filed alphabetically. (1929 - 1933, never; July 1935 to date, inactive, never; active, frequently, official.) 4 x 6 cards and 9 x 15 loose-leaf books, 2 ft., on desk, on wooden shelf and in wooden box. Office and storeroom (Bldg. K). (1081, 1115, 1262)

339. CASH ANALYSIS, June 18, 1931 - June 30, 1933; July 1935 to date. Periodical summary of cash received, expended and balance on hand. Shows date, denomination of bills, gold, silver and miscellaneous monies in main safe, office safe and totals; also balance of receipts and expenditures showing balance on hand, cash sales, charge accounts, total, and remittances. Filed chronologically. (June 1931 - June 1933, never; July 1935 to date, semimonthly, official.) 5 x 8 vols. (2), 2 in., on desk. Office (Bldg. K). (1104, 1105)

340. CASH BOOK, 1932 - 1933; Aug. 1935 to date. Monthly account of receipts and expenditures, Shows month, date, daily cash sales, cash collected on previous month's balance, current month's bills collected and total cash; also record of expenditures showing date of transfer of funds to disbursing officer. Filed chronologically. (1932 - 1933, never; Aug. 1935 to date, daily, official.) 9 x 15 and 15 x 15 vols., 2 in., on desk and on wooden shelf. Office and storeroom (Bldg. K). (1100, 1261)

341. CONTRACTS, 1932 - 1933; July 1935 to date. For general stores, dry provisions, and fresh items such as groceries, fruits, vegetables, meats and dairy products. Give requisition number, bureau, date, contract number, appropriation, firm's name, length of contract, item number, articles or services, quantity, unit price and total. Originals are held by General

Accounting Office and Bureau of Supplies and Accounts. Filed numerically. (1932 - 1933, never; July 1935 - July 1936, occasionally; July 1936 to date, frequently, official.) 10 x 12 and 10 x 14 folders, 2 ft. 2 in., in 2 steel filing case drawers and on wooden shelf. Office and storeroom (Bldg. K). (1096, 1097, 1257)

342. CREDIT AND CASH SALES SLIPS, 1932 - 1933; July 1935 to date. Daily record of cash and credit sales shows itemized sales and total, cash on hand at beginning of day, total at end of day, amount subtracted, and cash on hand on following day. Gives date, name of purchaser, quantity, items, unit price and extension. Prepared in triplicate; original to charge file, duplicate to purchaser and triplicate retained in book. Filed chronologically. (1932 - 1933, never; July 1935 - Oct. 1936, seldom; Oct. 1936 to date, frequently, official.) 5 x 8 slips and vols., 92 ft., in 5 wooden filing case drawers and in 8 boxes. Office and storeroom (Bldg. K). (1112, 1258, 1259)

343. FINANCIAL CONTROL RECORDS, Jan. 1932 - June 1933; Aug. 1935 to date. Monthly record of cost analysis shows daily postings of cost price, cash sales, charge account sales and recapitulation. Covers the following commodities: all meats except preserved, fresh fruits and vegetables, groceries, gas, oil, ice, coal, wood, daily products, and supply department material. Filed chronologically. (Jan. 1932 - June 1933, never; Aug. 1935 to date, daily, official.) 12 x 18 vols., 2 in., on desk. Office (Bldg. K). (1098, 1099)

344. REQUISITIONS, 1932; July 1935 to date. Copies of requisitions for stores purchased; show requisition number, bureau, date, appropriation, item number, articles or services, quantity, unit, unit price and amount. Originals are held by Bureau of Supplies and Accounts at Washington. Filed numerically. (1932, never; July 1935 - Jan. 1936, seldom; Jan. 1936 to date, monthly, official.) 10 x 14 folders, 1 ft. 4 in., in 2 wooden filing case drawers and on wooden shelf. Office and storeroom (Bldg. K). (1091, 1092, 1260)

345. CASH REGISTER RECORD, June 4, 1932 - June 1933; Aug. 1935 to date. Daily record of cash turned in by commissary cashier to officer in charge. Gives date, register rating, total cash in register, amount left with cashier, amount taken up by officer, and signatures of cashier and officer in charge. Filed chronologically. (June 4, 1932 - June 1933, never; Aug. 1935 to date, daily, official.) 9 x 15 vols. (2), 2 in., on desk. Office (Bldg. K). (1101, 1102)

346. VOUCHERS, 1933; Jan. 1937 to date. For payment of open purchases and articles bought by contract. Show voucher number, appropriation, name and address of firm, contract number, requisition number, date of order, date of delivery or service, complete description of articles or services, quantity, unit price, amount, total, and signature of officer in charge. Filed numerically. (1933, never; Jan. 1937 to date, frequently, official.) 10 x 14 folders, 3 ft., in wooden filing case and on wooden shelf. Office and storeroom (Bldg. K). (1117, 1256)

347. CORRESPONDENCE, May 1935 to date. Between commandant, patrons of store, firms and supply officer relative to commissary orders and memoranda, contract schedules, financial returns, delinquent accounts, expenditures, surveys, fresh provisions, dry stores, credit privileges, developments, plans, job orders, printing and binding, leaves of absence, ship service, work sheets, tires and tubes, and telephone. Filed by subject. (May 1935 - Jan. 1937, occasionally; Jan. 1937 to date, frequently, official.) 10 x 14 folders, 2 ft. 6 in., in 2 steel filing case drawers. Office (Bldg. K). (1093, 1116)

348. PAID ACCOUNTS, July 1935 - Oct. 1936. Monthly statement of paid purchases gives patron's name and address, permit number, month, type and date of purchases, and total, new and old balances and cashier's stamp showing date paid. Filed chronologically. (Seldom, official.) 9 x 12 loose-leaf books, 1 ft., in wooden box. Storeroom (Bldg. K). (1255)

349. PERMIT APPLICATIONS, July 1935 to date. To purchase commodities sold by this commissary. Give permit number, name and address of permitee, and, in case of enlisted men, pay number, station location, immediate superior, marital status, monthly renumeration, and government allotment. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in wooden card cabinet. Office (Bldg. K). (1114)

350. QUARTERLY RETURN, July 1935 to date. Statement of commissary store stock received and expended, sales and collections and expense and profit; also an abstract and reconciliation statement of receipts from other supply officers and from purchase. Filed chronologically. (Quarterly, official.) 9 x 15 sheets, 2 in., in steel filing case. Office (Bldg. K). (1111)

351. REPORTS, July 1935 to date. Daily, monthly, quarterly and annual reports on financial returns, gas to state, authorities, expenditures, surveys, delinquent accounts, accounts current and general, adding machines, typewriters, cash register, accounting machine, muster, and personnel. Reports are submitted to General Account Office and Bureau of Supplies and Accounts. Filed by subject. (July 1935 - July 1936, occasionally; July 1936 to date, daily, official.) 10 x 14 folders, 1 ft., in 2 steel filing case drawers. Office (Bldg. K). (1094, 1095)

352. RECORD OF PERMIT HOLDERS, Aug. 1935 to date. Record of active and cancelled permits to purchase commodities at this commissary. Gives permit number, whether gas permit or general store, purchases to be cash or credit, name and address of permit holder, and designation. Filed numerically. (Cancelled, never; active occasionally, official.) 5 x 8 and 9 x 15 vols., 2 in., on desk. Office (Bldg. K). (1106, 1107)

353. RECORD OF SURVEYS, Aug. 1935 to date. Surveys of all unsalable articles requested by officer in charge at this commissary. Give date surveyed, quantity, name of item, unit, and total cost, date received, from whom purchased, reason for survey, disposition, responsibility, and remarks. Filed chronologically. (Occasionally, official.) 9 x 15 vol., 1 in., in desk. Office (Bldg. K). (1110)

354. PURCHASE ORDERS AND VOUCHERS, Jan. 1936 to date. Record of all purchase orders issued by this department and public vouchers covering payment. Shows purchase order number, firm to which order issued, and public voucher number. Divided into commodity and groups and filed numerically. (Daily, official.) 9 x 15 vol., 1 in., in desk. Office (Bldg. K). (1108)

355. RECORD OF COLLECTIONS, Apr. 1936 to date. Monthly bills paid by patrons for charge account purchases at this commissary. Show date, permit number, customer's name, amount paid, and whether paid by check or cash. Filed chronologically. (Daily, official.) 5 x 8 vol., 1 in., on desk. Office (Bldg. K). (1103)

356. RECORD OF PUBLIC VOUCHERS PAID, July 16, 1936 to date. Shows date of payment, voucher number, name of firm drawing up contract, amount paid, monthly summary, date paid and disbursing officer's voucher number. Filed numerically. (Frequently, official.) 9 x 15 vol., 1 in., in desk. Office (Bldg. K). (1109)

357. CHARGE ACCOUNTS, Oct. 1936 to date. Monthly statement of purchases made by persons permitted to buy on credit at this commissary. Gives name, permit number, address, date, type and number of purchases, date purchased, and total amount; also new and old balances. Prepared in duplicate; original given to customer and duplicate retained. Filed numerically. (Frequently, official.) 9 x 12 loose-leaf books, 1 ft., on desk. Office (Bldg. K). (1113)

Office of Communication Officer

358. INVENTORY OF RADIO APPARATUS, Oct. 29, 1915 - June 1933. Record of monthly inventory of radio apparatus located at Naval Radio Compass stations. Shows name of apparatus, description, place and date received, location, and quantity. Covers the following stations: Cleveland and Ashtabula, Ohio; Whitefish Point, Alpena, Windmill Point, Calumet, Manistique, Grand Marais, Frankfort, Detroit, River Rouge, Ludington, Eagle Harbor, Mackinac Island, Detour Point and Grand Haven, Michigan; Great Lakes, Illinois; Duluth, Minnesota; Milwaukee and Manitowoc, Wisconsin. Filed alphabetically. (Never.) 10 x 16 vols. (20), 1 ft. 8 in., on wooden shelves, Communication Officer's basement storeroom (Bldg. A). (1143 - 1152, 1154-1163)

359. QUARTERLY PERSONNEL REPORTS, Mar. 1917 - Sept. 1929. Copies of reports submitted to district communication officer by radio men in charge of radio stations. Give name, rating, proficiency in writing, mechanical ability, leadership, conduct, remarks, and pertinent memoranda. Cover the following stations: Detroit, River Rouge, Ludington, Frankfort, Mackinac Island, Grand Haven, Detour Point, Eagle Harbor, Whitefish Point, Manistique, Windmill Point, Calumet, Grand Marais, and Alpena, Michigan; Duluth, Minnesota; Buffalo, New York; Ashtabula and Cleveland, Ohio; Milwaukee and Manitowoc, Wisconsin. Filed chronologically. (Never.) 10 x 12 and 10 x 15 folders, 10 ft., on wooden shelves. Basement storeroom (Bldg. A). (861-880)

360. QUARTERLY INVENTORY REPORTS, Mar. 31, 1917 - Dec. 30, 1930. Copies of inventory reports of government property located at radio stations. Show name of station, date, name of articles, serial numbers, quantity and date received, and pertinent memoranda. Cover the following stations: River Rouge, Detroit, Ludington, Frankfort, Mackinac Island, Alpena, Grand Marais, Eagle Harbor, Detour Point, Windmill Point, Whitefish Point, Calumet, Grand Haven, and Manistique, Michigan; Duluth, Minnesota; Buffalo, New York; Cleveland and Ashtabula, Ohio; Milwaukee, and Manitowoc, Wisconsin. Filed chronologically. (Never.) 10 x 15 folders, 17 ft. 3 in., on wooden shelves. Basement storeroom (Bldg. A). (901-914, 921-926)

361. MONTHLY REPORT OF RADIO COMPASS BEARINGS, Apr. 1917 - Dec. 1930. Submitted to district communication office by radio man in charge of radio station. Lists each radio bearing transmitted during month and shows name of ship, call initials, and request number. Filed chronologically. (Never.) 10 x 15 folders, 5 ft., on wooden shelves. Communication officer's basement storeroom (Bldg. A). (976, 980-983)

362. RECORD OF ALLOTMENTS AND EXPENDITURES, Apr. 1, 1917 - June 30, 1920. Annual record of funds available to maintain Naval Radio Compass stations within district. Gives date, name of payee, amount of expenditure and amount available. Cover the following stations: Alpena, Calumet, Detroit, Frankfort, Ludington, and Manistuque, Michigan; Buffalo, New York; Duluth, Minnesota; Cleveland, Ohio; Manitowoc, Wisconsin. Filed chronologically. (Never.) 10 x 16 vols. (3), 3 in., on wooden shelf. Dirty. Communication officer's basement storeroom (Bldg. A). (1153)

363. SUPPLY RECORDS, Apr. 2, 1917 - Dec. 31, 1922. Correspondence, monthly reports of supplies ordered, received and on hand, inventory, lists and recapitulations of total messages and free traffic handled. Cover the following stations: Grand Haven, Detroit, Calumet, Manistique, Mackinac Island, Frankfort, Ludington and Alpena, Michigan; Duluth, Minnesota; Buffalo, New York; Cleveland, Ohio; Milwaukee, and Manitowoc, Wisconsin. Retained at the radio stations during operative period and later forwarded to district communication officer for permanent custody. Filed chronologically. (Never.) 10 x 15 envelopes, 9 ft. 9 in., on wooden shelves. Basement storeroom (Bldg. A). (915-920, 953-957, 968, 969)

364. COPIES OF DISPATCHES, Apr. 8, 1917 - Dec. 30, 1930. Naval dispatches sent and received by radio stations. Show name of station, date, message, and initials of sender. Cover the following stations: Eagle Harbor, Calumet, Grand Marais, Manistique, Alpena, Windmill Point, Whitefish Point, Mackinac Island, Frankfort, River Rouge, Ludington, Detroit and Grand Haven, Michigan; Duluth, Minnesota; Cleveland and Ashtabula, Ohio; Milwaukee, Wisconsin. After decommison of stations, dispatches were forwarded to district communication office for storage. Filed chronologically. (Never.) 8½ x 11 folders, 27 ft. on wooden shelves. Basement storeroom (Bldg. A). (934-938, 941-951, 1008-1011)

365. MONTHLY COMMUNICATION TRAFFIC REPORTS, Apr. 10, 1917 - Dec. 30, 1930. Form N-ENG-214. Submitted to communication office by radio men in charge of compass stations. Show daily number of words transmitted by leased

radio and commercial wires, monthly totals sent and received, and pertinent memoranda. Covers the following stations: Grand Marais, Grand Haven, Detroit, River Rouge, Frankfort, Ludington, Manistique, Alpena, Calumet, Whitefish Point, Windmill Point, Detour Point, Eagle Harbor and Mackinac Island, Michigan; Duluth, Minnesota; Buffalo, New York; Ashtabula, and Cleveland, Ohio; Milwaukee and Manitowoc, Wisconsin. Filed chronologically. (Never.) 10 x 15 folders, 10 ft., on wooden shelves. Communication officer's basement storeroom (Bldg. A). (927-933, 958-960, 963, 965, 970-972, 1012-1016)

366. MONTHLY FUEL REPORTS, May 1917 - June 30, 1929. Original copies submitted to radio materials officer by radio men in charge of radio stations. Show number of tons of anthracite and bituminous coal and gallons of gasoline and lubricating oil, received, expended, and on hand at end of month; also pertinent memoranda. Cover the following stations: Grand Marais, Calumet, Manistique, Windmill Point, Frankfort, Ludington, Eagle Harbor, Detour Point, Mackinac Island, Grand Haven, River Rouge, Whitefish Point, Alpena, and Detroit, Michigan; Duluth, Minnesota; Buffalo, New York; Ashtabula and Cleveland, Ohio; Milwaukee and Manitowoc, Wisconsin. Filed chronologically. (Never.) 10 x 12 and 10 x 15 loose sheets and folders, 10 ft. 6 in., on wooden shelves. Communication officer's basement storeroom (Bldg. A). (881-900)

367. CALIBRATION REPORTS, June 1917 - Dec. 1932. Compass corrections for deviation submitted quarterly to district communication officer by radio man in charge. Show compass bearing, true and corrected, tally sheets of radio compass observer, and graph of deviation curve. Cover the following stations: Mackinac Island, River Rouge, Detroit, Manistique, Eagle Harbor, Detour Point, Grand Marais, Grand Haven, Whitefish Point, Frankfort, Ludington, Windmill Point, Calumet, And Alpena, Michigan; Duluth, Minnesota; Buffalo, New York; Ashtabula and Cleveland, Ohio; Milwaukee and Manitowoc, Wisconsin. Filed chronologically. (Never.) 10 x 15 folders, 13 ft. 9 in., on wooden shelves. Communication officer's basement storeroom (Bldg. A). (974,975, 984,991-1007)

368. QUARTERLY INSPECTION REPORT OF NAVAL RADIO STATION, Jan. 1918 to date. Copies show date of last inspection, nature and object, district commandant's report of proficiency of radio station for performing duty for which intended, and signature of inspecting officer; also detailed list of deficiencies noted and rehabilitations made. Relative memoranda attached. Originals forwarded to Chief of Naval Operations, two copies to Bureau of Engineering, Navy Department, Washington, D. C.; also District Commandant, Station Inspector and Communication officer. Filed chronologically. (Jan. 1918 - July 1927, never; July 1927 - Sept. 30, 1936, annually; Oct. 1936 to date, quarterly, official.) 10 x 14 folders, 10 in., in steel filing case and on wooden shelf. R. 39 and storeroom (Bldg. A). (705, 706, 721)

369. WESTERN UNION NAVAL MESSAGES, LEASED WIRE, Jan. 1918 to date. Retained copies of messages received from all points via leased wire. Show name and address of sender, facsimile of message, and point of origin. Filed chronologically. (Jan. 1918 - June 30, 1936, rarely; July 1936 to date, daily, official.) 10 x 15 folders, 31 ft., on wooden shelf and in cabinet. R. 39 and storeroom (Bldg. A). (688, 724)

370. WESTERN UNION NAVAL MESSAGES, REGULAR WIRE, Jan. 1918 to date. Copies of messages received from all points in U. S. via regular wire. Show name and address of sender and facsimile of message. Filed chronologically. (Jan. 1918 - June 30, 1934, rarely; July 1934 - June 30, 1936, monthly; July 1936 to date, daily, official.) 10 x 15 folders, 46 ft. 6 in., in steel filing case, on shelf and in cabinet. R. 39 and storeroom (Bldg. A). (690, 723, 725)

371. RECORD OF INVOICES PAID, VESSELS, May - July 1918. Invoices for radio apparatus needed by naval vessels of district. Shows invoice, requisition and bill of lading numbers, name of article, description, and amount. Vessels are: City of New Haven, Fostoria Lake, U.S.S. Hawk, Lake Crescent, Lake Tular, Lake Copens, Theodore Roosevelt, and a number of hulls. Classified by vessel and entered chronologically. (Never.) 10 x 16 vol., 1 in., on wooden shelf. Communication officer's basement storeroom (Bldg. A). (1142)

372. RECORD OF INVOICES PAID, RADIO STATIONS, July 1918 - June 30, 1919. Receipted invoices paid via district communication officer; all payments made on blanket requisitions for maintenance of Naval Radio stations within district. Show name of station, date of invoice, name of payee, amount, and amount of allotments. Filed chronologically. (Never.) 10 x 16 vol., 1 in., on wooden shelf. Communication officer's basement storeroom (Bldg. A). (1141)

373. CIRCULAR LETTERS OF COMMUNICATION SERVICE, 1919 to date. From Chief of Naval Operations relative to authorized abbreviations, reserve schedules, new domestic radio telegraph service, naval aeronautic organizations, assignment of aircraft, and corrections in former memoranda; also intelligence circulars. Filed chronologically. (1919 - June 30, 1927, never; July 1927 - June 30, 1936, bimonthly; July 1936 to date, daily, official.) 9 x 11 clipped sheets, 2 ft. 6 in., in filing case and on wooden shelf. R. 39 and storeroom (Bldg. A). (841, 847, 849)

374. GENERAL CORRESPONDENCE, 1919 to date. Copies of correspondence, schedules, daily bulletins, memoranda, circulars, orders, inter-departmental communications, tabulations, and official reports relative to district communication service activities. To and from Chief of Naval Operations, Bureau of Engineers, Bureau of Navigation, commanding officers of vessels, Reserve Aviation Bases, Recruiting and Radio stations; also inspectors of naval material and aircraft. Filed by subject. (1919 - June 30, 1927, never; July 1927 to date, daily, official.) 10 x 15 folders, 134 ft., in steel filing cases and on wooden shelves. R. 39 and basement storeroom (Bldg. A). (856, 857)

375. COMPLETE AND INCOMPLETE OPEN PURCHASE REQUISITIONS, July 1919 to date. Blanket requisitions for naval material, pay and maintenance of communication service. Copies of requisitions, inspection calls, invoices, bills of lading, and memoranda. Face of folder gives name of requisitioning activity, appropriation and requisition numbers, date, name of item, chronological record of orders placed and public bills prepared. Filed numerically. Indexed. (July 1919 - June 30, 1926, never; July 1926 - June 30, 1936,

monthly; July 1936 to date, daily, official.) 10 x 15 folders, 4 ft. 6 in., in steel filing case and on wooden shelf. R. 39 and basement storeroom (Bldg. A). (851, 854, 855)

376. INDEX OF OFFICE TELEPHONE NUMBERS, Feb. 1920 to date. For each office or activity. Shows name of office, building number, titles of persons attached to office, and local numbers. Filed alphabetically. (Inactive, never; active, daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden card cabinet. R. 39 (Bldg. A). (687, 698)

377. INDEX OF OFFICERS' TELEPHONE NUMBERS, Feb. 1920 to date. Gives name and rank of officer, telephone number, and home address; local number and location of residence if officer lives at station. Filed alphabetically. (Inactive, never; current, daily, official.) 3 x 5 cards, 9 in., in wooden card cabinet. R. 39 (Bldg. A). (699, 700)

378. INDEX OF TELEPHONE NUMBERS, Feb. 1920 to date. General information pertaining to each telephone on grounds. Shows location of phone, serial number, class of service, directory listing terminal, rate of charges, date installed, date removed, record of extension, and additional equipment used. Filed numerically. (Inactive, never; current, weekly, official.) 5 x 8 cards, 2 ft., in wooden card cabinets. R. 39 (Bldg. A). (695, 696)

379. RECORD OF ENGINEERING REQUISITIONS, July 1, 1920 to date. Filled requisitions issued and charged to Naval Supply account, Engineering department. Show date of requisition, ship number, stub number, purpose, date filled, and amount of charges. Filed chronologically. (July 1920 - June 30, 1935, quarterly; July 1, 1935 to date, daily, official.) 10 x 15 vols. (5), 9 in., in steel filing case and in wooden desk. R. 39 (Bldg. A). (715, 716)

380. RECORD OF STATION WORK ORDERS, July 1, 1920 to date. Work orders issued to maintain communication service of station. Give date of order, number, amount, and monthly total. Filed chronologically. (July 1920 - June 30, 1935, quarterly; July 1935 to date, daily, official.) 10 x 14 vols. (4), 1 ft., in steel filing case and in wooden desk. R. 39 (Bldg. A). (714, 722)

381. RECORD OF STUB REQUISITIONS, July 1, 1920 to date. For materials needed by communication service within district. Show date of stub, number, name of article, cost, and monthly total. Filed chronologically. (July, 1920 - June 30, 1935, quarterly; July 1935 to date, daily, official.) 10 x 14 vols. (8), 9 in., in steel filing case and in wooden desk. R. 39 (Bldg. A). (717, 718)

382. RECORD OF TELEPHONE AND TELEGRAPH SERVICE CHARGES, July 1, 1920 to date. Monthly record of payments made to telegraph and telephone companies for services rendered to naval activities within district. Shows date of requisition, slip number, name of payee, date filled, location and name of activity, date of service, amount of charge, and total amount allotted for services. Filed chronologically. (July 1920 - June 30, 1935, quarterly;

July 1935 to date, daily, official.) 10 x 15 vols. (5), 6 in., in steel filing case and on desk. R. 39 (Bldg. A). (719, 720)

383. NAVAL RADIO COMPASS STATIONS GENERAL CORRESPONDENCE, Dec. 1920 - Dec. 1930. Copies of correspondence, orders, circular letters, memoranda, receipts and requests relative to repair, improvement and transfer of radio apparatus, transportation of station personnel, pay, and supplies. Cover following stations: Detour Point, Eagle Harbor, Grand Marais and Whitefish Point, Michigan. Filed by subject and chronologically. (Never.) 10 x 15 folders, 23 ft., on wooden shelves. Communication officer's basement storeroom (Bldg. A). (977 - 979, 988)

384. RADIO STATION CREW, Dec. 1920 to date. Individual card for each man shows name, pay number, service number, rate, place enlisted, date of enlistment, home address, and chronological record of transfers. Filed alphabetically. (Inactive, never; current, weekly, official.) 5 x 8 cards, 2 ft. 1 in., in steel and wooden card cabinet. R. 39 (Bldg. A). (678,962)

385. RECORD OF GOVERNMENT PROPERTY, Dec. 14, 1920 - Sept. 12, 1928. Form N-ENG-2580. Record of government property, radio apparatus, equipment, materials, facilities in use at radio compass stations; also chronological record of calibrations, inspections made, and maintenance expenditures incurred. Covers following stations: Whitefish Point, Detour Point, Grand Marais, and Eagle Harbor, Michigan. Filed alphabetically. (Never.) 12 x 16 loose-leaf books (4), 1 ft., on wooden shelf. Communication officer's basement storeroom (Bldg. A). (1164 - 1167)

386. COMPLETED REQUISITION FOLDERS FOR TELEPHONE AND TELEGRAPH SERVICE, 1921 to date. Miscellaneous requisitions for contracted services to district naval units. Show requisitioning activity, appropriation and requisition numbers, date, name of company, chronological record of orders placed, public bills prepared, and relative memoranda. Filed numerically. Indexed. (1921 - June 30, 1926, never; July 1926 to date, monthly, official.) 10 x 15 folders, 2 ft. 6 in., in steel filing case. R. 39 and basement storeroom (Bldg. A). (852, 853)

387. INDIVIDUAL SERVICE RECORDS, 1921 to date. Contain statements of service, leave papers, physical examination reports, record of transfers, furloughs, and leaves, efficiency report and pertinent correspondence folder for each naval employee of district communication office. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 3 in., in wooden desk. R. 39 (Bldg. A). (967)

388. QUARTERLY REPORT OF MOTOR VEHICLE SERVICE, Mar. 1921 - Dec. 30, 1930. Y & D Form-124. Gives number, mileage and operating cost of each motor vehicle assigned to station. Filed chronologically. (Never.) 10 x 15 folders, 9 in., on wooden shelf. Communication officer's basement storeroom (Bldg. A). (939, 940, 952, 973)

389. WIRELESS LOG, Apr. 1921 - Dec. 17, 1930. Wireless logs of radio compass stations. Show time and serial number of each naval message received and sent; half hour entries of weather conditions, i. e., visibility, wind

velocity, direction of wind, temperature, and conditions of lake. Cover the following stations: Great Lakes, Illinois; Grand Marais, Detour Point, Eagle Harbor, and Whitefish Point, Michigan. After decommission of stations, records were placed in custody of communication officer for storage. Filed chronologically. (Never.) 10 x 18 vols. (85), 11 ft. 6 in., on wooden shelves. Communication officer's basement storeroom (Bldg. A). (985-987, 989, 990)

390. MONTHLY ABSTRACT OF OFFICIAL MESSAGES, Jan. 1922 - June 30, 1936. Government and commercial messages received and forwarded. Shows serial number, date received, origin, radio system or telephone company received from, name of sender, destination, number of words, total daily charges due, and grand total. Originals sent to Washington. Filed chronologically. (Quarterly, official.) 6 x 9 bundles, 4 ft., in filing case. R. 39 (Bldg. A). (964)

391. STUB REQUISITIONS, Jan. 1922 to date. S & A Form 139. For supplies and services for naval communication units within district, chargeable to engineering appropriation. Show date, stub number, activity, stock number, description of article, quantity required, unit, unit price, extension and total amount. Filed numerically. Indexed. (Jan. 1922 - June 30, 1928, never; July 1928 - June 30, 1936, monthly; July 1936 to date, daily, official.) 5 x 8 clipped forms, 5 ft. 3 in., in steel filing case, in desk drawer and on shelf. R. 39 and basement storeroom (Bldg. A). (845, 846, 848)

392. OUTGOING CORRESPONDENCE, Oct. 23, 1923 to date. To naval units of district and various companies rendering services to this office. Filed chronologically. (Oct. 1923 - June 30, 1933, never; July 1933 - June 30, 1936, bimonthly; July 1936 to date, daily, official.) 8 x 10 and 9 x 11 clipped sheets, 14 ft. 3 in., on table, desk and shelf and in steel filing case. R. 39, storeroom (Bldg. A). (697, 858-860)

393. GENERAL GOVERNMENT CONTRACTS FOR COMMERCIAL TELEPHONE AND TELEGRAPH SERVICE, COMPLETE AND INCOMPLETE, 1924 to date. Contracts for services rendered to various district naval units; estimated monthly requirements for each activity showing previous amounts allotted and expended; also allotment letters and orders from Bureau of Navigation. Filed numerically. (1924 - June 30, 1927, never; July 1927 - June 30, 1936, monthly; July 1936 to date, daily, official.) 10 x 15 folders, 1 ft. 2 in., in steel filing case and on wooden shelf. R. 39 and basement storeroom (Bldg. A). (842 - 844)

394. TELEPHONE LOG, June 5, 1924 - May 17, 1929; Nov. 29, 1935 to date. Telephone operator's daily time book shows time, leaves of absence and operator's signature. Filed chronologically. (June 5, 1924 - May 17, 1929, never; Nov. 29, 1935 to date, daily, official.) Variously sized vols. (14), 3 ft. 1 in., on desk, in wooden cabinet and on wooden shelf. R. 39, storeroom and telephone exchange (Bldgs. A and C). (686, 726, 1017)

395. MONTHLY COAL REPORTS FOR NAVAL RADIO STATION, July 1, 1927 to date. S & A Forms 115 and 115A. Consumption of anthracite and bituminous coal by radio station on grounds. Show date of receipt and issue, number of tons, price per ton, total amount chargeable to engineering allotment, and balance

on hand. Originals forwarded to Bureau of Supplies and Accounts; copy retained for Commandant's files. Filed chronologically. (July 1927 - June 30, 1936, semiannually; July 1936 to date, monthly, official.) 10 x 14 folders, 8 in., in steel filing case. R. 39 (Bldg. A). (709, 710)

396. MONTHLY ROSTER OF OFFICERS OF DISTRICT, July 1, 1927 to date. Includes officers on active duty, Naval Reserve officers, inspection and retired officers. Shows name, rank, location, phone number and service number. Classified by activity and arranged alphabetically. (July 1927 - June 30, 1936, quarterly; July 1936 to date, daily, official.) 10 x 15 folders, 7 in. in steel filing case. R. 39 (Bldg. A). (711, 712)

397. MONTHLY SUBSISTENCE REPORT OF RADIO STATION CREW, July 1, 1927 to date. Gives name of man, rating, amount allowed daily for quarters and meals, inclusive dates covered, and total amount of allowance. Originals forwarded to Bureau of Navigation and one copy for Commandant's files. Filed chronologically. (July 1927 - June 30, 1936, quarterly; July 1936 to date, monthly, official.) 10 x 15 folders, 7 in., in steel filing case. R. 39 (Bldg. A). (703, 704)

398. QUARTERLY MUSTER ROLL OF RADIO STATION CREW, July 1, 1927 to date. Form N-NAV-5. Shows name of man, service number, branch of service, rating, date enlisted, date received on board, and pertinent memoranda. Originals forwarded to Bureau of Navigation. Filed chronologically. (July 1927 - June 30, 1936, semiannually; July 1936 to date, quarterly, official.) 10 x 14 folders, 7 in., in steel filing case. R. 39 (Bldg. A). (707, 708)

399. REPORT OF TELEPHONE AND TELEGRAPH SERVICE, July 1, 1927 to date. Monthly record of amounts allotted and expended for recruiting stations, inspection offices, aviation bases within district and staff headquarters. Shows amount allotted, amount expended, and balance for each type of service. Arranged chronologically. (Inactive, monthly; active, weekly, official.) 5 x 8 cards, 2 ft. 2 in., in wooden desk. R. 39 (Bldg. A). (689, 713)

400. SEMIMONTHLY MONEY LISTS, July 1, 1927 to date. Certify time on duty and request check for amount due and payable to each enlisted man. Show service and pay numbers, name of man, rating, remarks, signature of man, and commanding officer's acknowledgment of receipt. Filed chronologically. (July 1927 - June 30, 1936, semiannually; July 1936 to date, bimonthly, official.) 10 x 14 folders, 7 in., in steel filing case. R. 39 (Bldg. A). (701, 702)

401. RADIO MESSAGES, Jan. 1, 1928 - June 30, 1936. Copies of radio messages received and sent by district communication officer, Great Lakes Radio Station. Show serial number, date, name of addressee, and name of sending party. Filed chronologically. (Rarely, official.) 10 x 15 folders, 10 ft., on wooden shelves. Communication Office basement storeroom (Bldg. A). (679)

402. RECORD OF RADIO TRANSMISSION AND RECEIVING TUBES ISSUED, July 1929 to date. Card for each tube issued from naval stores, showing stock number, number issued, date, activity, and balance on hand. Included are custody

receipts for each issue. Filed chronologically. (Weekly, official.) 5 x 8 cards, 6 in., in steel card cabinet. R. 39 (Bldg. A). (966)

403. MONTHLY TOLL STATEMENTS, July 1, 1930 to date. Record of charges for outgoing and incoming collect telephone calls. Shows date of call, number called, minutes line used, amount of toll, and substantiating toll tickets. Filed chronologically. (July 1930 - June 30, 1934, never; July 1934 to date, quarterly, official.) 3 x 10 and 6 x 10 loose sheets and bundles (2), 5 ft., in steel filing case and on wooden shelf. R. 39 (Bldg. A). (684, 727)

