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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

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SERIES XII
VETERANS' ADMINISTRATION
NO. 31
NEW YORK

NATIONAL ARCHIVES PROJECT
WORK PROJECTS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Community Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor



SERIES XII. VETERANS' ADMINISTRATION

NO. 31. NEW YORK

New York City, N. Y.
The Survey of Federal Archives
1941

The Survey of Federal Archives

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937. From that date until June 30, 1939 the Survey continued in New York City as a project of the Works Progress Administration. Since July 1, 1939 the Survey has functioned as a project 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 of 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."

The work of the Survey in New York State was under the direction of Captain Fred P. Todd from its inception until June 30, 1937 when it was placed for a short time under the supervision of the Historical Records Survey. The Survey in New York City was under the direction of Dr. Richard B. Morris from January 1936 until August 1937 when he resigned and was succeeded by his assistant, Mr. Hermann F. Robinton, who supervised the project until May 31, 1938. From that time until April 1939 Mr. Vincent Jacobi directed the project with Mr. Isidor Paskoff as Project Supervisor. From April 1939 to August 1940, Mr. Paskoff supervised the project, assisted by Mr. M. Weisshar. Since then Mr. Charles Bolduc has directed the project, with Mr. Weisshar in charge of the survey phase. This Inventory of the Veterans' Administration was prepared in the New York City office of the Survey and was edited before final typing by Mr. M. P. Claussen of the Office of Research and Publications of the National Archives.

New York, New York,
September 15, 1941.

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VETERANS' ADMINISTRATION

BATAVIA

VETERANS' ADMINISTRATION FACILITY
Administration Bldg.

This Facility was established on October 6, 1917, as a subdivision of the Bureau of War Risk Insurance, and remained as such until August 9, 1921, when it was placed under Administration of the Veterans' Bureau. In July 1930, upon the dissolution of this Bureau, the Facility came under supervision of the newly formed Veterans' Administration.

The headquarters of this Facility was at first established at Buffalo, N. Y., in the Federal Building, Washington and Seneca Streets. On May 3, 1934 it was combined with the Batavia Facility.

The work of this Facility consists of handling insurance and pension matters for veterans. The files are well kept and the indexing is exceptionally good. The work of the Facility is carried on in one building only.

1. CASE FILES, 1917 - 1933. Form 526, application, and supporting Forms 404, 502, 504, 518, 521, 537, 545, 563, 564, 572, 680, 2507, 2514, 2545, 2553, 2593, 2695, 3101 3102, 3103, 3104, 569a, 1933a, 2654a, P-22, P-533d; also affidavits and correspondence relative to hospital cases. Most of these records are for inactive cases. Indexed. Filed alphabetically. (Rarely, official.) 9 x 12 bundles, 214 ft., on wooden shelves. Papers dirty and sooty. Storeroom. (98)

2. LEGAL FILE (GENERAL), 1917 - Apr. 15, 1936. Adjusted service certificates, dockets, correspondence, and miscellaneous data. These pertain to cases that have been temporarily closed. Indexed. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 29 ft., on wooden shelves. Storeroom. (100)

3. PERSONNEL FILES, 1917 to date. Correspondence, reports, investigation data concerning personnel at this Facility, employees' relatives, and liaison officers. Records of Regional Office from 1917 to May 1, 1934, are included. Indexed. Filed alphabetically. (Frequently, confidential.) 10 x 12 folders, 22 ft., in 12 drawers of steel filing case. Manager's office. (67)

4. CLAIM CASES, 1917 to date. Form 526, application, and supporting Forms 404, 502, 504, 518, 521, 537, 545, 563, 564, 572, 680, 2507, 2514, 2545, 2553, 2593, 2695, 3101, 3102, 3103, 3104, 569a, 1933a, 2654a, P-22

P-55, and all case history correspondence and affidavits. Twenty drawers of the files are occupied by Canadian and Ex-Imperial cases using the same forms. Litigated cases are filed separately pending action. Indexed. Filed numerically and alphabetically. (Daily, official.) 9 x 12 folders, 2280 ft., in 1140 drawers of metal filing cases. Records, Mails and Files. (56)

5. INDEX, Dec. 1917 to date. Showing name, address, military organization, rank, and case number; also Forms 6604, 7205, 7216 and Medical Form 2593. Case records of all veterans applying for compensation through this Facility are filed here. Filed alphabetically. (Daily, official.) 3 x 6 cards, rotary visible file, 121 ft., in 8 drawers of metal card cabinet, and four Rotary Visible index files. Records, Mails and Files. (49)

6. TREATMENT RECORDS, Jan. 1918 to date. Medical Forms 564 and 2654-a, and all case history correspondence. These are originals of all medical treatment records in the Batavia district. Indexed. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 102 ft., in 4 drawers of metal filing case, and on wooden shelves. Medical Storeroom. (72)

7. GENERAL CORRESPONDENCE, 1918 to date. All finance office correspondence concerning loans, over-payments, vouchers, change of address, and adjusted service certificates. Filed numerically. (Frequently, official.) 9 x 12 folders, 11 ft., in 5 drawers of steel filing case. Finance Office. (95)

8. GUARDIANSHIP CASES, 1918 to date. Records of guardianship on Forms 4706, 4706-a, 4703, 4704, 555. Correspondence pertaining to these cases is also included in this file. Indexed. Filed alphabetically. (Daily, official.) 10 x 12 folders, 168 ft., in 76 drawers of metal, and 8 drawers of wooden, filing cases. Attorney's Office. (60)

9. AMENDED AWARD FILE, 1921 - June 30, 1936. Completed Forms 550 showing amendments in awards made to veterans, reducing or increasing the amount of pension due. This form was discontinued on June 30, 1936. Filed chronologically. (Daily, official.) 5 x 8 sheets, 17 ft., in 5 drawers of metal filing case. Finance Office. (86)

10. STOP PAYMENT NOTICES, 1921 to date. Form 521, used for notice of stop payment on checks issued. Also included in this file are change of name or address records on Forms 537 and 1710. Indexed. Filed chronologically. (Daily, official.) 5 x 8 sheets, 24 ft., in 12 drawers of metal filing case. Finance Office. (83)

11. AWARD CARD FILES, July 1, 1921, to date. Completed Forms 511A, 511B, 511D, showing the amounts awarded veterans in connection with monthly pensions. Indexed. Filed numerically. (Daily, official.) 5 x 8 sheets, 180 ft., in 45 drawers of metal filing cases. Finance Office. (85)

12. ATTORNEY'S OFFICE INDEX, 1918 to date. Separate card indexes for each of the following: guardianship cases, committee and guardianship cross index, bond information, hospital patients, diary card for calling accounts; incompetent veterans with and without fiduciaries, and applications filed by fiduciaries pertaining to Adjusted Compensation Bonus Bonds. Each card lists name and address. Filed alphabetically. (Daily, official;) 3 x 5 cards, 15 ft., in 4 drawers of metal card cabinet. Attorney's Office. (48)

13. MEAL, LODGING, AND SPECIAL TRANSPORTATION REQUESTS, August 1921 to date. Consists of completed copies of Forms 955 A, 3266, and 3267. These show records of meals, lodging, and transportation for members of this Facility. Filed chronologically. (Daily, official.) 5 x 8 cards, 7 ft., in 8 drawers of 2 card cabinets. Finance Office. (91)

14. SERVICE RECORDS, 1922 to date. Service record cards, showing place of birth, date of birth, nature of action, salary, bureau, division, State, congressional district, and county, city, or town. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of card cabinet. Manager's Office. (64)

15. CANCELATIONS, 1925 to date. Completed Forms 980 and remail notices; Form 991, used in connection with cancelations of awards. Indexed. Filed alphabetically. (Daily, official.) 5 x 8 folders, 2 ft., in drawer of steel filing case. Finance Office. (88)

16. CHECK TRANSCRIPTS, 1925 to date. Consists of completed Forms 1044, 1145, 1664 showing transcript of checks issued. Indexed. Filed chronologically. (Daily, official.) 8 x 11 sheets, 3 ft., in 2 drawers of steel filing case. Finance Office. (82)

17. ADJUSTED SERVICE CERTIFICATE RECORDS, Apr. 9, 1927 to date. Veterans' note Forms with records of loan cards attached. Loan cards are Forms 11-84A and 11-84D, and are used in connection with adjusted service certificates which have been forwarded to Washington office. These records are to be placed in case history files, and filed in the proper department. Indexed. Filed numerically. (Daily, official.) 8 x 11 bundles, 464 ft., on tables. Finance Office. (97)

18. RECORDS OF REPAYMENTS, 1927 to date. Copies of field

service receipts on Form 1028. Filed chronologically. (Rarely, official.) 5 x 8 loose sheets, 4 ft., in drawer of metal filing case. Finance Office. (87)

19. GENERAL FILE, Sept. 1927 to date. Interdepartmental and interoffice correspondence and monthly reports to manager's office. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in 4 drawers of metal filing case. Adjudication Office. (62)

20. GENERAL CORRESPONDENCE, Jan. 1928 to date. Correspondence and legal papers relative to pending guardianships, appointments, court orders and petitions, service letters, office memoranda, orders for the Chief Attorney, correspondence concerning cases in litigation for violation of Federal statutes, and correspondence in regard to field examination reports. Indexed. Filed alphabetically. (Daily, official.) 8 x 10 folders, 35 ft., in 20 drawers of metal filing cases. Attorney's Office. (52)

21. DOCKETS, 1928 to date. Records on Form 4722, of guardianship cases, and active and inactive litigated insurance cases. The current dockets are used daily; inactive dockets are kept as a matter of record only. Indexed. Filed alphabetically. (Daily, official.) 12 x 12 loose-leaf books, 1 ft., in drawer of metal office desk. Attorney's Office. (53)

22. BUDGET ACCOUNT RECORDS, July 1, 1930, to date. Allotment ledgers Form 1015A, showing records of all transactions. Also included are monthly accounting reports, procurement data and correspondence relative to these records. Indexed. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf books, 12 ft., in 6 drawers of metal filing cases. Finance Office. (78)

23. GENERAL CORRESPONDENCE, Jan. 1, 1931, to date. Interdepartmental and interoffice correspondence, correspondence with Washington office regarding regulations, Civil Service announcements, and employment data. The correspondence from Jan. 1, 1931, to May 1, 1934, was transferred from Regional office at Buffalo. Indexed. Filed alphabetically. (Daily, official.) 10 x 12 folders, 17 ft., in 12 drawers of filing cases. Manager's Office. (63)

24. FINANCIAL FILE (GENERAL), July 1, 1932 - June 30, 1936. Paid vouchers, schedules of adjusted payments, pay rolls, settlement records, patients' funds, accounts of sales and collections, contracts and leases, and cost accounting records. Indexed. Filed numerically. (Rarely, official.) 9 x 12 folders, 133 ft., in 24 drawers of metal filing case. Storeroom. (99)

25. VETERANS' CCC RECORDS, 1932 to date. Form P-130, and correspondence in regard to veterans enrolled and discharged from the CCC. Indexed. Filed alphabetically. (Daily, official.) 10 x 12 folders, 24 ft., in 8 drawers of metal, and 4 drawers of wooden, filing cases. Manager's Office. (69)

26. UTILITY DIVISION GENERAL FILE, Aug. 26, 1932, to date. Interdepartmental correspondence, employees' schedules, and instructions, copies of M. and R. requests approved, not approved and pending, blueprints, and correspondence with contractors who constructed the buildings at this Facility. Filed alphabetically and numerically. (Daily, official.) 10 x 12 folders, and blueprints hung on rack, 14 ft., in 7 drawers of metal filing cases and on wooden rack. Utility Division Office. (55)

27. ACCOUNTS OF SALES AND COLLECTIONS, Jan. 1, 1933, to date. Records on Form 1216, of accounts of sales and collections for supplies furnished veterans from the canteen of this Facility. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft., in metal filing case. Finance Office. (84)

28. CARD RECORD OF APPEALS, Apr. 1, 1933, to date. Form 670, current appeals, and appeals pending, or those to be forwarded when called for to the Washington office. Filed numerically. (Daily, official.) 5 x 8 cards, 4 ft., in steel filing case. Adjudication Office. (61)

29. SUPPLY RECORDS, Aug. 1, 1933, to date. Property vouchers, contracts, proposals, and requisitions. The following Forms are used: 7318, S-308, 135-b, 138, 136, 1217, 3130, 3211 and Standard Forms 33, 36 and 1036. Indexed. Filed by subject, sub-filed alphabetically. (Daily, official.) 9 x 12 folders, 29 ft., in 16 drawers of metal filing cases. Supply Office. (58)

30. UTILITY FILE, BLUEPRINTS, 1933 to date. Blueprints and plans for buildings of the Facility. (Rarely, official.) 1 x 2 bundle, 8 ft., on wooden shelf. Storeroom. (96)

31. MISCELLANEOUS RECORDS, Aug. 1, 1933, to date. Forms 3229, 1243, 3267B, 2598G, 2598H, 2604, showing information on transportation, expendable and nonexpendable property, expenditures and data relative to clothing. Filed by subject, sub-filed alphabetically. (Daily, official.) 10 x 12 folders, 20 ft., in 12 drawers of metal filing case. Supply Office. (59)

32. CORRESPONDENCE, Jan. 1, 1934, to date. Interdepartmental and interoffice correspondence pertaining to the fol-

lowing: supplies, requisitions, property vouchers, contracts, proposals, transportation, and bills of lading. Filed by subject; sub-filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in 4 drawers of metal filing case. Supply Office. (57)

33. PERSONNEL FILES, May 1, 1934 - Jan. 1, 1936. Records and statistics of employees who have left the Facility, including leave cards and general correspondence. Indexed. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 18 ft., on wooden shelves. Papers dirty and sooty. Storeroom. (101)

34. SUPPLY RECORDS, May 1, 1934 - Jan 1, 1936. Copies of contracts, leases and bids, voucher records, and correspondence of the supply office. Indexed. Filed by subject. (Rarely, official.) 9 x 12 folders and bundles, 20 ft., on wooden shelves. Papers dirty and sooty. Storeroom. (102)

35. CLINICAL RECORDS AND DISCHARGES, May 1, 1934 - June 19, 1936. Complete medical records of all veterans who have received hospital or outside treatment through this Facility. Medical Forms 2614-a, 2614-b, 2614-c, 2614-d, 2614-e, 2614-f, 2614-g, 2614-h, 2614-i, 2614-j, 2614-k are used. Indexed. Filed numerically. (Rarely, official.) 9 x 12 folders, 94 ft., on wooden shelves. Medical Storeroom. (70)

36. MISCELLANEOUS FILE, May 1, - July 1, 1936. Day and night nurses' record books, miscellaneous correspondence and copies of Medical Form 2565. Filed chronologically. (Frequently, official.) 9 x 12 folders, 13 ft., on wooden shelves. Medical Storeroom. (71)

37. CORRESPONDENCE FILE, May 1, to date. Correspondence, both interdepartmental and with companies and individuals not in the Facility, dealing with medical treatments, supplies, and references to other facilities. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 11 ft., in 6 drawers of filing case. Clinical Office. (89)

38. COST ACCOUNTING RECORDS, May 1, 1934, to date. Forms 6600 and 6600 a.b.c.d.e.f.g.h., which are the cost accounting records of this Facility. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. Finance Office. (79)

39. PATIENTS' FUNDS, May 1, 1934, to date. Completed Standard Forms 1048, showing a record of patients' funds. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of metal filing case. Finance Office. (80)

40. DENTAL RECORDS, May 1, 1934, to date. All hospital records of dental work done through this Facility. Medical Form 2688 is used. Filed numerically. (Frequently, official.) 5 x 8 cards, 1 ft., in 2 drawers of card cabinet. Clinical Office. (75)

41. APPLICATIONS FOR POSITIONS, May 1, 1934, to date. Applications for positions in the different branches of this Facility. Filed chronologically. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 drawers of metal filing case. Manager's office. (65)

42. REPORTS, May 1, 1934, to date. Forms 2713 and 3205 submitted daily by the departments of the Facility to the Manager's Office, and copies of Form 3400 submitted monthly to Washington office. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 15 ft., in 8 drawers of metal filing case. Manager's Office. (66)

43. PERSONNEL STATISTICAL RECORD CARDS, May 1, 1934, to date. Records giving names of incumbent; grade, salary range, dates employed or promoted, and nature of changes, dates of separation, and salary. Indexed. Filed alphabetically. (Often, official.) 5 x 8 cards, 1 ft., in steel card cabinet. Manager's Office. (51)

44. PERSONNEL PAY RECORDS, May 1, 1934, to date. Records of salaries paid to employees of this Facility. Indexed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of metal card cabinet. Finance Office. (50)

45. PRESCRIPTION RECORDS, July 26, 1934, to date. Medical Form 2577, and prescriptions for narcotics. Filed chronologically. (Frequently, official.) 3½ x 5 sheets, 3 ft., in 2 drawers of card cabinet. Clinical Office. (73)

46. PAYROLLS FOR PERSONAL SERVICES, Jan. 1, 1935, to date. Form 1013C, for employees on an annual salary basis. Indexed. Filed chronologically. (Frequently, official.) 10 x 14 sheets, 2 ft., in drawer of filing case. Finance Office. (92)

47. SCHEDULE OF DISBURSEMENTS, Jan. 1, 1935, to date. Copies of completed Standard Forms 1064 and 2085, showing a record of disbursements. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of metal filing case. Finance Office. (77)

48. DISBURSING SCHEDULES, July 1, 1935, to date. Completed Finance Forms 1012, schedules of adjusted payments to veterans. Indexed. Filed chronologically. (Daily, official.) 14 x 17 loose-leaf books, 1 ft., on top of metal filing case. Finance Office. (94)

49. LEAVES, Jan. 1, 1936, to date. Forms 3203, 3204, 3206 and 3227; used for passes and as record of leaves of absence. Filed chronologically. (Rarely, official.) 5 x 8½ forms, 3 ft., in 2 drawers of metal filing case. Manager's Office. (68)

50. CONTRACT AND LEASE FILES, Jan. 1, 1936, to date. Form 1269, prepared for contracts and leases. The originals of this form are in the supply office. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. Finance Office. (90)

51. ADMINISTRATIVE SETTLEMENT RECORDS, Apr. 1, 1936, to date. Completed Forms 1705, 1706, 1707, 1708, 1708-a, 1709, 1710, 1711 and 1713 relative to Administration Settlement. Indexed. Filed alphabetically. (Daily, official.) 8 x 14 binders, 42 ft., on tables. Finance Office. (81)

52. ADJUSTED SERVICE CERTIFICATE RECORDS, Apr. 15, 1936, to date. Applications for adjusted service certificate bonds for incompetent veterans and loans to incompetent veterans with certificates filed by fiduciaries; concerning disabled veterans in state institutions, Facilities, etc.; and pertaining to release of Bonus Bonds. Indexed. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of metal filing case. Attorney's Office. (54)

53. CLINICAL RECORDS AND DISCHARGES, June 20, 1936, to date. Complete medical case histories of veterans who have received treatment through this Facility. The following Medical Forms are used: 2507, 2593, and 2614 series A through K. Indexed. Filed numerically. (Daily, official.) 9 x 12 folders, 33 ft., on 20 drawers of metal filing cases. Clinical Office. (76)

54. VOUCHER RECORDS, July 1, 1936, to date. Copies of vouchers paid. Standard Forms 1012, 1048, 1085, 1034 are used for this purpose. Filed chronologically. (Rarely, official.) 10 x 12 sheets, 3 ft., in 2 drawers of wooden filing case. Finance Office. (93)

55. MISCELLANEOUS FILE, July 1, 1936, to date. Data concerning day and night nurses' reports, out-patient service reports, Medical Form 2565 and miscellaneous correspondence. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. Clinical Office. (74)

BATH

VETERANS' ADMINISTRATION FACILITY
(A) Building 34.
(B) Building 29.
(C) Building 31.
(D) Building 41.
(E) Building 26.
(F) Building 33.
(G) Building 75.
(H) Building 23.
(I) Building 35.

In 1875, the Grand Army of the Republic, desirous of providing a home for disabled and needy northern soldiers of the Civil War, procured three suitable buildings at Bath, N. Y. Not being able to finance the program successfully, the G.A.R. sought to enlist the aid of the State of New York. In response to this plea, the State Legislature, in 1877 voted funds for this enterprise. A year later the buildings and grounds at Bath were deeded to the State by the G.A.R., with the stipulation that the enterprise be called the Grand Army of the Republic Home for Disabled Veterans. In 1888 this name was changed to the New York State Soldiers' and Sailors' Home, inasmuch as the Home came to be used to house other veterans than those of the Civil War. After the World War and the resultant need of facilities for hundreds of disabled veterans, the Federal Government took over the Bath institution from the State of New York and placed it under the direction of the Veterans' Bureau. This change was made in 1929. A year later, upon the termination of this Bureau's functions, its successor, the Veterans' Administration, took over the management of this home. The home is now a regular Veterans' Administration Facility. The Agency of origin of the records listed below which were created by predecessor agencies can be determined by the dates of the given series of records.

The general functions of this Facility are to provide hospitalization and a home for disabled and needy veterans of all wars. There have been no changes in location since this Facility's early establishment. New buildings are to be created shortly, and any existing poor conditions in keeping and storing of records will be remedied upon the completion of this program. All papers in this agency are considered useless 3 years after their origin and are sent to the Washington office. About 8 feet of vouchers, 1928 - 31, have been stored at the Supply Depot at Perry Point, Md.