404. RECORD OF TYPEWRITERS, July 1, 1930 to date. Card for each typewriter used by personnel of communication office. Shows number, model and make of typewriter, location, date of purchase, requisition stub number, original amount, and amounts and dates of repairs. Filed numerically. (Monthly, official.) 5 x 8 cards, 1 in., in steel card cabinet. R. 39 (Bldg. A). (961)

405. MAILING LIST OF COMMANDING OFFICERS, July 1, 1933 to date. Shows address, name, rank and title of commanding officers of various ships, bases, and units of district; also requests for changes in list. Filed alphabetically. (July 1933 - June 30, 1936, quarterly; July 1936 to date, daily, official.) 10 x 14 folders, 2 in., in steel filing case. R. 39 (Bldg. A). (693, 694)

406. MONTHLY REPORT OF ENLISTED PERSONNEL, July 1, 1933 to date. Shows number of chief radiomen, first, second and third class radiomen, total on board and allowed. Original forwarded to Bureau of Navigation and copy sent to commandant. Filed chronologically. (July 1933 - June 30, 1936, quarterly; July 1936 to date, monthly, official.) 10 x 14 folders, 3 in., in steel filing case. R. 39 (Bldg. A). (691, 692)

407. OFFICIAL INCOMING RADIO DISPATCHES, July 1, 1933 to date. Copies of all radio dispatches received from various naval units and vessels. Show date sent and received, source, message, and name of sender. Filed chronologically. (July 1933 - June 30, 1936, bimonthly; July 1936 to date, daily, official.) 10 x 15 folders, 2 ft. 6 in., in steel filing case and in wooden desk. R. 39 (Bldg. A). (840, 850)

408. MEMORANDA COPIES OF PUBLIC VOUCHERS FOR TELEGRAPHIC SERVICES AND NAVAL MATERIALS, July 1, 1934 to date. Form 1034-a. Payment for telephone and telegraph services, teletype rentals, and materials used by recruiting stations, offices of inspectors of naval material, inspectors of naval aircraft, and aviation bases within district. Filed numerically. (July 1934 - June 30, 1936, bimonthly; July 1936 to date, daily, official.) 10 x 15 folders, 6 ft., in steel filing case. R. 39 (Bldg. A). (680 - 683)

409. TOLL TICKETS, Dec. 1, 1936 to date. NTSGL Form 1-20-36-4M. Record of government telephone toll calls for which bills have not been received. Shows date of call, time started, and completed, local number, name and rank of calling party, town, number and party called, operator's number and charges; also incoming calls, collect. Filed chronologically. (Daily,official.) 3 x 4 slips, 1 ft., in wooden transfer case. R. 39 (Bldg. A). (685)

Office of Courts and Boards

410. CHANGE OF RATING, 1917 - 1922. Name of enlisted man, rank, present location, and rating, date, rating sought, name of examiner, date of examination, and marks received. Examinations of candidates for entrance to Annapolis, and those seeking advancement in the petty officer ratings are held periodically by the examining board of the office of Courts of Boards. Filed alphabetically. (Annually, official.) 2 x 5 cards, 8 ft., in wooden card cabinets. Commandant's storeroom (Bldg. A). (30)

411. RECORD OF DECK COURTS, 1917 - 1919. Duplicate of summarized data pertaining to each "Deck Court" gives name of accused, rank, specifications or charge, name of recorder, date of enlistment, rate of pay, and record of previous convictions. Contains no record of the findings or sentence of the courts. Originals sent to the Judge Advocate General. "Dock Court" is the lowest form of court martial. They were discontinued during the war and replaced by summary court martial. Filed alphabetically by name of accused. Annually, official.) 2 x 6 slips, 1 ft., in steel filing case. Commandant's storeroom (Bldg. A). (31)

412. RECORD OF SUMMONS BEFORE THE MAST, 1917 - 1922. Record of enlisted men called before the Mast for infractions of discipline. Shows name of enlisted man, location, offense, by whom reported, witness, date, remarks, and action taken. To be called "before the Mast" is the first official action involving trial for breach of discipline of the Navy; the Mast may award minor punishment, acquit, or in more serious offenses, order a summary or general court martial. Filed alphabetically. (Never.) 2 x 4 cards, 6 ft., in steel filing cases. Commandant's storeroom (Bldg. A). (5)

413. INDEX TO COURTS MARTIAL, Apr. 1917 to date. Name of defendant, rating, precept number, offense, record of previous convictions, dates of action, date of trial, plea, rate of pay, finding of court, sentence, and action of reviewing authority. Filed alphabetically. (Apr. 1917 - 1922, annually; 1922 to date, daily, official.) 5 x 8 cards, 14 ft., in wooden transfer case and in 2 steel card cabinets. Commandant's storeroom and R. 10 (Bldg. A). (2, 3)

414. OLD COURTS MARTIAL RECORDS, Apr. 1917 to date. Duplicate records of deck, summary and general courts martial held at this Station. Official transcripts of proceedings, testimony, charges, specifications, and findings of the courts. Originals sent to the Judge Advocate General. The office of Courts and Boards was established here on Apr. 7, 1917. The two main activities of the office consist of trial by deck, summary and general courts martial and the examination of candidates for entrance to the Naval Academy of Annapolis, or for advancement to the petty officer ratings. Filed alphabetically by name of defendant. Indexed. (Apr. 1917 - 1922, annually; 1922 to date, daily, official.) 10 x 15 folders, 60 ft., in 6 steel filing cases. R. 10 and Commandant's storeroom (Bldg. A). (1, 10)

415. WARRANT OFFICERS' EXAMINATION, 1918 - 1922. Shows name of candidate, name of examining board, final grade of individual subjects, and date of examination. Original records are sent to Naval Examining Board. Filed alphabetically. (Annually, official.) 5 x 8 cards, 1 ft., in steel card cabinet. Commandant's storeroom (Bldg. A). (4)

Office of District Aide for Supply

416. ORDNANCE ALLOWANCE LISTS, Feb. 1, 1921 to date. List of miscellaneous pieces of ordnance and supplies for subchasers and steamships for training Naval Reserve force within district. Gives name of vessel, location, name of item, established unit price, number allowed, total allowance and number on hand. New lists and changes are made periodically. Classified by activity and filed by name of article. (Daily, official.) 9 x 14 loose-leaf books (14), 3 ft., on top of filing case. R. 39 (Bldg. A).(668)

417. ELECTRICAL ENGINEERING ALLOWANCE LISTS, June 1923 to date. Equipage allowances permanently installed in steamships used for training Naval Reserve force within district. Give name of vessel, location, established unit price, name of item, number allowed, total allowance and number on hand. New lists and changes are made periodically. Classified by activity and filed by name of article. (Daily, official.) 9 x 14 loose-leaf books, 2 ft., on top of filing case. R. 39 (Bldg. A). (667)

418. STEAM ENGINEERING ALLOWANCE LISTS, June 1923 to date. Equipage allowances permanently installed in steamships used for training Naval Reserve force within district. Give name of vessel, location, established unit price, name of item, number allowed, total allowance and number on hand. New lists and changes are made periodically. Classified by activity and filed by name of article. (Daily, official.) 9 x 14 loose-leaf books (18), 2 ft., on top of filing case. R. 39 (Bldg. A). (665, 666)

419. STOCK LEDGERS OF NAVAL RESERVE AVIATION BASES, July 1, 1923 to date. S & A Form 305. Cumulative record of each issue made to aviation bases located in Kansas City, Great Lakes, Minneapolis, Robertson, Rochelle and Crosselle. Shows name of article, location, stock and class numbers, amount of receipts and expenditures giving date, voucher number, quantity and unit price; also quantity, unit price, and value of article remaining on hand. Filed by name of article. (Daily, official.) 10 x 14 loose-leaf books (17), 7 ft., on top of filing case. R. 33 (Bldg. A). (728, 730, 731)

420. QUARTERLY TITLE "B" EQUIPAGE RETURNS, Sept. 30, 1923 - Sept. 30, 1936. Submitted by all Naval Reserve units of district, including naval vessel. Balance sheets of equipage, S & A Form 58 showing total amount of receipts, expenditures and balances remaining on hand; also substantiating receipt and expenditure vouchers and invoices and abstracts thereof; survey reports and relative memoranda. Filed chronologically. (Sept. 30, 1923 - June 30, 1935, quarterly; July 1, 1935 - Sept. 30, 1936, monthly, official.) 10 x 15 folders, 31 ft., in wooden filing cases. R. 33 and District Aide's basement storeroom (Bldg. A). (549, 677)

421. GENERAL CORRESPONDENCE FILE, July 1, 1924 to date. Copies of correspondence, schedules, circular letters, bulletins, orders, memoranda, official reports and other records relative to allotments, material, surveys, returns, requisitions, organization, management, engineering activities, construction, repair, fuel, subsistence, specifications, etc. Filed according to Navy filing manual. (July 1, 1924 - June 30, 1935, never; July 1, 1935 - June 30, 1936, quarterly; July 1, 1936 to date, daily, official.) 10 x 15 folders, 30 ft., in steel filing cases. R. 33 and District Aide's basement storeroom (Bldg. A). (732, 551, 552)

422. REQUISITIONS ON SHORE, July 1, 1924 - June 30, 1935. S & A Form 76. For services and articles required for use by recruiting stations, armories, aviation, naval base and others within district. Contain authorizations of supply officer, head of department, commandant, chief of bureau of supplies and accounts, paymaster general; also list of requisitioned items showing item number, name of article or service, quantity, unit, unit price and amount. Classified by activity and filed numerically by requisition number. Indexed. (Never.) 10 x 15 folders, 22 ft., in steel filing cases. District Aide's basement storeroom (Bldg. A). (729)

423. DUPLICATE COPIES OF SURVEY REPORTS, July 1, 1925 to date. S & A Form 154. Cover material surveyed by all Naval Reserve activities and recruiting stations in district. Give activity requesting, appropriation involved, request number, date, total invoice price, appraised value and difference, itemized list of articles surveyed, with total and appraised value of each, and relative correspondence. Tab of folder contains request number, date, and name of items surveyed. Filed numerically and chronologically. (July 1, 1925 - June 30, 1933, never; July 1, 1933 to date, quarterly, official.) 10 x 15 folders, 6 ft., in steel filing case. R. 33 and District Aide's basement storeroom (Bldg. A). (548, 733)

424. CIRCULAR LETTERS AND ORDERS, June 1, 1926 - Dec. 30, 1934. Bulletins, letters, orders, and extracts relative to Naval Reserve activities. Originated in Bureau of Navigation, Supplies and Accounts, Steam Engineering, and office of district Commandant. Filed chronologically. (Never.) 8½ x 11 loose sheets, 4 ft., in steel filing cases. District Aide's basement storeroom (Bldg. A). (673)

425. DISBURSING OFFICER'S CASH BOOK, Aug. 15, 1926 - Aug. 31, 1928; Jan. 1, 1932 - Jan. 15, 1934. Daily cash receipts and expenditures of station. Debits show cash sales, retirement fund, gasoline sales, receipts from miscellaneous personnel, and Treasury allotment. Credits show public vouchers, payrolls and retirement fund deductions. Entered chronologically. (Never.) 14 x 18 vols. (2), 3 in., on top of filing case. District Aide's basement storeroom (Bldg. A). (651)

426. ROUGH PAY ROLL SHEETS, Mar. 1, 1927 - Oct. 31, 1931. Cover the following classifications: active naval officers of district; navy crew of district; officers of Navy Reserve; crew navy detailed to recruiting duty; retired crew navy reordered to active duty; crew navy reserve and naval reserve crew, and summer training cruises. Show name of officer or man, service and pay numbers, origin, length of service, disposition, rank, dates of pay period, monthly pay rate, amount due and total amount of charges; also chronological record of allotment payments showing amount and date. Arranged numerically by pay number. (Never.) 10 x 15 loose-leaf books, 4 ft. 3 in., in wooden filing cabinet and steel filing cases. District Aide's basement storeroom (Bldg. A). (606 - 610, 663, 664)

427. RECORD OF TYPEWRITERS, July 1927 to date. Gives make, model, number, place received, date, cost, location, date of transfer, place, and voucher number; also record of repairs showing voucher number, date, nature of repairs and cost. Filed numerically. (Weekly, official.) 3 x 5 cards, 6 in., in wooden transfer case. R. 33 (Bldg. A). (604)

428. REPORT OF EQUIPAGE, July 1, 1927 to date. Used for training Naval Reserve force within district. Consists of appended lists of equipage items not included on official allowance list, and correspondence. Classified by activity and filed chronologically. (July 1, 1927 - June 30, 1933, never; July 1, 1933 to date, monthly, official.) 9 x 14 folders, 9 in., in steel filing case. R. 39 and District Aide's basement storeroom (Bldg. A). (652, 653)

429. CUSTODY RECORD OF MATERIAL NOT CHARGED, Jan. 1, 1928 to date. S & A Form 306. Acknowledgments of receipt of equipage. Refer to articles not carried on aide's stock ledgers. Give card number, stock number, name of article, name of activity, allowance, date received, and signature of head of activity. Classified by activity and filed numerically by stock number. (Daily, official.) 5 x 8 loose-leaf book, 1 in., in wooden desk. R. 39 (Bldg. A). (659)

430. CIRCULAR LETTERS AND BULLETINS, Apr. 1, 1928 to date. Special miscellaneous district and station orders from Bureau of Aeronautics, Navigation, Construction and Repair, and Chief of Naval Operations. Classified by agency and filed chronologically. (Daily, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 33 (Bldg. A). (550)

431. RECORD OF REQUISITIONS FILLED, July 1, 1928 - June 30, 1932; July 1, 1933 to date. Requisitions received and filled by District Aide. Show date received, requisition number, names of appropriation and item, amount, and name of requisitioning activity. Entered chronologically. (July 1, 1928 - June 30, 1932, never; July 1, 1933 - June 30, 1936, quarterly; July 1, 1936 to date, daily, official.) 9 x 14 vols., 3 in., in steel filing case. R. 33 and District Aide's basement storeroom (Bldg. A). (603, 605, 661)

432. RECORD OF CHARGES, July 1, 1929 - June 30, 1934; July 1, 1935 to date. Individual cumulative record of stores and services expended monthly for each Naval Reserve unit within district. Shows names of unit and appropriation, issuing activity, dates and amounts of public vouchers prepared and invoices received. Classified by activity. (July 1, 1929 - June 30, 1934, never; July 1, 1935 - June 30, 1936, quarterly; July 1, 1936 to date, daily, official.) 5 x 8 cards, 5 ft., in steel filing cases and in wooden transfer case. R. 39 and District Aide's basement storeroom (Bldg. A). (670 - 672)

433. DISBURSING OFFICER'S CHECK STUB BOOKS, Nov. 5, 1931 - Feb. 15, 1934. Show date of check, name of payee, serial number, amount, and date issued. Filed numerically. (Quarterly, official.) 12 x 16 vols., 5 ft., in steel filing cases. District Aide's basement storeroom (Bldg. A). (674)

434. SHIPS' MONTHLY FUEL REPORTS, July 1, 1933 - June 30, 1934; July 1, 1936 to date. S & A Form 115. Copies of monthly reports of fuel and other items chargeable to "Fuel and Transportation" appropriation. Show quantity and value of all expenditures and receipts of items chargeable to appropriation for use of vessel concerned. Filed chronologically. (Older records, never; later records, monthly, official.) 10 x 15 folders, 1 ft. 3 in., in steel filing case. R. 33 and District Aide's basement storeroom (Bldg. A). (553, 676)

435. ARMORY ALLOWANCE LISTS, July 1, 1933 to date. Equipage allowances for naval armories used for training Naval Reserve force within district. Show name of armory, location, battalion, established unit price, name of item, number allowed, total allowance and number on hand. New lists and changes are made periodically. Classified by battalion and filed by name of article. (Daily, official.) 9 x 14 loose-leaf books, 3 ft., on top of filing cases. R. 39 (Bldg. A). (669)

436. MEMORANDA COPIES OF PUBLIC VOUCHERS, July 1, 1933 - June 30, 1936. Standard Form 1034-a. Show articles or services required for use by various Naval Reserve units within district; also copies of store invoices and pertinent memoranda. Filed numerically. (Monthly, official.) 10 x 15 folders, 2 ft., in steel filing case. District Aide's basement storeroom (Bldg. A). (675)

437. OUTGOING CORRESPONDENCE, July 1, 1933 to date. Carbon copies of all official memoranda and letters to Chief of Bureau of Supplies and Accounts, Navigation, Naval Operations and various officers in charge of stations and districts. Filed chronologically. (Weekly, official.) 9 x 11 clipped sheets, 1 ft., in steel filing case. R. 33 (Bldg. A). (555)

438. DUPLICATE COPIES OF STUB REQUISITIONS, July 1934 - June 30, 1935. S & A Form 129. Cover issue of all miscellaneous supplies furnished from stock at Great Lakes or obtained on shipment requests, for use of all individual Naval Reserve units in district. Filed numerically. Indexed. (Never.) 5 x 8 clipped forms, 6 in., in steel filing case. District Aide's basement storeroom (Bldg. A). (650)

439. MATERIAL REQUISITIONS, July 1, 1935 to date. Forwarded by various Naval bases, armories and vessels. Give name of requisitioning unit, date, requisition number, name of article, quantity, amount, and name of supply officer. Filed alphabetically and numerically. (July 1, 1935 - Jun. 30, 1936, bimonthly; July 1, 1936 to date, daily, official.) 10 x 15 folders, 5 ft., in steel filing cases. R. 33 (Bldg. A). (547, 554)

440. RECORD OF MAINTENANCE ALLOTMENTS OF FUNDS FOR DISTRICT NAVAL RESERVE EXPENDITURES, July 1, 1935 to date. Yearly record of allotments for pay and subsistence of individual Naval Reserve units. Shows monthly amounts allotted, expended, and balance carried forward. Allotments include fuel and transportation, construction and repair, engineering materials, pay, subsistence, etc. Filed chronologically. (July 1, 1935 - June 30, 1936, quarterly; July 1, 1936 to date, weekly, official.) 10 x 15 envelopes and 15 x 20 loose sheets, 7 in., in steel filing case and in wooden desk. R. 33 and District Aide's basement storeroom (Bldg. A). (660, 662)

Office of District Commandant

441. HISTORY OF NAVAL VESSELS IN SERVICE, 1915 to date. Cumulative record of each naval vessel in operation within district. Shows date of commission, type, boat number, location, specific duty, and remarks. Includes whale boats, dinghies, motor launches, motorboats, patrol boats, cutters, etc. Classified by type and filed numerically. (Weekly,official.) 3 x 5 cards, 6 in., in steel card cabinet. R. 26 (Bldg. A). (1210)

442. GENERAL CORRESPONDENCE FILE, 1917 to date. Correspondence, schedules, circular letters, interoffice memoranda, tabulations, orders, official reports, newspaper clippings, and acknowledgments relative to status of vessels, aircraft and shore stations, movement of vessels, training instructions, requests for publication, ceremonies, preparation for war, appropriations, allotments, specifications, alterations and repairs, disposition of material and property transfers, transportation of personnel, office supplies and equipment, social affairs, exhibitions, commendations, citations, handling and storage of ammunition, gun exercises, flight orders, navy regulations, speeches, warfare operations, problems of defense and offense, clothing, uniforms and others. Chief correspondents are: Buroau of Aeronautics, Construction and Repair, Engineering, Medicine and Surgery, Navigation, Ordnance, Supplies and Accounts, Yards and Docks Departments, Chief of Naval Operations, Secretary of the Navy and Subordinate Naval Units within U. S. Classified and filed according to Navy filing manual. (1917 - Dec. 30, 1932, annually; Jan. 1933 - Dec, 30, 1935, quarterly; 1936 to date, daily, official.) 10 x 15 folders, 428 ft., in steel filing cases and in pasteboard boxes. R. 26 and basement storeroom (Bldg. A). (1268 - 1270)

443. HISTORY OF OBSOLETE NAVAL VESSELS, 1920 to date. For each naval vessel decommissioned within 9th district. Shows date of commission, type, boat number, location, specific duty, date of decommission, and remarks. Includes whaleboats, dinghies, motor launches, motorboats, patrol boats, cutters, etc. Classified by type and filed numerically. (Quarterly, official.) 3 x 5 cards, 1 in., in steel card cabinet. R. 26 (Bldg. A). (1211)

444. INDIVIDUAL SERVICE RECORDS OF CIVIL EMPLOYEES OF COMMANDANT'S OFFICE, 1920 to date. Oaths of office, letters of promotions and endorsements, statements of deductions for retirement fund, leave slips, attending physician's certificates, reports of physical examination, and relative correspondence and memoranda. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 26 (Bldg. A). (1194)

445. INCOMING AND OUTGOING NAVAL HOSPITAL DISPATCHES, 1922 to date. Copies of regular dispat hes received at and sent from Naval Hospital via commandant. Show date, serial number, name of sender, message, name of addressee, and date received. Filed chronologically. (1922 - Dec. 30, 1936, annually; Jan. 1937 to date, daily, official.) 10 x 12 clipped sheets, 5 ft. 3 in., in pasteboard boxes. R. 26 and basement storeroom (Bldg. A). (1212 - 1214, 1265 - 1267)

446. RECORDS OF MEN ON ACTIVE DUTY, 1925 to date. Give name of man, rating, organization, date and place of enlistment, service number, place from which transferred, and date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in steel card cabinet. R. 26 (Bldg. A). (1230, 1231)

447. FILE OF OUTGOING CORRESPONDENCE, Jan. 2, 1930 - Sept. 30, 1936; Jan. 1, 1937 to date. Copies of correspondence of various station naval units, submitted to local, official and commercial agencies within district via commandant. Filed chronologically. (Daily, official.) 9 x 11½ and 10 x 15 folders and loose sheets, 86 ft., in pasteboard boxes. R. 26 and basement storeroom (Bldg. A). (1178, 1264)

District Disbursing Office

448. RECORD OF TRAVEL ALLOWANCE, July 1, 1926 - June 30, 1933. Record of mileage allowance paid to navy officers. Shows name of officer, rank, home address, invoice date, amount of allowance, check and public bill numbers, date, appropriation and requisition numbers. Filed alphabetically by name of officer. (Never.) 5 x 8 cards, 2 ft., in steel card cabinet. Disbursing Office basement storeroom (Bldg. A). (469)

449. RETAINED RECORDS OF STATION DISBURSING OFFICER'S FISCAL RETURNS, July 1, 1926 - June 30, 1927; Sept. 30, 1935 to date. List of vouchers, quarterly pay roll recapitulation, grand recapitulations, abstract of allotments, checkage list of missing vouchers, list of pay receipts and pertinent memoranda. Filed chronologically. (July 1, 1926 - June 30, 1927, never; Sept. 30, 1935 to date, quarterly, official.) 10 x 15 envelopes, 1 ft. 6 in., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (467, 468)

450. OUTGOING CORRESPONDENCE OF DISBURSING DEPARTMENT, Jan. 1, 1929 - June 30, 1931; Jan. 1, 1936 to date. Copies of all outgoing correspondence to and from Chief of Bureau of Supplies and Accounts, Chief of Bureau of Navigation, and various payees of district naval units. Filed chronologically. (Jan. 1, 1929 - June 30, 1931, never; Jan. 1, 1936 to date, weekly, official.) 8 x 11 clipped sheets, 1 ft., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (470, 471)

451. DISTRICT CASH BOOK, Nov. 1, 1931 - Dec. 31, 1933. Record of daily cash receipts and expenditures of district disbursing office. Debits show amount of retirement fund, cash sales, and miscellaneous personnel receipts. Credits show public vouchers, payrolls, and retirement fund deductions. Balanced monthly and carried forward. Arranged chronologically. (Never.) 14 x 20 vol., 2 in., on wooden shelf. Disbursing Office basement storeroom (Bldg. A). (466)

452. MISCELLANEOUS CORRESPONDENCE, Nov. 1931 - Dec. 1934. District orders, radio dispatches, efficiency reports of Naval Hospital employees, interdepartmental communications, circulars, official reports, and memoranda. Filed by subject. (Never.) 10 x 15 folders, 3 ft., in steel filing cases. Disbursing Office basement storeroom (Bldg. A). (461)

453. ROUGH PAY ROLL SHEETS OF ENLISTED MEN IN TRAINING WITH NAVAL RESERVE, Nov. 1, 1931 to date. S & A Form 31, individual account sheets contain chronological record of pay due and allotment charges made. Give service number, name of man, pay number, origin, period of service, disposition, total monthly pay, rating, inclusive dates of pay period, amount due, total amount paid, total amount of charges and date closed. Filed numerically by pay number. Indexed. (Nov. 1, 1931 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 11 x 14 vols., 1 ft. 6 in., on wooden shelf and in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (440, 443, 449)

454. ROUGH PAY ROLL SHEETS OF ENLISTED MEN OF RECRUITING DUTY, Nov. 1, 1931 to date. S & A Form 31, individual account sheets contain chronological record of pay due and allotment charges made. Give service number, name of man, pay number, origin, period of service, disposition, total monthly pay, rating, inclusive dates of period, monthly rate, amount due, and date closed. Filed numerically by pay number. Indexed. (Nov. 1, 1931 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 11 x 14 vols., 4 ft. 6 in., on wooden shelf and in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (436, 447, 453)

455. ROUGH PAY ROLL SHEETS OF NAVY CREW WITH NAVAL RESERVE, Nov. 1, 1931 to date. S & A Form 31, contains chronological record of pay due and allotment charges made. Give service number, name of man, pay number, origin, length of service, disposition, total monthly pay, rating, inclusive dates of period, amount due, total amount paid, total amount of charges and date closed. Filed numerically by pay number. Indexed. (Nov. 1, 1931- Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 11 x 14 vols., 2 ft. 6 in., on wooden shelf and in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (435, 448, 454)

456. ROUGH PAY ROLL SHEETS OF OFFICERS IN NAVAL RESERVE, Nov. 1, 1931 to date. S & A Form 31, individual account sheets contain chronological record of pay due and allotment charges made. Give service number, name of officer, pay number, origin, length of service, disposition, total monthly pay, ratings, inclusive dates of period, monthly rate, amount due, total amount of charges, and date closed. Earlier records were destroyed in accordance with Navy regulations. Filed numerically by pay number. Indexed. (Nov. 1, 1931 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 11 x 14 vols., 1 ft. 6 in., on wooden shelf and in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (441, 445, 451)

457. ROUGH PAY ROLL SHEETS OF OFFICERS ON ACTIVE DUTY, Nov. 1, 1931 to date. S & A Form 31, individual account sheets contain a chronological record of pay due and allotment charges made. Show name of man, pay number, origin, period of service, disposition, total monthly pay, rating, inclusive dates of period, monthly rate, amount due, and date closed. Filed numerically by pay number. Indexed. (Nov. 1, 1931 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 11 x 14 vols., 1 ft. 6 in., on wooden shelf and in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (438, 444, 450)

458. ROUGH PAY ROLL SHEETS OF RETIRED ENLISTED MEN REORDERED TO ACTIVE DUTY, Nov. 1, 1931 to date. S & A Form 31, individual account sheets contain chronological record of pay due and allotment charges made. Show service number, name of man, pay number, origin, period of service, disposition, total monthly pay rating, inclusive dates of period, amount due, total amount paid, total amount of charges, and date closed. Filed numerically by pay number. Indexed. (Nov. 1, 1931 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 11 x 14 vols., 1 ft. 6 in., on wooden shelf and in steel filing case. R. 73 and Disbursing Office basement storeroom. (Bldg. A). (437, 446, 452)

459. ROUGH PAY ROLL SHEETS OF RETIRED OFFICERS, Nov. 1, 1931 to date. S & A Form 31, individual account sheets contain chronological record of pay due and allotment charges made. Show service number, name of officer, pay number, origin, period of service, disposition, total monthly pay, rating, inclusive dates of period, monthly rate, date closed, and amount due. Filed numerically by pay number. Indexed. (Nov. 1, 1931 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 11 x 14 vols., 1 ft. 6 in., on wooden shelf and in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (439, 442, 463)

460. CASH BOOK OF RECEIPTS AND EXPENDITURES FOR MILITARY ACCOUNT, Apr. 2, 1932 - June 30, 1933. Shows cash received for military expenses and cash charged to military account. Expenditures constitute payrolls, public vouchers from commissary stores, sales, and miscellaneous sources. Entered chronologically. (Never.) 16 x 20 vol., 2 in., in steel filing case. R. 73 (Bldg. A). (557)

461. RECEIPT BOOK OF REGISTERED MAIL, June 30, 1932 - June 30, 1933. PO Form 3877. Cumulative record of pieces of registered mail received at district disbursing office. Shows name and address of sender, number of article, date received, and name of receiving employee. Filed chronologically. (Never.) 6 x 10 vol., 2 in., in steel filing case. Disbursing Office basement storeroom (Bldg. A). (459)

462. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF ENLISTED CREW FOR NAVAL RESERVE, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, notices of change in salary scale, record of allotment, and relative memoranda and correspondence. Grouped by quarter and filed numerically by payroll number. Indexed. (July 1, 1933 - June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles (6), 3 ft., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A) (326, 333)

463. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF ENLISTED MEN IN TRAINING WITH NAVAL RESERVE, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, notices of change of wage scale, record of allotment, relative memoranda and correspondence. Grouped by quarter and filed numerically by pay roll number. Indexed. (July 1, 1933 - June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles, 2 ft., in filing case. R. 73, Disbursing Office basement storeroom (Bldg. A). (325,336)

464. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF ENLISTED MEN ON NAVY CREW, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, notices of change in salary scale, record of allotment, relative memoranda and correspondence. Grouped by quarter and filed numerically by pay roll number. Indexed. (July 1, 1933 - June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles (8), 4 ft., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg.A). (328, 332)

465. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF ENLISTED MEN ON RECRUITING DUTY, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, notices of change in salary scale, record of allotment, and relative memoranda and correspondence. Originals are forwarded to Washington. Grouped by quarter and filed numerically by pay roll number. Indexed. (July 1, 1933 - June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles (4), 2 ft., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (323, 334)

466. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF OFFICERS OF NAVAL RESERVE, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, notices of change in salary scale, record of allotments, and relative memoranda and correspondence. Grouped by quarter and filed numerically by pay roll number. Indexed. (July 1, 1933 - June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles, (8), 3 ft., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (331, 335)

467. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF OFFICERS ON ACTIVE DUTY, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, notices for change in salary scale, record of allotment, and relative memoranda and correspondence. Grouped by quarters and filed numerically by pay roll number. Indexed. (July 1, 1933 - June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles (8), 5 ft., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A). (327, 337)

468. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF OFFICERS RETIRED, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, record of allotments, and relative memoranda and correspondence. Grouped by quarter and filed numerically by pay roll number. Indexed. (July 1, 1933- June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles (6), 2 ft., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (329, 330)

469. COMPLETED AND RETAINED PAY ROLL VOUCHERS OF RETIRED ENLISTED MEN ASSIGNED TO ACTIVE DUTY, July 1, 1933 - Sept. 30, 1936. Copies of orders for transfer and discharge, notices of change in salary scale, and record of allotment, and relative memoranda and correspondence. Grouped by quarter and filed numerically by pay roll number. Indexed. (July 1, 1933 - June 30, 1935, never; July 1, 1935 - Sept. 30, 1936, quarterly, official.) 3 x 8 bundles (4), 2 ft., in steel filing case. R. 73 and Disbursing Office basement storeoom (Bldg. A). (322, 324)

470. ROUGH PAY ROLL SHEETS OF NAVY NURSES ATTACHED TO NAVAL HOSPITAL, July 1, 1933 - Feb. 15, 1934. S & A Form 31, individual account sheets of navy nurses transferred at closing of Naval Hospital to Fitzsimmon's General Hospital in Denver, Colorado. Contain chronological record of pay due and allotment charges made. Show service number, name of nurse, pay number, origin, period of service, disposition, total monthly pay, rating, inclusive dates of period, amount due, total amount paid, total amount of charges, and date closed. Filed numerically by pay roll number. (Never.) 11 x 14 vol., 1 in., on wooden shelf. Disbursing Office basement storeroom (Bldg. A). (456)

471. ROUGH PAY ROLL SHEETS OF NAVY OFFICERS WITH CIVILIAN CONSERVATION CORPS, July 1, 1933 - Feb. 15, 1934. S & A Form 31, individual account sheets contain a chronological record of pay due and allotment charges made. Show service number, name of officer, pay number, origin, period of service, disposition, total amount paid, total amount of charges, and date closed. Filed numerically by pay roll number. (Never.) 11 x 14 vols., 3 in., on wooden shelf. Disbursing Office basement storeroom (Bldg. A). (455)

472. ALLOTMENTS, Feb. 15, 1934 to date. Copies of S & A Form 6a, individual record of allotments granted by navy personnel to dependents or appointed persons. Show monthly sum allotted, surname of grantor, rank or rating, signature, date of first payment, total amount of allotment, date of expiration, and signature of witness; also chronological record of charges by other allotment officers and date of stoppage or transfer showing cause. Grantors include officers on active duty, officers retired, enlisted men on navy crew, i.e., on special duty, enlisted men on recruiting duty, officers, enlisted crew, enlisted men in training with Naval Reserve, and men on retirement list, reassigned to active duty; excludes station navy personnel. Grouped by pay class and filed alphabetically by name of grantor. (Feb. 15, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 5 x 8 loose forms, 4 ft., in steel cabinet and safe. R. 73 (Bldg. A). (368, 369)

473. TREASURY CHECK RECEIPTS, Mar. 1, 1934 - Mar. 15, 1936. Signed receipts forwarded by commanding officers of various units to district disbursing office, acknowledging receipt of treasury check to cover pay roll. Show date sent from district disbursing office, date submitted by payee, check number, and name and address of payee. Filed chronologically. (Quarterly, official.) 3 x 5 cards, 7 ft., in steel filing cases. Disbursing Office basement storeroom (Bldg. A). (458)

474. CHECK STUB BOOKS, Mar. 15, 1934 - Sept. 30, 1936. For all pay roll checks issued by both district and station disbursing offices. Show date of issue, name of payee, date of check, amount and serial number. Filed numerically by check number. (Monthly, official.) 8 x 20 vols., 16 ft., in 2 steel filing cases. Disbursing Office basement storeroom (Bldg. A). (338)

475. INDEX OF ENLISTED CREW FOR NAVAL RESERVE, July 1, 1934 to date. Shows name of man, rank, class of pay roll, pay roll number, and date closed. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (354, 357, 359)

476. INDEX OF ENLISTED MEN IN TRAINING WITH NAVAL RESERVE, July 1, 1934 to date. Shows name of man, rank, class of pay roll, pay roll number, and date closed out. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 3 ft., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A). (345, 347, 349)

477. INDEX OF ENLISTED MEN ON NAVY CREW ASSIGNED TO SPECIAL DUTY, July 1, 1934 to date. Shows name of man, rank, class of pay roll, pay roll number, and date closed out. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A). (351 - 353)

478. INDEX OF ENLISTED MEN ON RECRUITING DUTY, July 1, 1934 to date. Shows name of man, rank, class of pay roll, pay roll number, and date closed out. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 3 ft., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A). (344, 346, 348)

479. INDEX OF OFFICERS OF NAVAL RESERVE, July 1, 1934 to date. Shows name of officer, rank, class of pay roll, pay roll number, and date closed out. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (355, 356, 358)

480. INDEX OF OFFICERS ON ACTIVE DUTY, July 1, 1934 to date. Shows name of officer, rank, class of pay roll, pay number, and date closed out. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 2 ft. 6 in., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A). (340, 342, 350)

481. INDEX OF OFFICERS RETIRED, July 1, 1934 to date. Shows name of officer, rank, class of pay roll, pay number, and date closed out. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 3 ft., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A). (339,341, 343)

482. INDEX OF RETIRED MEN ASSIGNED TO ACTIVE DUTY, July 1, 1934 to date. Shows name of man, class of pay roll, pay roll number, and date closed out. Arranged by quarter and filed alphabetically. (July 1, 1934 - Sept. 30, 1936, never; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 9 in., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (360 - 362)

483. INDUSTRIAL PAY ROLLS OF CLASSIFIED AND UNCLASSIFIED DISTRICT EMPLOYEES, July 1, 1934 to date. Copies of semimonthly pay rolls chargeable to National Industrial Recovery Account. Show name of employee, rating, rate of pay, pay period, net amount paid, date, retirement fund deductions, inclusive pay number, quarter, and name of disbursing officer. Originals sent to chief of Bureau of Supplies and Accounts; duplicates retained and triplicates kept in accounting office. Filed numerically by pay number. Indexed. (July 1, 1934 - June 30, 1936, quarterly, July 1, 1936 to date, semimonthly, official.) 12 x 20 sheets, 1 ft. 9 in., in steel filing case. R. 73 and Disbursing Office basement storeroom (Bldg. A). (430 - 433)

484. CHECK RECEIPTS FOR OFFICERS AND ELISTED MEN, Oct. 1, 1934 to date. Remitted to district disbursing office by various commanding officers of naval units in district, acknowledging receipt of special pay check not stipulated on regular pay roll. Embraces regular Navy and Naval Reserve officers and enlisted men. Receipt shows date received by addressee, name of officer, class of pay roll and pay number. Classified by pay roll and filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in steel card cabinets. R. 73 (Bldg. A). (366, 367)

485. GENERAL CORRESPONDENCE FILE, Oct. 19, 1934 to date. Copies of schedules, circular letters, interoffice memoranda, tabulations, and official reports relative to sale of condemned material, organization and management, operation, disbursing procedure, etc. Classified by subject and filed according to Navy filing manual. (Oct. 19, 1934 - June 30, 1936, quarterly; July 1, 1936 to date, daily, official.) 10 x 15 folders, 9 ft., in steel filing cases. R. 73 (Bldg. A). (464, 465)

486. QUARTERLY ANALYSIS OF DISTRICT PAY ROLL ACCOUNTS, Jan. 1, 1935 - Aug. 31, 1936. Chart shows quarterly number of following pay roll accounts rendered by district disbursing office: officers on active duty, officers retired, enlisted men on Navy crew, enlisted men on recruiting duty, officers of Naval Reserve, enlisted crew for Naval Reserve, enlisted men in training Naval Reserve, and retired enlisted men rehired for active duty. Arranged chronologically. (Daily, official.) 8 x 10 chart, on wooden desk. R. 73 (Bldg. A). (363)

487. SMOOTH ROLL OF NAVY CREW AND OFFICERS OF DISTRICT, Jan. 1 - Mar. 30, 1935. S & A Form 1. Memoranda copies, each sheet of which contains ten payroll accounts. Entries give name of payee, rating, pay period, monthly rate, amount due, amount of charges, pay, clothing and checks received, and pay number. Sheets are totaled and carried forward. Filed numerically by pay number. Indexed. (Never.) 16 x 20 loose-leaf book, 2 in., on wooden table. R. 73 (Bldg. A). (556)

488. SEMIMONTHLY MONEY LISTS, July 1, 1935 - July 31, 1936; Sept. 1, 1936 to date. Form DDO-9A, pay officer's certification of men eligible for pay. Gives name of naval unit, location, name of man or men, rating, pay number, rate of pay, and type of pay roll; also commanding officer's acknowledgment of receipt of check, and date. Originals are forwarded to chief of Bureau of Supplies and Accounts, with quarterly military returns. Filed chronologically. (July 1, 1935 - July 31, 1936, quarterly; Sept. 1, 1936 to date, daily, official.) 8 x 12 clipped forms, 2 ft. 6 in., in steel filing cases. R. 73 and Disbursing Office basement storeroom (Bldg. A). (460, 462)

489. ORDERS TO TRANSFER PAY ACCOUNTS, Nov. 15, 1935 - July 30, 1936. Issued by commanding officer of station to Disbursing officer, indicating date of transfer, name and location of ship or station to which men are to be transferred. Order shows name of man, rating, rate of pay, service number, pay number and unit. Attached are memoranda to station Disbursing officer indicating drafts to be transferred and requesting routing be furnished. Filed chronologically. (Quarterly, official.) 9 x 12 sheets, 6 in., in steel filing case. Disbursing office storeroom, basement. (Bldg. A). (457)

490. PAY ROLL DRAFTS OF ENLISTED MEN DETAILED TO RECRUITING DUTY, Jan. 1, 1936 to date. Individual pay record of each enlisted man shows pay number, name, service number, origin, period of service, disposition, and total monthly pay; also a chronological record of pay due, indicating inclusive dates of pay periods, monthly rate of pay, amount of charges, deductions and allotments. Summarized quarterly and sent to Washington. Filed numerically by pay number. Indexed. (Jan. 1, 1936 - Sept. 30, 1936, monthly; Oct. 1, 1936 to date, daily, official.) 10 x 15 loose-leaf books, 10 in., in steel safe. R. 73 (Bldg. A) (364, 365)

491. RETAINED PAY ROLL VOUCHERS, CURRENT QUARTER, Oct. 1, 1936 to date. Issued by district disbursing office to cover amounts paid to following Navy personnel of district; regular commissioned officers on active duty and retired; enlisted men on navy crew special duty; enlisted men on recruiting duty; officers, enlisted crew and enlisted men in training with Naval Reserve; and men on retirement list reassigned to active duty. Attached are copies of orders for transfer and discharge, record of allotments, and relative memoranda and correspondence. Originals forwarded to Chief of Bureau of Supplies and Accounts. Grouped by class of voucher and filed numerically by assigned pay number. Indexed. (Daily, official.) 3 x 8 bundles (8), 1 ft., in locked steel safe. R. 73 (Bldg. A). (370)

Station Disbursing Office

492. PAYEE'S CARD INDEX FILE, July 1921 to date. Chronological record of all disbursements made by disbursing officer for supplies, travel and mileage costs to maintain station, Naval Hospital, and district activities. Gives name of payee, address, amount, check number, disbursing office public voucher number, date paid, public bill, and order and requisition numbers. Filed alphabetically. (Older records, never; current records, daily, official.) 5 x 8 cards, 15 ft., in steel card cabinet. R. 34 (Bldg. A). (532-534)

493. MONTHLY SCHEDULE OF TRANSPORTATION REQUESTS AND MEAL TICKETS, Aug. 18, 1926 - June 30, 1932; July 1, 1935 to date. S & A Form 268. Show request number, appropriation to which chargeable, object of journey, name of person in charge and number in party, cash advanced, class, starting point, destination, and route. Made in triplicate; original forwarded monthly to Bureau of Supplies and Accounts, one copy to Bureau of Navigation, and one copy retained. In case of meal tickets, only original is forwarded. Arranged alphabetically. (Never.) 16 x 20 loose-leaf books, 6 in., on wooden shelf and table. R. 34 and Disbursing Office basement storeroom (Bldg. A). (544, 545)

494. CIVIL ROLLS OF CLASSIFIED AND UNCLASSIFIED DISTRICT EMPLOYEES, Nov. 16, 1928 - Feb. 15, 1934. S & A Form 688. Show name, occupation, and service number of employee, number of hours worked, regular compensation, amount of retirement fund deduction, and amount paid; attached are copies of civil roll summaries showing name and number of appropriation, and total amounts of classified and unclassified expenditures. Originals are forwarded quarterly to Bureau of Supplies and Accounts. Filed chronologically. (Never.) 10 x 18 sheets, 1 ft., in steel filing case. District Aide's basement storeroom (Bldg. A). (735)

495. ROUGH PAY ROLL SHEETS, Nov. 16, 1928 - Oct. 31, 1931; Oct. 1, 1936 to date. S & A Form 31. Cover officers and nurses attached to Naval Hospital, officers at station and officers retired. Show service and pay numbers, origin, period of service, disposition, total monthly pay and rank, chronological record of pay due, showing inclusive period, amount due, total amount of cash, check, clothing and small stores charges; also chronological record of allotment payments giving amount, date of first payment, and date of expiration. Filed numerically. Indexed. (Nov. 16, 1928 - Oct. 31, 1931, never; Oct. 1, 1936 to date, daily, official.) 10 x 15 and 12 x 16 loose-leaf books, 11 in., in wooden desk and on filing case. R. 34 and District Aide's basement storeroom (Bldg. A). (514, 515, 517, 736)

496. INDEX OF MILEAGE AND TRAVEL ALLOWANCE ESTIMATES, Jan. 1, 1929 to date. Cumulative record of estimated amounts of government travel allowance between station and various points of destination; issued to all naval personnel traveling on official duty. Shows amount of travel allowance, mileage, routing, method of transportation, name of railroad, and date. Filed by destination point. (Daily, official.) 3 x 5 cards, 6 in., in steel transfer case. R. 36 (Bldg. A). (501)

497. LETTERS OF TRANSMITTAL OF ALLOTMENTS, May 1929 - May 1932; July 1, 1936 to date. Triplicate copies of list of allotments registered by station disbursing office and forwarded monthly for payment to allotment division, Bureau of Supplies and Accounts at Washington. Show pay and service numbers, name of man, monthly sum of allotment, number of months, month and year expiring, and date. Allotments are for payment of government life insurance, S & A Form A. Original, duplicate, triplicate and quadruplicate are forwarded to Bureau; triplicate is returned to disbursing officer with acknowledgment of receipt of allotments stamped thereon. Filed chronologically. (May 1929 - May 1932, never; July 1, 1936 to date, bimonthly, official.) 8½ x 11 sheets, 9 in., in steel filing case. R. 36 and Disbursing Office basement storeroom. (Bldg. A). (481, 482)

498. CIVIL PAY ROLLS OF CLASSIFIED EMPLOYEES AND OF STATION AND NAVAL HOSPITAL, July 1, 1929 - Dec. 30, 1931. S & A Form 86A. Duplicate sheets of weekly rolls for employees of Naval Hospital, forwarded by Accounting office to station disbursing officer for payment. Show inclusive dates of pay period, name of employee, pay number, occupation, salary per annum, number of hours worked, regular compensation, retirement fund deductions, and amount paid. Originals are forwarded quarterly to chief of Bureau of Supplies and Accounts; triplicates are retained in files of Accounting office. Filed chronologically. Indexed. (Never.) 12 x 15 sheets, 1 ft., in steel filing case. Disbursing Office basement storeroom (Bldg. A). (474, 475)

499. RECORD OF TOTAL DAILY ISSUES OF CLOTHING AND SMALL STORES, Oct. 12, 1929 - Jan. 28, 1932. Shows date, signature of issuing officer, total amount of clothing and small stores, and to whom issued. Daily amounts are totaled monthly. Filed chronologically. (Never.) 6 x 9 notebook, 1 in., in steel filing case. Disbursing Office basement storeroom (Bldg. A).(434)

500. RECORD OF CASH AND CHECK CHARGES OF CREW NAVY ROLLS, Jan. 1930 - June 20, 1933. Daily record of cash charges show date, record number and amount of each. Daily record of check charges show date, check number, amount, and number of checks. Amounts are totaled monthly. Entered chronologically. (Never.) 10 x 15 vol., 1 in., in steel filing case. Disbursing Office storeroom (Bldg. A). (519)

501. QUARTERLY MILITARY RETURNS, July 1, 1930 - June 30, 1934. Made to administrative examining division, Bureau of Supplies and Accounts at Washington by station disbursing officer. Consist of schedule of furloughs, statement of compensation deductions, quarterly statement of account current, schedule of disbursements and collections, clothing and small store receipts for officers, pay receipts on smooth pay roll, and relative naval dispatches and memoranda. Arranged chronologically. (Never.) 10 x 15 envelopes, 2 ft., in steel filing case. Disbursing Office basement storeroom (Bldg. A). (427)

502. DEAD ALLOTMENT CARDS, Oct. 1931 - Jan. 1, 1934. Cards closed out due to stoppages, transfers, expirations and discharges, refer to allotment payments made for government life insurance premiums and support of dependents. Filed alphabetically. (Never.) 5 x 8 cards, 1 ft., in steel transfer case. Disbursing Office storeroom (Bldg. A). (539)

503. CASH BOOK OF INDUSTRIAL ACCOUNT, Jan. 1, 1932 - June 30, 1933. Record of daily cash receipts and expenditures of National Industrial Recovery Account. Debits show amount of retirement fund, cash sales, miscellaneous receipts, and navy allotments. Credits show public vouchers, payrolls, and retirement fund deductions. Balanced monthly and amounts carried forward. Entered chronologically. (Never.) 16 x 20 vols., 2 in., on wooden shelf. Disbursing Office basement storeroom (Bldg. A). (485)

504. INDEX OF PAY ACCOUNTS OF STATION CREW NAVY, Jan. 1932 - July 1933. Cumulative record of pay numbers assigned to crew navy of station. Separated into 8 pay grades. Shows pay number, name of man, rating, amount brought forward, due and overpaid. Arranged numerically. (Never.) 14 x 20 vol., 2 in., on wooden shelf. Disbursing Office basement storeroom. (Bldg. A). (484)

505. RETAINED COPIES OF PAY VOUCHERS, Feb. 2, 1932 - Apr. 15, 1934. Individual jackets of enlisted men and officers in seven pay grades which show the following substantiating pay vouchers: order to credit allowance in lieu of quarters, subsistence, and commuted rations, order to transfer and close pay account, statement of account and authorization for transfer to fleet Naval Reserve, and relative memoranda. Originals sent quarterly to Washington. Classified by pay grade and filed numerically. (Never.) 10 x 15 folders, 20 ft., in wooden filing cases. District Aide's basement storeroom (Bldg. A). (734)

506. CASH BOOK OF SUPPLY OFFICER, U. S. S. TULSA, Mar. 1, 1932 - Oct. 23, 1933. Record of daily cash receipts and expenditures of supply office of the U. S. S. Tulsa. Receipts are from ship's store, sales of canned provisions, sales of bills of exchange and postmaster. Expenditures are pay to crew, postmaster, and to various vendors of supplies and services.

Show voucher, public bill, and entry numbers. Balanced monthly and amounts carried forward. Entered chronologically. (Never.) 14 x 20 vol., 1 in., on wooden shelf. Disbursing Office basement storeroom (Bldg. A). (487)

507. CLOTHING AND SMALL STORES RETURNS, Apr. 30, 1932 - Apr. 15, 1933. S & A Form 157, monthly return shows total receipts and expenditures of clothing and small stores issued; also contains abstracts of receipt and expenditure invoices, with relative memoranda. Filed chronologically. (Never.) 10 x 15 folders, 2 ft., in steel filing case. Disbursing Office basement storeroom (Bldg. A). (428)

508. INDUSTRIAL RETURNS, May 1932 - May 1933. Monthly return of charges made to industrial account. Consist of S & A Form 1021, duplicate copies of account current statements; S & A Form 1026, schedule of collections; certificates of transfer of cash from commissary store, disbursing officer's acknowledgment of receipt, statement of sales to messes, abstracts of expenditure invoices, abstract receipt invoices, substantiating expenditure and receipt invoices, schedule of disbursements, summary statement of special deposits, schedule of civil service retirement and disability fund credits, and departmental memoranda. Arranged chronologically. (Never.) 10 x 15 envelopes, 2 ft., in steel filing case. Disbursing Office basement storeroom (Bldg. A). (429)

509. INDUSTRIAL PAY ROLLS, July 1, 1932 - June 30, 1933. Duplicate copies of semimonthly rolls chargeable to National Recovery (Naval allotment) Account for classified and unclassified employees of Naval Hospital, and classified and unclassified station naval employees. Show name of employee, rating, rate of pay, period of pay, net amount paid, date, and retirement fund deductions. Originals sent to Washington; duplicates retained, and triplicates kept in accounting office. Grouped in quarterly folders which show inclusive payroll numbers, quarter, and name of disbursing officer. Cover bakers, cooks, maids, meat-cutters, and laborers who were assigned temporarily to emergency relief work at Naval Hospital. Filed numerically. Indexed. (Never.) 12 x 20 sheets, 2 ft., in steel filing case. Disbursing Office basement storeroom (Bldg. A). (415 - 418)

510. STANDARD GOVERNMENT FORM OF CONTRACT, July 1, 1932 - June 30, 1936. Standard Form 32, duplicate copies of contracts for supplies or services for station and district activities. Include performance bond, affidavits and certificates. Filed numerically by contract number. (July 1, 1932 - June 30, 1933, never; July 1, 1933 - June 30, 1936, monthly, official.) 8 x 15 forms, 4 ft., in steel filing cases. R. 34 and Disbursing Office basement storeroom (Bldg. A). (528, 529)

511. STATION CASH BOOK, Feb. 15, 1934 to date. Record of daily cash receipts and expenditures of station. Debits show amount of retirement fund, cash sales, gasoline sales receipts, miscellaneous personnel receipts, and Treasury allotments. Credits show public vouchers, payrolls, and retirement fund deductions. Balanced monthly and carried forward. Arranged chronologically. (Feb. 15, 1934 - Dec. 31, 1935, never; Jan. 1, 1936 to date, daily, official.) 14 x 20 vols., 2 in., on wooden shelf and in wooden desk. R. 36 and Disbursing Office storeroom basement (Bldg. A). (483, 486)

512. MEMORANDA COPIES OF PUBLIC VOUCHERS, Feb. 19, 1934 to date. Standard Form 1034A to which are attached duplicate copies of dealer's invoices and inspector's certification. Vouchers are for supplies and services for station and district activities. Filed numerically by voucher number. Indexed. (Feb. 19, 1934 - Sept. 30, 1936, semimonthly; Oct. 1, 1936 to date, daily, official.) 10 x 15 folders, 34 ft., in steel filing cases. R. 34 and Disbursing Office basement storeroom (Bldg. A). (525, 527)

513. INDEX OF PAY ACCOUNTS OF CREW NAVY AT STATION, Apr. 1934 to date. Shows name of enlisted man or petty officer, rating, pay number, service number, date of enlistment and place from which received. Filed alphabetically. (Apr. 1934 - Sept. 30, 1936, quarterly; Oct. 1, 1936 to date, daily, official.) 3 x 5 cards, 9 ft., in steel card cabinets. R. 36 (Bldg. A). (479, 480)

514. REQUESTS FOR CHECKS, Jan. 1935 to date. Requests of officers of station and officers and nurses of Naval Hospital for checks. Show date payment desired, date issued, check number, name of payee, amount, pay number, person making request, and cash book entry. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft., in steel card cabinet. R. 34 (Bldg. A). (531)

515. ALLOTMENTS FOR SAVINGS AND SUPPORT OF DEPENDENTS, July 1, 1935 to date. S & A Form 6A, monthly pay allotments for dependents or savings of enlisted men. Show name of man, rating, name and address of allottee, date granted, acknowledgment of receipt of allotment by Navy allotment officer, and signature of grantor; also stopped allotments. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in steel transfer case. R. 36 (Bldg. A). (522)

516. CLOTHING AND SMALL STORES STOCK LEDGER, July 1, 1935 to date. S & A Form 305, cumulative record of each issue made to crew navy and officers. Gives name of article, location, stock and class numbers, and amount of receipts and expenditures showing date, voucher number, quantity, and unit price; also quantity, unit price, and value of article remaining on hand. Grouped by activity and filed by name of article. Indexed. (Daily, official.) 12 x 16 loose-leaf books, 3 in., on wooden desk. R. 34 (Bldg. A). (658)

517. DAILY LIST OF ABSENTEES, July 1, 1935 to date. Shows name of absentee, rating, company number, division, and remarks. Filed chronologically. (Weekly, official.) 5 x 8 sheets, 3 in., on wall. R. 36 (Bldg. A). (500)

518. EFFECTIVE ALLOTMENTS FOR GOVERNMENT INSURANCE, July 1, 1935 to date. S & A Form 6A, monthly pay allotted for government insurance. Gives name of enlisted man, rating, date granted, signature of grantor, and acknowledgment of receipt of allotment by Navy allotment officer. Originals are sent to Washington. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in steel transfer case. R. 36 (Bldg. A). (536)

519. INDIVIDUAL PAY ACCOUNT CARDS, July 1, 1935 - Sept. 30, 1936. Cover first class seamen (Grade 5); second class seamen, signal corps, (Grade 5); first class yeomen (Grade 2); chief Pharmacist's mates, (Grade A); Chief Yeomen, (Grade 1); Pharmacist's mate, third class, second class seamen, (Grade 6); and apprentice seamen, (Grade 7). Chronological record of pay account of various classes of men stationed on grounds. Shows name of man, service and pay numbers, rating, date of enlistment, pay period, date closed out, and chronological record of allotment charges. Filed numerically by pay number. Indexed. (Quarterly, official.) 10 x 15 folders, 49 ft. 6 in., in pasteboard boxes. Disbursing Office basement storeroom (Bldg. A). (419 - 426)

520. MONEY LISTS OF STATION COMPANIES, July 1, 1935 - Oct. 31, 1936. Duplicate copies of semimonthly money lists of enlisted men stationed on grounds; prepared by companies.. Show company and pay numbers, name of man, rank, inclusive dates of pay periods, and amount paid. Originals are sent to Washington. Filed chronologically. (Quarterly, official.) 8 x 12 forms, 1 ft. 6 in., in steel filing case. Disbursing Office basement storeroom (Bldg. A). (476)

521. MORNING REPORT OF PRISONERS IN STATION BRIG, July 1, 1935 to date. Shows name of prisoner, rating, status, and date. Filed chronologically. (Daily, official.) 6 x 8 sheets, 6 in., on wall. R. 36 (Bldg. A). (499)

522. PAY ACCOUNT RECORDS OF STATION CREW NAVY, July 1, 1935 to date. Individual record for each enlisted man at station consists of order to credit allowance in lieu of quarters, subsistence and commuted rations, order to transfer and close pay account, statement of account, authorization to transfer fleet Naval Reserve, relative memoranda, and other substantiating vouchers. Grouped by grade of pay and filed numerically. Indexed. (Daily, official.) 10 x 15 folders, 8 ft., in steel filing cases. R. 36. (Bldg. A). (537)

523. PAY LIST INDEX, July 1, 1935 to date. Covers station naval officers and officers and nurses attached to Naval Hospital. Gives assigned pay number, name of officer, rank, period of pay, and amount of pay in check and cash. Filed numerically. (Daily, official.) 9 x 11½ sheets, 3 in., in wooden desk. R. 34 (Bldg. A). (511 - 513)

524. RECEPITULATION OF CLOTHING AND SMALL STORES ISSUED, July 1, 1935 to date. S & A Form 52. Daily, weekly, monthly and quarterly recapitulation sheets of issues made to crew navy at station. Shows line number, name of article, unit, total issues, price, total value, and grand total value. (Daily, official.) 10 x 15 envelopes, 6 in., in steel filing case. R. 34 (Bldg. A). (655)

525. RECORD OF MONTHLY TRAVEL ALLOWANCE ON DISCHARGE, July 1, 1935 to date. Cumulative record of recruits discharged shows reason discharged, pay number, name, rating, and amount of traveling expense allowed for each station discharge. Report is forwarded monthly to Bureau of Navigation. Recorded chronologically. (Daily, official.) 12 x 16 vol., 1 in., in wooden desk. R. 36 (Bldg. A). (497)

526. RECORD OF ORDERS TO DISBURSING OFFICER, July 1, 1935 to date. Chronological record of orders issued by commanding or executive officer affecting pay account of station navy crew. Includes orders to rate or demote, to check, to transfer to deserters' roll, to discharge, check for absence, for extra compensation, to enter account of stragglers or deserters, and to enter account of newly enlisted men. Each order gives name of man and date effective. Classified by type of order and arranged numerically. (Daily,official.) 12 x 16 loose-leaf book, 2 in., in wooden desk. R. 36 (Bldg. A). (516)

527. RECORD OF TOTAL COST OF EACH RECRUIT DISCHARGED, July 1, 1935 to date. Shows name of man, rating, total pay earned, amount drawn for clothing and small stores, travel allowance to point of enlistment, reason for and date of discharge, and total cost of recruit to government. Report is forwarded monthly to Bureau of Navigation. Entered by date of discharge. (Daily, official.) 12 x 16 vol., 1 in., in desk. R. 36 (Bldg. A). (498)

528. RETAINED CLOTHING AND SMALL STORES RECEIPT SLIPS OF STATION CREW NAVY, July 1, 1935 to date. Give date, name of article, quantity, amount extended, and signature of enlisted man. Filed chronologically. Indexed. (Older records, monthly, later records, daily, official.) 3 x 5 bundles, 4 ft. 6 in., in steel filing case and on steel shelf. R. 34 and Disbursing Office storeroom (Bldg. A). (518, 538)

529. RETAINED RECORDS OF QUARTERLY CLOTHING AND SMALL STORES RETURNS, July 1, 1935 - Sept. 30, 1936. Substantiating expenditure and receipt invoices, abstracts of expenditure and receipt vouchers, and relative memoranda for each quarter. Filed chronologically. (Quarterly, official.) 12 x 16 envelopes, 6 in., in steel filing case. R. 34 (Bldg. A). (543)

530. STOCK TALLY CARDS, July 1, 1935 to date. S & A Form 211. Cumulative record of receipts, expenditures, and balances of each item of clothing or small stores. Shows stock number, name of article, description, and low limit. Filed by name of article. (Daily, official.) 3 x 8 cards, 1 ft. 6 in., in wooden transfer case. R. 34 (Bldg. A). (656, 657)

531. STOPPED ALLOTMENTS FOR GOVERNMENT INSURANCE, July 1, 1935 to date. S & A Form 6A. Duplicate copies of pay allotments stopped at request of enlisted man. Show monthly sum allotted, name of man, rating, dates granted and stopped, reason for stoppage, and acknowledgment of receipt of allotment by Navy allotment officer. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 6 in., in steel transfer case. R. 36 (Bldg. A). (535)

532. TELEPHONE DIRECTORY OF NAVAL TRAINING STATION, July 1, 1935 to date. Shows all station extension telephone numbers. Arranged alphabetically. (Daily,official.) 8 x 11 sheets, 1 in.,in desk drawer. R. 36 (Bldg.A). (495)

533. MAST REPORTS, Oct. 20, 1935 to date. Copy of personnel officer's memoranda to disbursing officer informing him of mast held by commanding officer so that proper allowance for pay deductions may be made. Shows name of offender, rate, service number, description of offense, and punishment. (Daily, official.) 10 x 15 folders, 3 in., in steel filing case. R. 36 (Bldg. A). (489)

534. APPLICATIONS FOR GOVERNMENT INSURANCE, Nov. 22, 1935 to date. Show name and rating of each applicant. Enclosures are sent to Veterans Administration, Insurance Division, Washington. (Weekly, official.) 10 x 15 folders, 2 in., in steel filing case. R. 36 (Bldg. A). (488)

535. RECORD OF CLOTHING AND SMALL STORE RECEIPTS, Jan. 1, 1936 to date. Issued to enlisted men. Shows name of article, catalogue number, date issued, initials of enlisted men, and receipt number. Arranged numerically. (Daily, official.) 9 x 11½ vol., 1 in., in wooden desk. R. 34 (Bldg. A). (523)

536. WEEKLY RECAPITULATIONS OF CLOTHING AND SMALL STORE ISSUES, Jan. 1, 1936 to date. Issued to station crew navy, all pay grades included. Show date, name of article, catalogue number, quantity issued, and total amount expended. Arranged chronologically. (Weekly, official.) 9 x 14 vol., 2 ft., in steel filing case. R. 34 (Bldg. A). (510)

537. WEEKLY REPORT OF RECRUITS TRANSFERRED, Jan. 1, 1936 to date. Show unexecuted orders to transfer men, available for transfer, transferred, granted leave during week, men with special training, and available for transfer. Duplicate copies; originals sent to Bureau of Navigation. Filed chronologically. (Daily, official.) 10 x 15 vols., and folders, 4 in., in wooden desk and in steel filing case. R. 36 (Bldg. A). (494, 521)

538. RECORD OF PROCEEDINGS OF SUMMARY COURTS MARTIAL, Jan. 2, 1936 to date. List of courts martial published as of date. Shows name of offender, type of offense, punishment, date of trial, sentence, date of approval by convening authority, senior officer present, and date published. Filed chronologically. (Weekly, official.) 10 x 15 sheets, 1 in., in steel filing case. R. 36 (Bldg. A). (491)

539. MONTHLY AND QUARTERLY SCHEDULES OF DISBURSEMENTS, July 1 - Nov. 30, 1936. List of all disbursements by cash or check, authorized by station disbursing officer. Includes items of supply and payrolls. Shows check number, amount, voucher number, and name of payee. Filed chronologically. (Monthly, official.) 9½ x 11 sheets, 6 in., in steel filing case. R. 34 (Bldg. A). (654)

540. MUSTER LISTS OF GRADUATING COMPANIES, July 1936 to date. Show number of graduating company, list of recruit graduates, and date. Filed chronologically. (Weekly, official.) 10 x 15 folders, 3 in., in steel filing case. R. 36 (Bldg. A). (490)

541. ORDERS TO ENTER PAY ACCOUNT OF FIRST ENLISTMENT MEN, July 1, 1936 to date. Show name of man, pay number, rating, service number, date enlisted, term, and place of enlistment. Originals and S & A Form 1 are submitted quarterly to Washington. Arranged numerically. (Daily, official.) 8½ x 10 sheets, 6 in., in desk. R. 36 (Bldg. A). (541)

542. DISBURSING OFFICE STUB REQUISITIONS, July 7, 1936 to date. S & A Form 129. Original copies of requisitions for materials delivered via supply department. Show place of delivery, date, appropriation, and stub

numbers, description of article, quantity, price, signature of receiver, and name of supply officer. Filed numerically. (Weekly, official.) 5 x 8 sheets. 3 in., in steel filing case. R. 36 (Bldg. A). (493)

543. CHECK STUB BOOKS, Oct. 1, 1936 to date. Stub sheets of all checks issued by station disbursing officer. Show date of check, name of payee, amount, and serial number. Arranged numerically. (Daily, official.) 8 x 20 vols. (12), 6 in., in steel safe. R. 34 (Bldg. A). (524)

544. MONEY LISTS OF ENLISTED MEN AT HOSPITAL AND GRADUATION COMPANY, Oct. 1, 1936 to date. Form D-DO-9A. Show name of man, rating, pay number, and type of pay roll. Money lists are retained until returns are cleared by General Accounting Office in Washington, and then destroyed. Filed chronologically. (Monthly, official.) 10 x 15 folders, 2 in., in steel filing case. R. 36 (Bldg. A). (496)

545. ORIGINAL COPIES OF PUBLIC VOUCHERS, Oct. 1, 1936 to date. Standard Form 1034. Vouchers paid by station disbursing office for supplies and services for station and district activities. Arranged numerically. Indexed. (Daily,official.) 10 x 15 folders, 4 ft.,in steel safe. R. 36 (Bldg. A). (526)

546. PAY ROLL VOUCHERS OF NAVAL OFFICERS AND STATION NAVY CREW, Oct. 1, 1936 to date. Substantiating vouchers for all entries made on rough pay rolls, S & A Form 31; include orders to credit allowance in lieu of quarters subsistence, and commuted rations, orders to transfer pay account, statement of account, and authorizations for transfer. Original copies are submitted quarterly to Washington. Filed alphabetically. (Daily, official.) 3 x 6 bundles, 1 ft., in steel safe and in wooden desk. R. 36 (Bldg. A). (540,546)

547. ROUGH PAY ROLL CARDS, Oct. 1, 1936 to date. S & A Form 31, individual account record of officers and men at stations, consists of chronological record of pay due and allotment charges made. Account is carried forward and totaled quarterly. Shows service number, name of man, pay number, origin, service for longevity, disposition, total weekly pay, rating, inclusive dates of pay period, pay due, and date closed out. Covers crew navy at station; non-rated men, 2d class; 3rd class petty officers of station (permanent appointments); chief petty officers (active appointments); 2d class petty officers; non-rated men, 1st class; non-rated men, 3rd class; 1st class petty officers, and deserters. Filed numerically. Indexed. (Daily,official) 11 x 14 cards, 5 ft. 6 in., in steel transfer cases. R. 36 (Bldg. A). (477, 478, 502-509)