56. VETERANS OF ALL WARS, RECORD, 1866 - 1929. Enlistment papers, company, and service wounds records, records

relating to admission to home, physical and hospitalization records; discharges from Home; and death and burial papers. (In the flood of July 8, 1935, the Cohocton River overflowed its banks, filling cellars of this agency. All papers were removed and dried out, and then repacked). Indexed. Filed numerically. (Seldom, official.) 8 x 10½ folders, and 18 x 24 volumes (3), 1 ft. 4 in., on 12 shelves. Damaged by water. Basement. (Bldg. A). (17)

57. SERVICE RECORD OF MEMBERS, 1877 to date. Each member enrolled at this post has a folder containing a record of every phase of his military service, which also includes hospital service, addresses of dependents, claims, pensions, death, and burial records. Indexed. Filed numerically. (Daily, official.) 9 x 11 folders, 146 ft., in 80 drawers of steel filing cases. Filing Vault, 1st floor. (Bldg. A). (6)

58. CEMETERY RECORDS, 1879 to date. Obituary file, showing member's name, age, rank, cause of death, religion, place of burial, transportation, Government service, and regiment and company served with. Indexed. Filed numerically. (Daily, official.) 12 x 18 vols. (2), 6 in., on service table. Filing Vault, 1st floor. (Bldg. A). (8)

59. LOG BOOKS, 1916 to date. Records showing amounts of coal, oil, gasoline, and chemicals necessary for the operation of power plant and other equipment. Filed chronologically. (Daily, official.) 8 x 12 vols., 2 ft., on top of filing cases. 1st floor. (Bldg. C). (60)

60. UTILITY DIVISION, INACTIVE RECORDS, 1929 - 1933. Time cards, reports of progress of various divisions, work schedules, requisitions for repairs, copies of interdepartmental communications within post. Filed chronologically. (Never.) 8 x 10½ bundles, 15 ft., on shelves of wooden cupboard. 1st floor. (Bldg. C). (59)

61. CORRESPONDENCE, 1929 to date. Regarding operation and maintenance of the Post, pension affairs of the veterans of all wars who are members of the Post, and instructions from headquarters and general routine of the Post. Indexed. Filed alphabetically and numerically. (Daily, official.) 9 x 11½ folders, 10 ft., in 8 drawers of steel filing cases. 1st floor. (Bldg. A). (25)

62. ACCOUNT BOOKS OF MEMBERS, 1929 to date. Accounts of members who receive pensions, showing payments into the accounts of members. Indexed. Filed alphabetically. (Daily, official.) 8 x 12 vol., 1 ft., 4 in., on top of steel filing cases. Bindings broken. Filing Vault. (Bldg. A). (4)

63. RECORDS OF FURLOUGHS, 1929 to date. Records of leave from barracks and home of each member, length of time for leave allowed, and summary record of each company. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. 1st floor. (Bldg. A). (15)

64. LIST OF MEMBERS, 1929 to date. Names of members of the home. Entered alphabetically. (Daily, official.) 10 x 15 vols. 9 in., in steel cabinet. 1st floor. (Bldg. A). (14)

65. CORRESPONDENCE, TRANSPORTATION, AND DISCIPLINARY FILE, 1929 to date. General correspondence dealing with applications for entrance, movements of inmates, and their general conduct. Indexed. (Daily, official.) 8 x 11½ folders, 8 in., in 4 drawers of steel filing case. 1st floor. (Bldg. A). (13)

66. NEW AND OLD MEMBERS EMPLOYED, 1929 to date. Pay roll records dealing with persons assigned to work in the buildings or on the grounds. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., on metal shelves. 1st floor. (Bldg. A). (12)

67. EXAMINATIONS OF PENSIONERS, 1929 to date. Physical examination records of veterans applying for pensions. Filed alphabetically. (Daily, official.) 8 x 10 folders, 2 ft. 6 in., on wooden shelves. Ward 4. (Bldg. B). (42)

68. MEDICAL RECORDS, 1929 to date. Physical and medical records of members of the Home. Indexed. Filed alphabetically and numerically. (Daily, official.) 9 x 10½ folders, 10 ft., in 4 drawers of steel filing case. 1st floor. (Bldg. A). (26)

69. DISCHARGE AND DEATH OF MEMBERS, 1929 to date. Medical Form 2593, used to read results of examination by doctors of each patient discharged from hospitalization and notations on cause of death. Indexed. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 5 ft., in 3 drawers of steel filing case. Filing Vault, 1st floor. (Bldg. A). (5)

70. ABSTRACTS OF ACCOUNTS VOUCHERS, May 1, 1930 - Jan. 1, 1933. Copies of finance reports showing disbursement of funds for maintenance and supplies. Filed chronologically. (Never.) 8 x 15 bundles, 20 ft., 2d floor. (Bldg. A). (21)

71. VOUCHERS OF PURCHASES AND SUPPLIES, May 1, 1930 - Jan. 1, 1933. Forms showing kind, quantity, lot, unit cost of supplies furnished to home. Filed chronologically. (Never.) 8 x 10½ bundles, 12 ft., in wooden boxes. 2d

floor. (Bldg. A). (20)

72. GENERAL LEDGER SHEETS, May 1, 1930 - Jan. 1, 1933. Showing disbursement of funds allocated to the Home. Filed chronologically. (Never.) 15 x 24 bundles, 5 ft., in paper boxes. 2d floor. (Bldg. A). (19)

73. GENERAL CORRESPONDENCE, May 1, 1930 - Jan. 1, 1933. Dealing with acccunting funds, pensions, claims paid to members; includes interdepartmental communications. Filed chronologically. (Never.) 8 x 10½ bundles, 7 ft., on floor. 2d floor. (Bldg. A). (18)

74. INACTIVE GENERAL FILE, May 1, 1930 - June 1, 1933. Records of meals served, menus, lists of diners, and obsolete correspondence. (Never.) 8 x 10½ folders, 8 in., in wooden barrel. Basement. (Bldg. A). (64)

75. INACTIVE GENERAL FILE, May 1, 1930 - June 1, 1933. Waybills, express receipts, vouchers of deliveries, printed forms of specifications, bids and proposals, invitations to bid, and abstracts on bids. Filed chronologically. (Never.) 8 x 10½ bundles, 8 ft., in two wire hampers. Warehouse office. (Bldg. G). (36)

76. CLINICAL RECORDS, May 1930 - June 1933. Ward notes, nurses' reports, and clinical records of patients. Filed alphabetically and numerically. (Seldom, official.) 8 x 10 loose-leaf books, 46 ft., on wooden shelves. Basement Storeroom. (Bldg. B). (39)

77. COMPANY MORNING REPORTS, May 1, 1930 - Jan. 1, 1936. These forms list results of inspection of buildings, rooms, equipment, and fire alarm system. Filed chronologically. (Rarely, official.) 10 x 15 vol., 1 ft. 3 in., in drawer of steel filing case. Soiled by handling. Filing Vault. 1st floor. (Bldg. A). (3)

78. X-RAY FILMS REPORTS, May 1, 1930 - Mar. 1, 1936. List number and type of X-ray photographs taken daily. Filed chronologically. (Seldom, official.) 15 x 18 envelopes, 35 ft., on steel shelves. Basement. (Bldg. B). (37)

79. CORRESPONDENCE, May 1, 1930, to date. Letters from medical men outside of Post asking information on patients and copies of replies. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. X-ray Room, 1st floor. (Bldg. B). (50)

80. GENERAL CORRESPONDENCE, May 1, 1930, to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Filing Room. (Bldg. B). (55)

81. INDEX, May 1, 1930, to date. Cards show names of patients and dates and types of examinations. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 8 in., in 3 drawers of steel filing case. X-ray Room, 1st floor. (Bldg. B). (49)

82. INDEX TO SUPPLIES, May 1, 1930 to date. Record of quantity and cost of preparations and chemicals stored in the laboratory. Filed alphabetically by subject. (Daily, official.) 4 x 6 cards, 1 ft. 3 in., in steel filing case. Laboratory. (Bldg. B). (48)

83. CASE HISTORIES OF TREATMENTS, May 1, 1930, to date. Record of general treatment of patients, stating nature of disorder or disease, treatment recommended and what hospital service was needed. Filed alphabetically. (Daily, official.) 9 x 11 folders, 16 ft., in 10 drawers of steel filing cases. Sick Bay. (Bldg. B). (45)

84. DENTAL PATIENTS' RECORDS, May 1, 1930, to date. A record of dental work of members, showing nature of work performed and a case history of treatments. Filed alphabetically. (Daily, official.) 8 x 9 cards, 2 ft., in drawer of steel filing case. Dental Room. (Bldg. B). (44)

85. DAILY REPORTS OF X-RAY TECHNICIAN, May 1, 1930, to date. Reports of X-ray examinations, designating name of doctor, time of picture, patient's name, ward, company etc. Filed alphabetically and numerically. (Seldom, official.) 9 x 9 vol., 2 ft., on metal shelves. Basement R. 4. (Bldg. B). (38)

86. PATIENTS ADMITTED AND DISCHARGED, May 1, 1930, to date. Case histories of all members admitted for treatment. Filed alphabetically. Daily, official.) 3 x 5 cards, 5 ft., in card index box. Admission and Discharge. (Bldg. B). (41)

87. DOCTORS' CASE HISTORIES OF PATIENTS, May 1, 1930, to date. Show names of patients, types of cases and names of attending physicians. Filed alphabetically. (Daily, official.) 4 x 6 cards, 25 ft., in 4 drawers of steel filing case. Admission and Discharge. (Bldg. B). (40)

88. RECORDS OF HOSPITAL PATIENTS, May 1, 1930, to date. Case histories of all veterans who have received medical examinations in this hospital; showing service record, company, name, address, transportation, history of medical examinations, and doctors' diagnoses of case. Indexed. Filed alphabetically. (Daily, official.) 9 x 11 folders, 116 ft., in 54 wooden boxes. Ward 4. (Bldg. B). (43)

89. MAILING LIST OF VENDORS, May 1, 1930, to date. Showing name, address, phone, code, rating, and nature of ware;

also warehouse and shipping points. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Second floor. (Bldg. A). (29)

90. MASTER INDEX, May 1, 1930, to date. Cards show names, subject matter and names of agencies. Filed alphabetically and by subject. (Daily, official.) 5 x 8 cards, 5 ft. 3 in., in 3 drawers of steel filing case. 2d floor. (Bldg. A). (28)

91. LABORATORY PATIENTS' CASE RECORDS, May 1, 1930, to date. Showing medicines and treatment received. Filed alphabetically and numerically. (Daily, official.) 9 x 10 folders, 9 ft., in 8 drawers of steel filing cases. Laboratory. (Bldg. B). (47)

92. CORRESPONDENCE, May 1930 to date. Correspondence relating to the construction and maintenance of buildings and grounds at this post. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 4 drawers of steel filing case. 1st floor. (Bldg. C). (58)

93. ORDERS AND STATISTICS, 1930 to date. Copies of reports on maintenance and operation. Reports show materials used for replacement and repairs. Filed chronologically. (Frequently, official.) 8 x 10½ covers, 2 ft. 6 in., on shelves. 1st floor. (Bldg. C). (61)

94. GENERAL INDEX, 1930 to date. These cards show prices of materials and equipment, time of delivery and name of vendors. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 10 in., in drawer of metal filing case. 1st floor. (Bldg. C). (62)

95. INKOGRAPH CHARTS, 1930 to date. The charts are used in electric and pressure clocks to show various pressures. (Weekly, official.) 8 in., diameter, loose sheets, 1 ft., in desk drawer. 1st floor. (Bldg. B). (63)

96. BLUE PRINTS, May 1, 1930, to date. Plans of buildings and rooms; also machinery, plumbing, sewerage, and electric lines on the grounds. Filed numerically. (Daily, official.) 20 x 30 pockets, 20 ft., in cupboard. 1st floor. (Bldg. C). (56)

97. CONTRACTS WITH VENDORS, May 1, 1930, to date. Copies of contracts for supplies and materials furnished this institution showing item, kind, quality, unit price, subtotal and item total, with agreement by the vending party to furnish material as specified. Filed alphabetically. (Daily, official.) 10 x 11 vol., 1 ft. 3 in., in drawer of steel filing case. 2d floor. (Bldg. A). (35)

98. PERSONNEL CORRESPONDENCE, May 1, 1930, to date. Correspondence with social work agencies dealing with the welfare of members of the Home. (Daily, official.) 9 x 11 folders, 2 ft. 3 in., in steel filing case. (Bldg. D). (66)

99. HISTORY OF CASES, May 1, 1930, to date. Case histories of patients receiving vision examinations designating type and size of lenses to be furnished. Filed alphabetically. (Daily, official.) 4 x 6 cards, 5 ft., in 4 drawers of 3 steel filing cases. Optometrist's Room. (Bldg. B). (46)

100. PAYMASTER'S FILE, May 1, 1930, to date. Comptroller's ledger of accounts chargeable to military post; payroll certification vouchers; monthly reports of finance; paymaster's receipts. Filed alphabetically. (Daily, official.) 9 x 11 folders, 5 ft. 7 in., in 4 drawers of steel filing case. 1st floor. (Bldg. B). (11)

101. GENERAL FILES, COMPANY 1, May 1, 1930, to date. Form 5228-a, barber services for members, clothing issued, tobacco issued, and hospital care cards. (Daily, official.) 8 x 10½ vols., covers, and 4 Shannon Boards, 2 ft., in wooden boxes. Captain's Office. (Bldg. E). (67)

102. GENERAL FILES, COMPANY 2, May 1, 1930, to date. Form 5528-a, barber service for members, clothing issued, tobacco issued and hospital care cards. (Daily, official.) 8 x 10½ bound vols., covers, and 2 Shannon Boards, 3 ft., in wooden boxes. Captain's Office. (Bldg. H). (68)

103. GENERAL FILES, COMPANY 3, May 1, 1930, to date. Form 5528-a, barber services for members, clothing issued, tobacco issued, and hospital care cards. (Daily, official.) 8 x 10½ bound vols., covers, and 2 Shannon Boards, 2 ft. 3 in., in wooden boxes. Captain's Office. (Bldg. I). (69)

104. GENERAL FILES, COMPANY 4, May 1, 1930, to date. Form 5528-a, barber service for members, clothing issued, tobacco issued, and hospital care cards. (Daily, official.) 8 x 10½ bound vols., covers, and 3 Shannon Boards, 1 ft. 10 in., in wooden boxes. Captain's Office. (Bldg. A). (70)

105. GENERAL FILES, COMPANY 5, May 1, 1930, to date. Form 5528-a, barber service for members, clothing issued, tobacco issued, and hospital care cards. (Daily, official.) 8 x 10½ vols., covers, and 3 Shannon Boards, 2 ft., in wooden boxes. Captain's Office. (Bldg. F). (71)

106. MONTHLY AND YEARLY REPORTS, May 1, 1930, to date. Duplicates of reports to Washington office on personnel and

the activities of this Facility. Filed chronologically. (Frequently, official.) 8½ x 14 loose-leaf books, 3 in., in drawer of steel desk. 1st floor. (Bldg. A). (23)

107. MEDICAL EXAMINATIONS OF CIVILIAN EMPLOYEES, May 1, 1930, to date. Records of physical and medical examinations of civilian employees. Filed alphabetically. (Daily, official.) 9 x 11 folders, 10 ft., in 4 drawers of steel filing case. Filing Vault. 1st floor. (Bldg. A). (7)

108. CORRESPONDENCE, 1930 to date. Correspondence dealing with various phases of adjutant's duties, and the receiving and discharging of members. Filed alphabetically. (Daily, official.) 9 x 11 folders, 10 ft., in 8 drawers of steel filing cases. 1st floor. (Bldg. A). (16)

109. CIVILIAN APPLICATIONS AND APPOINTMENTS, May 1, 1931, to date. Records concerning employment of civilian personnel. Filed alphabetically. (Daily, official.) 8 x 10½ folders, 6 ft. 3 in., in 4 drawers of steel filing case. 1st floor. (Bldg. A). (22)

110. BUDGET WORK AND VOUCHERS, Jan. 1, 1933, to date. Standard forms covering materials and supplies in use, by item, kind, quantity, unit, price, and recapitulation of charges. Filed alphabetically. (Daily, official.) 9 x 11 folders, 14 ft., in 8 drawers of steel filing cases. 1st floor. (Bldg. A). (10)

111. CORRESPONDENCE, RELATIVE TO CONTRACTS, June 1933 to date. Correspondence with vendors relative to supplies, lost and damaged materials, and prices of goods upon delivery. Filed by subject. (Daily, official.) 10 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. 2d floor. (Bldg. A). (34)

112. PURCHASE ORDERS, June 1933 to date. These forms show specifications of supplies to be furnished, quantity, quality and prices. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in 2 drawers of steel filing case. 2d floor. (Bldg. A). (33)

113. GENERAL FILES, June 1, 1933, to date. Records of meals served, number of diners, daily mess hall reports, menus and interoffice correspondence. Filed alphabetically. (Daily, official.) 9 x 11 folders, in 2 drawers of steel filing case. 1st floor. (Bldg. A). (65)

114. VOUCHERS OF PURCHASE, June 1933 to date. Show amount of supplies, price and delivery date of all materials delivered by railroad, express, truck, and parcel post.

Filed alphabetically and chronologically. (Daily, official.) 9 x 11 folders, 8 ft. 4 in., in 8 drawers of steel filing case. 2d floor. (Bldg. A). (30)

115. BIDS AND PROPOSALS OF SUBSISTANCE CONTRACTS, June 1933 to date. Bid invitations and acceptances for foodstuffs. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. 2d floor. (Bldg. A). (32)

116. PERSONNEL, June 1933 to date. Duties and qualifications of workers, amount of wages and hours worked. Filed alphabetically. (Daily, official.) 10 x 11 folders, 1 ft., in drawer of steel filing case. 2d floor. (Bldg. A). (31)

117. BILLS OF LADING AND EXPRESS RECEIPTS, June 1933 to date. Showing date of shipment, description of article, weight, and freight charges. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft. 3 in., in drawer of steel filing case. 2d floor. (Bldg. A). (27)

118. GENERAL AND INTERDEPARTMENTAL CORRESPONDENCE, 1933 to date. Dealing with the activities of this Facility. Filed alphabetically. (Daily, official.) 9 x 11 covers, 14 ft., in 8 drawers of steel filing cases. 1st floor. (Bldg. A). (24)

119. CORRESPONDENCE, 1933 to date. Dealing with claims, patients' funds, pay rolls, and statistics of offices of the Facility. Filed alphabetically. (Daily, confidential.) 9 x 11 folders, 5 ft., in 4 drawers of steel filing case. 1st floor. (Bldg. A). (9)

120. REPORTS OF CASES, June 1935 to date. Condensed information forms on present medical treatment of patients. Filed alphabetically. (Daily, official.) 9 x 11 folders, 6 ft., in 4 drawers of steel filing case. Filing and Stenographic Room. (Bldg. B). (53)

121. ACTIVE PROSTHETIC APPLICATION CARDS, June 1, 1935, to date. This form is filled out by every patient entering the hospital and gives information regarding the patient's physical condition. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft. 5 in., in file box. Filing and stenographic Room. (Bldg. B). (54)

122. NEW PATIENTS, June 1, 1935, to date. Information concerning treatment of new arrivals awaiting transfer to hospital. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in file box. Filing and stenographic Room. (Bldg. B). (54)

123. X-RAY FILMS, Mar. 1, 1936, to date. Standard X-ray films of hospital patients. Filed numerically. (Daily, of-

ficial.) 15 x 18 envelopes, 6 ft., in 3 drawers of steel filing case. X-ray Room, 1st floor. (Bldg. B). (51)

BUFFALO

VETERANS' ADMINISTRATION FACILITY
Customs Bldg.

This Facility was established in 1917 as a subdivision of the Bureau of War Risk Insurance, and remained under the direction of this Bureau from Oct. 6, 1917, to Aug. 9, 1921, when it was placed under the administration of the Veterans' Bureau. In July 1930, upon the dissolution of this Bureau, the Facility came under the supervision of the newly formed Veterans' Administration. In 1934, most of the Buffalo records were transferred to the Facility at Batavia. The only remaining records at Buffalo are those concerned with medical case histories of veterans. The work of this Facility has become much circumscribed, being now limited to examination and treatment of those veterans afflicted with actual service disabilities. A duplicate file of the Buffalo records is kept at Batavia. The records remaining in Buffalo are housed in the old Customs Building which has never been equipped with a fire alarm system.

124. TREATMENT CARD FILE, 1934 to date. This file contains mimeographed cards with typewritten entries giving name of patient, case number, permanent address, age, sex, race, nativity, marital status, diagnosis, brief history of case, whether service or non-service disability, and final disposition. Also shown are records of treatments, giving date, character of treatment given, and initials of attending physician. Cards are prepared at the Batavia Facility and are returned to that Facility after final treatment and discharge of patient. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden card cabinet. R. 202. (1556)

CANANDAIGUA

VETERANS' ADMINISTRATION FACILITY
(A) Administration and Hospital Building No. 1.
(B) Hospital Building No. 2.
(C) Hospital Building No. 3.
(D) Hospital Building No. 4.
(E) Recreational Building No. 5.

This Facility was established in October of 1917 by the Bureau of War Risk Insurance of the Treasury Department, and remained under the supervision of this office until August 1921, when the newly created Veterans' Bureau took over its duties. In July 1930 the Veterans' Administration assumed control of this and other similar Facilities.

The work of the Canandaigua Facility consists of providing hospitalization and care for needy or ailing veterans of all wars. In addition, it acts as a disbursement office for veterans' pensions and as a clearing house for War Risk Insurance accounts.

The buildings are as nearly fireproof as possible and many unusual precautions have been taken to guard against damage by fire. The records are thus exceptionally well protected. All official records have been retained. An order allowing destruction of useless records is awaited from the Washington office. Files are well kept and in many cases records have been cross-indexed.

125. PROSTHETIC APPLIANCES SERVICE CARDS, 1933 to date. Form 2529, showing name of patient, compensation number, address, rank and organization, diagnosis, region, service connection and rating; also date, article, manufacturer, cost, date received and inspected, signature of inspecting physician, signature of claimant, and a record of repairs made. Filed numerically and chronologically. (Daily, official.) 5 x 8 cards, 7 in., in steel card cabinet. Supply Office. (Bldg. A). (19)

126. NONEXPENDABLE PROPERTY, ISSUE SLIPS, 1933 to date. Form 2598-b, showing quantity, kind of article, department requesting property, requisition number, and signature of manager and accountable Officer. Filed numerically and chronologically. (Daily, official.) 3 x 8 covers, 1 ft. 2 in., on steel shelves. Supply Office. (Bldg. A). (20)

127. EXPENDITURE LISTS, 1933 to date. Form 137a, showing article and description, classification number, number of items, unit cost, and total cost. Filed numerically. (Frequently, official.) 9 x 11 folders, 6½ in., in drawer of steel filing case. Supply Office. (Bldg. A). (21)

128. EXPENDABLE PROPERTY ISSUE SLIP, 1933 to date. Showing quantity, department requesting property, signature of person in charge of department, approval of person in charge of station, requisition number, signature of property custodian, and date. Filed chronologically and numerically. (Daily, official.) 3 x 8 covers, 12 ft., on steel shelf. Supply Office. (Bldg. A). (22)

129. EXCHANGE SLIPS, 1933 to date. Form 2598c, showing requisition, quantity, signature of person in charge of de-

partment, exchange approval, signature of supply officer, receipt for serviceable articles, and signature of person in charge of department. Filed numerically, and chronologically. (Daily, official.) 3 x 8 covers, 7 in., on steel shelves. Supply Office. (Bldg.A). (23)

130. REPORT OF SURVEY, 1933 to date. Form 1217, report of survey of articles lost, stolen, damaged or worn out, showing place, name of agency division responsible, quantity, unit, articles, total value, disposition, oath of examiner, findings and recommendations of the board, signature of official in charge, date, and signatures of members of the board of survey. Filed chronologically. (Monthly, official.) 9 x 11 folders, 1½ in., in drawer of steel filing case. Supply Office. (Bldg. A) (24)

131. ACCOUNT OF SALE OR COLLECTION, 1933 to date. Form 1216, records of sale of public property, showing name and address of agency, authority, quantity, unit, card number, articles sold, record value, name of purchaser, amount received, page number, sub-voucher numbers, expenses, net profit, date, signatures of accountable officer and auctioneer. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (25)

132. PUBLIC VOUCHER FOR REFUNDS, 1933 to date. Standard Form 1048, showing serial number, voucher number, name of department, location, appropriation, payable to, address, date, amount deposited, balance to be refunded, remarks, refund made by check or cash, check number, date of check, and signature of payee. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (26)

133. INVENTORY AND INSPECTION REPORTS, 1933 to date. Forms 139 and 139a, showing station name, city, state, date of report, voucher number, approved date, total dollars lost, signature of accountable official, total value of vouchers, and how long property is to remain in service. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Supply Office. (Bldg. A). (27)

134. PURCHASE ORDERS, 1932 to date. Form 1252, showing order number, requisition, allotment number, date, to whom shipped, proposal terms, signature and title of agency head, time of delivery, item number, quantity, description of article or service, classification number, unit price and aggregate price. Filed numerically. (Daily, official.) 9 x 11 folders, 18 ft., in 10 drawers of steel filing cases. Supply Office. (Bldg. A). (28)

135. CREDIT VOUCHERS, 1932 to date. Form 136, showing station name, city, state, date, quantity, unit card number, article, explanation, unit value, total value, sheet number, certification of correctness, voucher number, and signature of official in charge. Filed numerically. (Daily, official.) 9 x 11 folders, 9 in., in drawer of steel filing case. Supply Office. (Bldg. A). (29)

136. RECEIPT FOR MONTHLY DISTRIBUTION OF GENERAL ISSUE, 1933 to date. Receipts for issue lists, which are acknowledged by the manager and various officials and employees of the Facility. Filed chronologically. (Monthly, official.) 5 x 8 bundles, 6 ft. 6 in., on steel shelves. Supply Office. (Bldg. A). (30)

137. DIET KITCHEN REPORTS, 1933 to date. Showing description of articles, and information relative to nurses' names and wards supplied by the diet kitchen. Filed chronologically. (Daily, official.) 9 x 11 bundles, 1 ft. 8 in., on steel shelves. Supply Office. (Bldg. A). (31)

138. REQUISITIONS, INVOICES AND SHIPPING TICKETS, 1932 to date. Carbon copies of Forms 134a and b, showing requisition number, depot voucher number, consignor, by whom shipped, bill of lading number, stock item number, description of articles, invoice page, cost, quantity, unit, unit price, total amount, signature and title of approving officer, and date invoiced and received. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Supply Office. (Bldg. A). (32)