548. SMOOTH ROLL OF NURSES, OFFICERS AND CREW NAVY AT STATION, Oct. 1, 1936 to date. S & A Form 1. Original and memoranda copies each of which contains ten pay roll accounts. Show name of payee, rank or rating, pay period, monthly rate of pay, amount due, charges, amount of pay, clothing and checks received, and pay number. Sent to Washington quarterly. Filed numerically. Indexed. (Daily, official.) 16 x 20 loose-leaf books (2), 6 in., on wooden table. R. 36 (Bldg. A). (520)

549. STATION NAVY CREW PAY RECEIPTS FOR CASH PAYMENTS, Oct. 1, 1936 to date. Standard Form 1075. Original copies show name of enlisted man, pay number, inclusive dates of pay period, amount of cash paid, name of disbursing officer, and signature of payee. Filed numerically. Indexed. (Daily, official.) 3 x 8 loose forms, 1 ft., in steel safe. R. 34 (Bldg. A). (530)

550. TRANSFER OF PAY ACCOUNT, Dec. 2, 1936 to date. S & A Form 4. Temporary retained tracer copies of transfers of pay account of station crew navy. Shows pay number, name of man, rating, service number, pay per month, name of ship or station to which transferred, and date; also chronological record of allotment payments. Original, duplicate and triplicate copies forwarded with other service papers, to receiving point of recruit; triplicate is returned to this office by receiving officer with man's new roll and pay numbers. Filed numerically. (Daily, official.) 6 x 8 sheets, 3 in., in steel filing case. R. 36 (Bldg. A). (492)

Office of the District Medical Aide

551. CORRESPONDENCE, 1918 to date. To and from outside individuals relative to Chief of Naval Operations, Bureau of Navigation, Secretary, Assistant Secretary and Acting Secretary of the Navy, Naval Reserve, Bureau of Medicine and Surgery, organization and training, general correspondence, orders, memoranda, physical and aviation examinations, health records, medical treatment, and other miscellaneous subjects. Filed by subject. (1918-1925, never; 1925 - 1936, occasionally; 1936 to date, frequently, official.) 10 x 14 folders and bundles, 32 ft., in steel filing cases and on wooden shelf. R. 31 and storage (Bldg. A). (783 - 785)

552. INDIVIDUAL STATISTICAL REPORTS, 1918 - 1935. Complete history of patients who have received treatment upon authority issued by this office. Gives patient's name, rate, total service in Navy, Marine corps or Aviation, place and date of birth, and race, from where received, diagnosis, whether new or readmitted, date of last enlistment, and disposition of case. Prepared in duplicate; original sent to Washington; duplicate retained. Filed alphabetically. (Never.) 3 x 5 slips, 6 in., in steel filing case. R. 31. (Bldg. A). (786)

553. REPORTS, 1918 to date. Daily, semiweekly, weekly, semimonthly, monthly, quarterly, semiannual, and annual reports covering the following subjects: physical examinations, medical treatment, medical specialists' units, district reserve medical officers, record of proceedings of board of examiners, and returns. Prepared in duplicate; originals sent to Washington and duplicates retained. Filed by subject. (1918 - 1925, never; 1925 - 1936, occasionally; 1936 to date, daily, official.) 10 x 14 folders, 4 ft., in steel filing cases and on wooden shelf. R. 31 and storage (Bldg. A). (780 - 782)

554. HEALTH RECORDS, 1925 to date. Cover naval personnel attached to 9th Naval district at Great Lakes, and naval personnel assigned to duty in 9th Naval district at places where no medical officer is available. Give name, service number, rate and physical history, abstract of service, and

medical treatment. Filed alphabetically. (Daily, official.) 3 x 8 folders, 6 in., in steel filing case. R. 31 (Bldg. A). (789)

555. HOSPITAL CORPS INFORMATION CARD, 1925 to date. Record of medical corps men on duty at Naval Training Station. Gives man's name, service number, place and date of arrival, rate on arrival, and when status changed; where transferred, date, and authorization, or change in status, date,reason, and remarks. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 4 in., in steel card cabinet. R. 31 (Bldg. A). (788)

556. RESERVE OFFICERS' LIST, Jan. 1936 to date. Record of all reserve medical and dental officers residing in 9th Naval district. Gives officer's name, classification, rank, residence, date of appointment, type of specialty, and unit number if previously assigned to unit. Filed alphabetically and geographically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in steel card cabinet. R. 31 (Bldg. A). (787)

Office of Executive Officer

557. INDIVIDUAL SERVICE RECORDS OF STATION OFFICERS, 1920 to date. Assigned to active duty at station, exclusive of Naval Hospital aides. Consist of statement of service, orders for active duty or transfer, physical examination reports, assignment to units, annual fitness report, request for change of assignment, record of allowances, and relative correspondence. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 7 (Bldg. A). (1169)

558. FOLLOW-UP NOTEBOOK, July 1935 to date. Executive officer's memoranda of future action to be taken on official duties. Show progress of all reports and correspondence, routing slip number, date, subject, name of addressee, activity to which forwarded for action, date of reply, and date of completion. Entered chronologically. (July 1935 - 1936, quarterly; 1937 to date, daily, official.) 5 x 8 notebook, 1 in., in wooden desk. R. 7 (Bldg. A). (1176, 1177)

559. CORRESPONDENCE FILE, Jan. 1, 1936 to date. Copies of outgoing correspondence of executive officer to various local, federal and civilian agencies. Relates to personnel activities of station. Filed chronologically. (1936, quarterly; 1937 to date, daily, official.) 9 x 11½ sheets, 2 ft. 6 in., in steel filing cases. R. 7 (Bldg. A). (1172, 1173)

560. GENERAL CORRESPONDENCE FILE, Jan. 1, 1936 to date. Copies of correspondence, executive officer's orders, permits, memoranda, bulletins, circulars, mailing lists, and official reports. Relate to activities of naval station and to training activities of station recruits. Filed by subject. (1936, quarterly; 1937 to date, daily, official.) 10 x 15 folders, 15 ft., in steel filing cases. R. 7 (Bldg. A). (1170, 1171)

561. OUTGOING MAIL LOG, Jan. 1936 to date. Daily record of executive officer's outgoing mail. Gives file number, subject, and name of addressee for each piece of outgoing correspondence; in some cases, date of reply is indicated. Arranged chronologically. (1936, quarterly; 1937 to date, daily, official.) 9 x 12 notebooks, 2 in., in steel filing case and in wooden desk. R. 7 (Bldg. A). (1174, 1175)

Public Works Office

562. BLUEPRINTS, 1911 to date. Blueprints of building, structures, roads, tunnels, streets, walks, grounds, fences, bridges, improvements, repairs, alterations, remodeling and additions at Naval Training Station and Hospital reservation. Filed numerically. (Frequently, official.) Variously sized loose sheets, 8 ft., in 4 blueprint cabinets. R. 13 (Bldg. A). (1329)

563. OFFICERS' QUARTERS INVENTORY, 1911 to date. Record of furnishings in officers' quarters. Gives date, list of funishings, description of items, requisition or contract under which purchased, date of purchase, original cost, period in use, and location. Filed chronologically. (Occasionally, official.) 10 x 14 folders, 2 ft., in steel filing case. R. 13 (Bldg. A). (1319)

564. ADMINISTRATIVE DATA, 1919 to date. Plans, projects, policies, board for development of navy yard plans, manuals, district and department orders, circular letters, roster of officers, passes, annual report of savings, communications, telegrams, mail, bulletins, annual report to Bureau of Yards and Docks, quarterly report of civil force, public works data, and printing. Filed by subject. (1919 - 1925, never; 1925 - 1935, occasionally; 1936 to date, frequently, official.) 10 x 14 folders, 16 ft., in steel filing cases. R. 13 (Bldg. A). (1301, 1305, 1309)

565. ALLOTMENT CARDS, 1919 to date. Record of allotments appropriated for public works activity. Gives allotment number, place, title of appropriation, project, amount, description of work, special instructions, date of approval, and signature of chief of bureau. Reverse side gives obligations, estimate, description, cost, and balance. Filed chronologically. 1919 - 1925, never; 1925 - 1935, occasionally; 1936 to date, daily, official.) 5 x 8 cards, 11 ft., in wooden card cabinets. R. 13 and basement storage (Bldg. A). (1327, 1332, 1339)

566. CONTRACTS, 1919 to date. Contracts for improvements, repairs, heating, painting, gasoline service, linoleum flooring, alterations, compressed air system, remodeling, road extension, refrigerating equipment, extension to seaplane runway, additions to gas mains, non-climbable wire fence, and dredging boat basin. Filed by subject. (1919 - 1930, never; 1930 - 1935, occasionally; 1936 to date, frequently, official.) 10 x 14 folders, 11 ft., in steel filing cases. R. 13 and basement storage (Bldg. A). (1311, 1316, 1324)

567. EMPLOYMENT RECORDS, 1919 to date. Payroll cards for civil employees' and discharged employees. Show employees' name, rate of pay, date when reported for work, temporary or certified from register, conduct and general workmanship, and reason for discharge. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 12 ft., in wooden card cabinets. R. 13 (Bldg. A). (1336, 1340)

568. EQUIPMENT DATA, 1919 to date. Record of equipment attached to this station, such as mess hall and commissary equipment, sewing machines,

dishwashing machines, boilers, transformers, boat machinery, trophy guns, transfer of airplanes, and hull equipment. Filed by subject. (1919 - 1924, never; 1925 - 1935, seldom, 1936 to date, daily, official.) 10 x 14 folders, 3 ft. 3 in., in steel filing cases. R. 13 and basement storage (Bldg. A). (1312, 1317, 1325)

569. LOGISTIC GROUP DATA, 1919 to date. Appropriations, budget, emergency funds, estimates, transfer of funds, specifications, drawings, blueprints, plans, firms, price lists, contracts, inspections, summary of public bills, correction vouchers, garage credits, requisitions, alterations and repairs, work orders, expenditures, surveys, sales, pay rolls, heat, light, gas, transportation, and civil personnel. Filed by subject. (1919 - 1925, never; 1925 - 1935, occasionally; 1936 to date, frequently, official.) 10 x 14 folders, 22 ft., in steel filing cases. R. 13 and basement storage (Bldg. A). (1299, 1303, 1307)

570. MATERIALS AND SUPPLIES, 1919 to date. Data relative to supplies and equipment, ice, purchase of material, orders, special material drawn from stock, fuel, general, monthly coal summary, coal inspection, electric appliances, machine tools, paint, stationery, office and drafting supplies, laundry machinery and equipment, and garbage. Filed by subject. (1919 - 1924, never; 1925 - 1935, occasionally; 1936 to date, frequently, official.) 10 x 14 folders, 12 ft. 6 in., in steel filing cases. R. 13 and basement storage (Bldg. A). (1300, 1304, 1308)

571. PERSONNEL DATA, 1919 to date. Officer personnel, sanitation, accident prevention, injury and treatment, labor reports, amusement and recreation, exhibitions, expositions, fairs, employment, detachment orders, orders to personnel, janitor schedule, leaves of absence, Saturday half-holidays, hours of work (civil force), overtime, retirement and efficiency reports. Filed by subject. (1919 - 1924, never; 1925 - 1935, occasionally; 1936 to date, frequently, official.) 10 x 14 folders, 6 ft. 6 in., in steel filing cases. R. 13 and basement storage (Bldg. A). (1313, 1318, 1326)

572. RECORD OF CIVIL SERVICE EMPLOYEES, 1919 to date. Shows employee's name and address, date of birth, military or naval service, trade or occupation, date application filed, list from which certified, dates of employment, re-rating, promotions, rate of pay, and efficiency. Filed alphabetically. (Daily, official.) 5 x 8 cards, 12 ft., in wooden card cabinets. R. 13 (Bldg. A). (1335)

573. REGISTER OF APPLICANTS, 1919 to date. Record of applications for employment in this department. Gives name and address, rating in which qualified and eligible, rating received through examination, date of birth, trade or occupation, and date name placed on register. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 4 ft., in wooden card cabinets. R. 13 (Bldg. A). (1334)

574. REQUISITIONS, 1919 to date. For materials and supplies. Show requisition number, date, appropriation, purpose,item number, articles or services, quantity, unit, unit price and total amount. Originals sent to Washington. Filed numerically. (1919 - 1932, never; 1933 - 1935, occasionally; 1936 to date, daily, official.) 9 x 15 envelopes and folders, 24 ft., in steel filing cases. R. 13 and basement storeroom (Bldg. A). (1328, 1337 1341)

575. SHORE ESTABLISHMENT MATERIAL, 1919 to date. Relative to naval schools, grounds, topographic surveys, land, roads, walks, fences, officers' quarters, recreational and amusement building, incinerator, aviation field and structures, main garage, bridges, buildings, general, dredging, steam boilers, main power plant, coal storage, refrigeration, water system, sewage disposal, railroads, cranes, elevators, automobiles and trucks, typewriters, and household furnishings. Filed by subject. (1919 - 1924, never; 1925 - 1935, occasionally; 1936 to date, frequently, official.) 10 x 14 folders, 22 ft. 6 in., in steel filing cases. R. 13 and basement storage (Bldg. A). (1302, 1306, 1310)

576. SKILLED LABOR APPLICATION, 1919 to date. Applications for skilled labor; cover applicants now employed and those rejected or who failed to appear. Give applicant's name and address, rating, physical examination, extent of education, personal and work references, and confidential inquiries verifying experience shown. Filed alphabetically. (Occasionally, official.) 10 x 14 folders, 10 ft., in steel filing cases. R. 13 (Bldg. A). (1315, 1323)

577. UNSKILLED LABOR APPLICATIONS, 1919 to date. Applications for unskilled labor; cover applicants now employed and those who failed to appear, or were rejected. Contain name and address, previous employment, date of birth, marital status, occupation, record of military or naval service, and signature. Filed alphabetically. (Occasionally, official.) 9 x 12 sheets, 2 ft., in steel filing case. R. 13 (Bldg. A). (1314, 1322)

578. PERSONNEL CORRESPONDENCE, 1924 to date. Correspondence between various departments, individuals and public works officer relative to examinations, certification, appointment, promotions, reratings, transfers, reinstatements, resignations, discharges, etc. Cover all civil personnel at both training station and hospital. Filed alphabetically. (Occasionally, official.) 10 x 14 folders, 4 ft., in steel filing cases. R. 13 (Bldg. A). (1321)

579. RECORD OF TRUCKS AND PASSENGER AUTOS, 1924 to date. Attached to Naval Training station. Gives place, name of car or truck, type, capcity, navy number, motor and serial numbers, service assigned, dates purchased and received, purchase price, contract or requisition numbers, appropriation, and condition. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 2 ft., in wooden card cabinet. R. 13 (Bldg. A). (1330)

580. GARAGE RECORDS, 1928 to date. Record of all cars used by this department and garage to which assigned. Gives car number, garage, date, explanation, gasoline and lubricants showing number of gallons, price and amount, labor, and monthly total. Filed chronologically. (Occasionally, official.) 5 x 8 cards, 7 ft., in wooden card cabinets. R. 13 (Bldg. A). (1331, 1338)

581. EFFICIENCY RECORDS, 1930 to date. Record of efficiency of civil employees attached to this department. Gives employee's name, rating, rate of pay, longevity, semiannual efficiency rating, signatures or supervising officer, and labor board of approval. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 2 ft., in wooden card cabinet. R. 13 (Bldg. A). (1333)

582. PERSONNEL FOLDERS, 1930 to date. For each civil service employee in clerical, technical and drafting groups at station and hospital. Contain notice of appointment, application, personal history statement, medical examination, oath of office, and any correspondence relative to personal activities. Filed alphabetically. (Daily, official.) 10 x 14 folders, 6 ft., in steel filing cases. R. 13 (Bldg. A). (1320)

Office of the Ships Service Officer

583. ACCOUNTS PAYABLE, July 1935 to date. Record of all accounts paid by this activity. Shows invoice number, amount, page on which located in register, date paid, and check number. Filed chronologically. (Daily, official.) 9 x 12 vols., 2 in., on desk. Office (Bldg. B). (1247)

584. ACCOUNTS RECEIVABLE, July 1935 to date. Record of all payments made on charge purchases and account balances. Shows purchaser's name, amount, payments or credits, and old and new balances. Balances carried forward from preceding month. Filed chronologically. (Daily, official.) 9 x 12 vols., 3 in., on desk. Office (Bldg. B). (1248)

585. BANK ACCOUNT RECORD, July 1935 to date. Daily record of amounts of deposits, withdrawals, and balance at bank. Filed chronologically. (Daily, official.) 9 x 12 vol., 1 in., on desk. Office (Bldg. B). (1234)

586. CASH RECEIPTS BOOK, July 1935 to date. Daily record of cash received from ship service and all operating departments of this activity. Gives date, names of departments from which received, amounts, and total receipts for day. Filed chronologically. (Daily, official.) 12 x 18 vol. 1 in., on desk. Office (Bldg. B). (1232)

587. CHARGE SLIPS, July 1935 to date. For charge expenditures at the cafe, canteens, barber shop, tailor shop, cobbler, photographer, laundry and bowling alley. Show date, officer or enlisted man's name, quantity, description of articles or services, amount and signature of person verifying receipt. Filed chronologically. (Daily, official.) 5 x 8 slips, 2 ft., in steel filing case. Office (Bldg. B). (1243)

588. CORRESPONDENCE, July 1935 to date. To and from various firms relative to return of unsalable goods or damaged merchandise, reduction in prices by paying for goods within a certain limited time, and general purchases. Filed alphabetically. (July 1935 - June 1936, occasionally; July 1936 to date, daily, official.) 10 x 14 folders, 1 ft. 6 in., in steel filing case. Office (Bldg. B). (1235, 1242)

589. DISBURSEMENT RECORD, July 1935 to date. Record of all checks drawn on bank by this activity. Shows date, name of account or reason for drawing check, amount, and check number. Filed chronologically. (Daily,official.) 9 x 12 vol., 1 in., on desk. Office (Bldg. B). (1233)

590. GENERAL LEDGER, July 1935 to date. Assets and liabilities of ships' service and all operating departments. Covers cafe, canteens, barber shop, tailor shop, cobbler, photographer, magazines and newspapers, laundry, and bowling alley. Filed by department. (Daily, official.) 9 x 12 vol., 1 in., on desk. Office (Bldg. B). (1238)

591. JOURNAL, July 1935 to date. Daily record of all transactions posted in general ledger. Shows date, number of transactions, description, amounts, and to what department credit or debit applies. Filed chronologically. (Daily, official.) 9 x 12 vol., 1 in., on desk. Office (Bldg. B). (1239)

592. MONTHLY STATEMENTS, July 1935 to date. Statements of charge account purchases. Give name and address of purchaser, month, dates and number of purchases, total amount, new and old balances, and signatures of ship's service officer. Original submitted to patron for payment. Filed alphabetically. (July 1935 - Jan. 1937, seldom; Feb. 1937 to date, frequently, official.) 9 x 12 sheets, 1 ft. 2 in., in steel filing case. Office (Bldg. B). (1236, 1241)

593. PURCHASE ORDERS, July 1935 to date. Cover purchase of supplies for this activity. Show purchase order number, date, number of articles, description, quantity, unit price, total amount of order, and signature of ship's service officer. Filed numerically. (July 1935 - 1936, seldom; 1937 to date, daily, official.) 10 x 14 folders, 1 ft. 2 in., in steel filing case. Office (Bldg. B). (1237, 1240)

594. STOCK CARDS, July 1935 to date. Perpetual inventory of supplies. Record of all expendable stock received, issued and on hand. Gives date, item, description, source, quantity received, issued and on hand. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in card cabinet. Office (Bldg. B). (1246)

595. VOUCHERS, July 1935 to date. Cover payment for all supplies received at this activity. Show voucher number, appropriation, firm's name and address, contract and requisition numbers, date of delivery, description of articles or services, quantity, unit price, total and date paid. Filed alphabetically. (July 1935 - 1936, occasionally; 1937 to date, daily, official.) 10 x 14 folders, 7 ft., in steel filing cases. Office (Bldg. B). (1244, 1245)

Office of Station Chaplain

596. GENERAL CORRESPONDENCE FILE, July 1925 - June 30, 1933; July 1, 1935 to date. Copies of correspondence, circular letters, interoffice memoranda, tabulations, orders and official reports relative to chaplain's office, Naval Relief Society, Bureau of Navigation, and various commanding officers of district and naval units. Filed by subject. (July 1925 - June 30, 1933, monthly; July 1935 to date, daily, official.) 10 x 15 cards and folders, 12 ft., in steel filing cases. R. 52 (Bldg. I). (289, 290)

597. GENERAL INFORMATION CARDS OF ENLISTED MEN, July 1, 1935 to date. Duplicate cards of enlisted men confined as patients in Naval Hospital. Show name of enlisted man, age, date of enlistment, religion, education, address of nearest relative, athletic ability, and rating desired. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 3 ft. 3 in., in wooden transfer cases. R. 52 (Bldg. I). (283, 287, 288)

598. NAVAL RELIEF FILE, July 1, 1935 to date. Copies of correspondence to and from Naval Relief Society in Washington and navy personnel attached to this station, applications and bills paid for loans, and cancelled checks reimbursement to society. Relate to relief activities conducted by Great Lakes Auxiliary for enlisted men of station. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 52 (Bldg. I). (285)

599. RECORD OF LOANS, NAVAL RELIEF SOCIETY, GREAT LAKES AUXILIARY, July 1, 1935 to date. Loans extended to various enlisted men attached to station by Great Lakes Auxiliary of Naval Relief Society. Show date of loan, name of borrower, title and amount. Reimbursements are made periodically and record is kept in chaplain's office. Filed chronologically. (Daily, official.) 8 x 14 vol., 1 in., in steel filing case. R. 52 (Bldg. I). (284)

600. RECORD OF OUTSTANDING TRAINING COURSE BOOKS, July 1, 1935 to date. Issued to enlisted man enrolled in various training courses at station. Gives name of enrollee, company number, date course book issued, name of course, grade, and date completed. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in wooden transfer case. R. 52 (Bldg. I). (292)

601. RECORD OF PAYMENTS FOR SCHOOL TRANSPORTATION, July 1, 1935 to date. Monthly assessments paid by parents stationed on grounds for transportation of their children to and from school. Shows name of parent, date of payment and amount. Arranged chronologically and alphabetically. (Weekly, official.) 8 x 14 vols. (3), 3 in., in steel filing case. R. 52 (Bldg. I) (293)

602. SEMIMONTHLY MAILING LIST OF GREAT LAKES BULLETIN, July 1, 1935 to date. Shows name and address of civilian or individual attached to various naval units, who requests copy of Great Lakes Bulletin. These are mailed semimonthly from chaplain's office. Filed alphabetically. (Semimonthly, official.) 3 x 5 cards, 6 in., in transfer case. R. 52 (Bldg. I). (291)

603. GOVERNMENT INSURANCE APPLICATIONS OF ENLISTED MEN, Oct. 10, 1935 to date. Veterans' Administration Insurance Form 739-A, duplicate copies of applications made by persons in active naval service of station; also information forms for preparing applications and allotments for Government Life Insurance. Reverse side shows report of medical examination. Original copies are sent to Washington. Grouped by company number and filed chronologically. (Daily, official.) 10 x 15 folders, 5 ft., in steel filing cases. R. 52 (Bldg. I). (286)

Office of the District Personnel Officer

604. INDIVIDUAL SERVICE RECORDS OF NAVAL RESERVE OFFICERS, 1915 to date. For active, inactive, discharged and deceased Naval Reserve officers within district. Contain application for commission, assignment to units or sections, notices of gratuity of allowances, annual and special fitness reports, order for transfer, training or active duty, statement of service, request for correspondence courses, and relative memoranda. Filed alphabetically by

name of officer. Indexed. (Daily, official.) 10 x 15 folders, 221 ft., in steel filing cases. R. 24 and basement storeroom (Bldg. A). (1286, 1287, 1290, 1297)

605. INDIVIDUAL SERVICE RECORDS OF NAVY OFFICERS, 1915 to date. Assignments to unit, annual fitness report, orders for transfer, statement of service, relative memoranda and correspondence. Filed alphabetically. Indexed. (Daily, official.) 10 x 15 folders, 3 ft., in steel filing cases. R. 24 (Bldg. A). (1296)

606. RECORD OF NAVAL RESERVE OFFICERS, 1915 to date. Covers active, inactive and transferred Naval Reserve officers. Gives name of officer, mailing address, rank, telephone number, date of appointment, names of units from and to which transferred, and date of transfer. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in wooden transfer cases and wooden card cabinets. R. 24 (Bldg. A). (1283, 1285, 1298)

607. RECORD OF NAVY OFFICERS, 1915 to date. For each regular naval officer actively engaged in Naval Reserve activities who has been transferred from district. Gives name of officer, mailing address, rank, telephone number, date of appointment, activity, names of units from and to which transferred, and date of transfer. Filed alphabetically. (Daily, official) 3 x 5 cards, 1 ft. 6 in., in wooden transfer case and wooden card cabinet. R. 24 (Bldg. A). (1282, 1295)

608. ENLISTMENT RECORD OF NAVAL RESERVISTS, 1917 to date. Record of transfers and changes in rating. Gives name of man, rate, service number, home address, branch of service, date and place of enrollment; also dates reported for and released from active duty for training, and date of discharge. Filed alphabetically. (Quarterly, official.) 5 x 8 cards, 135 ft., in wooden card cabinets. Basement storeroom (Bldg. A). (1352)

609. INDEX OF ENLISTED MEN OF DISTRICT NAVAL RESERVE FORCE, 1917 to date. Active and inactive enlisted men in district Naval Reserve force. Gives name of man, rating, grade, service number, mailing address, telephone number, date of enlistment, unit to which attached, and date of discharge. Filed alphabetically. (1917 - 1929, semiannually; 1930 to date, daily, official.) 3 x 5 cards, 19 ft., in wooden card cabinets. R. 24 (Bldg. A). (1291, 1293)

610. INDIVIDUAL SERVICE RECORDS OF ENLISTED MEN OF DISTRICT NAVAL RESERVE FORCE, 1917 to date. For each enlisted man with active status or discharged at expiration of enlistment. Copies of enlistment papers, advancements in rating, orders to training or active duty, vouchers for compensation for drill or equivalent duty pay, transfers between classes, authorizations for training duty with pay, notices of rating or disrating, report of examination for advancement in rating, annual fitness report, and relative memoranda and correspondence. Face of jacket contains name of man, rating, grade, service number, mailing address, place and dates of enlistment and discharge, and date health record was forwarded to Bureau of Medicine and Surgery. Filed alphabetically. Indexed. (1917 - 1929, semiannually; 1930 to date, daily, official.) 3 x 8 jackets, 1115 ft., in 143 steel filing cases. R. 24 and basement storeroom (Bldg. A). (1292, 1294)

611. TRANSFER RECORD OF ENLISTED NAVAL RESERVISTS, 1917 to date. For each officer and enlisted man who was enlisted in Naval Reserve force prior to World War and transferred to active duty after Apr. 6, 1917. Gives name of man, rating, organization, date transferred to active duty, and place; chronological record of subsequent transfers indicating place and date, and date released. Filed alphabetically. (Bimonthly, official.) 3 x 5 cards, 34 ft., in wooden card cabinets. Basement storeroom (Bldg. A). (1351)

612. INDIVIDUAL SERVICE RECORDS OF RETIRED NAVAL OFFICERS, 1918 to date. Statement of service, orders for active duty or retirement, assignments to units, statement of retirement fund deductions, special fitness report, list of promotions, annual physical examination report, and relative correspondence and memoranda. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 24 ft., in 3 steel filing cases. R. 24 (Bldg. A). (1284)

613. VOLUNTEER COMMUNICATION RESERVE DIRECTORY, 1920 to date. Shows name of enlisted man, rating, organization, service number, place and date of enlistment, and date of discharge. Filed alphabetically. (1920 - 1935, quarterly; 1936 to date, daily, official.) 5 x 8 cards, 5 ft., in wooden transfer case and steel card cabinets. R. 24 (Bldg. A). (1346, 1347)

614. QUARTERLY MUSTER ROLLS OF ENLISTED NAVAL RESERVISTS, Jan. 1921 to date. Form N-Nav-5-A gives date of roll, name of enlisted man, grade, service number, present rating, place and date of enlistment, name of activity, and changes in personnel. Re-enlistments are entered in red ink. Originals submitted to Bureau of Navigation. Filed alphabetically. (1921 - 1933, never; 1934 - 1935, semiannually; 1936 to date, daily, official.) 10 x 14 loose-leaf books (28), 4 ft. 4 in., in steel filing case, on filing case and in desk. R. 24 and basement storeroom (Bldg. A). (1343, 1344, 1350)

615. RECORD OF SERVICE NUMBERS ASSIGNED TO ENLISTED NAVAL RESERVISTS, June 7, 1923 to date. Gives service number, name of man, rate, class, date, and place of enlistment. Filed numerically. (Daily, official.) 10 x 14 vols. (3), 3 in., in steel filing case. R. 24 (Bldg. A). (1345)

616. RECORD OF NAVAL RESERVISTS RETIRED, 1925 to date. For each enlisted man retired after thirty years' service. Gives name and address of man, Bureau of Navigation letter, and date of retirement. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 24 (Bldg. A). (1288)

617. MOBILIZATION ASSIGNMENTS OF VOLUNTEER COMMUNICATION AND FLEET NAVAL RESERVE, 1926 to date. Give name of man, rating, mailing address, service number, date of enlistment, and place assigned. Filed alphabetically. (Daily, official.) 3 x 5 cards, 11 ft., in steel card cabinets. R. 24 (Bldg. A). (1348, 1349)

618. WAITING LISTS OF FLEET NAVAL RESERVE, 1930 to date. Record of fleet naval reservists waiting for assignments to active duty. Shows class, name of enlisted man, mailing address, date placed on list, and remarks. Filed chronologically. (Daily, official.) 12 x 18 vol., 1 in., in steel filing case. R. 24 (Bldg. A). (1342)

619. FOLLOW-UP FILE OF QUADRENNIAL PHYSICAL EXAMINATIONS, Jan. 1933 to date. Gives name and mailing address, rate, retirement date, name of unit, and date report of quadrennial physical examination is due. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in wooden card cabinets. R. 24 (Bldg. A). (1279, 1280)

620. FOLLOW-UP FILE OF ANNUAL FITNESS REPORT, Jan. 1936 to date. For each Naval Reservist in district. Gives name of reservist, mailing address, rate, name of unit, retirement date, and date report of annual physical examination is due. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in wooden card cabinets. R. 24 (Bldg. A). (1281)

621. INDEX OF NAVAL RESERVE OFFICERS PENDING APPOINTMENTS, Jan. 1, 1937 to date. Gives name of officer, mailing address, date, rank, telephone number, and name of former unit to which attached, if any. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 24 (Bldg. A). (1289)

Office of Station Personnel Officer

622. INDIVIDUAL SERVICE RECORDS OF STATION RECRUITS AND SHIP'S COMPANY, 1920 to date. Statement of service, leave slips, pay record card, physical examination report, request for subsistence and leave, and relative correspondence and memoranda. Filed alphabetically. (Daily, official.) 4 x 10 jackets, 78 ft., in steel filing cases. R. 9 (Bldg. A). (1273, 1274)

623. ANNUAL REPORT OF VERIFICATION OF SERVICE RECORDS, Jan. 1930 - Jan. 1937. Lists of service records verified and corrected to show present home address of man, name, rating and service number; also errors noted in descriptive lists. Relative correspondence attached. Sent annually to Bureau of Navigation. Filed chronologically. (Annually, official.) 10 x 15 folders, 1 in., in wooden desk. R. 9 (Bldg. A). (1277)

624. WEEKLY REPORT OF RECRUITS WITH SPECIAL QUALIFICATIONS, Jan. 22, 1930 to date. Lists name of company and recruit with special training. Submitted weekly to Bureau of Navigation. Filed chronologically. (Weekly, official.) 10 x 15 folders, 3 in., in wooden desk. R. 9 (Bldg. A). (1276)

625. GENERAL CORRESPONDENCE FILE, July 1932 - June 1933; July 1935 to date. Copies of correspondence, memoranda, schedules, circular letters, orders, and dispatches relative to general office activities, publications, laws, deaths, casualties, government insurance, service schools, advancements, liberties, instructors, uniforms, and personnel. Filed by subject. (July 1932 - June 1933, never; July 1935 to date, daily, official.) 10 x 15 folders, 10 ft., in steel filing cases. R. 9 (Bldg. A). (1271, 1272)

626. COPIES OF PASSES AND PERMITS ISSUED, July 1, 1935 to date. Issued for duty, auditorium, swimming pool, field house, swimming beach, fishing, duck shooting, etc. Show date issued, number, to whom issued, address, and how delivered. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in wooden card cabinet. R. 9 (Bldg. A). (1217)

627. DAILY COMMUTED RATION RECORD, July 1, 1935 to date. Amount allowed for rations away from general mess. Gives name of commuter, rating, dates for which ration allowance made, number of meals allowed, and total amount. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 in., in steel filing case. R. 9 (Bldg. A). (1200)

628. DRIVERS' REPORT OF MOTOR VEHICLE ACCIDENTS, July 1, 1935 to date. Shows name of driver, unit to which attached, time and place of accident, number and type of vehicle, and complete description of accident. Filed chronologically. (Monthly, official.) 3 x 5 cards, 3 in., in wooden card cabinet. R. 9 (Bldg. A). (1196)

629. MAST REPORT BOOK, July 1,1935 to date. Daily record of men brought before the mast. Shows name and service number of offender, offense, date of mast, punishment, and signature of commanding officer. Entered chronologically. (Daily, official.) 10 x 14 vol., 2 in., on wooden desk. R. 9 (Bldg. A). (1216)