139. PROPERTY INVOICES AND RECEIPTS, 1932 to date. Form 134, showing consignor, consignee, address and date, quantity, unit, card number, article and description, unit cost, total amount, invoiced date, date of receipt, and signature and title of approving officer. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft. 3 in., in drawer of steel filing case. Supply Office. (Bldg. A). (33)

140. CONTROL SHEET, 1933 to date. Daily reports showing record of goods checked into the property office and the warehouse, the date of issue and the date returned to the finance office. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft. 4 in., in drawer of steel filing case. Supply Office. (Bldg. A). (34)

141. LUXURY LIST FOR INDIGENT PATIENTS, 1933 to date. Record of supplies issued to indigent patients as recommended by ward surgeon, showing name and number, date, ward number, list number, and articles supplied. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft. 9 in., in drawer of steel filing case. Supply Office. (Bldg. A). (35)

142. CONTRACT FILE, 1932 to date. Standard Form 33, Forms 32, 1261 and 1264, records of invitations and acceptances of bids submitted under sealed proposals for use at this Facility. Filed numerically. (Daily, official.) 9 x 11 folders, 4 ft. 6 in., in 3 drawers of steel filing case. Supply Office. (Bldg. A). (37)

143. RECORDS OF VALUABLES, 1933 to date. Form 2636a, record of valuables entrusted to the custodian by patients upon admittance to this Facility. Showing register number, receptacle number, name of beneficiary, date of admission, tag number, and signature of supply officer. Filed numerically. (Daily, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. Supply Office. (Bldg. A). (36)

144. PATIENTS' PURCHASE ORDER INDEX FILE, 1933 to date. Showing file number, patient's number, ward, article, quantity, price, authorization number, date of receipt and date delivered. Filed numerically. (Daily, official.) 8 x 8 vol., 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (38)

145. VOUCHER RECORDS INDEX FILE, 1933 to date. Relative to drop shipments: number, date, trucker's name, goods dropped, charges, if any, and date ordered. Filed numerically. (Daily, official.) 8 x 8 vol., 1 in., in steel filing case. Supply Office. (Bldg. A). (39)

146. INVITATIONS INDEX FILE, 1932 to date. Showing invitation number, date, bid date, name of firm or individual, services or supplies, date of contract, and date when proposal was received. Filed numerically. (Daily, official.) 8 x 8 vol. 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (40)

147. EXPENDABLE PROPERTY RECORDS, 1933 to date. Form 2598f, showing class number, unit, article, description, old depot number, depot pack, depot unit, price, unit price, date received, voucher number, and date issued. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 4 drawers of steel card cabinet. Supply Office. (Bldg. A). (41)

148. REQUISITIONS FOR BLANK FORMS, 1933 to date. Form 3224, showing requisition number, date, name of station requesting supplies, address, form numbers, title or description of material wanted, quantities, number on hand, number desired, allowed, signature of approval, title of requesting officer, date shipped, and date received. Filed chronologically. (Monthly, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. Supply Office. (Bldg. A). (42)

149. REQUISITIONS FOR SUPPLIES, 1933 to date. Forms 3211 and 3211a, showing address of local office, where to be used, name of office, authorization and procurement number, date, requisition number, commercial or catalog reference, item and quantity desired, and signatures of approving officers. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft. 4 in., in 4 drawers of steel filing case. Supply Office. (Bldg. A). (43)

150. MACHINE RECORD CARDS, 1933 to date. Form 3130, showing kind of machine, make, model, size, serial number, motor make, size, current, speed, serial number, remarks, date of repair, nature of repair, cost, labor, material used, and card number. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 4 in., in 3 drawers of steel card cabinet. Supply Office. (Bldg. A). (44)

151. NONEXPENDABLE PROPERTY RECORD CARDS, 1933 to date. Form 1243, showing class number, unit number, unit price, voucher number, department, location, and amount issued. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 10 in., in 4 drawers of steel card cabinet. Supply Office. (Bldg. A). (45)

152. CONSOLIDATED RECEIPTS, 1933 to date. Form 2598c, showing name of department, articles, quantity of property on hand, signatures of divisional heads, and date. Filed chronologically. (Rarely, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (46)

153. APPLICATIONS FOR BURIAL FLAG, 1933 to date. Form 2008, showing name of veteran, number, service rating, address, city, state, date of death, place and date of burial, receipt of issue, approved or disapproved, and title of issuing officer. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (47)

154. NONEXPENDABLE PROPERTY CREDIT SLIPS, 1933 to date. Form 2598a, showing quantity, article, unit price, signatures of accountable officials, signature of storekeeper, and date received into storage. Filed numerically, and chronologically. (Daily, official.) 3 x 8 covers, 8 in., on steel shelves. Supply Office. (Bldg. A). (48)

155. MATERIAL ISSUE SLIPS, AND RECORDS OF RECEIPT OF ARTICLES, 1933 to date. Form 2588, showing station name, name of aide directing work, name of patient, date of issue, kind of material, quantities, value, date received, name of person issuing material, receipt, date, name of article, serial number of article, and signature of aide.

Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Supply Office. (Bldg. A). (49)

156. VOUCHER RECORDS INDEX FILE, 1933 to date. Showing date, name of shipper, appropriation symbols, goods received, date of receipt, amount of voucher, and date when voucher was sent to the accounting office. Filed numerically. (Daily, official.) 8 x 8 vol., 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (50)

157. REQUISITION INDEX FILE, 1932 to date. Showing date, requisition or order number, shipper's name, name of article required, quantity, and cost. Entered numerically. (Daily, official.) 8 x 8 vol. 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (51)

158. BILLS OF LADING INDEX, 1932 to date. Showing bill of lading number, date, consignor, articles, weight, charges and data relative to lost or damaged goods. Entered numerically. (Daily, official.) 8 x 8 vol., 1 in., in drawer of steel filing case. Supply Office. (Bldg. A). (52)

159. BILLS OF LADING FILE, 1932 to date. Showing quantity, article, weight, rate charged, amount due or prepaid, name and address of consignor, freight bill number, notations of short or damaged goods, and signature of receiving clerk. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft. 9 in., in drawer of steel filing case. Supply Office. (Bldg. A). (53)

160. CORRESPONDENCE FILE, 1933 to date. Correspondence and telegrams relative to the activities of this agency, including data concerning supplies ordered and furnished, and letters to railroads, manufacturers, supply houses, produce and dairy supply firms. Filed by subject. (Daily, official.) 9 x 11 folders, 6 ft. 10 in., in 4 drawers of steel filing case. Supply Office. (Bldg. A). (54)

161. CIRCULAR LETTERS, 1933 to date. Circular letters from Regional Office relative to the recommendations and instructions concerning the activities of this agency. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Supply Office. (Bldg. A). (55)

162. PERSONAL PROPERTY FOLDERS, 1933 to date. Form 2636, record of clothing issued to patients of this Facility. Showing article issued, reason, and data concerning non-expendable clothing issued. Filed numerically. (Daily, official.) 9 x 11 folders, 12 ft., in 8 drawers of steel filing cases. Supply Office. (Bldg. A). (56)

163. BLUEPRINTS, COMPLETED AND INCOMPLETED BUILDINGS, 1933 to date. Blueprints of various completed and incompleted buildings, showing landscaping and water facilities. Filed numerically. (Daily, official.) 24 x 24 blueprints, 2 ft. 8 in., on rack. Utility Room. (Bldg. A). (57)

164. CORRESPONDENCE, 1933 to date. Interdepartmental correspondence relative to the general activities of this department. Filed by subject. (Daily, official.) 9 x 11 vol. 2 ft. 6 in., in 2 drawers of steel filing case. Physiotherapy Room. (Bldg. A). (58)

165. DAILY CONSOLIDATED REPORT OF PHYSIOTHERAPY ACTIVITIES, 1933 to date. Record showing the various treatments given patients such as massages, electro, hydro, thermo, bath treatments, and various other therapeutical ministrations. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. Physiotherapy Room. (Bldg. A). (59)

166. VISITING CARD RECORDS, 1933 to date. Records of visits made by relatives of patients, showing name of patient, name of relative and date. Filed alphabetically. (Daily, official.) 5 x 9 cards, 1 ft., in card cabinet. Telephone Office. (Bldg. A). (60)

167. PARCEL POST AND REGISTERED MAIL RECEIVED, 1933 to date. Showing name of recipient, time received, and time delivered to the patient. Filed chronologically. (Daily, official.) 10 x 12 vol. 2 in., on desk. Telephone Office. (Bldg. A). (61)

168. DIETITIAN'S REPORT, 1933 to date. Form 2653, showing name of agency, date, cost of rations per capita, and amount of waste; also shows data relative to the personnel of the diet kitchen. Filed chronologically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel filing case. Diet Laboratory. (Bldg. A). (62)

169. QUANTITIES OF FOODSTUFFS PER RATION CONSUMED, 1933 to date. Records relative to meats, vegetables, and dairy products consumed. Filed chronologically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel filing case. Diet Laboratory. (Bldg. A). (63)

170. DAILY REPORTS OF OCCUPATIONAL AID, 1933 to date. Form 2592, showing name of station, date, patient's name, daily attendance, total number of hours per month worked, rating project, and signature of the chief dietitian. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Diet Laboratory. (Bldg. A). (64)

171. DAILY RECORD OF REGULAR EMPLOYEES, 1933 to date. Form 2713, daily record of regular employees in the diet laboratory. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Diet Laboratory. (Bldg. A). (65)

172. ACCOUNT OF SALES, 1933 to date. Form 1216, records relative to sales of supplies sold this department, showing articles sold, quantity, value, unit price, name of purchaser, and amount of sale. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Diet Laboratory. (Bldg. A). (66)

173. DAILY LIST OF ABSENTEES, 1933 to date. Form 3205, showing date of report, name of absentee, and reason for absence. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Diet Laboratory. (Bldg. A). (67)

174. INVITATIONS, BIDS AND ACCEPTANCES, 1933 to date. Treasury Form 33, showing name of department, office or station, address, date, date sealed bids must be in, date and time of public opening, names of persons in charge of bidding, item number, name of article, quantity, unit price, and total amount of bid. Filed by subject and chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Diet Laboratory. (Bldg. A). (68)

175. APPOINTMENT BOOK, 1933 to date. Showing name of patient, case number, date of treatment and time of appointment. Filed chronologically. (Daily, official.) 9 x 12 vol., 2½ in., in drawer of steel filing case. Barber Shop. (Bldg. A). (69)

176. SCHEDULE OF DISBURSEMENTS, 1933 to date. Form 1064, showing location, schedule number, disbursing office number, amount of money disbursed, and purpose of expenditures. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft. 8 in., in drawer of steel filing case. Cashier's Office. (Bldg. A). (70)

177. STATEMENT OF POSTAGE STAMPS USED, 1933 to date. Form 106, showing date issued, denominations, and the total amount. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft. 2 in., in drawer of steel filing case. Cashier's Office. (Bldg. A). (71)

178. POSTAGE STAMP ACCOUNT, 1933 to date. Showing location, balance on hand from last statement, and stamps issued since last statement. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Cashier's Office. (Bldg. A). (72)

179. PHARMACY ISSUE SLIPS, 1933 to date. Form 2598b showing quantity, item, unit price, date of request, and signature of pharmacist. Filed chronologically. (Daily, official.) 3 x 9 folders, 1 in., clip board on wall. Laboratory Room. (Bldg. A). (73)

180. CREDIT SLIPS, 1933 to date. Form 2598a, executed when supplies are returned to the supply department, showing name of department involved and quantity and description of articles returned. Filed chronologically. (Daily, official.) 3 x 9 slips, 1 in., clip board on wall. Laboratory Room. (Bldg. A). (74)

181. CONSOLIDATED MEMORANDUM RECEIPTS, 1933 to date. Form 2598e, prepared for supplies received by the various departments, showing name and description of articles, and amount ordered and received. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 in., in drawer of wooden desk. Laboratory Room. (Bldg. A). (75)

182. PROPERTY RECORD CARD, 1933 to date. Form 2598f, showing name and description of items, class number, and unit price. Filed chronologically. (Daily, official.) 5 x 9 folders, 1 in., in drawer of wooden desk. Laboratory Room. (Bldg. A). (76)

183. RECORD OF PRESCRIPTIONS CONTAINING EXEMPT NARCOTICS, 1933 to date. Showing name of preparation, page, month, date issued, amount prescribed, and amount prepared. Filed chronologically. (Daily, official.) 8½ x 10 sheets, 2 in., clip board on wall. Laboratory Room. (Bldg. A). (77)

184. ROENTGENOLOGICAL REPORT, 1933 to date. Form 2614h, showing name of ward, date examination requested, date of previous report, clinical diagnosis, signature of medical officer, X-ray or fluoroscopic findings, plate film number, size, part X-rayed, and disposition. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of wooden filing case. Laboratory Room. (Bldg. A). (78)

185. MASTER FILE OF DRUGS, 1933 to date. Used as an index to the location of drugs owned and used by this department. Showing type of drug, location, amount on hand, amount used, quantity requisitioned and amount received. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in drawer of steel filing case. Laboratory Room. (Bldg. A). (79)

186. QUARTERLY SUPPLY ESTIMATES, 1933 to date. Form

154a, indicating sheet number, item number, name and description of articles, quantity on hand, and unit price. Filed chronologically. (Daily, official.) 8½ x 10 sheets, 1 in., clip board on wall. Laboratory Room. (Bldg. A). (80)

187. PATIENTS' MASTER FILE, 1933 to date. Records indicating medical treatment, medicine prescribed and duration of treatment. Filed alphabetically. (Daily, official.) 9 x 12 vol., 2½ in., in drawer of wooden desk. Laboratory Room. (Bldg. A). (81)

188. REQUEST FOR CANCELLATION OF APPROVED LEAVE, 1933 to date. Form 3206, showing reason for cancellation, applicant's name, and length of time leave was granted for. Filed alphabetically. (Daily, official.) 4 x 8 cards, in drawer of steel card cabinet. 1st floor, left. (Bldg. A). (82)

189. LETTERS OF NOMINATION OF EMPLOYEES, 1933 to date. Form 16, showing date, name, civil service designation, duty designation, salary, allowances, quarters, subsistence, laundry, date effective, station assignment, nature of appointment, appropriation, name of employee replaced and signature and title of officer in charge. Filed alphabetically. (Daily, official.) 9 x 11 folders, 9 in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (83)

190. ANNUAL REPORT OF ABSENCE, 1933 to date. Form 3210, showing station name, date, and reasons for absence, such as annual leave, military leave, and sick leave. Filed chronologically. (Rarely, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (84)

191. SERVICE RATING FORM, 1933 to date. Civil Service Commission Form 3200, service rating records showing name, department, bureau, division, quality of performance, further training, by whom rated and reviewed, date and sum of rating. Filed alphabetically. (Monthly, official.) 9 x 11 folders, 1 ft. 5 in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (85)

192. EMPLOYMENT APPLICATIONS, 1933 to date. Form 3829, showing physical history, residence, service ratings, record of previous employment, family ties, education, and character references. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft. 6 in.. in drawer of steel filing case. 1st floor, left. (Bldg. A). (86)

193. NOTICE OF SEPARATION, 1932 to date. Form 2710, showing name, date of separation, work status, civil service de-

signation, grade and salary. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (87)

194. SERVICE RECORD CARD FILE, Jan. 1933 to date. Form 7, showing name, place and date of birth, congressional district, sex, marital status, race, date of action, date salary commenced, bureau, division or office, official station, appropriation, civil service status, education, degrees, if any, and special qualifications. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 4 in., in card cabinet. 1st floor, left. (Bldg. A). (88)

195. PROMOTIONS AND DEMOTIONS, 1933 to date. Form 2711, relative to promotions and demotions, listing name, civil service rating, promotion or demotion, salary range, description of duties, and funds available. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (89)

196. APPLICATION FOR LEAVE, 1933 to date. Form 3227, showing station, division, location, date, type and length of leave, annual, sick, without pay, or military; allowances for year, approval of time clerk; also applicant's name, oath, and approval of physician. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in card cabinet. 1st floor, left. (Bldg. A). (90)

197. INDIVIDUAL RECORD OF ABSENCE AND TARDINESS, 1933 to date. Form 3225, showing employee's name, days absent, annual leave, oath, salary, time, periods, amount deducted, and approval of personnel chief clerk. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 2 in., in 4 card cabinets. 1st floor, left. (Bldg. A). (91)

198. DAILY LIST OF ABSENTEES, 1933 to date. Form 3205, showing name of employee, time of arrival, and reason for absence. Filed chronologically. (Daily, official.) 9 x 11 folders, 10 in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (92)

199. RESIGNATION FILE, 1932 to date. Form 2709, showing date, civil service designation, service, grade and salary, allowance, if any, assignment, effective date, reason for leaving service, and acceptance of resignation. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2½ in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (93)

200. FIELD CLASSIFICATION SHEET, 1933 to date. Form 3810, showing name, administration activity, location, division or unit, and service designation, position, allocation, service and grade, annual salary, date of assignment to duty, descrip-

tion of applicant, and manager. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. 1st floor, left. (Bldg. A). (94)

201. PERSONAL HISTORY STATEMENT, 1933 to date. Form 6, showing department, name, date, address, sex, marital status, record of previous government service, civil office, if any, military or naval record, qualifications, record of other employment, if any, education, accident data, oath of office, and signatures of applicant and notary public. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft. 2 in., in 2 drawers of steel filing case. 1st floor, left. (Bldg. A). (95)

202. GENERAL CORRESPONDENCE FILE, 1933 to date. Correspondence and telegrams relative to administrative activities of this Facility. Filed alphabetically. (Daily, official.) 9 x 11 folders, 10 ft. 4 in., in 6 drawers of steel filing cases. 1st floor, left. (Bldg. A). (96)

203. MASTER INDEX FILE, 1933 to date. Showing name of patient, case number, date of entry, ward and work assignment, marital status, mental condition, date of discharge, and address of nearest relative. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 2 card cabinets. 1st floor, left. (Bldg. A). (97)

204. PASS OUT SLIPS AND LATE SLIPS, 1933 to date. Forms 3203, 3203A, and 3204, giving information relative to employees entering and leaving buildings, listing reason for leaving, nature of business, date, and time allowed to complete business; also date, division, and reason for tardiness. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in steel card cabinet. 1st floor, left. Bldg. A). (98)

205. UNDERTAKER'S CERTIFICATE, 1933 to date. Form 2822, showing field station location, date, name of contractor, place of residence, name of beneficiary, home address, date, place of preparation, time used in preparing body, type or class of embalming, nature of treatment, point body consigned to, time shipped, opinion on body condition, and signature of contractor; also physician's certificate of presence at body preparation. Filed alphabetically. (Rarely, official.) 9 x 11 folders, ½ in., in drawer of steel filing case. 1st floor, left. (Bldg. A). (99)

206. DAILY RECORD OF REGULAR EMPLOYEES, 1932 to date. Form 2713, time reports, showing period, date of report, division, section, name of employee, and record of time covering two weeks period. Filed chronologically. (Daily,

official.) 9 x 11 folders, 2 ft. 6½ in., in 2 drawers of steel filing case. 1st floor, left. (Bldg. A). (100)

207. CORRESPONDENCE, 1933 to date. Interdepartmental correspondence relative to ward activities; also inquiries from relatives concerning condition of patients. Filed alphabetically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel desk. Doctor's Room Ward 1-A. (Bldg. A). (101)

208. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Records showing amount of money on deposit for each patient. Filed numerically. (Daily, official.) 5 x 8 loose sheets, 8 in., in card cabinet. Clinical Room. (Bldg. A). (102)

209. LOCATION OR MASTER FILE, 1933 to date. Master file containing brief record of each case, including name of patient, date admitted, case and ward numbers, diagnosis, religion, trial visit, death, discharge, and name of nurse on duty. Filed alphabetically. (Daily, official.) 4 x 6 cards, 10 in., in card cabinet. Clinical Room. (Bldg. A). (103)

210. RECORDS OF THE COMMITMENT OF THE MENTALLY SICK, 1933 to date. Form 472-d-m-h, showing court litigation prior to commitment, certifications of examiners, physician's report, and personal history of patient. Filed numerically. (Daily, official.) 9½ x 12 envelopes, 4 ft. 6 in., in steel filing case. Clinical Room. (Bldg. A). (104)

211. PERSONAL HISTORY, 1933 to date. Personal histories of patients, including name of patient, case and register numbers, date admitted, military service, and record of disability. Filed alphabetically. (Daily, official.) 5 x 8 loose cards, 8 in., in drawer of wooden filing case. Clinical Room. (Bldg. A). (105)

212. DIAGNOSES OF DISEASES, 1933 to date. Records showing diagnosis of each case, listing type of disease, treatment, and cause of death. Filed numerically. (Daily, official.) 5 x 8 cards, 8 in., in card cabinet. Clinical Room. (Bldg. A). (106)

213. TRANSFERS, 1933 to date. Medical Form 9, listing date of transfer, condition of and brief personal history of patient, and record of previous hospitalization. Filed alphabetically. (Daily, official.) 6½ x 6 3/4 cards, 6 in., in card cabinet. Clinical Room. (Bldg. A). (107)

214. OCCUPATIONAL RECORDS, 1933 to date. Records relative to occupational classification of patients, listing present occupation, and record of physical disability. Filed numerically. (Daily, official.) 6½ x 6 3/4 cards, 8 in., in card cabinet. Clinical Room. (Bldg. A). (108)

215. MENTAL HYGIENE, 1933 to date. Medical Form 2, listing name of hospital, date, identification number and name of patient, date of admission, paroled, discharged, and record of deaths and transfers. Filed numerically. Index. (Daily, official.) 9½ x 12 envelopes, 5 ft., in 3 drawers of filing case. Clinical Room. (Bldg. A). (109)

216. VOLUNTARY APPLICATION, 1933 to date. Medical Form 41, listing date, name of hospital, reason for entering, and previous hospitalization. Filed alphabetically. Index. (Daily, official.) 9½ x 12 envelopes, 3 ft., in 2 drawers of steel filing case. Clinical Room. (Bldg. A). (110)

217. REPORTS OF ACCIDENTS, INJURIES, ESCAPES, 1933 to date. Form 159, showing name of institution, date of report, name of patient, identification number, date of admission, age, mental diagnosis, date of accident, injury, or escape, names of witnesses, disciplinary measures taken, names of relatives, friends, or committee notified, and disposition of case. Filed numerically. Index. (Daily, official.) 9½ x 12 envelopes, 2 ft., in drawer of steel filing case. Clinical Room. (Bldg. A). (111)

218. REPORT OF SURVEY, 1933 to date. Form 1217, record of supplies on hand, showing quantity and description of articles, date, recommendations of person making survey, and approvals of officials involved. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (112)

219. CREDIT VOUCHER, 1933 to date. Form 136, showing name of station, city, street, date, quantity, unit, card number, name and description of articles, unit and total value, and signatures of officials involved. Filed chronologically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (113)

220. DEBIT VOUCHER, 1933 to date. Form 138, showing unit, card number, quantity and description of articles, certification number, unit and total value, sheet number, and signature and title of accountable official. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (114)

221. DAILY LOG SHEET, 1933 to date. Form 6008, relative to steam boilers, listing pounds of steam generated, amount of fuel used, and data concerning switch panels. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Clinical Room. (Bldg. A). (115)

222. MECHANICAL INSPECTION REPORT, 1933 to date. Form 1236, showing results of mechanical inspections of motor vehicles, and listing all vital parts of cars. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (116)

223. PLANT OPERATION, 1933 to date. Form 6009, showing home and item numbers, service, output, total cost of each plant for boiler room, refrigerating units, water supply, and sewerage disposal plants; also costs of maintenance and operation of these plants. Filed chronologically. (Daily, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (117)

224. ACCOUNT OF SALE OR COLLECTION, 1933 to date. Form 1216, pertaining to articles showing name of article, quantity, value, purchaser, and signatures of officials involved. Filed chronologically. (Daily, official.) 9 x 11 folders, 11 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (118)

225. MATERIAL ISSUE SLIPS AND RECORD OF ARTICLE RECEIPT, 1933 to date. Form 2588, listing Facility, name of aide directing work of patient, name of patient, date of issue, kind of material, quantity, value, date of receipt, signature of person receiving occupational therapy article, and name and price of same. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Clinical Room. (Bldg. A). (119)

226. INVESTIGATING OFFICER'S REPORT OF ACCIDENTS, 1933 to date. Form 27, listing date of accident, hour, place, state, street, weather, conditions of street or roadway, name of driver, make and type of car, service number, person injured, damage to government, private-owned vehicle, or other property; witnesses, police report, official duty, diagram, and signature of investigating officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (120)

227. STATION REPORT OF FIRE, 1933 to date. Form 6011, showing date, Facility, type of fire alarm, box, telephone, or siren; location of fire, cause, extent of damage, how

extinguished, and recommendation of board appointed to determine cause. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (121)

228. FIRE AND POLICE PROTECTION REPORT, 1933 to date. Form 6012, showing Facility number, number of beds, buildings, number of acres, supervision and labor, operating cost, supplies used by fire protection service, repairs and maintenance of fire and police utilities, valuation and damage, inspection of apparatus, fire-fighting equipment in service and reserve, and analysis of total fire and police protection costs. Filed numerically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (122)

229. REPORT OF OCCUPATIONAL THERAPY, 1933 to date. Form 2634, showing name of patient, type of work engaged in, days worked, and total hours worked on each assignment. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (123)

230. LIVESTOCK REPORT, 1933 to date. Form 2694, showing number and condition of horses, mules, hogs, cows, calves, bulls, steers, and sheep. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (124)

231. MEMORANDUM OF RECEIPT, 1933 to date. Showing originating department, number of units, name and title of recipient, month, balance on hand, and signatures of officials involved. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (125)

232. APPRAISERS' LIST, 1933 to date. Form 2589, showing name of station, name and number of article, value, authorized disposal, date of disposal, date of appraisal, and signatures of appraisers. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (126)

233. EXCHANGE SLIPS, NON-EXPENDABLE PROPERTY, 1933 to date. Form 2598, showing department, article, quantity, and signature of official in charge. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (127)

234. APPOINTMENTS, 1933 to date. Form b-a-a-1, book of appointments made by patients for medical treatment, showing also progress of each patient during treatment.