630. MONTHLY REPORT OF ENLISTED PERSONNEL OF STATION, July 1935 to date. Form N-Nav-25. Shows enlisted personnel on board, number received and lost due to transfers, discharges, or other causes. Personnel includes ship's company, recruits in training, recruits of outgoing unit, general detail, and prisoners; also shows total remaining on board. Originals are submitted monthly to Bureau of Navigation. Filed chronologically. (Monthly, official) 10 x 15 folders, 2 in., in desk. R. 9 (Bldg. A). (1278)

631. MONTHLY REPORTS OF DESIGNATION OF CLASS "A" SERVICE SCHOOL CANDIDATES, July 1935 to date. Record of name and number of recruits designated for special training in service schools conducted by Navy Department. Gives list of candidates and alternates, rating, company number, and location of school. Attached are monthly assignments and relative memoranda of quotas issued by Bureau of Navigation. Originals sent to Bureau of Navigation; copies to trade school officer and outgoing unit officer. Filed chronologically. (Weekly, official.) 10 x 15 folders, 1 in., in wooden desk. R. 9 (Bldg. A). (1224)

632. MUSTER CARDS OF DECEASED, TRANSFERRED OR DISCHARGED RECRUITS AND SHIP'S COMPANY, July 1935 to date. Show name, service and pay numbers, place and date of enlistment, date received at station, rating, date of death, discharge or transfer, and where transferred. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 4 ft., in wooden card cabinets. R. 9 (Bldg. A). (1185, 1186)

633. MUSTER CARDS OF SHIP'S COMPANY, July 1935 to date. Show name of man, service and pay numbers, place and date enlisted, date received, rating, and name of station or vessel from which received. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 9 (Bldg. A). (1183)

634. NAVAL STATION TRAINING ORDERS, July 1, 1935 to date. Mimeographed copies of permanent orders issued by executive officer, pertaining to station activities. Show date, order number, nature of order, and signature

of executive officer. Filed chronologically. (Daily, official.) 8 x 12 sheets, 1 in., on filing board. R. 9 (Bldg. A). (1223)

635. QUARTERLY MARK CARDS OF SHIP'S COMPANY, July 1, 1935 to date. Form N-Nav-128. For proficiency in seamanship, mechanical ability, leadership, and conduct. Show name of man, activity, service number, date, rating, special qualifications and details, and initials of officer assigning marks. Filed alphabetically. (Daily, official.) 4 x 5 cards, 6 in., in wooden card cabinet. R. 9 (Bldg. A). (1225)

636. RECORD OF CHANGE IN STATUS OF RECRUITS AND MEN ATTACHED TO SHIP'S COMPANY, July 1,1935 to date. Shows name, service number, rating, place of enlistment, date of change in rating, and new rating. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in wooden card cabinet. R. 9 (Bldg. A). (1193, 1197)

637. RECORD OF EXPIRATION OF ENLISTMENTS, July 1, 1935 to date. Form N-Nav-29. Covers men attached to ship's company. Shows name of man, rating, date, and place of enlistment. Filed chronologically. (Daily, official.) 3 x 5 cards, 5 in., in wooden card cabinet. R. 9 (Bldg. A). (1191)

638. RECORD OF PASSES AND PERMITS ISSUED, July 1, 1935 to date. Daily record of passes issued for duty, auditorium, swimming pool, field house, swimming beach, fishing, duck shooting, etc. Shows date issued, number, to whom issued, address, and how delivered. Classified according to type of pass and entered chronologically. (Daily, official.) 10 x 14 vols. (3), 6 in., in steel filing case. R. 9 (Bldg. A). (1227)

639. RECORD OF PRISONERS, July 1, 1935 to date. Shows name of man, service number, date and place of enlistment, rating, whether deserter or prisoner, date received at brig, and place from which received. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 1 in., in wooden card cabinet. R. 9 (Bldg. A). (1187)

640. RECORD OF SALUTES FIRED, July 1, 1935 to date. Shows date, number of rounds fired, time, and occasion. Filed chronologically. (Weekly, official.) 5 x 8 notebook, 1 in., in desk. R. 9 (Bldg. A). (1226)

641. TRAINING STATION LOG, July 1, 1935 to date. Daily record of station activities. Shows date, musters, transfers and receipts of men, courts martial, deaths, absentees, and offenses; also report of weather condition, velocity and direction of wind, and temperature. Approved monthly by commanding officer. Filed chronologically. (Daily, official.) 12 x 18 vols. (2), 4 in., in wooden desk. R. 9 (Bldg. A). (1179)

642. WEEKLY REPORTS OF EXECUTIVE OFFICER'S INSPECTION, July 1, 1935 to date. Record of deficiencies noted and executive officer's comments and orders. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 in., in steel filing case. R. 9 (Bldg. A) (1190)

643. WEEKLY REPORT OF MEN UNDERGOING CONFINEMENT AS RESULT OF COURT MARTIAL, July 1, 1935 to date. List of men serving sentences as result of

general or summary courts martial. Shows name of man, offense, rating, service number, date of confinement,and date of expiration of sentence. Originals are sent to Bureau of Navigation. Filed chronologically. (Weekly, official.) 10 x 12 folders, 2 in., in steel filing case. R. 9 (Bldg. A). (1188)

644. WEEKLY REPORT OF PRISONERS AND DETENTIONS, July 1, 1935 to date. Offenders awaiting legal documents, instructions, trial and final action. Shows name of offender, rating, date of offense, date of confinement, action directed by commanding officer, date reported to convening authority, and date to be tried. Originals sent to Bureau of Navigation. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 in., in steel filing case. R. 9 (Bldg. A). (1189)

645. MONTHLY CHANGES IN STATION PERSONNEL, July 31, 1935 to date. Form N-Nav-5B. List of station personnel transferred and received, or discharged during month. Shows name, service number, rating, date, place of enlistment, and name of vessel to which transferred. Original sent monthly to Bureau of Navigation. Filed chronologically. (Weekly, official.) 10 x 14 loose-leaf book, 2 in., in steel filing case. R. 9 (Bldg. A). (1215)

646. WEEKLY REPORTS OF RECRUITS TRANSFERRED, Sept. 7, 1935 to date. Show unexecuted orders, drafts to be transferred, date of transfer, drafts transferred during week, men available for transfer, men granted leave during week, and special qualifications of recruits available for transfer. Originals sent to Bureau of Navigation. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 in., in wooden desk. R. 9 (Bldg. A). (1228)

647. DAILY PERSONNEL REPORTS, Sept. 20, 1935 to date. Copies of summarized muster rolls. Show number of men in ship's company in training, in outgoing unit, in general detail, and in brig, total number previously reported on board, transferred and remaining on board. Filed chronologically. (Daily, official.) 8 x 12 folders, 2 in., in desk. R. 9 (Bldg. A). (1229)

648. QUARTERLY MUSTER ROLLS OF STATION CREW, Sept. 30, 1935 to date. Form N- Nav-5A. Show date, name of man, service number, present rating,date of enlistment, date received on board; also recapitulation sheets showing changes in status during quarter. Originals sent to Bureau of Navigation. Filed chronologically. (Monthly, official.) 10 x 14 loose-leaf book, 3 in., in steel filing case. R. 9 (Bldg. A). (1180)

649. ADDRESSES OF MEN ON AUTHORIZED LEAVE, Jan. 1, 1936 to date. Show name, home address, telephone number, rating, and place assigned to duty. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in wooden card cabinet. R. 9 (Bldg. A). (1195)

650. PRIVATE PROPERTY PASSES, Feb. 1936 to date. Issued to personnel wishing to take private and personal property from station. Show number of pass, name, date, number and type of packages, contents, and signature of officer issuing pass. Filed numerically. (Weekly, official.) 3 x 7 slips 1 ft. 6 in., in wooden card cabinet. R. 9 (Bldg. A). (1199)

651. MUSTER CARDS OF MEN IN HOSPITAL, June 1936 to date. Show name of man or recruit, service and pay numbers, place and date of enlistment, date

received at station, rating, and date transferred to hospital. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in wooden card cabinet. R. 9 (Bldg. A). (1198)

652. NAVAL PATROL LOG, June 6, 1936 to date. Reports of arrests of men on shore leave in Waukegan and North Chicago. Show date, name of man, time of arrest, and offense. Filed chronologically. (Daily, official.) 10 x 14 vol., 1 in., in wooden desk. R. 9 (Bldg. A). (1182)

653. ALLOWANCE CARDS FOR SUBSISTENCE OF SHIP'S COMPANY, July 1, 1936 to date. Record of daily amount allowed for subsistence. Shows name, rating, service number, and continued service certificate number. Classified by grade and filed alphabetically. (Weekly, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 9 (Bldg. A). (1192)

654. EXECUTIVE OFFICER MEMORANDA, July 1, 1936 to date. Drill and mess hall schedules, announcements of motion picture programs, boxing and wrestling exhibitions, and changes in station detail relative to training activities of station recruits. Filed chronologically. (Daily, official.) 9 x 12 sheets, 1 in., on filing board. R. 9 (Bldg. A). (1219)

655. STUB REQUISITIONS, July 1936 to date. S & A Form 129. Duplicate copies of requisitions for office supplies. Give name of appropriation, job order and stock numbers, description of article, quantity required, unit of quantity, unit price, amount of extension, date received, and call number. Filed numerically. (Weekly, official.) 5 x 8 clipped sheets, 1 in., in wooden desk. R. 9 (Bldg. A). (1275)

656. STATION RECRUITS' TRANSFER REQUESTS, Aug. 7, 1936 to date. Copies of requests for transfer and assignment to specific naval vessel or base in order to serve together with brother or relative. Show place of assignment for duty, location, name of man, name of brother or relative, date, and signature of recruit training officer. Originals forwarded to Bureau of Navigation for authorization. Filed chronologically. (Weekly, official.) 8 x 12 sheets, 1 in., on filing board. R. 9 (Bldg. A). (1222)

657. JOURNAL OF OFFICER OF THE DAY, Sept. 19, 1936 to date. Daily record of recruits received and transferred, magazine temperatures, discharges, naval courts convened and adjourned, publications of courts, inspections made, and all relative memoranda. Filed chronologically. (Daily, official.) 10 x 14 vol., 1 in., in steel filing case. R. 9 (Bldg. A). (1181)

658. MUSTER CARDS OF RECRUITS, Oct. 1936 to date. Show name of recruit, service and pay numbers, place and date of enlistment, date received at station, and rating. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 9 (Bldg. A). (1184)

659. DAILY MUSTER REPORTS OF STATION CREW, Dec. 23, 1936 to date. Daily reports by officers in charge of various station activities. Show name of activity, date, names of authorized and unauthorized absentees, and signature of officer in charge. Filed chronologically. (Daily, official.) 10 x 12 sheets, 2 in., on filing board. R. 9 (Bldg. A). (1218)

660. INCOMING DISPATCHES, Jan. 1, 1937 to date. Retained copies pertaining to personnel activities, received daily from communication office. Show date sent, addressee, message, and addressor. Filed chronologically. (Daily, official.) 9 x 12 sheets, 1 in., on filing board. R. 9 (Bldg. A). (1220)

661. OUTGOING DISPATCHES, Jan. 1, 1937 to date. Retained copies of outgoing naval dispatches of station personnel office. Show date sent, name of addressee, message, serial number, and name of sender. Filed chronologically. (Daily, official.) 9 x 12 sheets, 1 in., on filing board. R. 9 (Bldg. A). (1221)

Department of Recruit Training

Office of Adjutant

662. GENERAL FILE, July 1, 1935 to date. District orders, circulars, schedule of activities, tabulations, service school data, executive orders, ratings, guard lists, and relative correspondence and memoranda. Arranged by subject and numerically. (Daily, official.) 10 x 15 folders, 1 ft., in steel filing case. 1st floor (Bldg. F). (404)

663. MUSTER LIST, July 1, 1935 to date. List of enlisted personnel attached to office of adjutant. Shows name of recruit, pay number, date, and signature of yeoman. Filed chronologically. (Daily, official.) 8½ x 11 loose sheets, 6 in., in steel filing case. 1st floor (Bldg. F). (401)

664. RECORD OF TELEPHONIC POST REPORTS, July 1, 1935 to date. Reports made every half hour by guards on duty to yeoman of adjutant. Show company number, post reporting, condition, and time of call. Entered chronologically. (Daily, official.) 9 x 15 notebooks (4), 6 in., in steel filing case. 1st floor (Bldg. F). (403)

665. RECRUIT TRAINING ORDERS AND MEMORANDA, July 1, 1935 to date. Mimeographed copies of recruit training, first and second battalions, and trade school orders and memoranda; also orders issued by executive officer and Bureau of Navigation. Filed numerically. (Weekly, official.) 10 x 15 folders, 1 ft., in steel filing case. 1st floor (Bldg. F). (400)

666. DAILY GUARD LISTS, Apr. 19, 1936 to date. Daily lists of recruits assigned to guard duty. Give company number, name of man on duty, location of post, post time, and name of company commander. Filed chronologically. (Daily, official.) 9 x 15 sheets, 6 in., in steel filing case. 1st floor (Bldg. F). (402)

Office of First Battalion Commander

667. DAILY PERSONNEL REPORT, July 1, 1935 to date. Duplicate copies submitted daily to officer in charge of recruit training. Show date, name of unit, daily number of receipts and losses, present number of men in unit, and on leave or absent without leave. Arranged chronologically. (Weekly, official.) 5 x 8 loose sheets, 6 in., in steel filing case. 1st floor (Bldg. M). (398)

668. FIRST BATTALION ORDERS AND MEMORANDA, July 1, 1935 to date. Mimeographed copies of orders and memoranda issued by officer in charge of recruit training with special reference to training proceedure of 1st Battalion;also orders issued by executive office and Bureau of Navigation. Filed numerically. (Daily, official.) 10 x 15 envelopes, 6 in., in steel filing case. 1st floor (Bldg. M). (393)

669. GENERAL FILE, July 1, 1935 to date. Pick-up sheets, ratings, service school data, district orders, circulars, schedules of activities, tabulations, maps, and official reports and memoranda relative to activities of department of recruit training, especially the 1st Battalion stationed at Camp Barry. Arranged according to the Navy filing manual. (Daily, official) 10 x 15 folders, 2 ft., in steel filing case. 1st floor (Bldg. M). (394)

670. MUSTER LIST, July 1, 1935 to date. Record of enlisted personnel of 1st Battalion. Alphabetical list by name of recruit shows pay and service numbers, date, and signature of yeoman. Filed chronologically. (Weekly, official.) 8½ z 11 loose sheets, 6 in., on wooden desk. 1st floor (Bldg. M). (396)

671. RECORD OF FIRST BATTALION PATIENTS, July 2, 1935 to date. Record of 1st Battalion recruits transferred as patients to Naval Hospital on grounds. Gives name of recruit, companies from and to which transferred and dates. Entered chronologically. (Daily, official.) 9 x 15 vol., 1 in., in steel filing case. 1st floor (Bldg. M). (395)

672. RECORD OF MAST CALLS, Oct. 5, 1935 to date. Record of 2d Battalion recruits charged with minor offenses and called before the mast. Gives date, name of offender, type of offense, disposition, company number, name of witness, and punishment inflicted, if any. Filed chronologically. (Daily, official.) 10 x 14 notebook, 1 in., in steel filing case. 1st floor (Bldg. G). (409)

673. GENERAL INFORMATION CARDS OF ENLISTED MEN, Oct. 15, 1936 to date. Temporary file copies of general information cards for all newly enlisted men detailed to Camp Barry and placed under quarantine for a three-week period. Gives name of recruit, age, date of enlistment, religion, education, athletic ability, address of nearest relative, and rating desired. Originals place in individual service record of recruit; duplicates retained in office of station chaplain; triplicates accompany recruit when transferred to another company. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in steel card cabinet. 1st floor (Bldg. M). (397)

Outgoing Unit Office

674. GENERAL CORRESPONDENCE FILE, May 1932 - July 30, 1933. Bureau of Navigation circulars, station and district orders, drill schedules, publications, watch lists, muster rolls, recruit training memoranda, reports and correspondence. Relate to activities of recruit training department. Classified by subject and filed according to Navy filing manual. (Never.) 10 x 15 folders, 2 ft., in steel filing case. 1st floor (Bldg. H). (388)

675. GENERAL INFORMATION CARDS OF ENLISTED MEN TRANSFERRED, July 1, 1935 to date. Show name of recruit, age, date of enlistment, religion, address of nearest relative, education, athletic ability, and rating desired. Made in triplicate at Camp Barry, original attached to individual service record of man, duplicate filed in office of station chaplain, and triplicate retained here. Arranged by company number and filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in steel card cabinet. 1st floor (Bldg. H). (390)

676. RECORD OF TRANSFERS, DISCHARGES AND SURVEYS, July 1935 to date. Men transferred from outgoing unit office and those available for sea and awaiting orders for transfer. Shows name of man, serial and pay numbers, rating, company number, place enlisted, and cumulative record of transfer orders showing places to and from which transferred, and dates. Classified by company number and filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in steel card cabinets. 1st floor (Bldg. H). (389)

677. GENERAL INFORMATION CARDS OF NON-SWIMMERS, July 1936 to date. Show name of recruit, age, date of enlistment, religion, education, athletic ability, rating desired, and name and address of nearest relative. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 1 in., in steel card cabinet. 1st floor (Bldg. H). (387)

678. GENERAL INFORMATION CARDS OF RECRUITS AVAILABLE FOR SEA, July 1936 to date. Give name of recruit, age, date of enlistment, religion, address of nearest relative, education, athletic ability, and rating desired. Classified by company number and arranged alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in steel card cabinet. 1st floor (Bldg. H). (379)

679. GENERAL INFORMATION CARDS OF RECRUITS CONFINED TO STATION BRIG, July 1936 to date. Show name of recruit, age, date of enlistment, education, religion, athletic ability, name and address of nearest relative, and rating desired. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 1 in., in steel card cabinet. 1st floor (Bldg. H). (386)

680. GENERAL INFORMATION CARDS OF RECRUITS ON GROUNDS AWAITING TRANSFER TO SERVICE SCHOOL, July 1936 to date. Show name of recruit, age, date of enlistment, religion, address of nearest relative, education, athletic ability, and rating desired. Originals attached to individual service record of man; duplicates filed in office of station chaplain. Classified by company number and arranged alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in steel card cabinet. 1st floor (Bldg. H). (383)

681. GENERAL INFORMATION CARDS OF RECRUITS ON LEAVE, NOT AVAILABLE FOR SEA, July 1936 to date. Show name of recruit, age, date of enlistment, religion, address of nearest relative, education, athletic ability, and rating desired. Classified by company number and arranged alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in steel card cabinet. 1st floor (Bldg. H). (384)

682. GENERAL INFORMATION CARDS OF RECRUITS WITH SPECIALLY ORDERED TRANSFERS, July 1936 to date. Show name of recruit, age, date of enlistment,

religion, address of nearest relative, education, athletic ability, and rating desired. Classified by company number and filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in steel card cabinet. 1st floor (Bldg. H). (380)

683. GENERAL INFORMATION CARDS OF SERVICE SCHOOL ALTERNATES, July 1936 to date. Show name of recruit, age, date of enlistment, religion, address of nearest relative, education, athletic ability, and rating desired. Classified by company number and arranged alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in steel card cabinet. 1st floor (Bldg. H). (381)

684. GENERAL INFORMATION CARDS OF SERVICE SCHOOL ELIGIBLES ON LEAVE OF ABSENCE, July 1936 to date. Show name of recruit, age, date of enlistment, religion, address of nearest relative, education, athletic ability, and rating desired. Classified by company number and arranged alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in steel card cabinet. 1st floor (Bldg. H). (382)

685. GENERAL INFORMATION CARDS OF VENEREAL PATIENTS, July 1936 to date. Transferred to Medical Department, Bldg. 3 and Naval Hospital. Show name of recruit, age, date of enlistment, education, religion, athletic ability, name and address of nearest relative, and rating desired. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 in., in steel card cabinet. 1st floor (Bldg. H). (385)

Office of Recruit Training Officer

686. GENERAL FILE, July 1, 1935 to date. Copies of correspondence, memoranda, circular letters, tabulations, schedules and daily, weekly, monthly and annual reports relative to activities of Recruit Training department. See addenda for guide to this file. Arranged according to the Navy filing manual. (Daily, official.) 10 x 15 folders, 2 ft., in steel filing case. 1st floor (Bldg. H). (375)

687. INDEX OF RECRUIT TRAINING ORDERS, July 1, 1935 to date. Mimeographed copy of 1st and 2d Battalions' trade school and recruit training order issued by officer in charge of recruit training. Pertains to leave of absence, athletic activities, motion pictures, inspections, religion, service, misconduct, and discipline. Classified by organization and filed numerically. (Daily, official.) 9 x 12 notebooks (2), 6 in., in steel filing case. 1st floor (Bldg. H). (372)

688. MAST RECORD, July 1935 to date. Covers recruits charged with minor offenses and called before the mast. Gives date, type of offense, disposition, name of offender, company number, name of witness, and punishment. Filed chronologically. (Daily, official.) 10 x 14 vol., 1 in., in steel filing case. 1st floor (Bldg. H). (371)

689. RECORD OF PETTY OFFICERS, July 1, 1935 to date. Officers engaged in recruit training activities at station. Gives names of yeomen, battalion commanders, adjutants, recruit training instructors, buglers, special detail and armory men. Classified by position and filed alphabetically. (Daily, official.) 10 x 14 vol., 1 in., in steel filing case. 1st floor (Bldg. H). (376)

690. RECORD OF RECEIPTS, TRANSFERS AND DISCHARGES OF RECRUITS, July 1, 1935 to date. Lists 2d Battalion recruits since reopening of station, July 1, 1935. Shows date, name of enlisted men, company number, and unit to which transferred. Entered chronologically. (Daily, official.) 10 x 14 vol., 1 in., in steel filing case. 1st floor (Bldg. H). (377)

691. RECRUIT TRAINING DAILY PERSONNEL REPORTS, July 1935 to date. Show date, total number of recruits previously reported, plus receipts, total less losses, and total number attached to recruiting training this date; also detailed analysis of outgoing unit giving number of men available for sea, awaiting order for transfer, not available for sea, and total number attached to outgoing unit. Filed chronologically. (Weekly, official.) 9 x 11 loose sheets, 3 in., on wooden desk. 1st floor (Bldg. H). (374)

692. RECRUIT TRAINING ORDERS, July 1, 1935 to date. Mimeographed orders and memoranda issued by officer in charge to commanders of 1st and 2d Battalions relative to duties of adjutant, yeoman, guard, special details, daily routine, pay day schedule, etc. Filed numerically. Indexed. (Daily, official.) 10 x 15 envelopes, 2 ft., in steel filing case. 1st floor (Bldg. H). (378)

693. WEEKLY SCHEDULE OF SECOND BATTALION ACTIVITIES, July 1, 1935 to date. Shows hourly schedule of each company for the following activities: seamanship, battalion drill, examinations, lookouts, boat drill, indoor rifle range, guard company, knots and splices, etc. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 in., in steel filing case. 1st floor (Bldg. H). (373)

Office of Second Battalion Commander

694. GENERAL FILE, July 1, 1935 to date. Copies of correspondence, district orders, regulations, job orders, radio dispatches, requisitions, memoranda, official reports, and others. Relative to activities of 2d Battalion station in Barracks "B". See addenda for index to subjects. Arranged according to the Navy filing manual. (Daily, official.) 10 x 15 cards, 1 ft., in steel filing case. 1st floor (Bldg. G). (406)

695. GENERAL INFORMATION CARDS OF SECOND BATTALION MEN, July 1, 1935 to date. For recruits undergoing training at station. Show name of recruit, age, date of enlistment, religion, education, athletic ability, address of nearest relative, and rating desired. Originals filed in individual service record of recruit; duplicates retained in office of station chaplain; triplicates accompany recruit if transferred. Grouped by company and filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in steel card cabinet. 1st floor (Bldg. G). (414)

696. INDEX OF SECOND BATTALION ORDERS AND MEMORANDA, July 1, 1935 to date. Mimeographed copies of each 2d Battalion trade school and recruit training order. Pertain to leaves of absence, athletic activities, duties of yeoman, special details, inspections, misconduct, discipline, etc. Classified by organization and filed numerically. (Daily, official.) 10 x 12 loose-leaf books (4), 6 in., in steel filing case. 1st floor (Bldg. G). (408)

697. MUSTER LIST, July 1, 1935 to date. Triplicate copies of daily muster list for enlisted personnel of 2d Battalion. Alphabetical list by name of recruit shows pay and service numbers, date, and signature of yeoman. Filed chronologically. (Daily, official.) 8½ x 11 sheets, 1 ft., in steel filing case. 1st floor (Bldg. G). (405)

698. SECOND BATTALION ORDERS AND MEMORANDA, July 1, 1935 to date. Mimeographed copies of orders and memoranda which have special reference to training procedure of 2d Battalion; also orders issued by executive officer and Bureau of Navigation. Arranged numerically. Indexed. (Daily, official.) 9 x 12 envelopes, 1 ft., in steel filing case. 1st floor (Bldg. G). (407)

699. WEEKLY SCHEDULE OF SECOND BATTALION ACTIVITIES, July 1, 1935 to date. Shows hourly schedule of each company for the following activities: seamanship, lookouts, battalion drill, examinations, boat drill, indoor rifle range, guard company, knots and splices, and others. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 in., in steel filing case. 1st floor (Bldg. G). (413)

700. COMPLETE CLEARANCE LISTS, Oct. 1935 to date. Cover 2d Battalion men transferred to sea or trade schools. Give date of transfer and signatures of ship's service and trade school officers, librarian, tailor, laundryman, cobbler, chaplain, and photographer requesting graduate's name be checked for outstanding obligations. Grouped by date of transfer and filed alphabetically. (Never.) 9 x 11 sheets, 2 ft., in steel filing case. 1st floor (Bldg. G). (410)

701. RECORD OF TRANSFERS TO AND RECEIPTS FROM NAVAL HOSPITAL, Jan. 1936 to date. Covers 2d Battalion recruits transferred as patients to, and discharged as fit for duty, from Naval Hospital. Shows name of recruit, companies from and to which transferred, and dates. Filed chronologically. (Daily, official.) 9 x 12 and 10 x 15 vols. (2), 4 in., in steel filing case. 1st floor (Bldg. G). (411)

702. YEOMAN'S DAILY MEMORANDA CARDS, current. Show daily routine to be followed by 2d Battalion yeoman for ensuing week, types of reports to be prepared for day, and schedule for non-clerical activities to be followed. Arranged chronologically. (Daily, official.) 5 x 8 cards, 1 in., in steel filing case. 1st floor (Bldg. G). (412)

Trade School Office

703. EXAMINATION PAPERS, Oct. 1935 to date. Cover recruits undergoing training at station. Compulsory written examinations to select service school eligibles are conducted by trade school officer and embrace arithmetic, english, spelling, penmanship and mechanical aptitude tests; include O'Rourke's general classification test forms A, B, and C. Filed chronologically and alphabetically. (Monthly, official.) 8 x 11 bundles, 5 ft., in steel filing cases. 1st floor (Bldg. H). (391)

704. SERVICE SCHOOL RECORDS, Jan. 1936 to date. Government Printing Office Form 1930-4-7100. Received at trade school office upon student's separation from school. Chronological record of Navy training courses completed and marks on tests and for course. Original retained; duplicate sent to Bureau of Navigation, and triplicate to ship or station from which man was received. Copy of form attached. Filed alphabetically. (Weekly, official.) 3 x 8 bundles (3), 1 ft., in steel filing case. 1st floor (Bldg. H). (392)

705. PROBABLE LIST OF TRADE SCHOOL STUDENTS, Oct. 1, 1936 to date. Temporary file of examination papers of recruits selected as probable trade school students. Eliminations occur daily and examination papers are removed from this file and transferred to "Marked Examination Papers" file. Filed by company number. (Daily, official.) 10 x 15 envelopes, 1 ft., in steel filing case. 1st floor (Bldg. H). (399)

Station Medical Department

706. AUTOPSY SLIDES, 1917 - 1931. Cover sections of tissue and organs taken from both humans and animals. These slides have no reference value and are retained awaiting order for destruction from Washington. Filed by subject and numerically. (Never.) 1 x 3 glass slides, 1 ft., in wooden boxes. R. 32, Laboratory (Bldg. I). (838)

707. CORRESPONDENCE, 1917 to date. Pertains to recruits' physical defects, station orders, medical treatment, diseases, dentistry, examinations, fingerprints, board of medical examiners, health records, specialties, leaves of absence, injuries, promotions, and miscellaneous subjects. Filed by subject. (1917 - 1932, never; 1933 - 1935, occasionally; 1936 to date, daily, official.) 10 x 14 folders and bundles, 20 ft., on wooden shelves and in steel filing case. R. 21, Record Office and storage basement (Bldg. I). (805, 806, 808)

708. INDIVIDUAL STATISTICAL REPORTS, 1917 to date. Complete history of patients who were hospitalized at this activity and final disposition of case. Show patient's name, rate, total service in navy, marine corps or aviation, place and date of birth, race, received as patient from, diagnosis, whether new admission or re-admitted, and date of last enlistment. Originals are sent to Washington. Filed alphabetically. (Daily, official.) 3 x 5 loose slips, 30 ft. 2 in., in wooden card cabinets. R. 21, Record Office (Bldg. I). (801, 802)

709. NON-EXPENDABLE STOCK CARDS AND LEDGERS, 1917 to date. Cover surgical instruments, bedding and linen, dispensary equipment, medical books, laboratory equipment, dental instruments, dental X-ray equipment, electrical equipment, garage, ground tools, officers' quarters, and miscellaneous furniture. Filed by subject. (1917 - 1930, occasionally; 1931 to date, frequently, official.) 5 x 8 cards, and 9 x 15 loose-leaf books, 1 ft. 10 in., in wooden card cabinet, on wooden shelves and on desk. Property Office and storage basement (Bldg. I). (816 - 818)

710. REPORTS, 1917 to date. Annual, semiannual, monthly and weekly reports covering morning report of sick, swimming pools, venereal restricted list, sick call, sanitary district, master report, tap water, daily products, operations, medical treatment, dentistry, and patients in hospital. Filed by subject. (1917 - 1932, never; 1933 - 1935, occasionally; 1936 to date, daily, official.) 10 x 14 folders and bundles, 7 ft., on wooden shelves and in steel filing cases. Storage basement and R. 21, Record Office (Bldg. I). (803, 804, 807)

711. REPORTS AND RETURNS, 1917 to date. Requests for blank forms, stub requisitions, surveys, reports of expenditure and expenditure from allotment, supply depot requisitions, allotments for fiscal year, inventory, equipment, repairs and upkeep, open purchases, senior medical officer's orders, transfer vouchers issued, laundry lists, custody receipts, and medical officer's personal requests. Filed by subject. (1917 - June 30, 1936, never; July 1936 to date, daily, official.) 10 x 14 folders and bundles, 13 ft. 4 in., on wooden shelves and in wooden and steel filing cases. Property Office and storage basement (Bldg. I). (1029 - 1031)

712. OFFICER OF THE DAY JOURNAL, 1922 - 1924; 1931 - 1932; Sept. 18, 1936 to date. Daily record of specific activities and procedure. Shows date, periodic recordings of time, and description of activities, such as inspection of various departments, buildings and grounds, sick calls, colors, checking in and out of authorized leaves, and census. Gaps in dates indicate loss or misplacement of records. Filed chronologically. (1922 - 1924; 1931 - 1932, never; Sept. 18, 1936 to date, daily, official.) 9 x 15 vols. (3), 3 in., on wooden shelf and on desk. R. 30 and storage basement (Bldg. I). (1027, 1028)

713. WARD SICK CALL BOOK, 1923 - June 1933; Dec. 18, 1935 to date. Daily record of men on sick list, treatment given and disposition of case as indicated by morning officer on sick call. Show patient's name, rate, diagnosis, diet, medication, and disposition of case; checked by attending physician. Filed chronologically. (1923 - June 1933, never; Dec. 18, 1935 to date, daily, official.) 9 x 15 vols. (9), 1 ft. 2 in., on wooden shelves and on desk. Sick Bay and Ward (Bldg. I). (822, 823)

714. EXPENDABLE STOCK CARDS AND LEDGERS, 1924 to date. Cover drugs, tablets, biologicals, diets, surgical instruments, appliances, dressings, dispensary and laboratory supplies, re-agents, and stains. Filed by subject. (1924 - 1930, never; 1931 to date, frequently, official.) 5 x 8 cards and 9 x 15 loose-leaf books (4), on shelves, on desk and in wooden card cabinet. Property Office and storage basement (Bldg. I). (819 - 821)

715. MORNING SICK CALL BOOK, Dec. 1924 - Feb. 1, 1933; Feb. 20, 1936 to date. Daily record of all men answering morning sick call. Shows name, rate, company, tentative diagnoses, and treatment given. Filed chronologically. (Dec. 1924 - Feb. 1, 1933, never; Feb. 20, 1936 to date, daily, official.) 9 x 15 vols. (18), 1 ft. 6 in., on wooden shelves and on desk. Dressing Dept., and storage basement (Bldg. I). (831, 832)

716. NUMBERED PRESCRIPTIONS, 1925 - 1932; Aug. 14, 1935 to date. Prescriptions numbered to allow refill if so desired. Give description, quantity, and percentage of drugs to be used. Filed chronologically. (1925 - 1932, never; Aug. 14, 1935 to date, daily, official.) 4 x 5 bundles and loose slips, 8 ft. 2 in., on wooden shelves and on clipboard. R. 33, Pharmacy (Bldg. I). (825, 826)

717. RECORD OF EXAMINATIONS, Sept. 18, 1925 - Dec. 1926; Jan. 6, 1931 to date. Urinalysis, Doke Field, gonorrhea smears, Vincent's Angina, diphtheria smears, cowpox and typhoid vaccinations, blood counts, and miscellaneous examinations. Gives date, patient's name, type of examination and result. Filed by subject and chronologically. (Sept. 18, 1925 - Dec. 1926, never; Jan. 6, 1931 to date, daily, official.) 9 x 15 vols. (4), 4 in., on wooden shelves and on desk. R. 32, Laboratory and storage basement, (Bldg. I). (836, 837)