Entries made chronologically. (Daily, official.) 6 x 9 bound vol. 4 in., in drawer of steel desk. Clinical Room. (Bldg. A). (128)

235. CONSOLIDATED MEMORANDUM RECEIPT, 1933 to date. Form 2598e, showing name or number of ward or department receiving non-expendable property, name of article, quantity, property on hand, and signature of verifying officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (129)

236. MONTHLY REPORT OF RESTRAINT AND SECLUSION, 1933 to date. Form 2683, showing location of hospital, name of patient, date, reason and duration of restraint or seclusion, diagnosis of case, and date of release or discharge; also medical forms giving brief summary of each case. Filed chronologically. (Daily, official.) 7 x 9 bundles, 4 in., on steel shelf. Clinical Room. (Bldg. A). (130)

237. ISSUE SLIP, EXPENDABLE AND NON-EXPENDABLE PROPERTY AND CREDIT SLIPS, 1933 to date. Showing name of department, quantity of property on hand and required, unit price, and signatures of approving officers; also credit slips used when returning equipment and supplies to supply department. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (131)

238. RECORDS OF DOMICILIARY OR HOSPITAL CARE, 1933 to date. Showing name of patient, marital status, military service, diagnosis of case and treatment, and other information of a personal character. Filed numerically. Index. (Daily, official.) 9½ x 12 envelopes, 12 ft., in 6 drawers of steel filing case. Clinical Room. (Bldg. A). (132)

239. REQUEST FOR ARMY INFORMATION, 1933 to date. Form 3101, Records relative to army service of patients, listing division, subdivision, section, unit, name of patient, rank and organization, camp, date of enlistment, discharge, or death; home address, status of allotment, alleged disability, army serial number, allotment and compensation numbers, term insurance, allotment deduction, and class A or class B premium deduction. Filed numerically. Index. (Daily, official.) 9½ x 12 folders, ½ in., in drawer of steel filing case. Clinical Room. (Bldg. A). (133)

240. HOSPITAL ADMISSION CARD, 1933 to date. Medical Form 2557, showing date, name and location of hospital, name of person, age, sex, color, home address, rank and organization, permit number, authority, beneficiary, war occupation, civil service status, amount of pension, and condition of health. Filed numerically. Index. (Daily, official.) 9½ x 12 envelopes, 4 ft., in 2 drawers of metal filing case. Clinical

Room. (Bldg. A). (134)

241. DEATH RECORDS, 1933 to date. Medical Form 11, showing names of institution and of patient, identification number, psychosis, age, nativity, citizenship, number of previous attacks, number of previous admissions to hospitals, date and duration of each, duration of last psychosis before admission, date of last admission, period of last hospital residence when admitted, and date and number of hospital discharges for year. Filed chronologically. (Daily, official.) 6¼ x 6-3/4 loose cards, 4 in., in card cabinet. Clinical Room. (Bldg. A). (135)

242. RECORDS OF FIRST ADMISSION AND READMISSION TO HOSPITAL, 1933 to date. Showing name, identification number, psychosis, age on admission, marital status, nativity, citizenship, education, occupation, environment, present residence, length of time in New York State; etiological facts, including heredity, mental make-up, alcholic and drug habits, duration of present attack before admission, number of previous attacks, and date of admission. Filed alphabetically. (Daily, official.) 6¼ x 6-3/4 loose sheets, 1 ft. 4 in., in drawer of wooden filing case. Clinical Room. (Bldg. A). (136)

243. ROUTINE RECORDS ON DEATHS, 1933 to date. Information upon the death of patient, including telegram to nearest relative, receipt for body by undertaker, transit or burial permit, application for flag, inspection of body, data for local cause of death, inventory and disposition of personal effects and complete history of medical treatment. Filed alphabetically. (Daily, official.) 9½ x 12 envelopes, 6 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (137)

244. MASTER FILE TO PATIENTS, 1933 to date. To patients' records of clinic. Filed numerically. (Daily, official.) 9 x 15 bound vol. 1 in., on table. Clinical Room. (Bldg. A). (138)

245. ANNUAL REPORT ON FARM AND ROAD EQUIPMENT, 1933 to date. Reports giving description and cost of operation of all farm and road equipment maintained by this Facility. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (139)

246. CORRESPONDENCE, 1933 to date. Correspondence relative to activities of this department. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. Clinical Room. (Bldg. A). (140)

247. CARD INDEX FILE, 1933 to date. Index to personnel records showing names and addresses of employees; data on employees dismissed for various reasons; and garage rentals. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 in., in steel card cabinet. Clinical Room. (Bldg. A). (141)

248. RECAPITULATION OF MOTOR VEHICLE EXPENSE, 1933 to date. Showing date, station administration number, make of car, cost per mile, days in service and idle, salaries of drivers, and garage expense. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (142)

249. STATISTICAL DATA ON RELATIVES OF PATIENTS, 1933 to date. Including names and addresses of wife, brothers, sisters and father, date and place of birth, occupation, age at death, if deceased; date and cause of death, and other general information on patient's family. Filed numerically. Indexed. (Daily, official.) 9½ x 12 envelopes, 5 ft., in 3 drawers of metal filing case. Clinical Room. (Bldg. A). (143)

250. QUESTIONNAIRES, 1933 to date. Pertaining to mail received and sent by patients. Filed numerically. (Daily, official.) 9½ x 12 envelopes, 10 ft., in 5 drawers of metal filing case. Clinical Room. (Bldg. A). (144)

251. REPORT OF ADMISSION OF VOLUNTARY PATIENTS, 1933 to date. Records listing name of institution, date, name of patient, residence, sex, age, nativity, occupation, marital condition, and name and address of person responsible for patient's admission; also reports concerning discharge of voluntary patients. Filed numerically. Index. (Daily, official.) 9½ x 12 envelopes, 9 ft., in 5 drawers of metal filing case. Clinical Room. (Bldg. A). (145)

252. REPORT OF ASSAULTS, ACCIDENTS, ELOPEMENTS, AND INJURIES, 1933 to date. Reports showing nature of assault and penalty imposed, causes of accidents and injuries sustained, and information relative to elopements. Filed numerically. Index. (Daily, official.) 9½ x 12 envelopes, 1 ft., in drawer of steel filing case. Clinical Room. (Bldg. A). (146)

253. DISCHARGE RECORDS, 1933 to date. MEDICAL FORM 7. Showing psychosis, age on discharge, nativity of patient, residence when admitted, number of previous attacks, date and duration of each previous hospital confinement, duration of last psychosis and last hospital residence, total duration of hospital life, condition on discharge, date of parole and discharge, and hospital discharge for year. Filed alphabetically. (Daily, official.) 6½ x 6-3/4 loose

cards, 1 ft. 4 in., in card cabinet. Clinical Room. (Bldg. A). (147)

254. LAUNDRY OPERATING REPORT, 1933 to date. Form 6007, showing personnel data, operating expense, and supplies used. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Clinical Room. (Bldg. A). (148)

255. TEMPERATURE CHART, 1933 to date. Form 8139, showing temperatures of patients receiving treatment. Filed chronologically. (Daily, official.) loose forms, 10 in., in paper boxes. Clinical Room. (Bldg. A). (149)

256. PATIENT'S IDENTIFICATION TAGS, 1933 to date. Form 2596, showing name of patient, ward, register number, address, and name and address of nearest relative. Filed chronologically. (Daily, official.) 3 x 5 bundles, 1 ft., in card cabinet. Clinical Room. (Bldg. A). (150)

257. CLINICAL RECORD, 1933 to date. Form 2614a, showing name, class of beneficiary, case and register numbers, name and permanent address of patient, religion, birthplace, date of birth, sex, race, marital status, occupation, date of discharge from last service, and data relative to diagnosis and treatment of case; also Form 2614e clinical progress chart, running record of progress of disease and response to treatment; Form 2614f, weight chart showing fluctuation of patient's weight; Form 2614g-operation record, results of major and minor operations; Form 2614h-Roentgenological report, record of X-rays taken; Form 2614i-laboratory examinations, results of thorough laboratory examinations; Form 2614j-ward surgeon's record, record of treatment prescribed by ward surgeon; Form 2614k nurses' records, report of nurse's ministrations and services to patient, progress of disease, or other sickness; Form 2614l occupational therapy, classification of occupational tendencies of each patient, showing occupation before hospitalization, and present assignment; Form 2614m physiotherapy record, record showing treatment of disease or other illness; Form 2614n-n1, Form n2-post-mortem records; Form 2614p dental records. Filed numerically. Index. (Daily, official.) 9½ x 12 envelopes, 72 ft. 6 in., in 37 drawers of metal filing case. Clinical Room. (Bldg. A). (151)

258. REPORT OF CONTINUOUS TUB BATHS AND WET PACKS, Aug. 1936 to date. Showing name, ward number, date, duration of bath, and signature of ward surgeon. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in paper boxes. Clinical Room. (Bldg. A). (152)

259. PERSONNEL ATTENDANT RECORD, 1933 to date. Showing

name and address of employee, number of hours allotted each day in performance of duties, time lost by illness, and signature of head attendant. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in 2 wooden filing cases. Clinical Room. (Bldg. A). (153)

260. DISCHARGE OF PATIENTS, ROUTINE RECORD, 1933 to date. Showing name, financial status, refunds, and reason for discharge. Filed numerically. (Daily, official.) 9½ x 12 envelopes, 1 ft. 4 in., in drawer of steel filing case. Clinical Room. (Bldg. A). (154)

261. DENTAL APPOINTMENT BOOK, 1933 to date. Showing name of patient, time of appointment, case and register numbers, hospital classification, service or non-service, work to be done, completed, and time of completion. Filed chronologically. (Daily, official.) 5 x 9 bound vol. 5 in., in drawer of desk. Dental Room. (Bldg. A). (155)

262. GOLD CARD, 1933 to date. Medical Form 2609, record of gold used for dental purposes, showing date, record of gold used, name of patient and dentist, signature of mechanic, estimated amount of gold required, amount returned, and actual amount used. Filed chronologically. (Daily, official.) 5 x 8 cards, 2 in., in drawer of wooden filing case. Dental Room. (Bldg. A). (156)

263. DENTAL RECORD CHART AND ORAL EXAMINATION BLANK, 1933 to date. Medical Form 2570, record of results of dental examinations, showing name of patient, date of examination, and conditions to be corrected. Filed alphabetically. (Daily, official.) 8 x 10 folders, 1 ft., in drawer of steel filing case. Dental Room. (Bldg. A). (157)

264. MONTHLY DENTAL REPORT, 1933 to date. Medical Form 2587, showing Facility, expendable supplies, dental officer, month, service and non-service connection, number and results of examinations, and X-rays taken. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Dental Room. (Bldg. A). (158)

265. DENTAL RECORDS, 1933 to date. Medical Form 2614p, showing date on examination, missing, carious, non-vital and impacted teeth; and other data concerning dental work. Filed alphabetically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel filing case. Dental Room. (Bldg. A). (159)

266. BENEFICIARY'S REQUISITIONS, 1933 to date. Records of articles requisitioned by beneficiaries from patients of this Facility, showing beneficiary's name, case number, list of articles, unit and total costs, signatures of ward surgeon

and ward nurse, date and time received, and ward number. Filed numerically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (160)

267. PHYSICAL EXAMINATIONS, 1933 to date. Records showing physical condition of patients. Filed alphabetically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (161)

268. CLINICAL RECORD BRIEF, 1933 to date. Medical Form 2614-a, showing name, class of beneficiary, case and register numbers, Facility, permanent address of patient, date and place of birth, and other information relative to treatment of patient since date of admission. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (162)

269. INDEX TO REGISTER OF PATIENTS, 1933 to date. Medical Form 2580, showing name, case number, date of birth, home address, last rank and organization, In-patient record, registration number, date admitted and discharged. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in drawer of wooden filing case. Accounting Office. (Bldg. A). (163)

270. PUBLIC VOUCHER FOR PURCHASES AND SERVICES, 1933 to date. Standard Form 1034, showing date of voucher, appropriation symbols, name of payee, address, account number of payee, contract number, date, requisition number, purpose, signature of payee, total, differences, signature and title of authorizing party, how paid, check number, and date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 20 ft. 6 in., in 20 drawers of steel filing case. Accounting Office. (Bldg. A). (164)

271. VOUCHER FOR ADJUSTMENTS, 1933 to date. Standard Form 1080, showing funds to be debited, disbursing office voucher number, bill and paying office numbers, symbol, or title and amount, name of department, bureau, or office, funds to be credited, number or order, date of delivery, articles or services, quantity, unit price, and total adjustment. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft. 1 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (165)

272. CORRESPONDENCE, 1933 to date. Correspondence and telegrams pertaining to accounting procedure, chiefly with division of finance, budget officers, general accountant, and disbursing officers. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft. 4 in., in 2 drawers of steel filing case. Accounting Office. (Bldg. A). (166)

273. SALARY RECORD CARDS, 1933 to date. Finance Form 993, showing date, name, station, dates of birth and appointment, position, grade, salary, fiscal year, gross amount earned, deductions, and retirement data. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft. 6 in., in 4 steel card cabinets. Accounting Office. (Bldg. A). (167)

274. PAYROLL FOR PERSONAL SERVICES, 1933 to date. Standard Form 1013, showing page number, name of department, bureau, or office; location, name of disbursing officer, pay period, name, grade, designation rate, gross amount earned, deductions, retirement, net amount paid, and signature of payee; also certification of correction of amounts, with any differences shown. Filed chronologically. (Frequently, official.) 12 x 17½ loose-leaf books, 8½ in., on steel shelves. Accounting Office. (Bldg. A). (168)

275. TRAVEL AUTHORIZATIONS, 1933 to date. Medical Forms 2509, 2511, 2512, 2514, 45, 7, 4508 and 4512, for travel on official business, showing name of traveler, names and case numbers of claimants, government request numbers, serial numbers of railroad tickets, and total cost of trips. Filed alphabetically. (Daily, official.) 9 x 11 folders, 7 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (169)

276. SCHEDULES OF ADJUSTMENTS, 1933 to date. Standard Form 1081 showing debit and credit of adjustment of appropriations, schedule number, sheet number, name of department credited or debited, period ending, disbursing office symbol number, appropriations debited or credited, voucher number and certificate of deposit number. Filed chronologically. (Frequently, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (170)

277. STATEMENT OF DISBURSEMENTS, 1933 to date. Standard Forms 1064 and 1065, showing schedule number, name of department, bureau, or office; date period, station name, symbol number, and amounts of appropriations. Filed chronologically. (Frequently, official.) 9 x 11 folders, 9 in., on steel filing case. Accounting Office. (Bldg. A). (171)

278. RETIREMENT AND DISABILITY FUND CREDIT, 1933 to date. Standard Form 1070, showing name of department, bureau, or office; name of maker, title, station, period, disbursing office symbol, and voucher numbers, bureau or office voucher number, amount of retirement deductions, totals, amount deposited with U.S.Treasurer, and schedule number. Filed chronologically. (Frequently, official.) 9 x 11 folders, 4 in., in drawer of filing case. Accounting Office. (Bldg. A). (172)

279. EXPENDITURE SCHEDULE AND PURCHASE ORDER, 1933 to date. Form 2696, pertaining to purchases by patients, showing name of patient, articles to be purchased, price, total amount, name of accountant, and approval of Chief Medical Officer. Filed numerically. (Daily, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (173)

280. PATIENTS' AND MEMBERS' LEDGER, 1933 to date. Form 1083, showing name of patient, pension number, fund, legal guardian, ward location, address, whether competent, date, receipt voucher number, deposits, withdrawals, balance, funds from government and private sources, and encumbrance. Filed alphabetically. (Daily, official.) 8 x 11 bundles, 2 ft. 9 in., on steel shelves. Accounting Office. (Bldg. A). (174)

281. REGISTER OF ALLOCATIONS, 1933 to date. Standard Form 1017c, ledger sheets of transactions, showing previous balance, symbol, date, reference number, description, vouchers audited, encumbrances liquidated, authorized, allotments, and unencumbered balance of allotment. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf sheets, 6 in., on steel shelf. Accounting Office. (Bldg. A). (175)

282. ALLOTMENT LEDGERS, 1933 to date. Standard Form 1015a, ledger sheets, showing station symbols, previous balance, date, reference number, description, audited vouchers, encumbrances, amount liquidated, authorized, and allotted; and unencumbered allotment. Filed chronologically. (Daily, official.) 11 x 16 loose-leaf books, 1 ft., on steel shelf. Accounting Office. (Bldg. A). (176)

283. COST LEDGER, OPERATING EXPENSES, 1933 to date. Form 6606, showing salaries, material and supplies, subsistence, freight, repairs and preservations of property, traveling expenses, gross totals, transfers, debits, credits, totals for month, and balance brought forward; also expense items for administrative; medical and surgical; nursing; reconstruction; X-ray; laboratory; dietetics; motor vehicle operation; laundry; building and grounds; general expenses; indirect cost; general power plant; fire; police; dental; farm; and building maintenance. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf books, 6 ft., on steel shelf. Accounting Office. (Bldg. A). (177)

284. REGISTER OF STOREHOUSE ISSUES, 1933 to date. Form 6502, accounting ledger sheets, showing name of agency, month, item, amount, and symbols and initials to indicate branch or division of agency; also information relative to general operating expense, and freight handling. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf books, 5 in., on steel shelf. Accounting Office. (Bldg. A). (178)

285. VOUCHER REGISTER, 1933 to date. Form 6602, record of vouchers posted, showing name of agency, month, date entered, voucher number, creditors, explanation, credits, debits, bureau authorizations, discount on purchase, valuation, non-hospitalization, livestock, stores, expendable, non-expendable, amounts, operating expense, and total vouchers. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf books, 9 in., on steel shelf. Accounting Office. (Bldg. A). (179)

286. INTERDEPARTMENTAL CORRESPONDENCE, 1933 to date. Relative to general activities of this Facility. Filed subjectively. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (180)

287. RECAPITULATION OF REGISTERS, 1933 to date. Form 6608, showing recapitulation of all registers, of land and improvements, buildings and plant, replacements, equipment, equipment surcharge, livestock, stores, subsistence miscellaneous, freight and handling, bureau authorizations, discount on purchases, transfer vouchers issued, transferred vouchers received, operating expenses, non-hospitalization and valuation accounts, operating and other income. Filed chronologically. (Daily, official.) 15 x 18 loose-leaf books, 3 in., on steel shelf. Accounting Office. (Bldg. A). (181)

288. LEASE CONTRACTS, 1933 to date. Form 1285, contracts for leasing quarters and garage space, showing place, date, contract number, manager's name, description of property, period of lease, rental value, and signatures of lessors, lessees, and witnesses. Filed alphabetically. (Rarely, official.) 9 x 11 folders, ½ in., in drawer of steel filing case. Accounting Office. (Bldg. A). (182)

289. EMPLOYEE'S CLEARANCE FROM INDEBTEDNESS, 1933 to date. Form 3248, employee's purchase record showing station name, date, name of employee, type of employment, section and division, effective date, departments, articles, quantity, title of accountant in charge, date of final payment and signature of special disbursing agent. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Accounting Office. (Bldg. A). (183)

290. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Records relative to condition of patients in each ward, including description of disease and patient's progress. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of desk. Ward 1-A. (Bldg. A). (184)

291. INTERDEPARTMENTAL CORRESPONDENCE, 1933 to date.

Filed by subject. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Ward 1-A. (Bldg. A). (185)

292. BENEFICIARIES' REQUISITIONS, 1933 to date. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date of receipt of article. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (186)

293. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports showing name of patient, dates of arrival and transfer, nature of transfer, wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 1 ft., in drawer of steel filing case. Ward 1-A. (Bldg. A). (187)

294. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Showing amount of money on deposit for each patient. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 4 in., in drawer of desk. Ward 1-A. (Bldg. A). (188)

295. CREDIT SLIP FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. Forms 2598 and 2598a, for supplies returned to supply department, showing name of department from which articles are returned, quantity, names and descriptions of articles, and unit price. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (189)

296. ISSUE SLIPS, 1933 to date. Form 2598, used to record supplies issued to patients, showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (190)

297. APPRAISERS' LIST, OCCUPATIONAL THERAPY SERVICE, 1933 to date. Form 2589, showing value of articles in possession of custodian listing number and type of articles, value, authority to and date of disposal, date of appraisal, and signatures of appraisers and officials involved. Filed chronologically. (Seldom, official.) 9 x 11 folders, ½ in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (191)

298. EXCHANGE SLIPS, 1933 to date. Form 2598c, used in connection with exchange of articles, showing names of articles, and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (192)

299. CONSOLIDATED DIET SHEET, 1933 to date. Form 2603,

showing wards and dining room served, date, total number of patients, diets for all meals, liquid or heavy diet, and other data of a dietetic nature. Filed numerically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of metal filing case. Ward 1-A. (Bldg. A). (193)

300. NIGHT RECORD, ATTENDANT LOCATION OF NURSE, 1933 to date. Records showing work of night nurse on duty listing description of services performed, time of starting and going off duty, and name of ward. Filed chronologically. (Daily, official.) 9 x 10 bound vol. 1 ft. 5 in., on shelves. Ward 1-A. (Bldg. A). (194)

301. CONFIDENTIAL EFFICIENCY REPORT ON EMPLOYEES OF THE MEDICAL AND HOSPITAL SERVICE, 1933 to date. Form 2623, listing date, name, rank or designation, salary, period, favorable or unfavorable comments, and outstanding characteristics. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (195)

302. DAILY REPORT OF OCCUPATIONAL AIDE, 1933 to date. Form 2592, record of various occupations engaged in by patients, showing station, month, line number, name of patient, daily attendance, total hours, rating, type of project, and signature of official involved. Filed chronologically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (196)

303. DAILY REPORT OF PHYSIOTHERAPY AIDE, 1933 to date. Form 2581, showing type of physiotherapeutical treatment given, such as massage, elecrotherapy, hydrotherapy, thermotherapy, actinotherapy, and physical exercise. Filed chronologically. (Daily, official.) 9 x 11 folders, 9 in., in drawer of steel filing case. Ward 1-A. (Bldg. A). (197)

304. PHYSIOTHERAPY DAILY PROGRESS REPORT CARD, 1933 to date. Form 2611 showing condition of patient, type of sickness, and response to physiotherapeutical treatments. Filed chronologically. (Daily, official.) 5 x 8 loose-leaf books, 9 in., in card cabinet. Ward 1-A. (Bldg. A). (198)

305. GOLD ISSUE SLIPS, 1933 to date. Form 2609, showing amount of gold issued for dental purposes. Filed chronologically. (Monthly, official.) 5 x 8 loose-leaf books, ½ in., on wooden shelf. Ward 1-A. (Bldg. A). (199)

306. ALCOHOLIC AND NARCOTIC DRUGS, 1933 to date. Form 2638, showing Facility number, month, year, ward, type of drug, balance on hand from last month, amounts received and dispensed, and form in which drugs were administered. Filed chronologically. (Monthly, official.) 9 x 11 bundles, 4 in.,

on wooden shelf. Ward 1-A. (Bldg. A). (200)

307. CHIEF NURSE'S DAILY SUMMARY, 1933 to date. Prepared by chief nurse, showing number of beds, extra beds, admissions, discharges, deaths, visits, transfers in and out, leaves of absence, escapes, census, absent without leave, sick in bed, patients employed in ward, and general information concerning condition of patients. Filed chronologically. (Daily, official.) 9 x 11 folders, 8 in., in drawer of metal filing case. Ward 1-A. (Bldg. A). (201)

308. CHIEF NURSE'S TIME BOOK, 1933 to date. Complete list of nurses on staff, both off and on duty; and number of hours required to fulfill duties. Filed numerically. (Daily, official.) 10 x 15 bound vol. ½ in., on wooden shelf. Ward 1-A. (Bldg. A). (202)

309. CREDIT SLIP FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. Forms 2598 and 2598a, used in connection with supplies returned to supply department, showing name of department from which articles are returned, quantity, names and descriptions of articles, and unit price. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 1-B. (Bldg. A). (203)

310. ISSUE SLIPS, 1933 to date. Form 2598b, used to record supplies issued to patients, showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 1-B. (Bldg. A).)204)

311. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports prepared by nurses, showing name of patient, dates of arrival and nature of transfer and wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 1 ft., in drawer of steel filing case. Ward 1-B. (Bldg. A). (205)

312. EXCHANGE SLIPS, 1933 to date. Form 2598c, used in connection with exchange of articles, showing names of articles, and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 1-B. (Bldg. A). (206)

313. BENEFICIARIES REQUISITIONS, 1933 to date. V. A. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date of receipt of article. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 1-B. (Bldg. A). (207)

314. INTERDEPARTMENTAL CORRESPONDENCE, 1933. Filed by subject. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Ward 1-B. (Bldg. A). (208)

315. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Relative to condition of patients in each ward, including description of disease or other sickness, and progress of same. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel desk. Ward 1-B. (Bldg. A). (209)

316. CREDIT SLIP FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. Forms 2598 and 2598a, used in connection with supplies returned to supply department, showing name of department from which articles are returned, quantity, names and descriptions of articles, and unit price. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 2-B. (Bldg. B). (210)

317. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports prepared by nurses showing name of patient, dates of arrival and of transfer, nature of transfer and the wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 1 ft., in drawer of steel filing case. Ward 2-B. (Bldg. B). (211)

318. ISSUE SLIPS, 1933 to date. Form 2598b, used to record supplies issued to patients, showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 2-B. (Bldg. B). (212)

319. EXCHANGE SLIPS, 1933 to date. V.A. Form 2598c, used in connection with exchange of articles, showing type of articles, and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 2-B. (Bldg. B). (213)

320. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Showing amount of money on deposit for each patient. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 8 in., in drawer of steel filing case. Ward 2-B. (Bldg. B). (214)

321. BENEFICIARIES REQUISITIONS, 1933 to date. V.A. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date of receipt of article. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 2-B. (Bldg. B). (215)

322. INTERDEPARTMENTAL CORRESPONDENCE, 1933 to date. Filed by subject. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Ward 2-B. (Bldg. B). (216)

323. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Records relating to condition of the patients in each ward, including description of disease or other sickness, and progress of same. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel desk. Ward 2-B. (Bldg. B). (217)

324. CREDIT SLIP FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. Forms 2598 and 2598a, used in connection with supplies returned to supply department, showing name of department from which articles are returned, quantity, type, and description of articles, and unit price. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 2-A. (Bldg. B). (218)

325. ISSUE SLIPS, 1933 to date. Form 2598b, used to record supplies issued to patients, showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 2-A. (Bldg. B). (219)

326. EXCHANGE SLIPS, 1933 to date. Form 2598C, used in connection with exchange of articles, showing types of articles and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 2-A. (Bldg. B). (220)

327. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports prepared by nurses showing name of patient, dates of arrival and transfer, nature of transfer, and wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 1 ft., in drawer of steel filing case. Ward 2-A. (Bldg. B). (221)

328. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Showing amount of money on deposit for each patient. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 4 in., in drawer of steel filing case, and in drawer of desk. Ward 2-A. (Bldg. B). (222)

329. BENEFICIARIES REQUISITIONS, 1933 to date. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date of receipt of article. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 2-A. (Bldg. B). (223)

330. INTERDEPARTMENTAL CORRESPONDENCE, 1933 to date. Relative to activities of this unit. Filed by subject. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Ward 2-A. (Bldg. B). (224)

331. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Relating to the condition of the patients in each ward. Data include a description of the disease and its history. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in steel desk drawer. Ward 2-A. (Bldg. B). (225)

332. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Relative to condition of patients in ward, including description of disease and history. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel desk. Ward 3-B. (Bldg. C). (226)

333. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports prepared by nurses showing name of patient, dates of arrival and transfer, reasons for transfer, and wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 1 ft., in drawer of steel filing case. Ward 3-B. (Bldg. C). (227)

334. CREDIT SLIPS FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. V.A. Forms 2598 and 2598a, showing name of department from which articles are returned, quantity, name and description of articles, and unit price. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 3-B. (Bldg. C). (228)

335. ISSUE SLIPS, 1933 to date. Form 2598b, used to record supplies issued to patients, showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 3-B. (Bldg. C). (229)

336. EXCHANGE SLIPS, 1933 to date. V.A. Form 2598c, used in connection with exchange of articles, showing names of articles exchanged, and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 3-B. (Bldg. C). (230)

337. BENEFICIARIES REQUISITIONS, 1933 to date. V.A. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date article was received. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 3-B. (Bldg. C). (231)

338. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Showing amount of money on deposit for each patient. Filed alphabetically. (Daily, official.) 5 x 9 loose cards. 4 in., in drawer of steel desk. Ward 3-B. (Bldg. C). (232)

339. INTERDEPARTMENTAL CORRESPONDENCE, 1933 to date. Re-

lative to activities of this unit. Filed by subject. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Ward 3-B. (Bldg. C). (233)

340. CREDIT SLIPS FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. Forms 2598 and 2598a, showing name of department from which articles are returned, quantity, name and description of articles, and unit price. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 3-A. (Bldg. C). (234)

341. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports prepared by nurses showing name of patient, dates of arrival and transfer, nature of transfer, and wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards 1 ft., in drawer of steel filing case. Ward 3-A. (Bldg. C). (235)

342. ISSUE SLIPS, 1933 to date. Form 2598b, used to record supplies issued to patients, showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 3-A. (Bldg. C). (236)

343. EXCHANGE SLIPS, 1933 to date. Form 2598c, used in connection with exchange of articles, showing type of articles exchanged, and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 3-A. (Bldg. C). (237)

344. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Showing amount of money on deposit for each patient. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 4 in., in drawer of steel filing case and in drawer of desk. Ward 3-A. (Bldg. C). (238)

345. BENEFICIARIES REQUISITIONS, 1933 to date. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date article was received. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 3-A. (Bldg. C). (239)

346. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Relative to condition of patients in ward, including description of disease and history. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel desk. Ward 3-A. (Bldg. C). (241)

347. CREDIT SLIP FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. Forms 2598 and 2598a, showing name of department from which articles are returned, quantity,

name and description of articles, and unit price. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 4-A. (Bldg. D). (242)

348. ISSUE SLIPS, 1933 to date. Form 2598b, used to record supplies issued to patients; showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 4-A. (Bldg. D). (243)

349. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports prepared by nurses showing name of patient, dates of arrival and transfer, nature of transfer, and wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 1 ft., in drawer of steel filing case. Ward 4-A. (Bldg. D). (244)

350. EXCHANGE SLIPS, 1933 to date. Form 2598c, used in connection with exchange of articles, showing names of articles exchanged, and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 4-A. (Bldg. D). (245)

351. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Showing amount of money on deposit for each patient. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 in., in drawer of steel filing case and in drawer of desk. Ward 4-A. (Bldg. D). (246)

352. BENEFICIARIES REQUISITIONS, 1933 to date. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date article was received. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 4-A. (Bldg. D). (247)

353. INTERDEPARTMENTAL CORRESPONDENCE, 1933 to date. Relative to activities of this unit. Filed by subject. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Ward 4-A. (Bldg. D). (248)

354. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Relative to condition of the patients in ward; including description of disease and progress. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel desk. Ward 4-A. (Bldg. D). (249)

355. CREDIT SLIP FOR NONEXPENDABLE AND EXPENDABLE PROPERTY, 1933 to date. Forms 2598 and 2598a, showing name of department from which articles are returned, quantity, name and description of articles, and unit price. Filed

chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. Ward 4-B. (Bldg. D). (250)

356. ISSUE SLIPS, 1933 to date. Form 2598b, used to record supplies issued to patients, showing quantity required, name and description of article, unit price, and signature of supply officer. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 4-B. (Bldg. D). (251)

357. NURSES' RECORD OF TRANSFERS BETWEEN WARDS, 1933 to date. Reports prepared by nurses, showing name of patient, dates of arrival and transfer, reasons for transfer, and wards involved. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 1 ft., in drawer of steel filing case. Ward 4-B. (Bldg. D). (252)

358. EXCHANGE SLIPS, 1933 to date. Form 2598c, used in connection with exchange of articles, showing types of articles exchanged, and date of exchange. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Ward 4-B. (Bldg. D). (253)

359. RECORD OF PATIENTS' FUNDS ON DEPOSIT, 1933 to date. Showing amount of money on deposit for each patient. Filed alphabetically. (Daily, official.) 5 x 9 loose cards, 4 in., in drawer of steel filing case, and in drawer of desk. Ward 4-B. (Bldg. D). (254)

360. BENEFICIARIES REQUISITIONS, 1933 to date. Form 2675, showing ward number, date, beneficiary's name, case number, list of articles, unit and total cost, signature of ward surgeon, and date article was received. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Ward 4-B. (Bldg. D). (255)

361. CASE HISTORIES AND PROGRESS MEMORANDA, 1933 to date. Relative to condition of patients in ward, including description of disease and history. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel desk. Ward 4-B. (Bldg. D). (257)

362. CREDIT SLIPS, 1933 to date. Form 2598a, issued in connection with return to Supply Room of unused supplies. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Recreational Office. (Bldg. E). (258)

363. CORRESPONDENCE, 1933 to date. Correspondence with American Red Cross, Veterans of Foreign Wars, American Legion, and other organizations. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Recreational Office. (Bldg. E). (259)

364. MONTHLY REPORT ON ACTIVITIES, 1933 to date. Relative to activities of this department, including schedule for future work. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of metal filing case. Recreational Office. (Bldg. E). (260)

365. ISSUE SLIPS, 1933 to date. Form 2598B, used in connection with disbursement of supplies, showing type of article, unit price, name of recipient, and signatures of responsible officials. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. Recreational Office. (Bldg. E). (261)

366. CORRESPONDENCE, 1933 to date. Acknowledgments of books and magazines received. Filed chronologically. (Seldom, official.) 9 x 11 folders, 1 in., in drawer of wooden desk. Recreational Office. (Bldg. E). (262)

367. CARD CATALOG OF MEDICAL BOOKS, 1933 to date. Showing name of author, classification number, names of book and publisher, and date of publication. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 2 in., in 2 steel card cabinets. Recreational Office. (Bldg. E). (263)

368. CARD CATALOG OF BOOKS, 1933 to date. Showing name of book, classification number, names of author and publisher, date of publication, and classification. Filed alphabetically. (Daily, official.) 3 x 5 cards, 14 ft., in 16 drawers of card cabinet. Library Office. (Bldg. E). (265)

369. GIFT RECORD, 1933 to date. Given this department by various organizations, showing name of organization, type of contribution, and signature of recipient. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. Recreational Office. (Bldg. E). (264)

CASTLE POINT

VETERANS' ADMINISTRATION FACILITY
(A) Administration Building.
(B) Ambulant Building Ward A.
(C) Ambulant Building Ward B.
(D) Ambulant Building Ward C.
(E) Laundry Building.
(F) "Old Barn".

This Facility was established September 1924 under the jurisdiction of the Veterans' Bureau. In July 1930 it pass-

ed under the control of the newly organized Veterans' Administration. The functions of this Facility are to provide hospitalization and care for World War and other veterans. Obsolete records are either destroyed on authorization from Washington or sent to the Veterans' Supply Depot at Perry Point, Md. Death certificates are sent to Washington, D. C.

370. PAYEES' RECORD CARDS, July 1, 1923 - Mar. 31, 1933. Form 1039, records of accounts paid to payees or firms, covering all expenses. Filed alphabetically. (Rarely, official.) 5 x 8 loose cards, 2 ft. 6 in., in wooden bins. Inactive Record Room. (Bldg. A). (26)

371. VETERANS' TERRITORIAL CORRESPONDENCE, Sept. 15, 1924, to date. Correspondence concerning veterans' inquiries for admittance into other institutions and with representatives from these institutions concerning financial matters. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 2 ft., in 3 drawers of steel filing case. Clinic Office. 1st floor. (Bldg. A). (7)

372. GENERAL ACTIVE CLINICAL RECORDS, Sept. 15, 1924 to date. Correspondence, case histories, nurses', medical, monthly physical, and dental reports; examination records, and tabulations relating to applicant's history and physical and financial condition upon admittance; also details in regard to dental and medical attention thereafter, and all other examination reports prior to dismissal. Index. Filed alphabetically. (Daily, official.) 8 x 10½ folders, 30 ft., in drawers of 3 steel filing cases. Clinic Office, 1st floor. (Bldg. A). (1)

373. INACTIVE X-RAY FILMS, Sept. 15, 1924 to date. Of discharged patients, and death cases. Filed numerically. (Seldom, official.) 14 x 17 pockets, 37 ft. 8 in., in wooden boxes. Papers dirty and sooty. Storeroom. (Bldg. F). (67)

374. ACTIVE PERSONNEL RECORDS, ACTIVE AND INACTIVE CORRESPONDENCE AND RECORDS, Sept. 1924 to date. Personnel records of all employees containing papers, forms, applications, declarations of appointees, history statements, instructions, recommendations, promotions or demotions, resignations, and employees' clearance from indebtedness; correspondence in connection with personnel, and monthly physical examination reports of all employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 15 ft. 5 in., in 4 drawers of 2 steel filing cases. Manager's office, Personnel, 1st floor. (Bldg. A). (63)

375. GENERAL INACTIVE CLINICAL RECORDS, Sept. 15, 1924 to date. Patients' case histories. Index. Filed alphabetically. (Seldom, official.) 8 x 10½ folders, 70 ft., in 3 drawers of steel filing cases. Clinic Office, 1st floor.

(Bldg. A). (2)

376. CORRESPONDENCE AND MISCELLANEOUS FILE, Sept. 15, 1924 to date. Correspondence with service organizations re patients' funds and effects; with Washington concerning instructions for hospital orders; copies of outgoing and incoming telegrams; daily reports from physician in charge; and hospital orders. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft. 8 in., in 2 drawers of steel filing case. Manager's Office, 1st floor. (Bldg. A).

377. PERSONNEL JOURNAL AND MONTHLY REPORT CHART OF ORGANIZATION, Sept. 15, 1924 to date. Personnel journal showing all appointments, changes, and discharges of decentralized employees for week; also monthly personnel report showing personnel on duty and number of each position. Filed numerically. (Daily, official.) various folders, covers and loose-leaf books, 3 ft. 6 in., in drawers of steel safe. Manager's Office, 1st floor. (Bldg. A). (64)

378. PATHOLOGICAL CARDS, Sept. 15, 1924, to date. Showing applicant's physical condition upon arrival, and diagnosis of case. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 ft., in wooden card cabinets. Clinic Office, 1st floor. (Bldg. A). (3)

379. ACTIVE HOSPITAL DISCHARGE RECORDS, Sept. 15, 1924 to date. Listing diagnosis, and daily condition of patient; also services rendered up to, and including date of discharge. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in steel card cabinet. Clinic Office, 1st floor. (Bldg. A). (4)

380. ACTIVE AND INACTIVE REGISTER APPLICATION CARDS, Sept. 15, 1924 to date. Giving location and condition of patient and date of admittance, and discharge. Indexed. (Daily, official.) 8 x 10½ folders, 4 ft., in 4 drawers of wooden filing case. Clinic Office, 1st floor. (Bldg. A). (5)

381. VETERANS' COMPENSATION STATUS AND SERVICE RECORDS, Sept. 15, 1924 to date. Form A-3832, showing eligibility of applicant for compensation, supplies, and hospital treatment; also financial condition of applicant upon entrance and dismissal. Filed alphabetically according to classification. (Daily, official.) 5 x 8 cards, 4 ft., in 4 drawers of steel card cabinet. Clinic Office, 1st floor. (Bldg. A). (6)

382. INACTIVE CLINICAL REGISTRY RECORDS, May 15, 1924 to date. Listing complete case history of each patient. Filed numerically. (Rarely, official.) 9 x 11½ folders, 118 ft., in open wooden bins. Temporary Store Room. (Bldg. A). (8)

383. COMBINED CASE HISTORY RECORDS, Sept. 15, 1924 to date. Listing full history of patients and including all clinical and financial information up to and including time of dismissal or death. Filed numerically. (Rarely, official.) 10½ x 11½ folders, 84 ft., in 4 drawers of steel filing case, and in open bins. Inactive Record room. (Bldg. A). (9)

384. MISCELLANEOUS CORRESPONDENCE AND GENERAL REPORTS, Sept. 15, 1924 to date. Correspondence pertaining to required operations for day as regards to daily clinical duties; also doctors' and nurses' medical reports on wards. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft. 4 in., in drawer of wooden filing case. Clinical Director's Office, 1st floor. (Bldg. A). (10)

385. PATIENTS' X-RAY COPY, Sept. 15, 1924 to date. Medical Form 2614h, showing X-ray condition of patient at time of entrance and thereafter. Filed alphabetically. (Daily, official.) 9 x 11½ folders, 6 ft. 6 in., in 4 drawers of wooden filing case. X-ray office. (Bldg. A). (11)

386. CROSS INDEX TO X-RAY FILMS, Sept. 15, 1924 to date. Cards listing name of patient, registration, and X-ray numbers. Filed alphabetically. (Daily, official.) 4 x 6 cards, 6 ft., in 8 drawers of 2 wooden filing cases. X-ray office. (Bldg. A). (12)

387. X-RAY FILMS, Sept. 15, 1924, to date. Active X-ray films of patients. Filed according to X-ray number. (Daily, official.) 14½ x 17½ envelopes, 16 ft. 6 in., in 12 drawers of 3 steel filing cases. X-ray office. (Bldg. A). (13)

388. PATIENTS' MEALS AND LODGING REQUESTS, July 1, 1925 - June 30, 1934. Forms 955 and 3266a for patients requesting meals and lodging. Filed numerically. (Seldom, official.) 9 x 11 forms, 1 ft. 1 in., in wooden bin. Inactive Record Room. (Bldg. A). (28)

389. CORRESPONDENCE, July 1, 1925, to date. Correspondence with Washington in regard to financial matters, and instructions to Accounting Department. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 2 in., in 2 drawers of steel filing case. Accounting Unit, 1st floor. (Bldg. A). (18)

390. INACTIVE DUPLICATE REGISTER CARDS OF SET-UPS IN 2D CIVIL SERVICE DISTRICT NEW YORK OFFICE, Oct. 1925 - 1934. Correspondence, Civil Service Commission forms and other records of people who have passed civil service examinations. Filed alphabetically. (Never.) Variously sized bundles, 8 in., in open wooden bins. Inactive Record Room. (Bldg. A). (25)

391. CLINICAL RECORDS, Nov. 28, 1925 to date. Medical records of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 10 in., in drawer of steel filing case. Doctor's Office, Ward E. (Bldg. A). (43)

392. BUSINESS MANAGER'S INACTIVE OFFICE RECORDS, CORRESPONDENCE AND REPORTS, 1925 - Mar. 1936. Inactive contracts, bids, purchases, construction orders, division allotments, directors' decisions, miscellaneous correspondence, time sheets, Washington office contracts for subsistence, and daily guard reports. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 24 ft. 4 in., in wooden bins. Inactive Record Room. (Bldg. A). (61)

393. CLINICAL RECORDS, 1925 to date. Medical records of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 7 in., in 4 drawers of steel filing case. Doctor's Office, Ward C. (Bldg. D). (51)

394. CLINICAL RECORDS, 1925 to date. Medical records of hospitalized patients and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 6 in., in 4 drawers of steel filing case. Doctor's Office, Ward B. (Bldg. C). (50)

395. CLINICAL RECORDS, 1925 to date. Medical records of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 3 ft. 5 in., in 4 drawers of steel filing case. Doctor's office, Ward A. (Bldg. B). (49)

396. CLINICAL RECORDS, 1925 to date. Medical records of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 10 in., in drawer of steel filing case. Doctor's Office, Ward D3. (Bldg. A). (48)

397. CLINICAL RECORDS, 1925 to date. Medical records of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9 x 11½ folders, 1 ft. 9 in., in drawer of steel filing case. Doctor's office, Ward D2. (Bldg. A). (47)

398. CLINICAL RECORDS, 1925 to date. Medical records of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 8 in., in drawer of steel filing case. Doctor's Office, Ward D1. (Bldg. A). (46)

399. CLINICAL RECORDS, 1925 to date. Medical records

of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 9 in., in drawer of steel filing case. Doctor's Office, Ward E. (Bldg. A). (44)

400. STATION COPY OF TRANSPORTATION REQUESTS, PURCHASE ORDER BOOKS, RECORDS OF 1/2 RATE TICKETS, July 1926 - May 15, 1935. Station copies of transportation and meal requests for patients for travel in line of duty; also inactive records of half-rate transportation tickets for leave of absence to patients; and inactive purchase order record books. Filed numerically. (Rarely, official.) Variously sized vols. and loose-leaf books, 1 ft. 10 in., in wooden bin. Inactive Record Room. (Bldg. A). (62)

401. PATIENTS' FUNDS AND ASSOCIATED PAPERS, July 1, 1926 - June 30, 1935. Standard Form 1014m; official form vouchers, collection and disbursing ledger with instructions and letters pertaining to patients' funds, describing amount of funds, debit, credit, balance, dates, and names of patients; patients' funds show amount of cash patient has in his account when entering hospital, and debits and credits recorded from time to time. Filed numerically. (Rarely, official.) Variously sized forms, 2 ft., in 2 wooden bins. Inactive Record Room. (Bldg. A). (29)

402. CORRESPONDENCE AND MISCELLANEOUS FILE, 1926 to date. Correspondence from Department of Agriculture on supplies used at hospital, correspondence with Washington, manager's confidential correspondence; record sheets of utility workers; daily time sheets; inactive construction contracts; and daily reports of guards and laborers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 ft., in 8 drawers of 2 wooden filing cases. Business Manager's Office, 1st floor. (Bldg. A). (60)

403. CLINICAL RECORDS, 1926 to date. Medical records of hospitalized patients, and data on wards. Filed alphabetically. (Daily, official.) 9½ x 11½ folders, 1 ft. 10 in., in drawer of steel filing case. Doctor's Office, Ward E. (Bldg. A). (45)