718. ALCOHOLIC PRESCRIPTIONS, 1926 to date. Show date, individual or department to which issued, and description of alcohol or alcoholic compounds desired. Prescriptions prefixed with capital "A" or "D", signify grain or denatured alcohol respectively. Filed chronologically. (Older records, never; later records, daily, official.) 4 x 5 bundles and loose slips, 1 ft. 5 in., on wooden shelf and on clipboard. R. 33, Pharmacy and storage basement, (Bldg. I). (827, 828)

719. NARCOTIC PRESCRIPTIONS, 1926 to date. Give date, individual or department to which issued, and description of narcotics or narcotic compounds desired. Prescriptions prefixed with capital "N" signify narcotics. Filed chronologically. (Older records, never; later records, daily, official.) 4 x 5 bundles and loose slips, 1 ft. 2 in., on wooden shelf and on clipboard. R. 33, Pharmacy and storage basement, (Bldg. I). (829, 830)

720. MAILING RECORD, July 23, 1928 to date. Daily record of all official matter mailed by this department. Gives date, description of mail, and names and addresses of addressor and addressee. Filed chronologically. (July 23, 1928 - Oct. 16, 1931, never; Oct. 17, 1931 to date, daily, official.) 9 x 15 vols. (2), 2 in., on wooden shelf and on desk. R. 21, Record Office and storage basement, (Bldg. I). (798, 799)

721. HEALTH RECORDS, July 1, 1931 to date. Cover all officers and enlisted men at this station. Give name, service number, rank or rate, dental record and treatment, physical examination showing marks, scars, etc., medical abstract, vaccination record, and service history. Filed alphabetically. (Frequently, official.) 3 x 9 folders, 5 ft., in steel filing case. R. 21, Record Office (Bldg. I). (811)

722. REPORTS, July 25, 1932 - June 20, 1933. Bacteriological examinations of water for swimming pools, Shore Acres Country Club, tap, and milk, and laboratory work done during month. Prepared in quadruplicate; copies to executive officer, public works officer, medical officer, and one retained. Filed chronologically. (Never.) 9 x 12 sheets, 1 in., in desk. R. 32, Laboratory (Bldg. I). (839)

723. HOSPITAL CORPS INFORMATION CARDS, Mar. 30, 1935 to date. Give corpsman's name, service number, arrived at, date of arrival, rate on arrival and when status changed, authority for transfer, place and date of transfer, or reason for change, disposition and remarks. Filed alphabetically. (Inactive, seldom; active, occasionally, official.) 3 x 5 cards, 2 in., in steel card cabinet. R. 21 Record Office (Bldg. I). (800, 809)

724. DENTAL APPOINTMENT BOOK, July 1935 to date. Gives date, name of patient, appointment number, rank or rate, and description of treatment to be given, and services rendered. Filed chronologically. (Inactive, seldom; active, daily, official.) 6 x 12 vols. (2), 2 in., on wooden shelf and in desk. Dental Office (Bldg. I). (1023, 1024)

725. DENTAL X-RAYS, July 1, 1935 to date. Show date, number of photographs taken, patient's name, pathological findings, and by whom x-rays were authorized. Filed alphabetically. (Daily, official.) 3 x 5 envelopes, 1 ft. in wooden card cabinet. Dental Office (Bldg. I). (1026)

726. INJURY REPORTS, July 1, 1935 to date. Record of injury and treatment of civilian, civil service and WPA employees. Gives employee's name, place and nature of employment, supervisor, place of residence, time and place of accident, description of how accident or injury occurred, time of applying for treatment, nature and extent of injury, examination, findings, and remarks. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 4 in., in steel card cabinet. R. 21, Record Office (Bldg. I). (812)

727. ISSUE VOUCHERS, July 1935 to date. For expendable articles issued by this department. Give date, stock number, unit, description of article, unit cost, total amount of voucher, and verifying receipt of articles. Filed chronologically. (July, 1935 - June 30, 1936, never; July 1936 to date, occasionally, official.) 5 x 8 bundles and loose sheets, 1 ft. 6 in., on wooden shelf and in desk. Property Office and storage basement (Bldg. I). (1022, 1033)

728. PHYSICAL RECORD OF RECRUITS, July 1935 to date. Record of physical examination made upon arrival at this station. Gives recruit's name, weight, height, description of physical fitness, blood pressure, defects, various sicknesses, communicable diseases, and date of arrival and examination. Filed chronologically. (Never.) 4 x 6 cards, 5 ft., in steel card cabinets. R. 21, Record Office (Bldg. I). (810)

729. PROSTHETIC TREATMENT REQUESTS, July 1935 to date. Show date, patients name, rank or rate, place and date of birth, chart of present oral condition, recommendations of dental officer, statement of patient, previous dental treatment, and indorsement of executive officer. Prepared in triplicate; two copies sent to Washington, third retained. Filed chronologically. (Daily, official.) 9 x 12 loose sheets, 1 in., in desk. Dental Office (Bldg. I). (1025)

730. RECEIPTS AND EXPENDITURES FOR SUPPLIES, July 1935 to date. Quarterly balance subdivided into the following: medical supply depot, public vouchers, transfer vouchers received, medical, dental, laundry, miscellaneous surveys, and transfer vouchers issued. Filed chronologically. (Daily,official.) 9 x 15 vols., 1 in., on desk. Property Office and basement (Bldg.I). (1032)

731. RECORD OF VENEREAL DISEASED PATIENTS, July 1935 to date. Record of treatment given patients having venereal diseases at this activity. Shows patient's name, rate, company, date of exposure, date of onset of discharge, record of treatment, and date and type of treatment. Filed chronologically. (Daily, official.) 4 x 4 cards, 2 in., on wooden shelf. R. 32, Laboratory (Bldg. I). (835)

732. ALCOHOL AND NARCOTIC LEDGER, Aug. 6, 1935 to date. Record of all alcohol and narcotics received and dispensed in this pharmacy. Gives date received and expended, prescription number, amount remaining on hand, and doctors' signatures. Covers pure grain alcohol, cocaine, hydro-chloride, procaine, denatured alcohol, strychnine sulphate, atrophone sulphate, and various other drugs. Filed chronologically. (Daily, official.) 9 x 15 vol., 1 in., on desk. R. 33, Pharmacy (Bldg. I). (824)

733. CIVILIANS ANSWERING SICK CALL RECORD, Aug. 21, 1935 to date. Gives name, rate, whether civil service or WPA, nature of injury or illness, and time of day or date when treatment given; also record of minor operations of enlisted personnel showing name, rate, kind of operation, and anaesthesia used. Used as basis for computing compensation in case of extended confinement. Filed chronologically. (Daily, official.) 5 x 8 vol., 2 in., on desk. Dressing room (Bldg. I). (834)

734. RECORD OF ANTI-LEUETIC TREATMENTS, Aug. 27, 1935 to date. Gives name, rate, type and date of treatment and dose. The following anti-leuetic treatments given are: neo-arsph amine, tryparsamide, bismuth, salyci ate, mercury and succinimide. Filed chronologically. (Biweekly, official.) 9 x 15 vol., 1 in., on desk. Dressing room (Bldg. I). (833)

735. MORNING REPORT OF SICK, Jan. 1, 1936 to date. Daily report from medical officer to the commanding officer gives name, rate, diagnosis, and disposition. Six copies prepared and submitted to officer in charge of recruit training, commander of 2d Battalion, chaplain, commandant's clerk, commanding officer, and file. Filed chronologically. (Never.) 9 x 12 loose sheets, 2 in., on clipboard. R. 21, Record Office (Bldg. I). (815)

736. MORNING SICK CALL REPORTS OF RECRUITS, Feb. 18, 1936 to date. Daily report from senior medical officer to the executive officer, of recruits who reported at dispensary for treatment. Gives date, recruit's name, rate, company, and signature of medical officer. Prepared in quadruplicate; copies sent to executive officer, officer in charge of recruit training, commander of 2d Battlion and one retained. Filed chronologically. (Never.) 9 x 12 loose sheets, 2 in., on clipboard. R. 21, Record Office (Bldg. I). (814)

737. HOSPITAL TICKETS, Dec. 1, 1936 to date. Inventory of personal effects of patients transferred from station to Naval Hospital. Gives date, transferred from and to, patient's name, rate, grade, diagnosis, list of personal effects transferred, and signatures of person making inventory and of commanding officer. Filed chronologically. (Seldom, official.) 9 x 12 loose sheets, 1 in., on clipboard. R. 21, Record Office (Bldg. I). (813)

Supply Department

738. GENERAL CORRESPONDENCE FILE, 1905 to date. Commissary bulletins, circular letters, Bureau of Instructions, inter-office memoranda, inter-departmental communications, copies of official reports and correspondence relative to contractors, modifications, acceptable lists, civilian outfit, fresh provisions, and the activities of the Naval station and district, particularly the Bureau of Supplies and Accounts. Classified by subject and arranged chronologically. (Daily, official.) 10 x 15 folders, 104 ft., in steel filing cases. Rs. 50, 58, 1st floor and 2d floor storeroom (Bldg. I and D). (32, 211, 257, 294, 315)

739. AUTHORIZATIONS FOR SIGNATURE ON BIDS, CONTRACTS AND BONDS, 1913 to date. Give name, official position and business, signature of officers of corporations or members of firms submitting bids to supply department and guarantees and bonds in connection therewith; also relative correspondence. Filed alphabetically. (Monthly, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 58 (Bldg. I). (258)

740. INDEX OF CATALOGUES AND CATALOGUE MATERIALS, 1917 to date. Gives file number, name of article, and name of dealer. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden transfer case. R. 58 (Bldg. I). (249, 250)

741. MAILING LIST FILE, 1917 to date. For materials used by Naval Department. Gives name of article, class number, and list of supply dealers showing name, address and telephone number of each. Arranged alphabetically by name of article and subdivided into classes. (1917 - June 30, 1935, semimonthly; July 1935 to date, daily, official.) 5 x 8 cards, 4 ft., in steel card cabinets. R. 58 (Bldg. I). (253, 254)

742. RECORD OF CATALOGUES RECEIVED, 1917 to date. Name of catalogue, assigned file number, name and address of dealer, and date received. Filed numerically. (Daily, official.) 5 x 8 notebook, 1 in., in steel filing case. R. 58 (Bldg. I). (251)

743. ACCOUNTS PAYABLE, July 1917 to date. Record of various appropriations of station and district. Gives name and address of contractor, requisition and item numbers, name of article, amount, public voucher number, date of issuance, and amount. Filed alphabetically. (July 1917 - June 30, 1932, quarterly; July 1932 - June 30, 1936, monthly, July 1936 to date, daily, official.) Variously sized loose-leaf books, 9 ft., on table, in steel filing case and on wooden shelf. Rs. 50 and 58 (Bldg. I). (102,186, 187)

744. COST ANALYSIS OF MISCELLANEOUS EXPENSES, July 1918 - June 1935. Monthly cost analysis of labor and material chargeable to various station and district appropriations. Gives purpose, appropriation number, date and amount of allotment, amount of actual obligation, total balance, and amount of estimated obligation. Filed numerically. (Quarterly, official.) 12 x 24 vols., 2 ft. 6 in., on wooden shelf. R. 50 (Bldg. I). (111)

745. WEEKLY PAY ROLLS OF WAR TIME NAVAL PERSONNEL ATTACHED TO FORD MOTOR CAR COMPANY, July 1, 1918 - Dec. 3, 1919. Classified employees engaged during the war in the manufacture and inspection of naval ordnance. Show pay roll number, name of employee, occupation, rate of pay, pay period, deductions, additional pay, and amount paid. Filed chronologically. (Annually, official.) 9 x 15 clipped sheets, 2 ft., in steel filing case. R. 50 (Bldg. I). (39)

746. RECORD OF JOURNAL VOUCHERS, July 24, 1918 - Sept. 30, 1927. Covers supplies received by the Bureau of Supplies and Accounts and posted to property ledger. Vouchers show voucher and inventory card numbers, date, name of article, journal, ledger and folio numbers, amount posted to property ledger, requisition, appropriation, and public bill numbers, name of payee, description of article purchased and names of bookkeeper and paymaster. Filed numerically. (Monthly, official.) 12 x 15 vols., 3 ft. 6 in., on 2 wooden shelves. R. 50 (Bldg. I). (103)

747. RECORD OF INSPECTION CALLS, Aug. 20, 1918 to date. Gives call and receiver's numbers, name of contractor, contract number, name of bureau, and date of inspection. Filed chronologically. (Aug. 1918 - June 30, 1932, quarterly; July 1932 - June 30, 1936, monthly; July 1936 to date, daily, official.) 10 x 15 and 12 x 16 vols., 1 ft., 3½ in., in desk, in steel filing case and on wooden shelf. Rs. 50 and 58 (Bldg. I). (110, 191, 192)

748. WEEKLY PAY ROLLS OF EMPLOYEES, Nov. 1918 - June 30, 1933. Classified and unclassified employees of 9th Naval district and station. Give pay roll number, name of employee, occupation, rate of pay, pay period, deductions, additional pay, and amount paid. Filed chronologically. Quarterly, official.) 9 x 15 clipped sheets, 11 ft. 6 in., in steel filing cases. R. 50 (Bldg. I). (34, 35, 40)

749. RECORDS OF PUBLIC BILLS, Feb. 15, 1919 - Oct. 1, 1933. Bills received, entered and audited for supplies and services rendered. Show bill number, date, name of payee, name and number of appropriation, and amount of bill. Recorded numerically. (Quarterly, official.) 10 x 15 vols., 1 ft. 6 in., on wooden shelf. R. 50 (Bldg. I). (109)

750. REPORT OF TRANSFER OF PLANT ITEMS, Feb. 19, 1919 - Aug. 31, 1920. Obsolete record of plant items transferred here from the following camps: Decatur, Lawrence, Dewey, Perry, Ross, and Paul Jones. Gives name of camp, department and building number to which transferred, name and description of article, journal voucher, serial, and inventory card numbers, and cost. Filed numerically by voucher number. Indexed. (Never.) 12 x 15 vol., 6 in., on wooden shelf. R. 50 (Bldg. I). (112)

751. MONTHLY REPORT OF PAY OF CLASSIFIED EMPLOYEES IN 9TH, 10TH, AND 11TH NAVAL DISTRICTS, July 1, 1919 - June 30, 1920; Jan. 1921 - June 30, 1935. Duplicate pay records of each classified employee appointed by Secretary of Navy, and occupied with clerical, drafting, inspection and messenger duties. Show name, rating and pay of each employee, and aggregate amount of pay under each appropriation. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 50 (Bldg. I). (36, 38)

752. RECORD OF CIRCULAR LETTERS AND DISTRICT ORDERS, Sept. 3, 1919 - Aug. 25, 1925. Gives number of circular letter, date, date received, and subject. Filed alphabetically. (Quarterly, official.) 9 x 15 vol., 1 in., in steel filing case. R. 50 (Bldg. I). (44)

753. FILE OF RESIGNATIONS OF OLD SUPPLY DEPARTMENT EMPLOYEES, Oct. 1919-Sept. 1921. Copies of resignations, oaths of office, leaves of absence, time cards, efficiency reports, and inter-departmental memoranda. Filed alphabetically. (Never.) 10 x 15 folders, 2 ft., in steel filing case. R. 50 (Bldg. I). (66)

754. SEMIMONTHLY PAY ROLLS OF CLASSIFIED EMPLOYEES OF STATION, July 1, 1920 - June 30, 1933. Give pay roll number, name of employee, occupation, rate of pay, pay period, deductions, additional pay and amount paid. Filed chronologically. (Quarterly, official.) 9 x 15 clipped sheets, 6 in., in steel filing case. R. 50 (Bldg. I). (33)

755. MONTHLY LABOR ROLL SUMMARIES OF STATION NAVAL PERSONNEL, July 1, 1921 - June 30, 1935. Aggregate pay of each department is totaled and indicated under proper appropriation such as cost and repair, medicine and surgery, Naval Reserve, aviation, and naval supply. Filed chronologically. (Quarterly, official.) 9 x 15 clipped sheets, 6 in., in steel filing case. R. 50 (Bldg. I). (37)

756. STATION CONTRACTS July 1922 - June 30, 1930; July 1, 1931 to date. Government contracts for supplies and services for maintenance of naval activities of Station; also copies of leases, contract slips, invitations to bid, schedules, specification lists, permits governing conditions, statements, orders for delivery, and relative correspondence. Filed numerically. (July 1922 - June 30, 1930, never; July 1931 to date, completed, weekly; incompleted, daily, official.) 10 x 15 folders, 52 ft., in steel filing cases. Rs. 50 and 58 (Bldg. I and E). (62, 205, 225, 229)

757. BUREAU OF SUPPLIES AND ACCOUNTS CONTRACTS, July 1, 1923 - June 30, 1930; July 1935 to date. Copies of contracts with various supplying contractors of district. Contain contract schedules, list of requirements, duplicate copies of invoices, orders for delivery, reports of material shipped, acknowledgments of shipments, specification lists, standard government forms of contracts, and relative correspondence. Filed alphabetically. (July 1923 - June 30, 1930, never; July 1935 - June 30, 1936, weekly; July 1936 to date, daily, official.) 10 x 15 folders, 17 ft., in steel filing cases. R. 58 and Main floor (Bldgs. I and E). (226 - 228)

758. MONTHLY REPORTS OF EXPENDITURES, July 1, 1923 - June 30, 1935. Forwarded by all departments of Naval Station to Bureau for audit and consolidation. Attached to each is summary of expenditures by appropriations. Show name of department, appropriation name and number, inclusive dates, and purpose for which expended. Filed chronologically. (Monthly, official) 10 x 15 folders, 9 ft., in steel filing cases. R. 50 (Bldg. I). (63)

759. QUARTERLY REPORTS OF COMMANDANT'S MESS GEAR, 1924 - 1929. Itemized inventory of commandant's plated ware on hand. Gives name of utensil,

quantity, unit and total prices, stub requisitions and stock ledger sheet for each type of utensil; also copies of relative correspondence. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 6 in., in steel filing case. R. 50 (Bldg. I). (46)

760. SUMMARIES OF STORE INVOICES OF NAVAL SUPPLY ACCOUNT AND APPROPRIATION PURCHASES ACCOUNT, Jan. 1924 - Dec. 1933. Groups containing individual invoices for each shipment received at Naval station from various naval supply depots and navy yards. Filed chronologically. (Monthly, official.) 10 x 15 folders, 9 ft., in steel filing cases. R. 50 (Bldg. I). (42)

761. MONTHLY RECORD OF APPROPRIATION PURCHASES, Jan. 2, 1924 - June 30, 1934. Shows total receipts and expenditures of the 9th Naval district; also appropriation purchases account returns such as reconciliation statements of receipts from purchase, abstract and reconciliation statements from other supply officers, abstract of receipt vouchers and expenditure vouchers, summary of ship requisitions, invoices and store invoices of materials shipped, routing slips, and relative correspondence. (Monthly, official.) 10 x 15 folders, 12 ft., in steel filing cases. R. 50 (Bldg. I). (51)

762. BUREAU SHIPMENT ORDERS, Feb. 1924 - Jan. 1929. Requests for shipment of materials to various naval yards, depots, bases, and ships. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 6 in., in steel filing case. R. 50 (Bldg. I). (47)

763. GOVERNMENT BILLS OF LADING OF INCOMING SHIPMENTS, July 1924 - June 30, 1929; July 1, 1931 to date. Standard Form 1058a. Memoranda copies of government bills of lading of articles received by receiver's dispatch and bill of lading section. Attached are duplicate copies of packing lists and stub requisitions. Filed numerically. (July 1924 - June 30, 1929, never; July 1, 1931 to date, daily, official.) 10 x 15 folders, 48 ft., in steel filing cases and wooden boxes. 1st floor (Bldgs. D and E). (240, 273)

764. MONTHLY CLOTHING RETURNS, July 1, 1924 - June 30, 1933. Balance sheets of stock show movement of stores of clothing and small stores account, abstracts for each class of receipts and expenditures, and duplicate copies of monies received by supply office for storage and issue of clothing and small stores. Each invoice gives list of articles, quantities, unit prices, amounts, total amounts, dates received,date entered in stock ledgers, and relative memoranda and correspondence. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 50 (Bldg. I). (65)

765. RECORD OF CORRESPONDENCE WITH NAVAL BUREAUS, July 1, 1924 - Aug. 24, 1925. Correspondence between Bureau of Supplies and Accounts and various bureaus in Navy Department. Shows number of letter, dates received and sent, and summary of contents. Filed alphabetically. (Quarterly, official.) 9 x 15 vol., 1 in., in steel filing case. R. 50 (Bldg. I). (43)

766. RADIO COMPASS COMMUNICATIONS, Jan. 1 - June 30, 1925. Sent by Great Lakes Naval Station. Each message is assigned a number, and listed as to date sent, to whom, and summary of subject. Filed chronologically. (Quarterly, official.) 9 x 12 vol., 1 in., in steel filing case. R. 50 (Bldg. I). (45)

767. RECORD OF NAVAL RESERVE SHIP, STATION AND DISTRICT REQUISITIONS, July 1, 1925 - June 30, 1934. Requisitions received and completed by Bureau of Supplies and Accounts. Show date of requisition, name of material or service, serial number, dates received, approved by commandant and bureau, forwarded, returned by Washington, and approval or disapproval. Clas ified by name of ship and arranged chronologically. Indexed. (Quarterly, official) 10 x 15 loose-leaf books (8), 1 ft., 6 in., on wooden shelves. R. 50 (Bldg. I). (101, 105)

768. RECORD OF DELIVERY REPORTS OF INCOMING SHIPMENTS, Oct. 1926 to date. Shows assigned delivery and purchase order numbers, authorization, weight, and name of shipper. Delivery reports of supplies obtained through open market purchases for $50.00 or less are forwarded to supply office. Filed numerically. (Daily, official.) 8 x 14 vols. (2), 4 in., in wooden desk. 1st floor (Bldg. D). (271)

769. CANCELED STOCK RECORD CARDS, July 1, 1927 - June 30, 1932. S & A Form 209. Chronological record of receipts and withdrawals from stock shows card number, name of account, stock number, name of article, description, date received or issued, call or invoice number, quantity received or issued, and balance on hand. Filed numerically. (Never.) 3 x 6 cards, 14 ft., in 3 wooden boxes. 2d floor (Bldg. D). (236)

770. MONTHLY INVENTORIES OF FUNDS, Aug. 6 - Nov. 16, 1927. Money report of inventory, reports of trial balances of Naval Supply Account and Naval Appropriation Account, and adjustment report of class ledger and stock cards. Prepared monthly by Bureau of Supplies and Accounts and forwarded to station commandant. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 6 in., in steel filing case. R. 50 (Bldg. I). (49)

771. RECORD OF SALE OF SURPLUS AND SURVEYED MATERIAL BY PUBLIC AUCTION AT STATION, Sept. 8, 1927. Shows name and address of buyer, amount of credits and debits, lot and item numbers, name of item, amount, and whether paid in full or refunded. Recorded alphabetically. (Annually, official.) 10 x 15 vol., 1 in., in wooden shelf. R. 50 (Bldg. I). (107)

772. DISTRICT MISCELLANEOUS REQUISITIONS, July 1, 1929 - June 30, 1930; July 1, 1935 to date. Forwarded by various naval units of district. Requisitions were charged to appropriation, miscellaneous accounts and are incomplete, completed and obsolete. Give requisition number, date, name of office, appropriation number, name of item, chronological record of orders placed and public bills prepared, name of contractor, date of order, number, item number, amount, public bill number, amount and date. Consist of duplicate copies of stub requisitions, expenditure and store invoices, bills of lading, and relative correspondence. Grouped by type of appropriation and by requisition number. (July 1, 1929 - June 30, 1930, never; July 1, 1935 to date, completed, weekly; incomplete, daily, official.) 10 x 15 folders, 13 ft. 6 in., in steel filing cases. Main floor and R. 58 (Bldgs. I and E). (212, 219, 239)

773. DISTRICT NAVAL SUPPLY ACCOUNT REQUISITIONS, July 1, 1929 - June 30, 1930; July 1, 1935 to date. Complete and incomplete requisitions for purchase of material to maintain district activities and charged to district

naval supply account fund. Consist of duplicate copies of stub requisitions, store invoices, public vouchers, bills of lading, and relative memoranda and correspondence. Give requisition number and date, appropriation number, name of item, chronological record of orders placed and public bills prepared, name of contractor, date and number of order, item number, amount, public bill number, amount and date. Filed numerically. (July 1, 1929 - June 30, 1930, never; July 1, 1935 to date, daily, official.) 10 x 15 folders, 11 ft. 6 in., in steel filing cases. Main floor and R. 58 (Bldgs. I and E). (206, 214, 224)

774. DISTRICT YARDS AND DOCKS REQUISITIONS, July 1, 1929 - June 30, 1930. Forwarded by various navy yards and docks of district. Requisitions were charged to district yard and docks appropriation. Consist of duplicate copies of stub requisitions, expenditure invoices, store invoices, bills of lading and relative correspondence. Give name of yard or dock, requisition number, date of requisition, appropriation number, name of item, chronological record of orders placed and public bills prepared, name of contractor, date of order, number, item, amount, public bill number, amount, and date. Grouped by name of yard or dock and filed numerically. (Never.) 10 x 15 folders, 2 ft., in steel filing case. Main floor (Bldg. E). (242)

775. INDEX OF BUREAU CONTRACTS, July 1, 1929 to date. Record of contracts for materials and services necessary to maintain district activities. Made by Bureau of Supplies and Accounts in Washington. Shows name and number of contract, and type of material or service. Filed alphabetically and chronologically. (Daily, official.) 4 x 6 notebooks, 2 in., in wooden desk. R. 58 (Bldg. I). (215, 216)

776. MEDICAL DEPARTMENT REQUISITIONS, July 1, 1929 - June 30, 1930; July 1, 1935 to date. Completed and incomplete requisitions forwarded by Naval Hospital and Medical Department and charged to medicine and surgery appropriation. Consist of duplicate copies of stub requisitions, expenditure and store invoices, bills of lading, and relative correspondence. Give requisition number, date, name of office, appropriation number, name of item, chronological record of orders placed and public bills prepared showing name of contractor, date of order, number, item number, amount, public bill number, amount and date. Filed numerically. (July 1, 1929 - June 30, 1930, never; July 1, 1935 to date, daily, official.) 10 x 15 folders, 4 ft. 6 in., in steel filing cases. R. 58 and Main floor (Bldgs. I and E). (162, 173,237)

777. RECEIPTED COPIES OF EXPENDITURES, INVOICES TO NAVAL RESERVE ACTIVITIES, July 1, 1929 - Dec. 1932. Give description of article, item and stock catalogue numbers, quantity, unit price, date of receipts, and name of acting supply officer; also location of Naval Reserve unit, date of shipment, extension, how shipped, name of naval supply depot or navy yard shipping, and shipping directions. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 5 ft., in steel filing cases. R. 50 (Bldg. I). (41)

778. RECORD OF RECEIPTS AND EXPENDITURES OF NAVAL SUPPLY ACCOUNT MATERIALS, July 1, 1929 - June 30, 1932. Daily entries of material receivable and chargeable to Naval Supply Account fund show daily total receipts from other accounts and supply officers. Totaled monthly and carried forward. Grouped by class of material and filed chronologically. (Never.) 16 x 20 vols. (2), 2 in., on steel shelf. Storeroom, 2d floor (Bldg D). (305, 306)

779. STATION NAVAL SUPPLY ACCOUNT REQUISITIONS, July 1, 1929 - June 30, 1930; July 1, 1935 to date. Complete and incomplete requisitions of materials to maintain station Naval Supply Account fund. Copies of stub requisitions, invoices, public vouchers, bills of lading, memoranda and correspondence, show requisition and appropriation numbers, date, item, chronological record of orders placed, public bills prepared, name of contractor, date, order, item and public bill number and amount. Filed numerically. (July 1, 1929-June 30, 1930, never; July 1, 1935 to date, daily, official.) 10 x 15 folders, 16 ft. 6 in., in steel filing cases. R. 58 and Main floor (Bldgs. I and E). (221-223)

780. STORE AND EXPENDITURE INVOICES, July 1, 1929 - June 30, 1933. S & A Form 127, duplicate copies of store invoices and S & A Form 171, expenditure invoices for articles issued from store. These forms serve as supply officer receipts for material received. Filed numerically. (Never.) 8 x 10 bundles (5), 2 ft., on steel shelf. Storeroom, 2d floor (Bldg. D). (308)

781. STUB REQUISITIONS, July 1, 1929 to date. S & A Form 129. Duplicates issued by supply office to stub desk and filled by the latter, and required articles delivered as requisitioned, giving date, serial and stock numbers, requisitioning agency, name of appropriation to which chargeable, names of account and article, quantity required, unit price, amount of extension, initials of issuing clerk, and call number. Stubs issued for all naval units of district except those of Public Works office which are filed separately. Arranged chronologically. Indexed. (Older records, never; later recoreds, daily, official.) 5 x 8 loose sheets and bundles, 26 ft., in steel filing cases and on steel shelf. Storeroom, 2d floor (Bldg. D). (309, 310, 313)

782. COAL TRANSPORTATION COSTS, Aug. 1929 - June 1932. Copies of public vouchers issued to cover transportation cost of coal shipped to station, abstract of vouchers, adding machine lists and correspondence. Filed chronologically. (Never.) 10 x 15 folders, 2 ft., in steel filing case. Storeroom, 2d floor (Bldg. D). (317)

783. RECORD OF GOVERNMENT BILLS OF LADING ISSUED AND RECEIVED, Dec. 14, 1929 to date. Bill of lading and invoice numbers, dates issued and received, name and address of receiver, weight, quantity, amount, number of packages, article, source and method of shipment. Filed chronologically. (Daily, official.) 8 x 14 and 12 x 18 vols. (2), 3 in., in desk. 1st floor (Bldg. D). (269,270)

784. ABSTRACTED PUBLIC VOUCHERS, July 1, 1930 - June 1933. Copies of public bills for supplies and services other than personal abstracted by Bureau of Supplies and Accounts, adding machine lists, and invoices showing total amount paid from Naval Supply Account fund. (Monthly, official.) 10 x 15 folders, 6 ft., in steel filing cases. R. 50 (Bldg. I). (48)

785. DAILY STATEMENT OF EXPENDITURES, July 1, 1930 to date. S & A Form 450, receipt for materials issued, showing name of account, class and voucher numbers, amounts of final expenditures, class transfers and adjustments, total and grand total. Originals forwarded to Washington. Grouped by class number, and filed chronologically. (Older records, never; later records, daily, official.) 9 x 12 and 10 x 15 loose sheets and folders, 36 ft. 6 in., in steel filing cases and card cabinets. Rs. 56, 58 and storeroom, 2d floor. (Bldgs. I and D). (295 - 298, 314, 318)

786. DISTRICT REQUISITIONS OF BUREAU OF SUPPLIES AND ACCOUNTS,July 1,1930 to date. Duplicates of stub requisitions,expenditure invoices, bills of lading, and memoranda. Cover supplies and accounts purchases for district amounting to more than $50.00, give requisition and appropriation numbers,date,item, chronological record of orders and public bills prepared, showing name of contractor, item, amount and date. Filed numerically. (Daily, official.) 10 x 15 folders, 1 ft. 9 in., in steel filing case. R. 58 (Bldg. I). (208, 209)

787. INSPECTION CALLS, July 1, 1930 to date. Material ready for inspection, showing class and item numbers, quantities, delivered and passed, articles, unit and total prices, requisition, contract and inspection call numbers, date received, appropriation to which chargeable, and certification of inspecting officer. Filed numerically. (July 1930-June 30, 1932, never; July 1932-June 30, 1935, monthly; July 1935 to date, daily, official.) 10 x 15 folders, 16 ft. 9 in., in steel filing cases. Rs. 50, 58, 1st floor and storeroom, 2d floor (Bldg. I and D). (54, 164, 311, 321)

788. RECEIPTS AND RETURNED RECEIPTS FOR REGISTERED LETTERS, Julyl, 1930 - June 30, 1931. Signed by the post office official at office of mailing; also cards signed by addressee. Filed chronologically. (Quarterly,official.) $1\frac{1}{2}$ x 4 and 2 x 5 cards and slips, 6 in., in steel filing case. R. 50 (Bldg.I). (58)

789. RECORD ORDERS, July 1, 1930 to date. Chronological record of store invoices completed, showing number, date and name of state in which naval unit is located. Grouped by states and filed numerically. (July 1, 1930-June 30, 1935, quarterly; July 1, 1935 to date, daily, official.) 10 x 15 folders, 17 ft., in steel filing cases. Rs. 58 and 50 (Bldg. I). (59, 174)

790. SHIP'S REQUISITIONS, July 1, 1930 to date. Completed and incomplete; show name of ship, requisition and appropriation numbers, items,orders placed and public bills prepared, name of contractor, date, order, item and public bill numbers, amount and date, copies of correspondence and discrepancies to and from the district commandant, chief of Bureau of Supplies and Accounts and commanding officers of ships, memoranda of government bills of lading,invoices and requisitions. Filed numerically. (July 1, 1930-June 30, 1935, monthly; July 1, 1935 to date, daily, official.) 10 x 15 folders, 27 ft. 6 in., in steel filing cases. Rs. 50 and 58 (Bldg. I). (56, 184, 185)

791. RECORD OF BIDS RECEIVED, Jan. 2, 1931 to date. Show date, number of requisition, name of bidder, amount per article, and certification of acting supply officer. Filed chronologically. (Jan. 2, 1931-Mar. 1933, quarterly; Mar. 1933 to date, daily, official.) 10 x 14 vols., 7 in., in wooden desk and in steel filing case. Rs. 50 and 58 (Bldg. I). (108, 245, 246)

792. ACCOUNT BOOK OF MATERIAL AND LABOR COST, July 1, 1931 - June 30,1932. Monthly costs chargeable to Naval Supply account, miscellaneous and account appropriations, general control and maintenance. Filed numerically. (Never.) 10 x 12 loose-leaf books, 2 in., on wooden shelf in bookcase. Storeroom, 2d floor (Bldg. I). (125)