404. ACCOUNTS OF SALE OR COLLECTION, LAUNDRY OPERATIONS, REPORTS AND PRICE LISTS, Jan. 1927 to date. Records of hospital orders, regulations, engineers' reports, inventory lists, daily reports, and monthly laundry operation reports. Filed alphabetically. (Daily, official.) 9 x 11½ folders, 9 in., in drawer of steel filing case. Superintendent's Office. (Bldg. E). (41)

405. STOCK RECORD CARDS, 1927 to date. Records cards of receipts expendable, and stock on hand. Filed alpha-

betically. (Daily, official.) 5 x 7 cards, 2½ in., in drawer of wooden desk. Subsistence Storeroom. (Bldg. A). (40)

406. PROPERTY RECORDS CARDS, EXPENDABLE AND NONEXPENDABLE, 1927 to date. Forms 1243 and 2598f, property record cards showing class number, unit, article, unit price, time received and issued, voucher number, amount issued, department, and location. Filed according to classification. (Daily, official.) 5 x 6 cards, 3 ft. 4 in., in 2 wooden covered trays on desk. Property Room. (Bldg. A). (39)

407. CORRESPONDENCE ON REPORTS, 1927 to date. Letters of instructions regarding various disbursing reports. Filed alphabetically. (Never.) 9 x 12 folders, 6 in., in open wooden bin. Inactive Record Room. (Bldg. A). (23)

408. SALARIES AND PAYROLLS, CANCELLATION NOTICES, AND NOTICES TO RE-MAIL CHECKS, 1930 - 1935. Form 1145, records of salaries and payrolls, giving an account of the monies expended, rate paid, amount of time worked and names and classification of employee; Form 980, cancellation notices; and Form 991, notice to re-mail checks. Filed chronologically. (Rarely, official.) 4 x 8 covers, 2 ft. 6 in., in wooden bins. Inactive Record Room. (Bldg. A). (30)

409. COST ACCOUNTING REPORTS, July 1, 1930 - June 30, 1934. Reports on cost accounting, and registration of accounts, containing list of expenses or statistics on accounts, numbers, expenses, costs, and balance to date for itemized departments, salaries, material and supplies, repairs, travel, ration percentage total cost of food, total cooking, other expenses, and unit cost per ration. Filed chronologically. (Seldom, official.) 14 x 17 loose-leaf books, 3 in., in open wooden bins. Inactive Records Room. (Bldg. A). (33)

410. CONTACT CARDS OF DEALERS, 1930 to date. Complete index of dealers who have requested notices of bids, showing name, address, dates of notices and bids for equipment, supplies and merchandise, and dates of contracts when bids are accepted; also cards of dealers who have requested withdrawal of their names from file. Filed alphabetically. (Daily, official.) 4 x 6 cards, 9 in., in wooden card cabinet. Business Manager's Office, 1st floor. (Bldg. A). (56)

411. GENERAL CORRESPONDENCE ON CONSTRUCTION OF BUILDINGS AND REPAIRS, 1930 to date. Correspondence regarding building construction and repairs, contracts and bids, supervision of construction, inspectors' and Washington office reports, authorization of contracts, and construction service. Filed alphabetically. (Daily, official.) 9 x 12

folders, 4 ft. 6 in., in drawer of wooden filing case. Business Manager's Office, 1st floor. (Bldg. A). (54)

412. BUDGET RECORDS, AND ALLOTMENT LEDGER, July 1, 1931 - June 30, 1935. Form 1017c, budget records, and Form 1015a, allotment ledger, listing symbol, identification number, date, reference number, description, and allotment. Filed chronologically. (Rarely, official.) 10½ x 15 loose-leaf books, 1 ft., in open wooden bin. Inactive Records Room. (Bldg. A). (34)

413. DISBURSING RECORDS, Nov. 1931 - Mar. 1935. Form 2636, showing daily deposits, and withdrawals; also daily summary of ledger postings. Filed chronologically. (Never.) 8½ x 16½ loose-leaf books, 2 ft. 10 in., in open wooden bins. Inactive Record Room. (Bldg. A). (22)

414. GUEST MEAL AUTHORIZATION AND RECEIPT, Dec. 1931 - 1935. Form 2684, showing meal furnished, date, to whom, and method of payment. Filed chronologically. (Seldom, official.) 3 x 5 cards, 7 ft., in wooden bin. Inactive Record Room. (Bldg. A). (27)

415. FIELD SERVICE RECEIPTS, July 1932 - Mar. 1935. Receipts issued by disbursing officer, for monies received which are used for payments made by disbursing office for services rendered. Filed chronologically. (Never.) 4½ x 8½ bundles, 10 in., in open bins. Inactive Record Room. (Bldg. A). (24)

416. PAYEES RECORD CARDS, July 1, 1932 - June 30, 1935. Form 1034a, memorandum copies of paid vouchers for miscellaneous expenses for subsistence. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 15 ft. 10 in., in 2 wooden cases. Inactive Record Room. (Bldg. A). (35)

417. COMBINED DAILY AND NIGHTLY REPORTS OF ALL WARDS TO CHIEF NURSE, Dec. 1932 to date. Reports to chief nurse from all wards. Filed chronologically. (Daily, official.) 8 x 10 vols. 2 ft. 6 in., in wooden sectional book-case. Chief Nurse's Office, 1st floor. (Bldg. A). (53)

418. PAY ROLLS FOR PERSONAL SERVICES, July 1, 1933 - June 30, 1934. Standard Form 1013, listing name, grade, salary rate, gross amount earned, retirement, other deductions, signatures, location, office, and bureau or division. Filed chronologically. (Rarely, official.) 11 x 17 loose-leaf books, 4 in., in wooden bin. Inactive Record Room. (Bldg. A). (32)

419. FINANCE FILE, July 1, 1933 - Dec. 31, 1934. Payroll records, reports, contracts, quarterly statements, mis-

cellaneous correspondence, cost account data, and schedule for disbursements and collections. Filed chronologically. (Rarely, official.) variously sized folders, 12 ft., in open wooden bins. Inactive Record Room. (Bldg. A). (31)

420. INACTIVE RECORDS PERTAINING TO REQUISITIONS AND RECEIPTS OF PROPERTY, 1933 - 1935. Pending and closed requisitions, expenditure lists, consolidated memo receipts, bills of lading, property vouchers, and requests and instructions for clothing. Filed numerically. (Never.) 9 x 12 folders, 2 ft. 10 in., in wooden boxes. Property Room. (Bldg. A). (37)

421. ACTIVE RECORDS PERTAINING TO REQUISITIONS AND RECEIPT OF PROPERTY, Jan. 1934 to date. Pending and closed requisitions, expenditure lists, consolidated memoranda receipts, bills of lading, property vouchers, and list of clothing issued. Filed numerically. (Daily, official.) 9 x 12 folders, 8 ft. 7 in., in 5 drawers of wooden filing cases. Property Room. (Bldg. A). (36)

422. MISCELLANEOUS BUDGET CORRESPONDENCE, VOUCHERS, AND RECORDS OF LOCAL AND WASHINGTON OFFICE PAYMENTS, July 1, 1934 to date. Vouchers and records for procurement of instruments, records of local and central office payments, correspondence concerning instructions on payments, miscellaneous budget reports pertaining to special construction, and budget copies of scheduled disbursements. Filed according to classification. (Daily, official.) 9 x 12 folders, 3 ft. 3 in., in steel transfer case. Accounting Department, 1st floor. (Bldg. A). (16)

423. CORRESPONDENCE AND RECORDS ON TRANSPORTATION AND ON PURCHASE ORDERS, July 1934 to date. Records concerning transportation of patients to this institution for medical attention, examination for treatment, or compensation; transportation of discharged patients, purchase orders, and correspondence pertaining to supplies, equipment, and merchandise. Filed alphabetically. (Daily, official.) 9 x 12 folders, 15 ft. 6 in., in 8 drawers of steel and 1 wooden filing cases. Business Manager's Office, 1st floor. (Bldg. A). (55)

424. COMPLETE SUBSISTENCE CONTRACTS, July 1934 - 1936. Contracts for maintenance and subsistence; also payroll receipts for classified and unclassified employees. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 9 in. in 4 drawers of steel filing case. Business Manager's Office, 1st floor. (Bldg. A). (59)

425. REPORTS AND CREDITS FOR PROPERTY, 1934 to date. Forms 2598a and 2598b, credit and issue slips for nonexpendable property, reports. Filed alphabetically. (Daily, official.) variously sized loose slips, 1 ft. 10 in., in 4 drawers of steel card cabinet. Property Room. (Bldg. A). (38)

426. REPORTS ON PROPERTY USED BY PERSONNEL, Telegrams of Notification, Jan. 1935 to date. Verifications of property in employees' quarters for which Chief Nurse is responsible, including furniture and necessary room equipment; also reports and correspondence regarding patients seriously or critically ill, and telegrams and official notices to kin describing condition of patient. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Chief Nurse's Office, 1st floor. (Bldg. A). (52)

427. EMPLOYEES' REQUEST FOR TRANSPORTATION, June 17, 1935 to date. Requests by employees for transportation to and from this office. Filed numerically and chronologically. (Daily, official.) 8 x 15½ loose-leaf books, 3 in., in steel cabinet. Business Manager's Office, 1st floor. (Bldg. A). (58)

428. NOTICE TO REPORT FOR PHYSICAL EXAMINATION, TRAVEL AUTHORIZATION CORRESPONDENCE, June 1935 to date. Correspondence on personal effects, notices by this office after death of patient to nearest kin, notices to property office to release personal effects of patients when relative pays transportation costs of effects, Medical Form 2514, notice to report for physical examination, authorizing applicant to report to a physician at a given place. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in 2 steel transfer cases. Business Manager's Office, 1st floor. (Bldg. A). (57)

429. COPIES OF LEASES AND CONTRACTS, AND PAYROLLS, July 1, 1935 to date. Copies of leases and contracts in regard to furniture, coal, gas, maintenance, and payrolls. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. Accounting Dept., 1st floor. (Bldg. A). (19)

430. SALARY RECORD CARDS AND ACTIVE AND INACTIVE FIELD RECEIPTS, July 1, 1935, to date. Form 993, salary cards, summarizing information on payment of employees, field receipts concerning all disbursements both personal and general; also requests for meals and lodging listing name of veteran, and dates when meals and lodgings were given. Filed alphabetically. (Daily, official.) variously sized cards and sheets, 2 ft. 4 in., in steel card cabinet. Accounting Dept., 1st floor. (Bldg. A). (20)

431. FISCAL PAID VOUCHERS, July 1, 1935 to date. Standard Forms 1034a and 1048, memoranda copies of paid vouchers, showing payments made at this institution for miscellaneous expenses and subsistence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. 2 in., in steel transfer case. X-ray Office. (Bldg. A). (14)

432. COST ACCOUNT, July 1, 1935 to date. Forms 6634, 6634a, and 6634b, records of supply papers and vouchers, pertaining to cost accounting, issue credits, and cost of hospital. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. Accounting Dept., 1st floor. (Bldg. A). (15)

433. LAUNDRY LIST, Aug. 1935 to date, FORM 2615, Oct. 1934 - Aug. 1935, complete list of all articles, number of pieces, count and price. Filed chronologically. (Frequently, official.) 9 x 10½ clipped pads, 8 ft. 7 in., in 4 drawers of 2 steel filing cases. Superintendent's Office. (Bldg. E). (42)

434. INDIVIDUAL RECORDS OF ABSENCES FOR THE YEAR, SERVICE CARDS, Jan. 1936 to date. Form 3225, records of absences on individual yearly cards, giving name of employee, dates of absence and tardiness, and salary deductions for excessive absence; Form 3206, applications for leave, and request for cancellation of approved leave, giving name , office, date, and signatures; Form 3204, leave form for less than one day; also Form 3227 applications for annual and sick leave, and Standard Form 7, service record card. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., on open tray, in wooden box, and in drawer of steel card cabinet. Manager's Office, 1st floor. (Bldg. A). (66)

NEW YORK

REGIONAL OFFICE
Parcel Post Bldg., 341 Ninth Ave.

The Regional Office is comprised of five sections - the Manager's Office, the Adjudication Division, the Finance Division, the Contact Unit, and the Chief Attorney's Office. Obsolete finance records and unnecessary duplicates of records retained here are destroyed on the authority of the central office. Many of the records of this office are sent to the Veterans' Administration office in Washington. The length of time records are kept in this Office varies from one to four years, every section of the Regional Office using a different time period.

Veterans' Records

435. ABSTRACT CARDS, 1917 to date. Showing complete military, medical, and compensation record of every veteran. Filed numerically. 3 x 6 card index. (Constantly, official.)

5 x 8 cards, 112 ft., in boxes and in drawers of steel filing cases. R. 9-G. (12178, 12176, 12180)

436. COMPENSATION AND PENSION CASE FOLDERS, 1917 to date. Complete data with respect to claims of veterans, including medical, military or naval service records, relevant correspondence, hospitalization records, rating sheets, and contact sheets. Filed numerically. 3 x 6 card index. (Daily, official.) 10 x 12 folders, 3880 ft., in drawers of steel filing cases. R. 931. (12170)

437. RETIRED CORRESPONDENCE, 1919 - 1933. Overflow correspondence referring to all phases of veterans' claims for disability compensation. Filed numerically. (Daily, official.) 10 x 12 folders, 594 ft., on open steel shelves. Dirty. Rs. 913 and 909. (12171, 12172)

438. COMPENSATION PAYMENT CARDS, 1919 to date. Material relative to payment of compensation to veterans listing name of veteran, claim number, award rates, monthly compensation, check number, and adjustments; also records pertaining to changes of addresses, remailing and cancellation of checks, and notifications of over payment. Filed numerically by claim number. (Old records, rarely; current records, daily, official.) 5 x 8 cards, 55 ft. in drawers of metal filing cases and in section of wooden card cabinets. R. 908. (12847, 12846)

439. REVIEWED CASES OF APPLICATIONS FOR PENSIONS, 1922 to date. Records relating to applications of veterans for pensions for service disability which have been reviewed by Insurance Claims Council in Washington to determine whether veteran receiving insurance benefits pursuant to rating of permanent and total disability is so disabled as to be entitled to further insurance benefits; also correspondence between Chief Attorney's Office and Director of Insurance concerning decisions on questions of law and fact and rating sheets showing extent of disability; correspondence with General Accounting Office, Records Division; and memoranda from Solicitor. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1039. (14084)

440. PATIENTS' FUNDS, 1923 to date. Accounts of patients in hospitals, consisting of ledger account cards, showing name of patient, address, compensation number, where located, dates of deposits, receipt number, withdrawals, balances, and whether funds are government or private; schedules of disbursements, listing date of payments, voucher numbers, name of payee, and amount; field service receipts listing name of depositor, amount and description of deposit, and appropriation for which money will be allotted; and schedule of collection, giving date money was received, amount of deposit,

field service receipt number, place where and to whose account money is deposited. Filed chronologically and alphabetically. (Daily, official.) 9 x 11½ folders and 4 x 9 papers, 5 ft., on open wooden shelves and in drawer of metal filing case. R. 908. (12910, 12909)

441. HOSPITALIZATION RECORDS, 1924 - 1933. Of veterans receiving free hospitalization and medical treatment from the government under the World War Veterans' Act of 1924. Filed alphabetically and chronologically. (Rarely, official.) 9 x 11 folders, 100 ft., in drawers of steel filing cases. R. 931. (12169)

442. CORRESPONDENCE RELATIVE TO WORK OF THE CLAIMS AND RATING BOARD, Apr. 1925 - June 1927. Pertaining to disability compensation, eligibility for vocational training, reimbursement for unauthorized medical treatment as result of emergency, and procedure to be observed in payment of claims and disability compensation. Filed chronologically. (Frequently, official.) 9 x 12 folders, and 8 1/2 x 10 1/2 sheets, 1 in., in drawer of metal filing case. R. 907. (12381)

443. INTEROFFICE CORRESPONDENCE, May 1925 - June 1927. Correspondence relating to disability cases on which claims are pending, requests for records of all claims wherein additional allowance for an attendant has been granted, and plans to detail an itinerant Claims and Rating Board to hospital for purpose of adjudicating claims; also numerical and alphabetical index to regulations and procedures, and a digest of legal decisions. (Never.) 9 x 12 folders, and 8 1/2 x 10 1/2 sheets, 1 in., in drawer of metal filing case. R. 907. (12380)

444. LOANS AND ADJUSTED SERVICE CERTIFICATES, Apr. 1927 to date. Loans and payments made by veterans on adjusted service certificates. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 118 ft. 6 in., in drawers of steel filing cases. R. 908. (11997, 12896)

445. VETERANS' CERTIFICATES, Apr. 1927 to date. Certificates filed with veterans' notes giving amount of loan specified. (Occasionally, official.) 4 x 9 envelopes, 6 ft., in drawers of steel filing cases. R. 908. (12142)

446. VETERANS' NOTE CARDS, Apr. 1927 to date. Record of all loans made by veterans on adjusted service certificates, showing application number, station, disbursing officer's name, and check number. Filed numerically by check number. (Occasionally, official.) 5 x 8 cards, 202 ft., in drawers of metal filing cases. R. 908. (11998, 12897)

447. VETERANS' NOTES ON LOANS, Apr. 1927 to date.

Loans on adjusted service certificates obtained by notes to Veteran's Administration; showing certificate number, date, application number, signature, address, and signatures of notaries. Filed numerically. (Occasionally, official.) 9 x 11 1/2 folders, 4 ft., in drawers of steel filing cases. R. 908. (12141)

448. FIELD SERVICE RECEIPTS FOR LOANS, Jan. 1928 to date. Receipts showing place of payment, date, description of remittance, whether cash, check, or money order; reason for remittance whether for interest, or on loan, and application of remittance. Filed alphabetically. (Occasionally, official.) 4 x 9 papers, 5 ft., in drawers of steel filing case. R. 908. (12145)

449. FOLLOW-UP CARDS, Jan 1928 to date. Hospitalization cards of permanently and totally disabled veterans, noting marital status, pending insurance claims, and parents' dependency. Filed numerically according to claim number. (Daily, official.) 3 x 5 cards, 18 ft,, in wooden desk drawers. Rs. 911, 917 and 925. (12378)

450. CORRESPONDENCE RELATIVE TO EDUCATION OF CHILDREN OF DECEASED VETERANS, Nov. 1928 to date. Correspondence regarding education of deceased veterans' children between ages of 18 and 21, and with schools relative to pupils' progress in studies. 3 x 5 card index, Filed numerically. (Frequently, official.) 9 x 12 folders and 8 1/2 x 11 sheets, 10 ft., in drawers of metal filing cases. Rs. 911, 917, and 925. (12140, 12139)

451. INDEX TO ADJUSTED SERVICE COMPENSATION CERTIFICATES AFFECTING MINORS UNDER GUARDIANS, 1928 to date. Index to minors under guardianship who are entitled to receive benefits of adjusted service compensation, showing name of minor, name, and address, and date of appointment of guardian, name of court appointing guardian, and compensation number of case. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 9 in., in drawer of metal filing case. R. 1029. (13720)

452. PAPERS RELATING TO VETERANS' COMPENSATION CASES, 1929 - 1936. Papers relating to closed cases that were pending in office of Chief Attorney, of incompetent veterans who were unable to manage their affairs; including reports on contracts, copies, court orders, affidavits and petitions; and annual accounts of committees of estates of incompetents; also general correspondence relating to individual cases. 4 x 5 card index. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 52 ft., in drawers of steel filing cases. R. 1029. (10446)

453. INDEX TO BONDING COMPANIES, 1929 to date. Index to bonding companies covering committees on incompetent veterans, showing name of incompetent, compensation number of case, and name of bonding company. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 4 ft., in drawers of metal filing cases. R 1029. (10459)

454. INDEX TO COMMITTEES ON THE ESTATES OF INCOMPETENT VETERANS, 1929 to date. Showing name and address of individual appointed as committee to manage estate of incompetent, name and compensation number of incompetent, name of court appointing committee, amount of bond covering committee, and name of bonding company. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 4 ft. 6 in., in drawer of steel filing case. R. 1029. (10458)

455. INDEX TO GUARDIANS, 1929 to date. Index to guardians who have been appointed by courts to act on behalf of minor beneficiaries, listing name and address of guardian, date of appointment, name of court appointing guardian, name and compensation number of minor. Filed alphabetically by name of guardian. (Occasionally, official.) 3 x 5 cards, 2 ft. 4 in., in drawers of metal filing case. R. 1029. (10460)

456. INDEX TO INCOMPETENTS, 1929 to date. Showing name and compensation number of veteran, name and address of individual constituting committee of estate, name of court making appointment, rate of veteran's compensation, amount of bond covering committee, and name of the bonding company. Filed alphabetically by name of incompetent. (Daily, official.) 3 x 5 cards, 6 ft., in drawers of metal filing case. R. 1029. (13564)

457. INDEX TO AWARDS MADE TO STATE AND CONTRACT HOSPITALS, 1933 to date. For maintenance of incompetent veterans, noting name and address of hospital where incompetent is confined, name of incompetent, and amount per month of award. Filed alphabetically by name of incompetent. (Occasionally, official.) 3 x 5 cards, 9 in., in drawer of metal filing case. R. 1029. (10707)

458. INDEX TO MINORS, 1929 to date. Index to minors who are beneficiaries of veterans' compensation, showing name of minor, date of birth, name and address of guardian, name of court making appointment, date of appointment, name of incompetent, and compensation number. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft. 2 in., in drawers of metal filing case. R. 1029. (14973)

459. VETERANS' COMPENSATION CASES PENDING IN THE CHIEF ATTORNEY'S OFFICE, 1929 to date. Annual inventories and accounts of individuals acting as committees of incompetents'

estates, reports on contacts with incompetents and with hospitals where incompetents are confined; also general correspondence relating to individual cases, copies of petitions, affidavits, and orders; and copies of bonds covering committees of incompetents. Filed alphabetically. 3 x 5 card index. (Frequently, official.) 9 x 12 folders, 502 ft. 8 in., in drawers of steel filing cases. R. 1029. (13562)

460. INDEX OF ACCOUNT EXAMINERS, 1929 to date. Index to compensation cases pending in office of Chief Attorney, listing name of incompetent, or minor, compensation number of case, date when accounting is due, was called, and received. Filed chronologically and alphabetically by name of incompetent. (Frequently, official.) 3 x 5 cards, 6 ft., in drawers of wooden filing case. R. 1029. (10457)

461. PRECEDENT FILE, Mar. 1931 - July 1935. Material relative to test cases of death claims dealing with procedure used to verify marital status and income of deceased veterans' dependents. Filed by classification. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. Damaged by careless handling, brittle. R. 902. (12907)

462. MISCELLANEOUS FILE, Feb. 1931 to date. Concerning loans on adjusted service certificates, refund and transfer vouchers, letters releasing service certificates on final payments of loans, adjustments of appropriations, and reduction of interest rates. Filed chronologically. (Occasionally, official.) 9 x 11 1/2 folders, 1 ft., in drawer of metal filing case. R. 908. (12945)

463. CASES SUBMITTED TO DISTRICT ATTORNEYS FOR PROSECUTION, 1931 to date. Papers relating to alleged criminal offenses involving veterans' affairs, including correspondence between Chief Attorney and Solicitor at Washington, and with Federal District Attorneys of Southern and Eastern Districts of New York, concerning matters submitted for the purpose of prosecution; also briefs of law and statements of facts. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawers of steel filing case. R. 1039. (14085)

464. ALLOTMENT LEDGERS, 1932 - 1936. Showing previous balance, symbols, dates, reference numbers, audited vouchers, when authorized and liquidated, and unencumbered balance. Filed chronologically. (Daily, official.) 16 x 17 vols., 1 ft. 6 in., on open wooden shelves. R. 908. (12949)

465. APPRAISER'S LIST, OCCUPATIONAL THERAPY SERVICE, Jan. 1932 to date. List of articles made by patients at New York Facility, listing name of patient, numbers and value of articles, disposition, signature of appraising officer, date of appraisal, and signature of hospital manager. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of metal fil-

ing case. R. 908. (12948)

466. FIELD EXAMINATION REPORTS, 1932 to date. Copies of reports by field examiners relating to investigation of living conditions of incompetents and minors, showing name of person investigated, date of investigation, name of field examiner, and number of report. 3 x 5 card index. Filed numerically. (Occasionally, official.) 9 x 12 folders, 15 ft., in drawers of steel filing cases. R. 1039. (14083, 14972)

467. CORRESPONDENCE FROM THE COMMITTEE ON WAIVERS, Mar. 1933 to date. Relating to disposition of overpayment cases; listing questions discussed, facts in case, and decisions rendered. (Frequently, official.) 9 x 12 folders, 8 x 10 1/2 sheets, 1 ft., in drawer of metal filing case. R. 907. (12382)

468. APPEAL CASE CARDS, Apr. 1933 to date. Resumes of claim cases appealed, showing name and service of veteran, by whom appeal was entered, to whom power of attorney is given, date of appellate decision, and reason for appeal. Filed numerically by claim number. (Daily, official.) 5 x 8 cards, 6 ft. 6 in., in drawers of wooden card cabinets. Rs. 911, 917 and 925. (12379)

469. CORRESPONDENCE AND REPORTS ON THE SEVEN PERIODS OF ENROLLMENT, June 1933 to date. Correspondence and reports concerning lists of veteran selectees and veterans who failed to report for enrollment; regional quota for each enrollment period and number of veterans selected from each branch in region; reports show number to be enrolled and number to be provided for in next enrollment quota. Filed chronologically. (Occasionally, official.) Various sized folders, 1 ft., in drawer of steel filing case. Damaged by careless handling and faulty containers, brittle. 9th floor, Information Room. (13296)

470. PENDING RECORD FILES OF THE VETERANS' CONTINGENT OF THE CIVILIAN CONSERVATION CORPS, June 1933 to date. Complete record of veterans who have filed applications for enrollment, not as yet accepted; including application, report of contact, notification of acceptance, record of physical examination, departmental correspondence, application for reenrollment, and reports of discharges. 3 x 5 card index. (Daily, official.) Variously sized folders, 4 ft. 3 in., in drawers of steel filing case. Damaged by careless handling. Information Room, 9th floor. (12582, 12584)

471. RECORD FILE OF THE VETERANS' CONTINGENT OF THE CIVILIAN CONSERVATION CORPS, June 1933 to date. Complete record of the veterans enrolled including application for

enrollment, report of contact, notification of acceptance, record of physical examination, departmental correspondence, application for reenrollment, and reports of discharges. Filed alphabetically and chronologically. 3 x 5 card index. (Daily, official.) Variously sized folders, 64 ft. 1 in., in drawers of steel filing cases. Damaged by careless handling, brittle. Information Room, 9th floor. (12581, 12583, 12584)

472. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, ACTIVE AND INACTIVE, July 1933 to date. Copies of paid vouchers, showing name of payee, article or service furnished, date of delivery, amount of claim, appropriation, place, date, budget accounting symbols, voucher examiner's initials, official's signature, and the initials of the acting finance officer. Filed alphabetically. (Old records never; current records, daily, official.) 9 x 12 folders, 73 ft. 6 in., on open wooden shelves and in drawers of metal filing cases. R. 908. (12912, 12911)

473. FIELD SERVICE RECEIPTS, Oct. 1934 - Aug. 1936. Showing place of payment, date, description of, reason for, and application of remittance, etc. Filed chronologically. (Occasionally, official.) 4 x 9 papers, 9 in., in drawer of steel filing case. R. 908. (12146)

474. RECEIPT FOR INSURANCE PAYMENTS, Oct. 1934 - Aug. 1936. Receipts given to veterans upon payment of insurance premiums, noting date, amount of deposit, policy number, name and address of veteran, and remarks. Filed chronologically. (Frequently, official.) 3 x 6 papers, 6 in., in drawer of steel filing case. R. 908. (12898)

475. COMPENSATION CASE TRANSFER FILE, 1934 to date. Slips for every interoffice transfer of compensation case records, showing complete information on transfers. Filed alphabetically. (Occasionally, official.) 5 x 8 papers, 7 ft. 6 in., in drawers of wooden filing case. R. 931. (12177)

476. ABEYANCE AND NO RECORD CLAIMS FILE, July 1935 to date. Correspondence on compensation claims of which there are no record in this office. Filed alphabetically. (Daily, official.) 10 x 12 folders, 100 ft., in drawers of steel filing cases. R. 931. (12174)

477. MATERIAL ON DEATH CASES, July 1935 to date. Including abstract cards of deceased veterans and related correspondence. Filed alphabetically. (Occasionally, official.) 10 x 14 folders, 3 ft., in drawers of wooden filing case. R. 931. (12168)

478. CLAIMS AGAINST THE NATIONAL SURETY COMPANY, IN LIQUIDATION, 1935 to date. Papers and correspondence relat-

ing to claims, based upon misfeasance or misconduct of guardians resulting in monetary loss to estates of veterans, including list of claims, giving the name of ward or incompetent, name of fiduciary for whom company acted as surety, name of court appointing fiduciary, and amount of claim. Filed alphabetically. 3 x 5 card indexes. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 1039. (14173, 14172, 14087)

479. GENERAL CORRESPONDENCE, Jan. - Dec. 1936. Correspondence pertaining to all matters concerning veterans' loans, adjusted service certificates, veterans' checks, amount of money owed by veterans, and payments made by veterans. Filed chronologically. (Occasionally, official.) 9 x 11 1/2 folders, 4 ft., in drawers of metal filing case. R. 908. (12946)

480. CORRESPONDENCE AND DATA ON DEATH CLAIMS, Jan. 1936 to date. Correspondence with Municipal and State Departments of Health, Bureau of Vital Statistics of Public Health Service, police commissioners, Bureau of Missing Persons, widows and dependents, Adjudicator and Director of Insurance of Veterans' Administration, and claimants relative to settlement of death claims, and reports concerning contacts made before settlement of claims. Filed alphabetically. (Daily, official.) 9 3/4 x 11 3/4 folders, 5 ft. 1 in., in drawers of steel filing case. Damaged by careless handling, brittle. R. 902. (12908)

481. MISCELLANEOUS CORRESPONDENCE, Jan. 1936 to date. Correspondence relating to matters concerning incompetent veterans for whom no committee was appointed, between Chief Attorney and Adjudication Officer concerning veterans' compensation; information concerning particular veterans; between Chief Attorney and Director of Finance in regard to settlement of adjusted service certificates; and letters from State hospitals giving information as to physical condition of veterans. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 4 ft., on wooden desk. R. 1029. (13719)

482. MISCELLANEOUS FILE, Jan. 1, 1936 to date. Including budget ledger sheets, and correspondence on adjusted service certificates. (Never.) 10 x 12 bundles, 1 ft. 6 in., on wooden shelves. R. 908. (13295)

483. PENDING COMPENSATION CASES, Jan. 1936 to date. Pending compensation cases, and complete medical, and military or naval records of applicants. Filed alphabetically. (Daily, official.) 10 x 14 folders, 6 in., in drawer of steel filing case. R. 931. (12173)

484. REGISTERED MAIL RECEIPTS, Jan. 1936 to date. Receipts listing number of article, name and address of addressee, and complete description of article. Filed chronologically. (Occasionally, official.) 10 1/2 x 12 folder, 1 in., in drawer

of mail clerk's desk. R. 931. (12175)

485. AUTHORIZATIONS FOR EXAMINATIONS ON FUTURE DATES, 1936 - 1941. (kept dated ahead 5 years). Authorizations issued in advance for future examinations in event of changes in physical condition of veterans. Filed chronologically and numerically. (Daily, official.) 5 x 8 papers, 21 ft., in drawers of metal filing cases. R. 9-G. (12179)

Personnel and Miscellaneous Records

486. BUREAU ISSUES, 1925 to date. Administrative rulings and regulations relevant to veterans' affairs, including circulars, and bulletins. Filed alphabetically by subject and chronologically. 3 x 5 card index. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 929. (11949, 11951)

487. MISCELLANEOUS FILE, July 1927 to date. Correspondence, general orders, instructions and reports pertaining to administration, to daily work reports, monthly adjudication reports, reports concerning personnel, efficiency ratings, records of Adjudication Officer pertaining to Veterans' Administration regulations, correspondence with State and Federal Civil Service Commissions, administration service letters, correspondence relative to disability cases on which claims are pending, and pamphlets. (Daily, official.) 8 x 10 1/2 sheets and 9 x 12 folders, 5 ft. 6 in., in drawers of steel filing case. R. 927. (12039)

488. SALARY RECORD CARDS, 1928 - June 30, 1936. Employees' salary records showing name of employee, station where situated, position, and date of appointment. Filed numerically according to salary and alphabetically. (Older records, never; current records, daily, official.) 5 x 8 cards, 3 ft. 6 in., in drawer of wooden card cabinet. R. 908. (12590, 12589)

489. BUREAU ISSUES, 1929 to date. Administrative rulings and regulations relating to all veterans' affairs, including instructions and memoranda by Adjudication Division to Chief Attorney relative to claims; bureau service letters, giving instructions to various departments as to service methods of procedure, Chief Attorney's memoranda to subordinates; letters concerning supply service contracts sent to managers of Facilities, Regional Officers, and Insular offices, by Director of Supplies or by Chief of Procurement Division, giving information as to contracts and purchase prices between Veterans' Administration and drug supplying companies; memoranda between Manager and Chief Attorney; bulletins, and decisions. Filed alphabetically and chronologically. (Daily, official) 9 x 12 folders, 4 ft. in drawers of steel filing case. R. 1039. (13991)

490. UNITED STATES GOVERNMENT REQUESTS FOR MEALS, LODGINGS, AND SPECIAL TRANSPORTATION, 1929 to date. Issued to veteran beneficiaries who must report for treatment at hospitals, showing name of claimant, date, place, date when request becomes void, amount not to be exceeded, and place where refund is to be paid. Filed numerically. (Daily, official.) 4 x 9 papers, 5 ft. 6 in., in drawers of metal filing case. R. 908. (12585, 12586)

491. CONSOLIDATED MONTHLY REPORTS OF BUDGET ACTIVITIES, 1932 - 1936. Reports of this office and Bronx Veterans' Hospital listing total and net encumbrances, unencumbered balances, requisitions, other encumbrances, and totals. Filed chronologically. (Frequently, official.) 16 x 17 vols. 1 ft. 6 in., on open wooden shelves. R. 908. (12947)

492. PENSION ATTORNEYS, June 1933 to date. Cards of attorneys permitted to represent war veterans in presentation of claims before Veterans' Administration, showing name and address of attorney, and date of admission to practice before Veterans' Administration. Filed alphabetically by name of attorney. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden cabinet. R. 927. (12040)

493. CORRESPONDENCE OF CONTACT UNIT WITH VARIOUS ORGANIZATIONS, July 1933 to date. Correspondence relative to requests from Red Cross for information and application blanks for enrollment in Veterans' Contingent of CCC, American Legion, Y.M.C.A. Filed alphabetically by name of organization. (Occasionally, official.) Variously sized folders, 1 ft. 3 in., in drawer of steel filing case. Damaged by careless handling, brittle. Information Room, 9th floor. (13297)

494. DEPOSITS, Oct. 1934 - Aug. 1936. Schedules of collections, listing all deposits taken in for day; remittance listing sheets showing postmark date, policy number, amount of premium, and full amount of deposit; recapitulation sheets listing all items deposited during day, and full amount. Filed chronologically. (Daily, official.) 9 x 11 1/2 papers, 1 ft. 6 in., in drawers of metal filing case. R. 908. (12895)

495. GENERAL PERSONNEL FILE, Jan. 1934 to date. Material relevant to entire personnel of the office including personnel ratings, letters of nomination, appointees' declarations and fingerprints, and transportation and travel orders; also bills of lading, and completed requisitions pertaining to packages shipped. Personnel records filed alphabetically by name of employee; bills and requisitions filed chronologically. (Daily, official.) 9 x 11 folders and 7 x 10 envelopes, 15 ft., in drawers of steel filing cases. R. 929. (11950)

496. DAILY REPORT EXPENSE SHEETS OF FIELD EXAMINERS, 1934

to date. Showing date expenses were incurred, amount, name and compensation number of case, where examiner was employed, and nature of examination. Filed chronologically. (Occasionally, official.) 3 x 9 sheets, 1 ft., in drawer of steel filing case. R. 1039. (14086)

497. CONTRACTS, July 1935 - July 1938. Contracts by various companies to furnish services, and supplies to Veterans' Administration Facility, Bronx, and to this office, listing date, the articles and supplies to be furnished, signatures of bidders, terms of bid, signatures of accepting officers, date of acceptance and articles accepted, signature of contractor, and names, addresses and number of firms from whom proposals were solicited. Filed chronologically and alphabetically by name of bidder. (Older records, never; current records, daily, official.) 10 x 12 bundles and 9 x 11 1/2 folders, 10 ft., on open wooden shelves and in drawers of metal filing cases. R. 908. (12849, 12848)

498. PAYROLL FOR PERSONAL SERVICE, Jan. 1, 1935, to date. Payroll sheets for employees on an annual salary basis, showing name of employee, amount of salary, and deductions for retirement fund; also recapitulation sheets listing total salaries of all employees. Filed chronologically. (Daily, official.) Variously sized folders and cards, 3 ft. 6 in., in drawers of wooden filing case. R. 908. (13294)

499. DAILY REPORTS OF THE STENOGRAPHIC ACTIVITIES OF THE CONTACT UNIT, June - Sept. 1936. Stenographers' daily reports and consolidated daily report of all stenographic activities of contact unit; showing name of stenographer, number of hours of dictation and transcription, and amount of letters, briefs, and copies finished. Filed chronologically. (Daily, official.) 5 3/4 x 8 1/2 loose-leaf books, 5 in., in drawer of steel filing case. R. 902. (13298)

500. DEPARTMENTAL CORRESPONDENCE, REPORTS, AND MEMORANDA, Jan. 1936 to date. Reports and memoranda relating to administration, maintenance, methods and procedure of contact unit; correspondence between chief of contact unit and Regional Manager, concerning liaison service, personnel of contact unit, procedure of CCC selections, WPA, identification of missing veterans, Veterans' Facility Bureaus, State hospitals, and expendable and non-expendable property lists; also official instructions, memoranda, and orders, and administrative, financial, and medical data. (Daily, official.) 9 3/4 x 11 3/4 folders, 3 ft. 8 in., in drawers of steel filing case. Damaged by careless handling, brittle. R. 902. (13446)

501. EMPLOYEES' PASSES, Jan. 1936 to date. Required for each occasion on which an employee is excused, showing name of employee, date, time, reason, and signature of official.

Filed alphabetically. (Daily, official.) 3 x 5 loose slips in drawers, 2 ft., in drawers of wooden card cabinet. R. 929. (11948)

502. LEAVE PASSES, Apr. 1936 to date. Issued by Chief Attorney to office employees when they leave office during day, showing name of employee, time left and returned, division of employment, date, reason for employee's departure, and signature of Chief Attorney. Filed chronologically and alphabetically by name of employee. (Frequently, official.) 3 x 5 loose slips, 6 in., in drawer of wooden filing case. R. 1029. (13582)

503. WORK CARDS, May 1936 to date. Record of documents to be worked on, showing claim number of case, name of employee handling records, and date received. Filed numerically. (Older records, never. Current records, daily, official.) 5 x 8 cards, 23 ft. 3 in., in drawers of wooden card cabinets. R. 911, 917 and 925. (12138, 12137)

504. INDEX OF DESIGNATED MEDICAL EXAMINERS AND DENTISTS, n.d. Index of doctors and dentists who render services to beneficiaries of Veterans' Administration, noting name of doctor or dentist, address, date of appointment, and fee. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 8 in., in drawer of metal card cabinet. R. 908. (12944)

505. CHANGE OF ADDRESSES, n.d. Forms giving change of addresses of veterans making payments on loans, noting name of veteran, old and new addresses, fingerprints, signature of notary, and veteran's application and certificate numbers. Filed alphabetically. (Occasionally, official.) 9 x 11 1/2 folders, 2 ft. 6 in., in drawers of metal filing case. R. 908. (12943)

VETERANS' ADMINISTRATION FACILITY
130 W. Kingsbridge Road, Bronx
(A) Veterans Hospital Bldg. No. 1
(B) Veterans Hospital Bldg. No. 2

This Facility was established on April 17, 1922. In January 1932 it was changed from a neuropsychiatric hospital to a general medical and surgical hospital. Patients are received from Boroughs of New York City, from certain sections of New York State, certain sections of Pennsylvania, from the New England States, and frequently from other areas. No records of this office have been lost or destroyed. Obsolete records are reported to the Chief Clerk in the Washington Office who authorizes their disposition in accordance with procedure.

Medical Records

506. COPIES OF REPORTS ON PHYSICAL EXAMINATIONS, July 1920 - Dec. 1928. Reports of examinations given veterans at neuropsychiatric clinic. Filed alphabetically. (Never.) 9 x 12 folders, 136 ft., in wooden boxes. R. B-610 (Bldg. A). (16242)

507. RECORD OF CASE HISTORIES ON PATIENTS, 1920 - 1932; 1935 to date. Information in regard to family of patient, showing home condition, and names of informants. Filed alphabetically. 3 x 5 card index. (Older records, never; current records, daily, official.) 9 x 12 folders, 110 ft., on wooden shelves, in wooden boxes and in drawers of metal filing cases. Neuropsychiatric Clinic. R. B-606, B-607. (Bldg. A). (16237, 16236, 16235, 16245)

508. CANADIAN PATIENTS' CLINICAL RECORD, 1921 to date. Records of Canadian soldiers who have received treatment showing name of patient, date of report, family, personal and military history, present illness, laboratory and X-ray findings, tentative diagnosis, and treatment prescribed; also Form 2614m, clinical record giving diagnosis and character of treatment prescribed. Filed alphabetically by name of veteran. (Occasionally, official.) 8 1/2 x 10 folders, 69 ft., in wooden boxes and in drawers of filing case. Out-patients Office, R. B-608. (Bldg. A). (16129, 16128)

509. GENERAL CLINICAL FILE, INACTIVE, 1922 - 1932. Clinical records of discharged patients, and records of physical examinations given to veterans applying for hospitalization. Filed alphabetically by name of veteran. (Never.) 8 1/2 x 11 folders, 88 ft., in wooden boxes. R. B-608. (Bldg. A). (16136)

510. MONTHLY X-RAY REPORTS, 1922 to date. Medical Form 2685, showing date, station number, total number of X-rays taken, total number of fluoroscopes, type of film used, classification of examinations, total supplies on hand at end of month, and names of the doctors examining patients. Filed chronologically. (Occasionally, official.) 8 1/2 x 11 sheets, 3 in., in desk drawer. X-ray Office. (Bldg. A). (16180)

511. OUT-PATIENTS RECORDS, 1922 to date. Form 2545, report of physical examinations, showing name, race, rank, birthplace, date of disability, brief medical and industrial history, account of present complaint and record of physical examination; also notices sent to veterans to report for physical examinations, report of service record, and clinical records of roentgenological reports, and laboratory examinations. Filed alphabetically by name of veteran. (Older records, never; current records, daily, official.) 8 1/2 x 10 folders,

74 ft., in drawers of steel filing cases, in wooden boxes and on wooden shelves. Out-patient Office, R. B-610, and Storeroom. (Bldg. A). (16132, 16134, 16133)

512. RECORDS OF X-RAY PHOTOGRAPHS, 1927 - 1936. Form A 2015, reports on X-ray photographs taken of patients showing name of patient, number of X-ray plates used, size of photographic plate, and time of exposure. Filed alphabetically by name of patient. (Rarely, official.) 6 x 9 cards, 16 ft., on wooden shelves. Dirty. R. B-608. (Bldg. A). (16127)

513. DISEASE FILE, 1932 to date. Record of diseases affecting patients, giving registration number of patient. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 9 in., in drawer of steel filing case. Clinical Record Office. (Bldg. A). (15466)

514. INDEX TO REGISTER OF PATIENTS, 1932 to date. Medical Form 2580, showing name, address and date of birth of patient, compensation and registration numbers, and date admitted. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 in., in drawer of steel filing case. Clinical Record Office. (Bldg. A). (15464)

515. PATIENTS' CLINICAL FILE, 1932 to date. Complete case record of each patient in hospital; consisting of Medical Form 2614a, brief account of patient's history while in hospital; Medical Form 2614b, patient's family and personal history; Medical Form 2614c, record of patient's present illness and complaints; Medical Form 2614d, record of monthly examination of patient's chest, Medical Form 2614e, graphic temperature chart; Medical Form 2614f, weight chart; Medical Form 2614g, operation record; Medical Form 2614r, roentgenological report; Medical Form 2614i, records of laboratory examinations; and Medical Form 2614j, ward surgeon's progress notes and treatment record. Filed chronologically. (Older records, rarely; current records, daily, official.) 8 1/2 x 10 folders, 498 ft., on shelves and in drawers of steel filing cases. Clinical Record Office, R. B-604. (Bldg. A). (17070, 15457)

516. RECORD OF PATIENTS TREATED, 1932 to date. Showing name of patient, date admitted, diagnosis of case on admission, and result of treatment; also record of patient's dependents and persons to be notified in case of serious illness. Filed alphabetically. (Daily, official.) 3 x 5 cards, 20 ft. in drawers of steel filing cases. Clinical Director's Office. (Bldg. A). (15451)

517. X-RAY PHOTOGRAPHS, 1932 to date. Photographic plates showing patient's name, case number, results of examination, and additional remarks. Filed numerically by case number. 3 x 5 card index. (Occasionally, official.) 14 1/2 x 17 envelopes, 119 ft., on metal shelves. X-ray Office.