793. COMPLETED REQUISITIONS OF NAVAL HOSPITAL AT STATION, July 1, 1931 - June 30, 1933. For medical and surgical supplies, memoranda, copies of bills of lading, invoices, invitations to bid, orders placed for supplies,services, public bills prepared, folders and correspondence. Filed numerically. (Quarterly,official.) 10 x 15 folders, 10 ft., in steel filing cases. R. 50 (Bldg. I). (52)

794. COMPLETED REQUISITIONS OF NINTH NAVAL DISTRICT INSPECTORS OF NAVAL AND ENGINEERING MATERIAL, July 1, 1931 - June 30, 1933. Memoranda, copies of government bills of lading, invoices, requisitions, orders placed and public bills prepared, and relative correspondence. Arranged by cities and filed numerically. (Monthly, official.) 10 x 15 folders, 3 ft., in steel filing case. R. 50 (Bldg. I). (55)

795. COPIES OF CONTRACTS FOR NINTH NAVAL DISTRICT, July 1, 1931 - June 30, 1935. For supplies and services for maintenance of naval activities. Copies of leases, contract slips, invitations to bid, acknowledgments of bids, schedules, specification lists, permits, governing condition statements, orders for delivery, and relative correspondence. Filed numerically. (Weekly, official.) 10 x 15 folders, 9 ft., in steel filing cases. R. 50 (Bldg. I). (61)

796. GOVERNMENT BILLS OF LADING OF INCOMING MATERIAL FROM NAVY YARDS, July 1, 1931 to date. Duplicate copies of government bills of lading for materials received at station from various navy yards and bases of district. Filed chronologically. (July 1931 - June 30, 1936, weekly; July 1936 to date, daily, official.) 10 x 15 folders, 6 ft. 6 in., in steel filing cases. 1st floor (Bldg. D). (267, 268)

797. INDEX OF STATION CONTRACTS, July 1, 1931 to date. Gives name and address of contractor, phone number, chronological record of purchases made showing name of article, contract number, authorization, and date. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in card cabinet. R. 58 (Bldg. I). (248)

798. JOB ORDER RECORDS, July 1, 1931 - June 30, 1933. Costs of materials, labor, renewals, operation, pay, and maintenance of various activities of Naval station. Show dates and amount of labor and material expended under each appropriation. Costs are summarized quarterly and report is sent to Washington. Filed numerically. (July 1931 - June 30, 1932, never; July 1932 - June 30, 1933, annually, official.) 10 x 15 bound sheets and loose-leaf books, 4 in., on wooden shelves. R. 50 and storeroom, 2d floor (Bldgs. I and D). (106, 126)

799. NAVY YARD REQUESTS, July 1, 1931 to date. Complete and incomplete shipment requests for supplies from various naval units, such as navy yards and ships in the U. S., and its foreign possessions; also shipment orders, stub requisitions and memoranda. Show name of requesting naval unit, description of article, place of shipment, date, and name of appropriation. Filed numerically. (July 1, 1931 - June 30, 1935, quarterly; July 1, 1935 to date, completed, monthly; incomplete, daily, official.) 10 x 15 folders, 19 ft., in steel filing cases. Rs. 50 and 58 (Bldg. I). (60, 188, 189)

800. PACKING LISTS OF SHIPPED MATERIALS, July 1, 1931 to date. Show name of consignee, place of destination, number of packages, contents, weight, bill of lading number, date shipped, and relative correspondence and reports. These are duplicates; originals are at supply office. (Weekly, official.) 10 x 15 folders, 10 ft. 6 in., in steel filing cases. 1st floor (Bldg. D). (320)

801. RECORD OF INCOMING HOUSEHOLD EFFECTS, July 1, 1931 to date. Received at station for officers' quarters. Show name of officer, rank, shipment number, source of shipment, date shipped, number of packages, weight, bill of lading number, date reported, disposition, and date. Filed by date of shipment. (Daily, official.) 8 x 14 vol., 1 in., in wooden desk. 1st floor (Bldg. D). (261)

802. REQUISITION FOLDERS, July 1, 1931 - June 30, 1935. For Bureaus of Navigation and Yards and Docks, and miscellaneous appropriations. Retained public vouchers, copies of inspection, calls, bills of lading, invoices, requisitions, memoranda and correspondence. Give name of appropriation, requisition number, date, name of items, cumulative record of orders placed and public bills prepared showing name of contractor, date and number of order, item number, amount, public bill number, and date. Filed numerically. (Weekly, official.) 10 x 15 folders, 135 ft., in 10 steel filing cases. R. 50 (Bldg. I). (64)

803. RECORD OF COMMERCIAL BILLS OF LADING ISSUED, Aug. 17, 1931 to date. Daily record of commercial bills of lading issued for open market purchases of $50.00 and under. Shows assigned bill of lading number, date issued, name and address of receiver, weight, quantity, name of article, and method of shipment. Filed chronologically. (Daily, official.) 12 x 18 vol., 2 in., in wooden desk. 1st floor (Bldg. D). (272)

804. RECORD OF EMERGENCY RELIEF STATION AND DISTRICT CONTRACTS, Oct. 17, 1931 to date. Cumulative record of all numbers assigned to emergency relief supply and service contracts for station and district. Shows assigned number, name, number of requisition, and date of assignment. Filed numerically. (Daily, official.) 4 x 8 notebooks, 4 in., in steel filing case. R. 58 (Bldg. I). (243, 247)

805. ACCOUNT BOOK OF STATION APPROPRIATIONS, July 1, 1932 - June 30, 1933. Maintenance costs of station adjuncts, cost of material and labor, and public vouchers chargeable to various station appropriations. Classified by appropriation number and arranged chronologically. (Quarterly, official.) 10 x 15 clipped sheets, 2 in., on wooden shelf. R. 50 (Bldg. I). (104)

806. CANCELED AND UNCANCELED STOCK RECORD AND ORDER CARDS, July 1, 1932 to date. S & A Form 209 (replaced by S & A Forms 463, 463-A and 464). Receipts and withdrawals from stock. Show card number, name of account, stock number, name of article, description, date received or issued, call or invoice number, quantity received or issued, and balance on hand. Checked against semiannual inventory. Filed numerically. (July 1, 1932 - Apr. 1936, monthly; May 1, 1936 to date, daily, official.) 3 x 6 and 5 x 8 cards, 21 ft., in 8 card cabinets and in steel filing cases. R. 58 (Bldg. I). (233-235)

807. EXPENDITURE INVOICES OF OUTGOING SHIPMENTS, July 1, 1932 to date. Stub desk copies of expenditure and store invoices of materials shipped to various naval units of district. Give name of appropriation, class number, date, name of article, description, quantity, unit and total prices, points

of shipment, and destination. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 ft., in steel filing cases. Storeroom, 2d floor (Bldg. D). (316)

808. FILE OF PUBLIC VOUCHERS, July 1, 1932 to date. For supplies and services other than personal, payable by headquarters and chargeable to Naval supply and appropriation purchases accounts. Originals are forwarded to Washington. Filed numerically. Indexed. (July 1, 1932 - June 30, 1935, weekly; July 1, 1935 to date, daily, official.) 10 x 15 folders, 39 ft., in steel filing cases. Rs. 50 and 58 (Bldg. I). (50, 176)

809. GROUP PROCUREMENT LISTS, COMPLETE AND INCOMPLETED, July 1, 1932 to date. Procurement lists and duplicate copies of Naval supply account requisitions for classes of stock to be replenished. Procurement lists are forwarded from Naval supply depot at Norfolk, Va. Include substantiating store invoices and expenditures, check lists of articles and pertinent memoranda. Shipment of stock of above procurement lists and record has been completed. Filed chronologically and alphabetically. (July 1, 1932 - June 30, 1935, quarterly; July 1, 1935 to date, daily, official.) 10 x 15 folders, 3 ft. 6 in., in steel filing cases. Rs. 50, 58 and 2d floor (Bldg. I). (57, 166, 171)

810. MATERIAL INDEX, July 1932 to date. Materials for which requisitions prepared and purchases completed. Gives name of article, and chronological cumulative record of requisitions prepared showing name of dealer, date of purchase, requisition and contract numbers, unit price, and remarks. Filed alphabetically. (July 1932 - June 30, 1935, weekly; July 1935 to date, daily, official.) 5 x 8 cards, 6 ft., in steel card cabinets. R. 58 (Bldg. I). (255, 256)

811. MONTHLY SUMMARY OF RECEIPTS AND EXPENDITURES, July 1, 1932 - June 30, 1933. Obsolete monthly summaries of amounts charged to Naval upply and appropriation purchases accounts, general maintenance and others. Arranged by name of appropriation and filed numerically. (Never.) 10 x 15 vol., 2 in., on steel shelf. Storeroom, 2d floor (Bldg. D). (304)

812. REPORTS OF DELIVERY OF SUPPLIES, July 1932 to date. Record of receipt of supplies at Naval station. Gives name of delivering contractor, express company or drayman, contract, requisition, item, bill of lading and car numbers, number of containers, description of articles, and signature and number of receiver. Filed chronologically. (July 1932 - June 30, 1934, never; July 1934 - June 30, 1935, quarterly; July 1935 to date, monthly, official.) 4 x 6 sheets and 10 x 15 folders, 7 ft. 6 in., in steel filing cases and steel card cabinet. Rs. 50 and 58 (Bldg. I). (53, 172, 231)

813. TIME BOOK OF CIVIL EMPLOYEES, Apr. 10, 1933 - Jan. 20, 1936. Daily time record of all civil employees at Storehouse 2. Shows name of employee, time in and out, and initials of checker. Replaced by Form 206A, report of attendance. Arranged chronologically. (Never.) 9 x 12 vols. (2), 4 in., in bookcase. 1st floor (Bldg. D). (319)

814. RECORD OF STUB REQUISITION SERIAL NUMBERS, June 27, 1933 to date. Daily record shows date received, serial number assigned, supply department stub number, date returned, class of material, and name of department issuing stub. Filed numerically. (June 27, 1933 - Dec. 31, 1935, monthly; Jan. 1, 1936 to date, daily, official.) 9 x 12 vols. (3), and loose-leaf books, 8 in. in filing cases. 2d floor (Bldg. D). (299 - 301)

815. DAILY TIME CARDS OF CLASSIFIED STATION AND DISTRICT EMPLOYEES, July 1, 1933 - June 30, 1935. Obsolete time cards of classified employees whose pay was chargeable to district appropriations. Show name of appropriation, account number, number of hours worked, description of work performed, and signature of sender. Filed chronologically. (Never.) 3 x 5 bundles, 5 ft., in wooden bookcase. Storeroom, 2d floor (Bldg. D). (123, 124)

816. RECORD OF PUBLIC VOUCHERS, July 1, 1933 to date. Prepared daily by supply office. Shows date of entry, name of appropriation, type and number of requisition, name of contractor, and amount of voucher. Filed chronologically. (July 1933 - June 1936, monthly; July 1936 to date, daily, official.) 12 x 16 vols. (2), 4 in., in desk and in steel filing case. R. 58 (Bldg.I). (190, 193)

817. RECORD OF CONTAINERS, Dec. 1, 1933 to date. Gives contract number, name of contractor, container number, date received, dealer's invoice number, contents on hand, type of container, date returned, receipt number, price paid, amount refunded, check number, date, and remarks. These containers are empty barrels, boxes, crates, kegs, etc. Filed chronologically. (Daily, official.) 8 x 12 loose-leaf book, 3 in., in wooden desk. R. 58 (Bldg. I). (217)

818. DAILY GASOLINE REPORT, July - Dec. 30, 1934; Apr. 1935 to date. Made by gas station attendant on grounds and submitted to supply office. Gives previous and present tank readings indicating number of gallons withdrawn and total amount used per day. Has accompanying chart on which daily gasoline consumption and replenishment are tabulated monthly. Filed chronologically. (Older records, never; later records, monthly, official.) 10 x 15 folders, and 5 x 8 bundles (2), 2 ft., in steel filing case and on steel shelf. R. 58 and storeroom, 2d floor (Bldgs. I and D). (180, 307)

819. OPEN PURCHASE ORDERS, July 1934 to date. Incoming orders involving open market purchases of $50.00 or less. Contain duplicate copies of order, invoice public voucher, stub requisition, and relative memoranda and correspondence. Arranged numerically. (Daily, official.) 10 x 15 folders, 6 ft. 6 in., in steel filing cases. 1st floor (Bldg. D). (264 - 266)

820. EMERGENCY RELIEF CONTRACTS, July 1, 1935 to date. Standard government form of contracts, notary seal, certified copy of power of attorney, performance bond, government form of bids and abstract, and relative memoranda to and from public works officer and various contractors. Show contract number, effective date, date forwarded and amount; also chronological record of payments on contracts giving public voucher number, date of issuance and amount. Filed numerically. (July 1935 - June 30, 1936, monthly; July 1936 to date, daily, official.) 10 x 15 folders, 4 ft., in steel filing cases. R. 58 (Bldg. I). (163, 168)

821. EMERGENCY RELIEF INSTRUCTIONS, July 1, 1935 to date. Memoranda to and from station public works officer and district commandant; joint letters from chief of Bureau of Supplies and Accounts; circulars from administrator, and Illinois state accounts office; and inter-office memoranda; all relative to supplying, shipping or accounting procedure. Filed chronologically. (Weekly, official.) 10 x 15 folders, 3 in., in steel filing case. R.58 (Bldg. I). (175)

822. EMERGENCY RELIEF MATERIAL REQUISITIONS, July 1, 1935 to date. Completed and incomplete; corrected shipment orders, receiving and inspection reports, bills of lading, store invoices, abstracts of goods received, government form of invitations to bid, requisition on shore, and relative correspondence. Give name of requisitioning office, requisition number, date, appropriation number, name of item, chronological record of orders placed and public bills prepared showing name of contractor, date, number of order, item number, amount, public voucher number, amount, and date. Filed numerically. (Completed, weekly; incomplete, daily, official.)10 x 15 folders, 9 ft., in steel filing cases. R. 58 (Bldg. I). (179, 183)

823. EMERGENCY RELIEF PUBLIC VOUCHERS, July 1, 1935 to date. Memoranda copies prepared by supply office for maintenance of construction activities sponsored by WPA. Original copies are to state accounts office, Chicago, Ill., for audit and payment. Filed numerically. (Daily, official.)10 x 15 folders, 1 ft., in steel filing case. R. 58 (Bldg. I). (177)

824. INCOMING EMERGENCY RELIEF ORDERS, July 1, 1935 to date. Filled or incomplete; duplicate copies of orders, invoices, public vouchers, stub requisitions, and government contracts. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 3 in., in steel filing case. 1st floor (Bldg. D). (262, 263)

825. MISCELLANEOUS EMERGENCY RELIEF CORRESPONDENCE, July 1, 1935 to date. Copies of correspondence between supply officer and various contractors supplying material to PWA projects; also between commission of accounts and deposits, state accounts office and district commandant relative to emergency relief activities of station and district. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 in., in steel filing case. R. 58 (Bldg. I). (178)

826. NAVIGATION REQUISITIONS, COMPLETE AND INCOMPLETE, July 1, 1935 to date. Copies of requisitions chargeable to Bureau of Navigation appropriation. Duplicate copies of stub requisitions, expenditure and store invoices, bills of lading, radiograms, memoranda and correspondence. Give requisition number, date, appropriation number, name of iten, and chronological record of orders placed and public bills prepared showing name of contractor, date of order, number, item number, amount, public bills number, amount, and date. Filed numerically. (Daily, official.) 10 x 15 folders, 3 ft. 3 in., in steel filing cases. R. 58 (Bldg. I). (207, 213)

827. RECORD OF DELIVERY REPORTS OF EMERGENCY RELIEF SUPPLIES, July 1, 1935 to date. Give assigned delivery number, allotment number, weight, and name of shipper. Supplies are for emergency relief activities of station and district. Filed numerically. (Daily, official.) 8 x 14 vol., 2 in., in wooden desk. 1st floor (Bldg. D). (260)

828. RECORD OF EMERGENCY RELIEF PUBLIC VOUCHERS, July 1, 1935 to date. Daily record prepared by supply office shows voucher number, name of appropriation, number, name of contractor, and amount of voucher. Filed chronologically. (Daily, official.) 10 x 14 vol., 1 in., in wooden desk. R. 58 (Bldg. I). (218)

829. SUMMARY OF EMERGENCY RELIEF MATERIAL REQUISITIONS, July 1, 1935 - June 30, 1936. Requisition summaries made on days of issuance of purchase requisitions. Lists each requisition prepared giving number and amount. Summaries are submitted to Treasury State Accounts Office, Chicago, Ill. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 in., in steel filing case. R. 58 (Bldg. I) (169)

830. RECORD OF STORE INVOICES FORWARDED, Feb. 21, 1936 to date. Daily cumulative record of invoices forwarded to various naval yards of district. Shows name of appropriation, number, location of yard, bill of lading number, date forwarded, and signature of clerk. Arranged chronologically. (Daily, official.) 10 x 16 vol., 1 in., in wooden desk. R. 58 (Bldg. I). (230)

831. CLOTHING AND SMALL STORES STOCK LEDGER, July 1, 1936 to date. Chronological record of receipts of and expenditures for clothing and stores costing less than $50.00. Shows date of voucher, number, quantity, unit price, total value; also record of remaining stock on hand giving quantity, unit price and total value. Each sheet shows name of article, brief description, location in storehouse, stock and class number. Arranged numerically. (Daily, official.) 10 x 14 loose-leaf book, 4 in., on desk. R. 58 (Bldg. I). (241)

832. CURRENT STUB REQUISITIONS FOR PUBLIC WORKS ACTIVITIES, July 1, 1936 to date. S & A Form 129. Carbon copies of stub requisitions issued by supply office. Show date, assigned serial number, names of appropriation to which chargeable, account and article, stock number, quantity required, unit of quantity, unit price, amount of extension, initials of issuing clerk, data, and call number. Arranged chronologically. Indexes. (Daily, official.) 5 x 8 loose sheets, 1 ft., in steel card cabinet. Storeroom, 2d floor (Bldg. D). (312)

833. FREIGHT CAR RECORD, July 1, 1936 to date. S & A Form 75. Made for each incoming freight car. Shows name of railroad, initials and number of car, time of arrival and departure, and names of consignor and consignee. Filed chronologically. (Daily, official.) 3 x 5 cards, 3 in., in wooden transfer case. 1st floor (Bldg. D). (259)

834. GENERAL BOOKKEEPING FILE, July 1, 1936 to date. Memoranda, district orders, anthracite coal reports, gasoline and distillate reports for station, and copies of correspondence to and from supply contractors requesting blanks, forms, binding, printing, and standard stock catalogue additions. Classified by subject and filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 58 (Bldg. I). (210)

835. INACTIVE AND EXCESS STOCK REPORTS, July 1, 1936 to date. Duplicates, show stock on hand at station storehouse, stock number, name of article, description, class number, name of account, unit price, and quantity reported in excess. Filed numerically. (Monthly, official.) 3 x 8 loose sheets, 3 in., in steel filing case. R. 58 (Bldg. I). (232)

836. MEMORANDA INVOICES OF VISITING AIRCRAFT, July 1, 1936 to date. Duplicate copies of store invoices for materials furnished to visiting aircraft. Cover such charges as gasoline, oil equipage, repair expenses, etc., issued to various aviation stations and bases in the U. S.; also material credit memos. Filed alphabetically. (Daily, official.) 10 x 15 folders, 3 in., in steel filing case. R. 58 (Bldg. I). (181)

837. OUTGOING AND INCOMING SHIPMENT ORDERS, July 1, 1936 to date. Duplicate copies of store invoices, requisitions and shipment orders to and from various district navy yards. Filed numerically. (Completed, weekly; incomplete, daily, official.) 10 x 15 folders, 2 ft., 9 in., in steel filing case. R. 58 (Bldg. I). (167, 170)

838. RECORD OF MONTHLY TOTALS OF ORDERS AND PURCHASES, July 1, 1936 to date. Orders placed and purchases made in open market for $50.00 or less. Monthly report is compiled from above data and sent to Washington. Filed chronologically. (Monthly, official.) 5 x 8 notebook, ½ in., in steel filing case. R. 58 (Bldg. I). (244)

839. RECORD OF PUBLIC WORKS STUB REQUISITION SERIAL NUMBERS, July 1, 1936 to date. Daily record of serial numbers assigned to stub requisitions received at stub desk office from public works office or station. Shows date received, assigned serial and supply department stub numbers, date returned, and class of material. Arranged numerically. (Daily, official.) 9 x 12 loose-leaf book, 2 in., in wooden desk. 2d floor (Bldg. D). (302)

840. RECORD OF REQUISITIONS PREPARED, July 1, 1936 to date. Daily record show requisition number, date, name of material or service, date received, dates approved by commandant and Bureau of Supplies and Accounts in Washington, dates forwarded and returned, and authorization. Classified by type of requisition and arranged numerically. (Daily, official.) 10 x 16 loose-leaf books, 4 in., in wooden desk. R. 58 (Bldg. I). (220)

841. RECORD ORDER FOLDERS, July 1, 1936 to date. Carbon copies of store invoices forwarded to various naval units in the district. Chronological record of store invoices completed. Gives record order number, date, and name of state in which naval unit is located. Grouped by states and filed numerically. (Daily, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 58 (Bldg. I). (182)

842. STANDARD GOVERNMENT FORM OF CONTRACT, July 1, 1936 to date. Standard Form 32. Duplicate copies of contracts for supplies and services for maintenance of Naval Hospital, station and district. Includes performance bond, affidavits, and certificates. Filed numerically. (Daily, official.) 8 x 15 forms, 6 in., in steel filing case. R. 34 (Bldg. A). (542)

843. MONTHLY REPORT OF INVENTORY, Aug. - Oct. 1936. Monthly summaries of perpetual inventory records show value of different classes of material on hand at end of month, cost of classes of materials on hand at beginning of month, quantity and cost of materials issued during month, and cost or value of materials on hand in storehouse at end of month. Originals forwarded to Washington. (Monthly, official.) 10 x 12 loose sheets, 1 in., in steel filing case. 2d floor (Bldg. D). (303)

844. MAILING LIST CORRESPONDENCE, Sept. 1, 1936 to date. Requests from dealers, that their names be placed on mailing list of purchasing section; also copies of reply forms acknowledging receipt. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 in., in steel filing case. R. 58 (Bldg. I). (252)

845. FOLLOW-UP FILE OF MATERIAL DUE, n. d. Shows shipment order and request, requisition, contract and manufacturers' request numbers and number of material orders; also date due and description of material. Filed chronologically. (Daily, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 58 (Bldg. I). (238)

Office of War Plans and Intelligence Officer

846. NAVY DAY CORRESPONDENCE, Oct. 1935 - Nov. 1936. Copies of correspondence with local, federal and civilian agencies relative to annual Navy Day functions and duties within district. Filed by name of agency. (Annually, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 17 (Bldg. A). (1168)

Station Library

847. GENERAL CORRESPONDENCE FILE, July 1, 1919 - June 30, 1933; July 1, 1935 to date. Copies of correspondence from station librarian to Bureau of Navigation and various naval officers of the 9th district, relative to activities of the station library; requests for books, stub requisitions, book lists, memoranda, and expenditure invoices. Library was closed from July 1, 1933 to June 30, 1935. Classified by subject and filed chronologically. (July 1, 1919 - June 30, 1933, never; July 1, 1935 to date, daily, official) 10 x 15 folders, 2 ft. 8 in., in wooden filing case and in desk. 2d floor (Bldg. I). (277, 278)

848. INDEX OF FICTION AUTHORS AND TITLES, July 1, 1921 to date. Card for each book of fiction in library. Filed alphabetically by name of author and by title. (Daily, official.) 3 x 5 cards, 18 ft., in wooden transfer cases. 2d floor (Bldg. I). (279, 280)

849. INDEX OF NON-FICTION BOOKS, July 1, 1921 to date. Catalogued by author, title and subject. Shows Dewey Decimal number, title of book and name of author. Library closed from July 1, 1933 to June 30, 1935. Filed alphabetically and according to the Dewey Decimal System. (Daily, official) 3 x 5 cards, 23 ft., in wooden card cabinets. 2d floor (Bldg. I). (281, 282)

850. APPLICATION CARDS, July 1, 1935 to date. Show name of applicant, date, number of company, applicant's signature, and borrowing rules.

Applicants are enlisted men and naval officers attached to station. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 1 ft., in wooden box. 2d floor (Bldg. I). (276)

851. BORROWERS' CARD FILE, July 1, 1935 to date. Shows name and address, rank, date loaned, decimal number of book, and date returned. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden box. 2d floor (Bldg. I). (275)

852. FOLLOW-UP FILE OF BOOKS LOANED, n. d. Shows recorded name of book, author, decimal number, name of borrower, and date due. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden box. 2d floor (Bldg. I). (274)

Watch House

853. STATION PATROL RECORD, Aug. 5, 1935 to date. Daily record of tour of duty for the patrolman at this activity. Gives date, inclusive time consumed and periodical recordings of inspections or location of check. Tour covers aviation field, power house, administration building, officers' quarters, bath house, hospital area, armory and field house. Filed chronologically. (Aug. 5, 1935 - Dec. 21, 1936, never; Dec. 22, 1936 to date, daily, official.) 9 x 12 vols. (6), 6 in., in drawer and on desk. Office (Bldg. J). (1019, 1920)

854. MAIN GATE LOG, Aug. 8, 1935 to date. Daily record of specific activities and unusual occurrences, posted by the guard on duty. Periodic check of weather conditions and barometer readings, men reporting to and departing from station, admission of commercial and service trucks showing firm name or department of service and time in and out. Filed chronologically. (Daily, official.) 10 x 15 vol., 1 ft., on desk. Office (Bldg. J). (1018)

855. SERGEANT OF GUARD REPORT BOOKS, May 19, 1936 to date. Daily log posted by sergeant of guard. Shows number of articles charged to sergeant, list of prisoners, marines on guard, remarks, signature of officer of the day verifying authenticity of record. Filed chronologically. (May 19 - Nov. 30, 1936, never; Dec. 1, 1936 to date, daily, official.) 9 x 15 vols. (3), 3 in., on wooden shelf. Office (Bldg. J). (1035, 1038)

856. ACTIVITY REPORTS, Aug. 1, 1936 to date. Report of visitors from sunrise to sunset, civilian and station trucks, and marine sentry report. Visitor record gives make of car, license numbers, time in and out, and where visit was made. Sentry report shows date, sentry's name, post or patrol, box called from, conditions, and remarks. Filed chronologically. (Daily, official.) 9 x 15 loose sheets, 3 ft., in steel filing cases. Office (Bldg. J). (1021)

MATTOON

NAVY RECRUITING SUBSTATION
Post Office Bldg., 1701 Charleston Ave.

The date of establishment of the first substation at Mattoon was not obtainable; however, there was probably one in operation in 1932, which was closed as a result of the Economy Act. This station was reopened February 1, 1935. It is under the jurisdiction of the Main Recruiting Station at St. Louis, Missouri and the Central Recruiting Division at Chicago, Illinois. All records are sent, as required, to the St. Louis office. The records are in good condition.

857. BROKEN SERVICE MEN, 1921 - 1934. Record of men who have had four years' service, but have failed to enlist within ninety days of discharge. This makes them ineligible for reenlistment. (Occasionally, official.) 3 x 5 cards, ½ in., on wooden shelf. 2d floor. (18)

858. LOG BOOK, 1935 to date. Names of applicants, age, whether accepted or rejected, schooling, and whether or not physical and mental examinations have been taken. (Occasionally, official.) 8½ x 14 vol., 1 in., in table drawer. 2d floor. (28)

859. RETIRED SERVICE MEN, 1935 to date. Names and addresses, years of service and class. Cover fourteen men, two of whom served twenty years each; seven, sixteen years each and five less than sixteen years, but who are eligible for reenlistment as they are members of the reserve. Grouped according to years of service and filed alphabetically. (Occasionally, official.) 3 x 5 cards, ½ in., on wooden shelf. 2d floor. (17)

860. APPLICANTS REJECTED, Feb. 1, 1935 to date. Name, address, age, place of birth, schooling, grades on mental and physical tests, vision, weight, chest measure, hearing, color, condition of teeth and feet, defects, police and court record, and marital status. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in box and on wooden shelf. 2d floor. (21, 37)

861. LOG OF DAILY OFFICE HOURS, Feb. 1935 to date. Shows year, month, day of week, hour, time office opened and closed, time collector left, etc. (Daily, official.) 8½ x 14 vol., 1 in., in table drawer. 2d floor. (27)

862. MEMORANDA, Feb. 1935 to date. Mimeographed copies relative to regulations, duties, and general routine of recruiting substations. Received from St. Louis and Chicago offices. Filed chronologically. (Occasionally, official.) 9½ x 11 3/4 folders, 1 in., on wooden shelf. 2d floor. (24)

863. MONTHLY REPORTS FILE, Feb. 1935 to date. Activities of station, name and number of men accepted and rejected, reasons for rejection, pending applications, percentage of quota expected to enlist, pictures shown, radio addresses, letters to parents, and educational qualifications of applicants. Information is derived from Log Book. Filed chronologically. (Monthly, official.) 9 x 12 envelopes, 1 in., on wooden shelf. 2d floor. (19)

864. NEWS ITEMS, Feb. 1935 to date. Weekly mimeographed copies sent from St. Louis Office, for publication in local newspaper. Filed chronologically. (Weekly, official.) 8½ x 11 envelopes, 4 in., on wooden shelf. 2d floor. (20)

865. QUOTA LETTERS, Feb. 1935 to date. From the St. Louis office; show number of enlistments expected from local office in specific length of time. (Occasionally, official.) 8½ x 11 envelopes, 1 in., on wooden shelf. 2d floor. (31)

866. WEEKLY REPORTS, Feb. 1935 to date. Number of applicants for first enlistment, state applicant is from, and number rejected because of physical and other defects. Copies of reports sent to St. Louis office. Filed chronologically. (Weekly, official.) 9 x 12 envelopes, 1 in., on wooden shelf. 2d floor. (35)

867. APPLICANTS' TRAVEL ORDERS, Mar. 1935 to date. For applicants who have passed preliminary examinations. Instructions designate mode of travel to St. Louis, address of St. Louis office, and date on which applicants must appear. The Navy pays applicants' transportation one way only. Filed alphabetically. (Occasionally, official.) 8 x 10½ envelopes, 3 in., on wooden shelf. 2d floor. (26, 30)

868. APPLICANTS' CLOSED-OUT FILE, July 1935 to date. Names of applicants no longer eligible because of change of plan, marriage, age limit, or police record. Names placed in this file are exempt from naval service unless new rulings are made. (Occasionally, official.) 3 x 5 cards and 8½ x 11 envelopes, 5 in., in box and on wooden shelf. 2d floor. (16, 34)

869. APPLICANTS, PENDING, Feb. 1, 1936 to date. Personal data of applicants who have taken physical and mental examinations and are ready for final examination at St. Louis. (Daily, official.) 3 x 5 cards, 1 in., in box. 2d floor. (32)

870. INSPECTION REPORTS, Mar. 1936 to date. Captains' inspection of suboffice at Mattoon. Inspection for physical conditions and officient work conduct. (Occasionally, official.) 8½ x 11 envelopes, negligible, on wooden shelf. 2d floor. (36)

871. RECORD OF MEN ENLISTED AND STILL IN SERVICE, Mar. 1936 to date. Record of men enlisted through this office still in service. Filed alphabetically. (Occasionally, official.) 3 x 5 cards and 8½ x 11 envelopes, 6 in., on wooden shelf in cardboard box. 2d floor. (29)

872. CORRESPONDENCE FILE, Mar. 4 - June 1936. Copies of letters to prospective applicants relative to joining the navy. Filed alphabetically. (Occasionally, official.) 9½ x 11 3/4 folders, 1 in., on wooden shelf. 2d floor. (25)

873. APPLICANTS ON WAITING LIST, Mar. 7, 1936 to date. Information concerning applicants who have passed all preliminary examinations. Information was secured from interviews at Mattoon and St. Louis. (Daily, official.) 3 x 5 cards, 1 in., in box. 2d floor. (33)

874. APPLICANTS' PRELIMINARY EXAMINATIONS IN THIS OFFICE, Apr. - Sept. 1936. Applications, physical questionnaire, result of doctor's examination, dependency form, parents' consent papers, special statement from physician, birth date supplied by county clerk, school reference, history of applicant since ten years of age, three character references, Naval Academy waiver, and place of residence. (Occasionally, official.) 8½ x 11 envelopes, 6 in., on wooden shelf. 2d floor. (15)

875. REQUISITIONS, Apr. 1936. For typewriter, scales, and signboard. (Seldom, official.) 4 x 6 envelopes, negligible in table drawer. 2d floor. (22)

876. NAVAL PHOTOGRAPHS, n. d. Photographs of training station activities and ship and fleet scenes. (Occasionally, official.) 9 x 11½ loose-leaf books, 3 in., on table. 2d floor. (23)

PEORIA

NAVAL RESERVE
Naval Reserve Armory, 837 Main St.

A Naval Reserve unit was first located here in 1917 and was called the Illinois Naval State Militia. The unit was federalized for the emergency of the World War and reorganized in 1919 as the U. S. Naval Reserve. The 30th Division is now located here. The offices have been located in the Central Fire House, 209 Jackson St., and in a building at 201 S. Washington St. Present quarters were secured July 1, 1932. It is understood that the Federal Government has given increased attention to the Naval Reserve since 1928, so that the unit here has become a stronger organization. Information concerning records prior to 1928 was not obtainable. Records found here are in good condition.

877. ABSTRACT OF VOUCHERS, June 1928 to date. Shows receipts and expenditures, title, character, yard or vessel, end of month or quarter; date, voucher number, appropriation charged, title of account, received from or expended, and amount. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 14 folders, 4 in., in steel filing case. Office. (710)

878. AFFIDAVIT REGARDING GOVERNMENT COMPENSATION, June 1, 1928 to date. Affidavit that members are not drawing pension, disability allowance, compensation or retirement pay from Government. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (703)

879. AGREEMENT TO EXTEND ENLISTMENT, June 1, 1928 to date. Shows name, number, date, to what date enlistment is to be extended, and marks received during term of enlistment. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (697)

880. ANNUAL FITNESS REPORT, June 1, 1928 to date. Shows rank, name, class, file number, residence, assignment, occupation, education, training; Department of Commerce licenses held, language spoken, service in Spanish American or World War and if so, what branch, number of hours of flight, and comments on efficiency. Report is made yearly to determine fitness for promotion. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 12 folders, 4 in., in steel filing case. Office. (685)

881. APPLICATION FOR ARREARS OF PAY, ETC., FOR SERVICE IN THE NAVAL RESERVE, June 1, 1928 to date. Shows name of claimant, rating, station, date of enlistment, amount, date, place and circumstances on which claim is based, post office address of claimant, serial number and signature. Application is made to obtain amounts believed due claimant from Navy, for other than regular service. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (686)

882. APPLICATION FOR CERTIFICATE IN LIEU OF DISCHARGE, June 1, 1928 to date. Shows applicant's name, record of service, date and place of discharge, time of service, place and date of birth, and description of applicant. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (708)

883. ATTENDANCE CARDS, June 1, 1928 to date. Show name, rank, date, change made in class of rank, and drills attended. Filed under subject group and subdivided by group numbers. (Daily, official.) 5 x 8 folders, 1 ft. 3 in., in steel filing case. Office. (690)

884. BALANCE SHEET OF EQUIPAGE, June 1, 1928 to date. Shows department, date of quarter ending, receipts, balance on hand last return, amount of new material received by purchase or transfer, appropriation purchase account or Navy Supply Account, amount from other vessels, total received, on hand, total expenditure for quarter, and balance on hand. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 14 folders, 2 in., in steel filing case. Office. (698)

885. CERTIFICATE OF DISCHARGE, June 1, 1928 to date. Duplicate copy shows name, rating, ship or organization, reason for and character of discharge, date of enlistment, place, date of birth, rating, special duty qualified for, place of service, and description of discharged member. Filed under subject group and subdivided by group numbers. (Daily, official.) 6 x 8 folders, 2 in., in steel filing case. Office. (701)

886. CERTIFICATE OF INVENTORY, June 1, 1928 to date. Shows date, location and description, unit of quantity, price, extension, and total amount made quarterly. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 14 folders, 1 in., in steel filing case. Office. (719)

887. CLAIMS OF COMPENSATION FOR INJURY, June 1, 1928 to date. Shows name and address of injured, occupation, use of english language, rate of pay, time and date injured, date disabled, date resumed work, period for which compensation requested, subsistence furnished, medical, surgical or hospital treatment, place and cause of injury, claim against any other person, and payment received. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 14 folders, 2 in., in steel filing case. Office. (688)

888. COMPENSATION VOUCHER FOR DRILL OR EQUIVALENT, June 1, 1928 to date. Show naval district, squadron and division, place and date, name, service number, rating, rate of pay, drills attended or equivalent duty, and amount of pay due. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 10 folders, 4 in.,in steel filing case. Office. (691)

889. GENERAL CORRESPONDENCE, June 1, 1928 to date. To and from members of Naval Reserve and various departments of the Navy. Filed alphabetically by name of addressee. (Daily, official.) 8 x 10 folders, 5 ft. 8 in., in 3 steel filing case drawers. Office. (699)

890. HEALTH RECORD, June 1, 1928 to date. Consists of four reports: medical history which shows name, birth, date, date of enlistment, syphilitic abstract, diagnostic result of serum reactions, and abstract of treatment for syphilis; physical examination which shows name, rank, place and date of birth, next of kin, physical description, complete record of physical examination, and fingerprints of both hands; enlistment record shows name and number, pay per month, date of enlistment, congressional district of state, marital status, next of kin, and previous army or navy service; consent declaration and oath of parent or guardian. Filed alphabetically by name of member of Naval Reserve. (Daily, official.) 4 x 9 envelopes, 6 in., in steel filing case. Office. (726)

891. LEAD ACID BATTERY LOG SHEET, June 1, 1928 to date. Record of batteries shows name of ship (subchaser), capacity of battery, name of manufacturer, battery number, number of cells, manufacturer's type, date, specific gravity at start and finish of trip, temperature, and specific gravity corrected to 80°. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (687)

892. LOG OF U. S. SHIP, June 1, 1928 - Sept. 1, 1936. Daily entries show location of subchaser, distance traveled during period, speed and weather conditions. Entered chronologically. (Seldom, official.) 8 x 10 vols., 2 ft., on wooden shelf. Office. (731)

893. MONTHLY REPORT OF ACTIVITIES, June 1, 1928 to date. Shows division, name of commander, signature of commander and class, number of officers on roll exclusive of shipkeepers, drills held, number receiving drill credits, on training duty with pay and on roll, various ranks and ratings, and number on duty as shipkeepers. Filed by subject group and subdivided by group numbers. (Daily, official.) 8 x 12 folders, 1 in., in steel filing case. Office. (727)

894. MONTHLY REPORT OF FUEL, June 1, 1928 to date. Amount of gas and oil received during month, amount used and for what purpose. Concerns operation of subchasers. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 12 folders, 4 in., in steel filing case. Office. (721)

895. NAVAL TRAINING COURSE CERTIFICATE, June 1, 1928 to date. Given to discharged members and shows efficiency marks made during time of enlistment. Filed under subject group and subdivided by group numbers. (Daily, official.) 6 x 8 folders, 2 in., in steel filing case. Office. (700)

896. NOTICE OF DISCHARGE VOUCHER, June 1, 1928 to date. Sent to enlisted men who have been discharged. Shows naval district, battalion, squadron, place, date, name, service number, and rating. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (693)

897. NOTICE OF ENLISTMENT IN NAVAL RESERVES, June 1, 1928 to date. Shows district, title, place and date, name of applicant, service, rating, address; states that applicant has been accepted and entitled to pay and compensation shown. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (696)

898. NOTICE OF RATING OR DISRATING, June 1, 1928 to date. Shows battalion, division, place, date and name, service and rating. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (694)

899. ORDER FOR DELIVERY UNDER CONTRACT, June 1, 1928 to date. Shows date, contract number, name and address of contractor, and request for delivery of quantity needed, and date. Contract is for gas and oil to operate subchaser on the Illinois River. (Frequently, official.) 8 x 12 folders, 4 in., in steel filing case. Office. (729)

900. ORDER TO CREDIT ALLOWANCE IN LIEU OF QUARTERS AND SUBSISTENCE, June 1, 1928 to date. Record of members allowed quarters and subsistence. Shows name, service number, rating, name of ship or station, and date. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (713)

901. ORDER TO CREDIT LONGEVITY AND PAY TO MEMBER, June 1, 1928 to date. Shows number, name, name of ship or station, rating, date, and that person named has completed four-year period and will be credited with increased pay. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (689)

902. ORDER TO STOP PAYMENT OF ALLOWANCES IN LIEU OF QUARTERS AND SUBSISTENCE, June 1, 1928 to date. Shows name, service number, rating, name of ship or station and date. When member returns to headquarters this order cancels allowance. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (712)

903. O'ROURKE'S GENERAL CLASSIFICATION TEST, June 1, 1928 to date. Shows time commenced, service, number, station, date, age, and last school grade. Consists of mental test and one hundred other questions. Filed under subject group and subdivided by group numbers. (Occasionally, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (705)

904. PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCLUDING PER DIEM, June 1, 1928 to date. Shows name and address, official headquarters, residence, request for reimbursement for travel and other expenses incurred in discharge of official duty, account classification and amount; includes itemized list of expense. Filed under subject group and subdivided by group numbers. (Frequently, official.) 10 x 20 folders, 4 in., in steel filing case. Office. (720)

905. PUBLIC VOUCHER FOR TRANSPORTATION OF FREIGHT OR EXPRESS, June 1, 1928 to date. Shows bill of lading, date and number, point of origin, destination, class measurement, weight, and total; also name of party receiving shipment, check number in payment of account, name and address of payee, bill of lading number, and amount. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 14 folders, 4 in., in steel filing case. Office. (702)

906. RECEIPT EXPENDITURE INVOICE, June 1, 1928 to date. Shows location of vessel, to whom paid, authority for account, appropriation chargeable, item number, description of article, quantity unit, net price, and extension. Filed under subject group and subdivided by group numbers. (Daily,official.) 8 x 14 folders, 2 in., in steel filing case. Office. (709)

907. RECORD OF TRANSFER, June 1, 1928 to date. Shows name, rating, date, place of enlistment, service and station numbers, place to which transferred, name of station to which first reported, and date of transfer. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 2 in., in steel filing case. Office. (716)

908. REPORT OF CIVILIAN MEDICAL, DENTAL, AND HOSPITAL TREATMENT OF THE PERSONNEL OF THE NAVY, June 1, 1928 to date. Report is made by civilian doctor or dentist. Shows name, rank, rate, birth date, station or vessel to which attached. Report of medical or dental attention received, record of ailment, service rendered, and by whom authorized and attended. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 14 folders, 1 in., in steel filing case. Office. (717)

909. REPORT OF EXAMINATION FOR ADVANCEMENT IN RATING, June 1, 1928 to date. Shows name, present rating, date, service, marks, examination average, qualifications for rating, special marks of chief petty officer, years of service and past ratings. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (695)

910. REPORT OF PHYSICAL EXAMINATION, June 1, 1928 to date. Shows purpose of examination, place, date, name, rank, place of birth, family history, and record of illnesses or injuries. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 12 folders, 3 in., in steel filing case. Office. (707)

911. REPORT OF SURVEY, June 1, 1928 to date. Gives name of officer requesting survey for new equipment, date, article, location, and report of survey. Filed under subject group and subdivided by group numbers. (Frequently, official.) 3 x 6 folders, 2 in., in steel filing case. Office. (704)

912. REPORT OF TERMINATION OR PARTIAL DISABILITY, U. S. EMPLOYEES COMPENSATION COMMISSION, June 1, 1928 to date. Shows place of employment, department, bureau or office, name, time of injury, time stopped and resumed work, returned to same work at same rate of pay, and if not, work returned to and rate of pay, total number of days disabled, amount of pay would have received had employee been paid any portion of absence, account of annual and sick leave or any other reason, report of death, time of death, time pay stopped, place and cause, name of widow, children or other dependents. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 14 folders, 2 in., in steel filing case. Office. (718)

913. REQUEST FOR BLANK FORMS, June 1, 1928 to date. Shows request number, date, place, date delivery desired, estimated time forms will last, item number, quantity on hand, average used per month, form number, description, and quantity required. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (711)

914. REQUEST FOR SUBSISTENCE PAYMENT FOR WEEKEND CRUISE, June 1, 1928 to date. Shows date, name of commanding officer, date and point of cruise, time of return, number of meals, and amount of request check in payment. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 14 folders, 1 ft., in steel filing case. Office. (722)

915. REQUEST FOR SURVEY, June 1, 1928 to date. Made to commanding officer for survey of equipment not meeting requirements. Shows date, articles to be surveyed, quantity, location, marks or numbers, by whom invoiced and received, and reason for survey. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (714)

916. REQUISITION FOR BUREAU OF NAVY BLANK FORMS AND PAMPHLETS, June 1, 1928 to date. Shows date, place, type of forms and pamphlets wanted, and quantity. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 14 folders, 4 in., in steel filing case. Office. (725)

917. REQUISITION FOR MEDICAL SUPPLIES AND EQUIPMENT, June 1, 1928 to date. Shows requisition number, place, town, date, allotment, box number, quantity wanted, items, unit, amount required, and value. Filed under subject group and subdivided by group numbers. (Frequently, official.) 8 x 10 folders, 1 in., in steel filing case. Office. (732)

918. REQUISITION FOR SUPPLIES FOR SERVICE AFLOAT, June 1, 1928 to date. Shows location of vessel, and date, delivery of items listed at place and date specified, description, quantity and estimated cost of material wanted.

Addressed to Bureau of Appropriations. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 14 folders, 2 in., in steel filing case. Office. (724)

919. REQUISITION FOR SUPPLIES ON SHORE, June 1, 1928 to date. Shows date, quantity and description of articles, point, and date to be delivered. Filed under subject group and subdivided by group numbers. (Daily, official) 8 x 14 folders, 4 in., in steel filing case. Office. (728)

920. SEMIMONTHLY MONEY LIST, June 1, 1928 to date. Shows ship or station, location of district dispensing office and amount of money due each man and payable at this period. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 12 folders, 2 in., in steel filing case. Office. (723)

921. SERVICE RECORD, ALL CLASSES, June 1, 1928 to date. Consists of six reports: service record showing name, number, date of enlistment and term, branch of service, years completed, date of discharge, age, number of years of last enlistment and date, extended enlistment, etc.; name, age, height, and weight, color of hair and eyes and complexion, fingerprints, etc.; name, number, name of vessel, date of leave, signature of executive officer, etc.; beneficiary slip gives name of wife and address, children and age, nearest relative and address, etc.; drill record shows name and number, rating, date of enlistment, attendance at drills, efficiency and rating for seamanship, mechanical ability, leadership of men, special qualifications, conduct and report; transfer slip shows name, date and number, date reported to ship, station from which transferred, date of transfer, and where transferred. Filed alphabetically by name of member of Naval Reserve. (Daily, official.) 4 x 9 envelopes, 2 ft., in steel filing case. Office. (730)

922. STATION BILLET, June 1, 1928 to date. Shows name, watch, number, rate, division, locker and mess numbers, hammock, gun, boat station, clear ship for action and fire. Filed under subject group and subdivided by group numbers. (Frequently, official.) 4 x 4 folders, 1 ft., in steel filing case. Office. (715)

923. STOCK LEDGER, June 1, 1928 to date. Shows requisition number, date, quantity, articles, description, stock number, unit, class, date received, voucher number, from whom received, value, date of voucher, to whom shipped, price, and amount remaining on hand. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 12 folders, 6 in., in steel filing case. Office. (684)

924. STORE INVOICE, June 1, 1928 to date. Shows invoice number, dates reported ready and shipped, appropriation to which charged, number of items, standard class and catalog numbers, description of article, quantity delivered, and unit of quantity. Used in making shipments between Great Lakes and Peoria Stores. Filed under subject group and subdivided by group numbers. (Daily, official.) 8 x 10 folders, 3 in., in steel filing case. Office. (706)

925. UNIFORM GRATUITY VOUCHER, June 1, 1928 to date. Shows naval district, battalion, squadron, place, date, name, service, rating, and statement that uniform is now in possession of named party; also that person is not drawing pension, disability or compensation from government. Filed under subject group and subdivided by group numbers. (Frequently, official) 8 x 10 folders, 1 in., in steel filing case. Office. (692)

NAVY RECRUITING SUBSTATION
Post Office and Court House, Main and Monroe Sts.

The date of establishment of a recruiting substation at Peoria was not obtainable. There have been frequent changes of the officers in charge and nothing was known about previous records. It seems from the records, that this office was closed as a result of the Economy Act, and reopened in 1934. Necessary reports are made to the Main Recruiting Station at Chicago, which is the headquarters of the Central Recruiting Division.

926. LIST OF ALL MEN WHO HAVE APPLIED FOR ENTRANCE INTO THE NAVY, 1931 to date. Gives name, date, address, and whether applicant was accepted or rejected. Entered chronologically. (Daily, official.) 8 x 15 vol., 2 in., in steel drawer. R. 410. (642)

927. COMPLETED RECORD OF EACH APPLICATION REJECTED, 1934 to date. Birth certificate, school, police and juvenile records, medical examination, intelligence test, character and parent or guardian reports, citizenship papers, home investigation, employers' reference, and final rejection. Filed chronologically. (Daily, official.) 8½ x 11 clipped sheets, 10 in., in wooden filing case. R. 410. (644)

928. GENERAL CORRESPONDENCE, 1934 to date. With parents of applicants for entrance into the navy, with doctors about physical fitness of applicant, with congressmen, and newspapers relative to moving pictures and various activities of Navy Department; also Navy Department circular letters about recruiting. Filed chronologically. (Daily, official.) 8½ x 11 folders, 1 ft., in steel filing case. R. 410. (647)

929. RECORD OF MONTHLY REPORTS MADE TO CHICAGO, 1934 to date. Report on number of classification tests given to applicant for navy admission during the month. Shows number of men who have taken test and score; report on applicants in the three classes, and on number of motion pictures shown during month. These reports are made on one form and any newspaper clippings relative to local activities of the navy are attached. Filed chronologically. (Monthly, official.) 8½ x 11 loose sheets, 2 in., in wooden filing case. R. 410. (648)

930. RECORD OF REJECTIONS OF APPLICANTS, 1934 - 1936. Prepared annually; gives date, name, age and address of applicant, and date of rejection. Filed chronologically, and alphabetically. (Daily, official.) 3½ x 5 cards, 1 ft., in wooden card cabinet. R. 410. (645)

931. RECORD OF WEEKLY REPORT OF ENLISTMENTS, 1934 to date. Shows name of substation, date, name of state furnishing applicants, number of applicants, rejected and causes for rejection, accepted but failed to enlist, accepted and whether first enlistment or re-enlistment. Filed chronologically. (Weekly, official.) 8½ x 11 loose sheets, 3 in., in wooden filing case. R. 410. (649)

932. REPORTS ON MOTION PICTURES OWNED BY THE NAVY DEPARTMENT AND EXHIBITED IN THEATRES IN THIS LOCALITY, 1934 to date. Give name of film, where shown, date and number of times shown, estimated audiences, addresses made, general impression of audience regarding films, name of organizations, and signature of representative. Films relate to various activities of navy, and report is returned with film to Chicago headquarters. Filed chronologically. (Monthly, official.) 8½ x 11 loose sheets, 3 in., in wooden filing case. R. 410. (650)

933. LIST OF MEN ACCEPTED AND AWAITING ENLISTMENT, Apr. 1936 to date. Gives name and address of applicant, date, birth, school record, if arrested and type of offense, previous military service, and marital status. Filed chronologically. (Daily, official.) 3½ x 5 cards, 2 in., in wooden card cabinet. R. 410. (646)

934. COMPLETED RECORD OF EACH APPLICATION PENDING, June 1, 1936 to date. Reports on character, school, police and juvenile records, medical examination, birth certificate, intelligence tests, parent or guardian and citizenship papers, home investigation, and employers' reference. Papers are kept for about 3 months and then sent to Chicago at time of enlistment. Filed chronologically. (Daily, official.) 8½ x 11 clipped sheets, 6 in., in wooden filing case. R. 410. (643)

QUINCY

NAVY RECRUITING SUBSTATION
Temporary Post Office Bldg., 10th St. and Broadway

This is a substation under the jurisdiction of the Main Recruiting Station at St. Louis, Missouri and the Central Recruiting Division which has headquarters at Chicago, Illinois. During the World War there was a recruiting station here which was, from time to time, closed and reopened. The last data available shows this office was closed in 1931 and all records were sent to St. Louis. It was reopened in 1934. The office was formerly located in the Post Office Building at 8th and Hampshire Streets. Useless papers are destroyed only upon permission from St. Louis, and no reports or papers are sent to Washington. All records, reports and enlistment papers accumulated in this office are sent to St. Louis. The records are in good condition.

935. APPLICATIONS FOR ENLISTMENT, GENERAL CLASSIFICATION TESTS, AND PHYSICAL EXAMINATION PAPERS, Feb. 1, 1935 to date. Name and history of applicant, physical examination, age, physical condition, classification test

sheets, school and age certificates, etc. Cover men who have applied for navy service only, but who were rejected. Filed alphabetically. (Occasionally, official.) 8½ x 11 loose papers, 10 in., in steel filing case. NW. corner room. (110)

936. CORRESPONDENCE BETWEEN PERSONS INTERESTED IN NAVAL CAREER AND RECRUITING OFFICER, Feb. 1935 to date. Requests for information and literature from navy aspirants, and correspondence of recruiting officer. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 1 in., in wooden filing case. NW. corner room. (114)

937. ENLISTMENT AND REFERENCE PAPERS, Feb. 1, 1935 to date. Form NRB 16 ABCD. Sent to school superintendents, chiefs of police, and past employers for general reference and record; also report of officer's investigation and request for discharge papers. Regarded as confidential, and sent to Main Recruiting Office at St. Louis, upon completion. One copy retained at St. Louis and other sent to Bureau of Navigation. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in wooden filing case. NW. corner room. (109)

938. OFFICIAL FILE, CONFIDENTIAL, Feb. 1935 to date. Letters of instruction, forms, reports, orders to recruiting agents, correspondence, etc. miscellaneous items of unrelated subjects. Filed chronologically. (Regularly, official.) 10 x 12 folders, 3 in., in steel filing case. NW. corner room. (105)

939. OFFICIAL MAIL TO THIS RECRUITING SUBSTATION, Feb. 1, 1935 to date. Memoranda, instructions for reports, etc., from main recruiting station, St. Louis and Central Division, Chicago. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 2 in., in wooden filing case. NW. corner room. (112)

940. WEEKLY ACTIVITY REPORTS OF RECRUITING OFFICER AT SUBSTATION, Feb. 1, 1935 to date. Time spent in office, trips and number of contacts made. Sent to main recruiting office at St. Louis. Filed chronologically. (Weekly, official.) 8½ x 11 loose sheets, 6 in., in steel filing case. NW. corner room. (107)

941. WEEKLY AND MONTHLY REPORTS OF ENLISTMENTS AND REJECTIONS, Feb. 1935 - Sept. 1936. Weekly reports show number of applications and number rejected for physical defects or other causes. Monthly reports show number on waiting list, pending, total applicants, rejections, and contacts made. Sent to main recruiting station, St. Louis. Filed chronologically. (Occasionally, official.) 8½ x 11 loose sheets, 3 in., in box. NW. corner room. (106)

942. GOVERNMENT BILLS OF LADING AND CORRESPONDENCE IN REGARD TO MOTION PICTURE FILMS, Mar. 1935 to date. Lists of motion picture films, correspondence, and bills of lading. Show name of film, size, and names of shipper and receiver. Requisitioned from St. Louis by letter, and shown as part of publicity program in schools, theatres, clubs, etc. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 2 in., in wooden filing case. NW. corner room. (111)

943. CORRESPONDENCE BETWEEN RECRUITING OFFICER, APPLICANTS AND THEIR SPONSORS, May 1935 to date. To and from senators, representatives, and other sponsors of applicants; also correspondence regarding irregularities of applications. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 2 in., in wooden filing case. NW. corner room. (115)

944. APPLICANTS' TRAVEL AND RELEASE PAPERS, Aug. 1935 to date. Signature of applicant agreeing to accept full responsibility in case of accident during travel, and names of parties to be notified. Sent to recruiting officer at St. Louis. Filed chronologically. (Rarely, official.) 10 x 12 folders, 1 in., in wooden filing case. NW. corner room. (108)

945. APPLICANTS' TRAVEL ORDERS, Oct. 1935 - Sept. 1936. Form NRB 35. Issued to applicant enlisting in Navy, who is sent to St. Louis for examination, all expenses paid. Copy to applicant and copy retained. Filed chronologically. (Never.) 10 x 12 folders, 2 in., in wooden filing case. NW. corner room. (113)

ROCKFORD

NAVY RECRUITING SUBSTATION
Post Office Bldg., 401 So. Main St.

This is a substation under the Chicago Recruiting Station, and is in the Central Recruiting Division. It has been reopened and closed at various times, the date of the latest reopening being June 1, 1934. It was formerly located in the Old Federal Building, which was demolished in 1931. Useless papers are held for one year, prior to the current date, after which they are sent to Chicago. No records or reports are sent to Washington. The records are in good condition.

946. FILE OF ALL APPLICANTS ACCEPTED AND REJECTED, June 1, 1934 to date. File previous to June 1, 1934 sent to Bureau of Navigation, Washington. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 9 in., in desk drawer. Rs. 114 and 116. (2)

947. FILE OF APPLICANTS, July 1, 1935 to date. Application papers of men accepted, but not yet enlisted. Records previous to July 1, 1935 sent to district headquarters at Chicago. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 in., in steel filing case. Rs. 114 and 116. (3)

948. OFFICIAL CORRESPONDENCE, July 1, 1935 to date. Correspondence of local office for current year. At close of year contents of file will be sent to district headquarters, Chicago. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. Rs. 114 and 116. (4)

ROCK ISLAND

NAVY RECRUITING SUBSTATION
Federal Bldg., 2d Ave. and 16th St.

There was a recruiting office in Rock Island for a period of years which could not be determined, but it was closed as a result of the passage of the Economy Act in 1932. This office was reopened on April 16, 1935. It has charge of recruiting for Carroll, Bureau, Hancock, Henderson, Henry, Mercer, Warren, and Whiteside Counties. This is a substation of the Chicago Recruiting Station, and is in the Central Recruiting Division. Useless papers are handled according to regulations, and records are forwarded to the Great Lakes Naval Training Station, Great Lakes, Illinois. Records are neat, well kept, and easily accessible.

949. AGE CERTIFICATES, 1935 - 1936. Sworn to by notary public and parent or guardian. Show name and address of parent or guardian, date and place of applicant's birth, signature, address, and title of witnessing official. Filed alphabetically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden cabinet. R. 338. (1565)

950. APPLICATIONS ACCEPTED CARDS, 1935 - 1936. Show name, address and age of applicant, place and date of birth, extent of education, police record, previous military service, marital status, brief physical description, and date of acceptance. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 3 in., in wooden card cabinet. R. 338. (1562)

951. APPLICANT'S GENERAL INFORMATION SHEET, 1935 - 1936. Shows extent of education, name of one employer, dates of employment, three character references, father's salary, total family income, place of birth, and names of five friends who might wish to join the Navy. Filed alphabetically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden desk drawer. R. 338. (1572)

952. APPLICANT'S INFORMAL AGREEMENT, 1935 - 1936. Agrees to vaccination, accepts lack of promise for promotion, agrees to not seek discharge by purchase, and swears that he is not married, has no dependent, and that he will not make any false statements. Signed by applicant. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden desk drawer. R. 338. (1571)

953. APPLICANT'S REPLY MEMO, 1935 - 1936. States time when he will report at recruiting office for enlistment in Navy. Filed alphabetically. (Occasionally, official.) 5 x 8 envelopes, 1 in., in wooden cabinet. R. 338. (1563)

954. CONSENT, DECLARATION, AND OATH OF PARENT OR GUARDIAN, 1935 - 1936. Prepared by parent or guardian, if applicant under 21 years of age. Shows name of parent or guardian, period of enlistment, and witnessed signature. Filed alphabetically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden cabinet. R. 338. (1567)

955. DISCHARGE REQUEST AGREEMENT, 1935 - 1936. Signed by parents or guardians stating they will not, at any time request the discharge of their son, or charge during his enlistment; witnessed by recruiting officer in charge. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden desk drawer. R. 338. (1570)

956. EMPLOYERS' REFERENCE, 1935 - 1936. Form letters sent to past employers of all applicants, requesting information as to length of employment, status of separation from employment, marital status, trustworthiness, general reputation, etc. Filed alphabetically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden cabinet. R. 338. (1569)

957. GENERAL CORRESPONDENCE, 1935 - 1936. Letters to applicants in regard to specifications for joining Navy; to and from postmasters in regard to establishing temporary recruiting stations in various post offices, and miscellaneous correspondence relative to Naval Reserve activities. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 3 in., in wooden desk drawer. R. 338. (1573)

958. LIST OF MOTION PICTURE FILMS, 1935 - 1936. Films loaned by Chicago office, available to various schools and organizations. Filed chronologically. (Occasionally, official.) 8 x 13 envelopes, 1 in., in wooden desk drawer. R. 338. (1550)

959. MAIN STATION ORDERS, 1935 - 1936. Relative to enrollment in various Navy trade schools, preliminary medical examinations, assistance in recruiting Naval Reserve members, alternates for newly enlisted men, medical officers' criticisms, preparation of various reports, etc. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden desk drawer. R. 338. (1560)

960. MISCELLANEOUS PUBLICITY, 1935 - 1936. Lists of various schools, names of school principals, newspapers and editors, copies of Navy Department News bulletins, various ship and training station bulletins, etc. Filed chronologically. (Occasionally, official.) 8 x 10½ and 8 x 13 envelopes, 1 in., in wooden desk drawer. R. 338. (1554)

961. OFFICIAL CORRESPONDENCE, REPLIES, 1935 - 1936. Copies of replies to letters from recruiting officer to his immediate superiors relative to corrected enlistment papers, recruits received for monthly quota, requests for travel permissions, etc. Filed chronologically. (Occasionally, official) 8 x 10½ envelopes, 2 in., in wooden desk drawer. R. 338. (1559)

962. PHYSICAL REJECTION CARDS, 1935 - 1936. Show name, address and age of applicant, place and date of birth, extent of education, police record, any previous military service, marital status, brief physical description, and list of physical defects for which applicant was rejected. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 9 in., in wooden card cabinet. R. 338. (1561)

963. POLICE INQUIRIES, 1935 - 1936. Letters sent to chiefs of police requesting information regarding police or juvenile record of applicants. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden cabinet. R. 338. (1566)

964. PUBLICITY FILE, 1935 - 1936. Letters from recruiting officer requesting newspapers to print navy and naval reserve articles, requests to school principals for mailing lists of boy graduates to whom literature and letters may be sent, photos in connection with publicity, etc. Filed chronologically. (Daily, official.) 8 x 10½ envelopes, 2 in., in wooden desk drawer. R. 338. (1555)

965. RADIO TALKS AND ADDRESSES, 1935 - 1936. Copies of all talks given by recruiting officer before various schools and local organizations in regard to Navy; also copies of talks sent to recruiter by Navy Department. Filed chronologically. (Occasionally, official.) 8 x 13 envelopes, 1 in., in wooden desk drawer. R. 338. (1557)

966. RECRUITING PHYSICAL EXAMINATION CHECK-OFF LIST, 1935 - 1936. Shows name of station, date, name of applicant, date of birth, and chart showing various physical defects; checked by recruiting officer. Filed alphabetically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden cabinet. R. 338. (1568)

967. SCHOOL REFERENCE, 1935 - 1936. Requests for information from principal of school which applicant attended: last grade completed, standing in class, dates entered and left school, conduct rating, intelligence rating, etc. Filed alphabetically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden cabinet. R. 338. (1574)

968. SEMIMONTHLY AND MONTHLY RECRUITING REPORTS, 1935 - 1936. Show number of applicants, physical examinations, rejections, estimated percentage of applicants to be accepted, list of publicity activities, classification tests given and grades made, number of applicants on waiting list, and titles of motion pictures shown. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 3 in., in wooden desk drawer. R. 338. (1551, 1564)

969. TRAVEL ORDERS AND REQUESTS FOR SAME, 1935 - 1936. Copies of requests and order for recruiting officer to travel. Show time order in force, amount of time involved in travel, time of expected arrival, and itinerary of trip. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 2 in.,in wooden desk drawer. R. 338. (1553)

970. WEEKLY REPORTS OF ENLISTMENTS, 1935 - 1936. Give location of station, name of state furnishing applicants, number of applications received, and number of men rejected and accepted. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden desk drawer. R. 338. (1556)

971. WEEKLY REPORT ON STATUS OF APPLICANTS, 1936. Shows station, name, address and age of applicant, grades received in physical and mental tests, date of application, place accepted, and status as to completion of application. Filed chronologically. (Occasionally, official.) 8 x 13 sheets, 1 in., in wooden desk drawer. R. 338. (1552)

972. WEEKLY REPORTS ON ENLISTMENTS OF NAVAL COMMUNICATION RESERVES, 1936. Show names, addresses and number of men contacted and recruited. Filed chronologically. (Occasionally, official.) 8 x 10½ envelopes, 1 in., in wooden desk drawer. R. 338. (1558)

SPRINGFIELD

NAVY RECRUITING SUBSTATION
Federal Bldg., 600-700 East Monroe St.

A substation was established in Springfield about 1917, and was closed and reopened from time to time. The latest reopening was in 1930. A new recruiting officer is installed approximately every two years. Due to the rapid transfer of personnel, the other buildings this station has occupied could not be determined. This is a substation under the St. Louis Recruiting Station, which is in the Central Recruiting Division with headquarters at Chicago, Illinois. All reports are sent to St. Louis. The records are in good condition.

973. RECORD OF MEN ACCEPTED, 1930 to date. Show result of physical, mental and moral examinations, name of parents or relatives, acceptance date, fort or training station wo which sent, age, etc. Filed alphabetically and chronologically. (Seldom, official, public.) 3 x 5 cards, 8 in., in desk drawer. R. 23. (1308)

974. RECORD OF RECRUITS BEING INVESTIGATED, 1930 to date. Shows names and addresses of references, reports of moral standing, schooling, police record, former employers, etc. Filed alphabetically. (Daily, official.) 10 x 14 folders, 1 ft. 3 in., in wooden cabinet. R. 23. (1309)

975. APPLICANTS' FILE, 1934 to date. General physical description, age, name of parents, guardian, physical qualifications, result of mental test, moral investigation, and reason, if applicant is rejected. Filed chronologically. (Occasionally, official.) 10 x 14 pockets, 6 in., in wooden desk drawer. R. 23. (1310)

976. MONTHLY REPORTS, 1934 to date. Number of examinations, investigations, interviews, trips, total expenses for month, trips of over 8 hours duration, public gatherings, etc. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 in., in wooden filing case. R. 23. (1307)

977. PUBLICITY REPORTS, 1934 to date. Reports of articles given to newspapers, men on leave, men accepted for service, conventions, fairs, and all other public gatherings. Filed chronologically. (Daily, official.) 10 x 12 folders, 10 in., in wooden filing case. R. 23. (1306)

978. WEEKLY REPORTS, 1934 to date. Reports to newspapers, news clippings, persons interviewed, examinations given and names of applicants, character investigations, and trips made. Filed chronologically. (Weekly, official.) 10 x 12 folders, 3 in., in wooden desk drawer. R. 23. (1311)

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