(Bldg. A). (16182, 16181)

518. CLINICAL RECORDS - ROENTGENOLOGICAL REPORTS, 1933 - July 1936. Form 2614h, showing patient's name, date of examination, clinical diagnosis, X-ray findings, and case number. Filed numerically by case number. (Rarely, official.) 8 1/2 x 11 x 6" bundles, 10 ft., on wooden shelves. Dirty. R. B-608. (Bldg. A). (16130)

519. DOCTORS' REPORTS ON EXAMINATIONS, 1934 - 1935. Of all examinations made while patient was in hospital. Filed alphabetically and then chronologically. (Never.) 8 x 11 folders, 6 ft., on wooden shelves. Dirty. R. B-612. (Bldg. A). (16244)

520. OPHTHALMOLOGICAL EXAMINATION REPORTS, 1934 - 1936. Form 465, eye, ear, nose, and throat examinations, showing name of patient, compensation number, results of examination, diagnosis, and treatment prescribed. Filed alphabetically by name of patient, and chronologically. (Rarely, official.) 8 1/2 x 11 x 4 bundles, 6 ft., on wooden shelves. Dirty. R. B-608. (Bldg. A). (16140)

521. DEATH CERTIFICATE STUBS, 1934 to date. Showing name, marital status and date of birth of deceased veteran, occupation before death, birthplace, where fatal disease was contracted, date and cause of death, and duration of illness. Filed chronologically. (Never.) 6 x 8 covers, 1 ft. in drawer of steel filing case. Clinical Director's Office. (Bldg. A). (15454)

522. DISALLOWED APPLICATIONS FOR HOSPITAL TREATMENT, 1934 to date. Form P-10, reports on applicants requesting hospital treatment and who were refused; including record of examinations, correspondence pertaining to case, statement of symptoms by patient, statement by doctor of man's condition, and summary of results of examination. Filed chronologically and alphabetically. (Rarely, official.) 8 1/2 x 11 folders, 27 ft., on wooden shelves. Dirty. R. B-612. (Bldg. A). (16142)

523. IN-PATIENT RECORDS, Nov. 1935 to date. Case histories of in-patients being treated at clinic, showing patient's name, occupation, reason for hospital entrance, history while in service, and treatment given. Filed chronologically. (Occasionally, official.) 8 1/2 x 11 sheets, 1 ft. 6 in., in drawer of steel filing case. Dental Clinic. (Bldg. A). (16154)

524. CASE RECORDS OF COMPENSABLE IN-PATIENTS, 1935 to date. Records of patients who received compensation and who died or were dismissed. (Older records, rarely; current records, frequently, official.) 8 1/2 x 11 folders, 24 ft.,

in drawers of steel filing cases. Compensation Office. (Bldg. A). (16649, 16139)

525. EXAMINATIONS AND TREATMENTS GIVEN ON A FEE BASIS, 1935 to date. Record of examinations and treatments given patients on a fee basis; showing results of preliminary examinations, and accounts of procedure. Filed alphabetically by name of patient. (Occasionally, official.) 8 1/2 x 10 folders, 2 ft., in drawer of steel filing case. Out-patient Office. (Bldg. A). (16135)

526. MONTHLY REPORTS OF DENTAL CLINIC, 1935 to date. Medical Form 2587, showing number of in-patients and out-patients, dental office number, number of X-rays taken, types and amount of fillings used, number of extractions made, number of new cases and number of cases from previous month, and remarks. Filed chronologically. (Occasionally, official.) 8 1/2 x 11 sheets, 1 ft. 3 in., in drawer of metal filing case. Dental Clinic. (Bldg. A). (16147)

527. RECORD OF DOMICILIARY OR HOSPITAL CARE, 1935 to date. Medical Form 2593, showing name of veteran, compensation and register numbers, permanent address, sex, race, date of birth, birthplace, mental status, date of military service, and rank; also record of diagnosis, giving diagnosis number, whether disease was incurred in line of duty, result of treatment, record of number of days patient spent in hospital, disposition of case, and reason therefor. Filed numerically. (Daily, official.) 5 x 8 papers, 12 ft., in drawers of steel filing cases. Clinical Record Office. (Bldg. A). (15467)

528. RECORD SHEETS FOR ALCOHOL AND NARCOTIC DRUGS, Nov. 1936. Records of drugs administered in hospital, showing year, month, type of ward, name of drug administered, amount received by office, dates and amounts dispensed to patients, hour administered, name of patient for whom prescribed and name of nurse. Filed by type of drug. (Daily, official.) 8 1/2 x 11 folders, 2 ft. 10 in., in metal medicine cabinets. R 1,2,3,4, North, 2,3,4, South (Bldg. A). 5,6,7,8,9, South, 6,7,8,9, North (Bldg. B). (15503, 15519)

529. CASE RECORDS OF NONCOMPENSABLE PATIENTS, 1936. Data on patients who have not yet received compensation, consisting of family and case histories, record of illness, and miscellaneous correspondence with various interested parties inquiring about patients' health. Filed alphabetically by name of patient. (Frequently, official.) 8 1/2 x 11 folders, 2 ft., in drawer of steel filing case. Compensation Office. (Bldg. A). (16138)

530. OUT-PATIENT AND IN-PATIENT CASES, ACTIVE, IN ABEYANCE, AND DISCHARGED, 1936. Record of dental work done on in-patients

listing cases under treatment, those having already received treatment but who require more, and those completed; consisting of Medical Form 2570, dental record chart and oral examination blank showing patient's name, address, case history and nature of work to be done; Medical Form 2614p, record of patient's teeth, showing condition and number, number of times treated, amount of assistance rendered, results of treatment and case number. Filed alphabetically by name of patient. 3 x 5 card index. (Daily, official.) 8 1/2 x 11 folders and sheets. 6 ft., in drawers of metal filing case. Dental Clinic. (Bldg. A). (16144, 16145, 16146, 16148)

531. RATING SHEETS FOR OUT-PATIENTS, 1936. Form 564, showing patient's name, occupation, veteran history, reports on whether or not assistance is to be rendered, and dental rating when discharged. Filed alphabetically by name of patient. (Daily, official.) 8 1/2 x 11 sheets, 4 in., in drawer of metal filing case. Dental Clinic. (Bldg. A). (16149)

532. APPLICATIONS FOR HOSPITAL OR DOMICILIARY CARE, Jan. 1936 to date. Form P-10, showing service record, nature of army discharge, number of dependents, amount of pension, value of applicant's property and savings, and diagnosis of present ailments, including Form 985, an agreement signed by veteran consenting to obey rules of hospital and promising to give ten days notice before leaving. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 9 in., in drawer of steel filing case. Clinical Director's Office. (Bldg. A). (15453)

533. FILE OF CRITICALLY ILL PATIENTS, Jan. 1936 to date. Copies of letters and telegrams sent to relatives of patients, informing them of serious illness of a particular patient; also report containing ward surgeon's diagnosis of case and recommendations. Filed alphabetically. (Never.) Variously sized sheets 1 ft. 3 in., in drawer of steel filing case. Clinical Director's Office. (Bldg. A). (15456)

534. NARCOTIC RECORDS, Jan. 1936 to date. Chief Nurse's records showing names of patients to whom drugs were administered and amount of drug administered to each patient. Filed by ward and name of drug. (Occasionally, official.) 8 x 10 1/2 folders, 1 ft. 6 in., in drawers of steel filing case. Chief Nurse's Office. (Bldg. A). (15531)

535. RECORD OF TREATMENT IN THE PHYSIOTHERAPY CLINIC, Jan. 1936 to date. Medical Form 2611, daily progress report of patient, showing name, address, ward and register numbers, and date and type of treatment given, such as electrotherapy, hydrotherapy or actinotherapy. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of metal filing case. Physiotherapy Clinic. (Bldg. A). (16252)

Personnel and Miscellaneous Records

536. PERSONNEL FILES, 1921 to date. File of past and present employees, containing personal history statements, records of annual physical examinations, annual efficiency ratings, letters of nominations for the positions, recommendations as to employees' ability to fill positions, and all related correspondence. Filed alphabetically. (Older records, occasionally; current records, daily, official.) 8 1/2 x 10 folders, 33 ft., in drawers of steel filing cases and in wooden boxes. Personnel Office, R. B-612. (Bldg. A). (15462, 17072, 15463)

537. SERVICE RECORDS, ACTIVE AND INACTIVE, 1921 to date. Records of all employees in the hospital, showing name of employee, birthplace, mental condition, record of service, date of appointment, and classification. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 8 ft. 6 in., in drawers of steel filing case. Personnel Office. (Bldg. A). (15460, 15461)

538. DAILY REPORTS TO CHIEF OF OUT-PATIENT DIVISION, 1923 - 1925. Form 77, showing names of staff members on duty and absent, and number of in-patients and out-patients treated. Filed chronologically. (Never.) 8 1/2 x 11 sheets, 8 ft., in wooden boxes. Dirty. R. B-607. (Bldg. A). (16141)

539. GENERAL PERSONNEL FILE, Jan. 1926 to date. Including applications for positions, references of employees, and communications with Washington office on matters concerning personnel; also material relating to personnel, such as budget, and classifications. Filed alphabetically. (Daily, official.) 8 1/2 x 10 folders, 8 ft., in drawers of steel filing case. Personnel Office. (Bldg. A). (15468)

540. NURSES' HISTORIES, 1926 to date. Information on each nurse's family and educational background for Chief Nurse when applications of these individuals for positions were considered. Filed alphabetically. (Rarely, official.) 8 x 10 1/2 folders, 4 in., in drawer of steel filing case. Chief Nurse's Office. (Bldg. A). (15530)

541. SENIORITY RECORD OF NURSES AND ATTENDANTS, 1926 to date. Showing name of employee, dates of birth and appointment to hospital, and name of recommending person. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of steel filing case. Chief Nurse's Office. (Bldg. A). (15533, 15532)

542. MISCELLANEOUS FILE, Sept. 1930 to date. Consisting of letters sent to Administrator of Veterans' Affairs, relating to interments in national cemeteries, suggestions for cooperation with survey of Federal Archives, procedures re-

lating to applications of incompetent veterans for benefit of adjustment compensation payments, and information regarding regulations for patients and employees in Veterans' Hospital; also registration of stills, combinations of safes, pending vouchers, and correspondence pertaining to receipt of burial flags. Filed chronologically. (Frequently, official.) 9 x 12 folders, 9 ft., in drawers of metal filing cases. Supply Office. (Bldg. A). (16250)

543. CORRESPONDENCE ON PATIENTS' PROPERTY, 1930 to date. Letters asking permission to discard or forward clothing to discharged veterans. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft., in drawers of metal filing case. Supply office. (Bldg. A). (16251)

544. CORRESPONDENCE, 1932 to date. Relating to each patient in hospital, including Adjudication Form 404, statement regarding dependents of persons receiving treatment, showing marital status of individual, dependents, service in armed forces, and dates of entrance into and discharge from institution; also Form 605, giving veteran's occupation, birthplace, and length of residence in U. S. Filed numerically. (Daily, official.) 8 1/2 x 10 folders, 29 ft., in drawers of steel filing cases. Clinical Record Office. (Bldg. A). (15474)

545. CONTRACTS, 1932 to date. Contracts for supplies and services such as, laundry, burial service, and gas. Filed alphabetically by contract. (Older records, never; current records, frequently, official.) 9 x 12 folders, 18 ft., in drawer of metal filing case and in wooden boxes. Supply Office. R. B-605. (Bldg. A). (16241, 16240)

546. GENERAL FILE, 1933 to date. Pertaining to hospital operation, such as, accountings of funds for various patients, correspondence between interested parties and medical director on condition of in-patients, correspondence with other stations on work being done in cancer and cardiac clinics, cost accounts, dietitian's reports, data on courses offered for attendants and physicians, data on work being done in clinics, instructions from medical director to staff, and budget instructions. Filed alphabetically. (Daily, official.) 8 1/2 x 11 folders, 14 ft., in drawers of wooden filing cases. Medical Director's Office. (Bldg. B). (15520)

547. NURSES' ATTENDANCE RECORDS, 1933 to date. Showing name of nurse, date of appointment, and assignments for each working day. Filed chronologically. (Older records, never; current records, occasionally, official.) 8 x 14 vols., 4 ft. 1 in., in desk and on wooden shelves. Chief Nurse's Office, and R. B-612. (Bldg. A). (15534, 16225)

548. RECORD OF PERSONAL EFFECTS, 1933 to date. List of

clothing left by patients and presented to clothing clerk by head of each ward. Filed chronologically. 3 x 5 card index. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. Clothing Room. (Bldg. A). (16228)

549. APPLICATIONS FOR LEAVE, 1934 - 1935. Form 3227, showing name of employee, reason for application, and approval of office. (Never.) 5 x 8 cards, 3 ft., in wooden box. R. B-612. (Bldg. A). (16126)

550. RECORD OF PERSONNEL PAYROLLS, 1934 - July 1936. Standard Form 1013c, payroll sheets showing names of individuals, civil service grades, gross amounts received, and percentage deducted for compensation. Filed chronologically. (Never.) 8 x 11 1/2 papers, 1 ft., in wooden box. R. B-605. (Bldg. A). (16243)

551. CLOTHING RECORDS, 1934 to date. Letters of authorization to clothing clerk, showing name, ward number of patient, measurements and type of clothing desired. Filed alphabetically. (Older records, never; current records daily, official.) 5 x 8 bundles and 9 x 12 folders, 3 ft. 6 in., on box and in drawers of metal filing case. Dirty. Clothing Office and R. B-605. (Bldg. A). (16238, 16233)

552. MISCELLANEOUS FILE, 1934 to date. Records of work being done in office; correspondence pertaining to amount of compensation allotted to various patients, monthly and weekly reports on patients receiving compensation; and reports on status of patients and personnel. Filed alphabetically by subject. (Occasionally, official.) 8 1/2 x 11 folders, 2 ft., in drawer of metal filing case. Compensation Office. (Bldg. A). (16137)

553. MISCELLANEOUS FILE, 1934 to date. Monthly report on work done, reports of inspection, requisitions for supplies, reports on out-patients and in-patients, and annual reports on clinic personnel. Filed alphabetically. (Occasionally, official.) 8 1/2 x 11 folders, 1 ft. 3 in., in drawer of metal filing case. Dental Clinic. (Bldg. A). (16157)

554. RECORDS OF MEALS AND LODGING, 1934 to date. Record of each employee, showing name, salary rate, type of meal, rate for meal, and total amount incurred. Filed chronologically. (Older records, never; current records, occasionally, official.) 4 x 6 cards, 2 ft., in box and drawers of metal filing case. Supply Office and R. B-605. (Bldg. A). (16226, 15522)

555. REPORTS OF EXPENDITURES AND ISSUE LISTS, 1934 to date. Supply Form 137a, showing name and description of article, classification number, unit cost, and total amount;

also weekly issue reports, showing expendable property on hand, name of department, date, quantity, name of article, signature of department head, and approval of the property custodian. Filed chronologically. (Older records, never; current records, occasionally, official.) 5 x 8 papers and 9 x 12 folders, 7 ft., in wooden box and in drawers of metal filing case. Supply Office and R. B-605. (Bldg. A). (16227, 15525)

556. SUBSISTENCE PROPOSALS, 1934 to date. Standard Form 33, showing name of hospital, address, name of article being bidded for, description, quantity, unit price, amount in dollars and cents, date of bid, name of bidder, address, and signature and title of person authorized to sign bid; also vouchers covering bids which have been passed for payment. Filed numerically. (Older records, never; current records daily, official.) 9 x 12 folders, 6 ft. 6 in., in wooden box and in drawers of metal filing case. Supply Office and R. B-605. (Bldg. A). (17071, 15526)

557. MISCELLANEOUS ADMINISTRATION FILE, Jan. 1935 to date. Consisting of correspondence and routine reports submitted to office by various divisions of hospital, including quarterly alcoholic and narcotic reports on individuals treated for disturbances; monthly summaries of hospitalization afforded to veterans; Medical Form 2633, reports of assaults, accidents and injuries to beneficiaries; monthly hospital reports of attending specialists; and daily reports on attendance of personnel. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 4 ft. in drawers of steel filing case. Clinical Director's Office. (Bldg. A). (15450)

558. ADMINISTRATION FILE, 1935 to date. Data relating to administration of out-patient office, including authorizations for examinations, photostat copies of contracts approved by Washington office furnishing drugs to beneficiaries; copies of contracts with various hospitals furnishing treatment to beneficiaries; Form 2504, decisions on questions of fact and law on claimants getting out-patient treatment, showing name of veteran, whether or not disability was service connected, and facts as to right to receive compensation. (Occasionally, official.) 8 x 10 1/2 folders, 2 ft., in drawer of steel filing case. Out-Patient Office. (Bldg. A). (16151)

559. BAGGAGE RECEIPTS, 1935 to date. Issued by clothing clerk. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. Clothing Office. (Bldg. A). (16229)

560. COMPLETED PURCHASE ORDERS, 1935 to date. Record of supplies delivered and services completed, and names of com-

panies and persons who have been reimbursed. Filed numerically by purchase order number. (Older records, never; current records, occasionally, official.) 9 x 12 folders, 75 ft., in drawers of metal filing cases. Dirty. Supply Office and R. B-605. (Bldg. A). (16239, 16234)

561. CONTRACTS, 1935 to date. Contracts for sterilizers, electric supplies, medical gases, renovation of mattresses, plumbing, junk, drugs, and clinic supplies. Filed numerically. (Occasionally, official.) 9 x 12 folders, 3 ft., in drawers of metal filing case. Supply Office. (Bldg. A). (15528)

562. FIRM NAMES, 1935 to date. Names of companies, factories, and stores wishing to be kept on hospital files for future reference; showing name and address of firm, and names of articles that can be purchased, such as office appliances, household and baking equipment, and linen and bedding. Filed numerically. (Frequently, official.) 3 x 5 cards, 3 ft., in drawers of metal filing case. Supply Office. (Bldg. A). (16230)

563. GENERAL CORRESPONDENCE, 1935 to date. Regarding inquiries as to competency of patients, treatment for mental disability, and dates of case histories. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawers of metal filing case. Neuropsychiatric Clinic. (Bldg. A). (16246)

564. EXPENDITURES, OUT-PATIENT OFFICE, 1935 to date. Standard Form 1034, public voucher for purchases and services other than personal, showing services rendered by fee basis doctors, hospitals, private institutions, and drug companies; also memoranda for assignment of budget numbers to specific accounts; monthly estimates of amount of contracts covering cost of hospitalization of patients; budget estimates for fiscal year 1935-36; and correspondence with Washington office relative to administration. (Occasionally, official.) 8 1/2 x 10 folders, 2 ft., in drawer of steel filing case. Out-Patient Office. (Bldg. A). (16150)

565. ORTHOPEDIC APPLIANCE CONTRACTS, 1935 to date. Supply Form 1261, referring to contracts for furnishing of artificial limbs, and other orthopedic appliances. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft., in drawer of metal filing case. Supply Office. (Bldg. A). (16253)

566. RECORD OF VALUABLES, 1935 to date. Record of all valuables deposited with clothing clerk, showing name and address of depositor, date of deposit, and description of article. Filed chronologically and alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of metal filing case.

Clothing Office. (Bldg. A). (16254)

567. REQUESTS FOR TRANSPORTATION, 1935 to date. Form 300, memorandum by clinical director to transportation unit, showing name of veteran, where traveling, and purpose; also record of means of transportation, special form of transportation, and meal and lodging requests. Filed alphabetically by name of veteran. (Daily, official.) 5 x 8 papers, 3 ft. 6 in., in drawers of steel filing case. Transportation Office. (Bldg. A). (16153)

568. TRANSPORTATION FILE, 1935 to date. Requests for travel by staff, including record of veterans receiving transportation vouchers but failing to use them; also memoranda by out-patient division, which serve as record of transportation requests returned for cancelation; requests that have been utilized; and requests for reduced fares; and correspondence with Washington office relative to transportation requests. (Daily, official.) 8 1/2 x 10 folders, 4 ft., in drawers of steel filing case. Transportation Office. (Bldg. A). (16152)

569. MISCELLANEOUS RECORDS, ACTIVE, 1936. Form 925, monthly reports on food purchased, listing daily accounts of food; list of menus; receipts for paid bills; items on personnel connected with this office; Form 2598a, inventory for non-expendable property, and daily time reports for personnel. Filed alphabetically by subject. (Occasionally, official.) 8 1/2 x 11 folders, 2 ft., in drawer of wooden filing case. Dietitian's Office. (Bldg. A). (16131)

570. FOOD CONTRACTS AND RELATED CORRESPONDENCE, Jan. 1936 to date. Subsistence contracts for turkeys, butter, eggs, meat, and fish; correspondence including complaints as to quality of meat and warning to contractors, and correspondence to medical director relative to inspection of food. Filed by station contract number. (Daily, official.) 9 x 12 folders, 6 x 8 vols., 3 ft., in drawers of metal filing case. Supply Office. (Bldg. A). (15529)

571. DESIGNATIONS OF RECIPIENTS OF PERSONAL EFFECTS OF DECEASED VETERANS, Jan. 1, 1936 to date. Names and addresses of persons who are to receive personal effects of deceased veterans. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft. in drawer of steel filing case. Clinical Director's Office. (Bldg. A). (15452)

572. EXPENDABLE PROPERTY RECORDS, Jan. 1936 to date. Supply Form 2598f, showing class number of article, unit, description, item numbers, depot unit, date received, and voucher number. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 4 ft., in drawers of metal filing case. Supply Office. (Bldg. A). (15527)

573. CORRESPONDENCE, Jan. 1936 to date. Concerning entertainment for veterans in form of movies and radio programs; contributions such as games of cards, chess, checkers, and cribbage, and gifts to veterans from their communities. (Daily, official.) 9 x 12 folders, 6 in., in drawer of wooden filing case. Recreational Director's Office. (Bldg. B). (16255)

574. GENERAL FILE, Jan. 1936 to date. Receipts for checks cashed and for purchase of reading lenses; case histories of patients; annual reports as to function of social service office and applications for absentee ballots. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Social Service Office. (Bldg. A). (16248)

575. GEOGRAPHIC GUIDE, Jan. 1936 to date. Used for tracing mail and locating foreign patients about whom inquiries are made by auxiliaries and other organizations. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of metal filing case. Social Service Office. (Bldg. A). (16247)

576. MONTHLY HOSPITAL EXPENSE REPORTS, Jan. 1936 to date. Record of number and value of burial claims authorized, classified according to name of war in which veteran saw service, including expense accounts of prosthetic appliances purchased during month, account of amount of money expended for travel, and of funds held for beneficiaries. Filed chronologically. (Daily, official.) 8 x 10 1/2 folders, 1 in., on desk. Clinical Record Office. (Bldg. A). (15521)

577. MONTHLY REPORT OF FACILITIES, Jan. 1936 to date. Medical Form 2601, showing number of patients receiving domiciliary or hospital care, classification of beneficiaries remaining at end of month, number of beds occupied on last day of each month, number of beds available for female and colored beneficiaries, and those having contagious diseases. Filed chronologically. (Occasionally, official.) 8 x 10 1/2 folders, 1 in., on desk. Clinical Record Office. (Bldg. A). (15449)

578. NON-EXPENDABLE PROPERTY RECORDS, Jan. 1936 to date. Supply Form 1243, showing name of article, class number, unit price, dates received and issued, voucher number, and location. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 3 ft. 9 in., in drawers of metal filing case. Supply Office. (Bldg. A). (15523)

579. RECORD OF MONTHLY REQUISITIONS, Jan 1936 to date. Showing name of article, container, and date. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. Supply Office. (Bldg. A). (15524)

580. RECORD OF PATIENTS RECEIVING SOCIAL SERVICE AID, Jan. 1936 to date. Cards showing name, classification, address, marital status, date and place of birth, religion, occupation, diagnosis, and service rendered by social worker. Filed alphabetically. (Daily, official.) 10 x 10 1/2 bundles and 5 x 8 cards, 8 ft., on shelf and in drawers of metal filing case. Dirty. Social Service Office, and R. B-608. (Bldg. A). (16259, 16232)

581. RESOURCE FILE, Jan. 1936 to date. Used for referring to Red Cross Chapters and other welfare agencies throughout the country. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in wooden card cabinet on top of desk. Social Service Office. (Bldg. A). (16249)

582. WEEKLY BED REPORTS, Jan. 1936 to date. Record of total number of patients in hospital; also record of bed capacity; number of beds available, and number of authorizations for hospitalization sent out during week. Filed chronologically. (Occasionally, official.) 8 x 10 1/2 folders, 2 in., on desk. Clinical Research Office. (Bldg. A). (15455, 15448)

NORTHPORT

VETERANS' ADMINISTRATIVE FACILITY
Middleville Road

This Hospital 108, in Northport on Long Island, was opened on April 16, 1928, and has since undergone no administrative changes. None of its records have been lost or destroyed, and are stored until permission is received from Washington office to dispose of them. The hospital at present occupies about 36 buildings, although five new buildings are under construction.

Medical Records

583. PATIENTS' WEIGHTS, Oct. 24, 1928 - Aug. 31, 1934. Records showing names of patients and monthly weights. (Rarely, official.) 8 x 10½ vol., 1 in., on steel shelf. Attic Storeroom. (Bldg. B). (20706)

584. MISCELLANEOUS CLINIC RECORDS, July 1, 1928 - 1935. Daily personnel sick reports, physical examinations, records of treatments, reports on patients in emergency clinic; and eye, ear, nose, and throat treatment records. (Rarely, official.) 9 x 12 vols., 1 ft., on open wooden shelf. File

Room, 2d floor. (Bldg. A). (8901)

585. CHIEF NURSES' DAY AND NIGHT REPORTS, Apr. 16, 1928 - Aug. 14, 1936. Census of all wards, showing number of patients discharged, number of new patients admitted, transfer of patients between wards, names of patients on leaves of absence and missing, notations of patients' ailments, complaints and treatments, names of patients picked up who were previously reported as missing, and summaries of condition, health, and behavior of patients. Filed chronologically. (Rarely, official.) Variously sized vols., 4 ft., on open steel shelf, and in wooden boxes. Attic Storeroom. (Bldg. B). (20691)

586. DAILY REPORT OF OCCUPATIONAL THERAPY AIDE, INACTIVE, 1928 - 1936. Form 2592, showing patients' names, daily attendance at occupational therapy activity, total hours, ratings, type of project on which patients worked, and treatment received. (Rarely, official.) 8 x 10½ cards, 2 ft., in box. Storeroom, 1st floor. (Bldg. P). (18284)

587. DAY AND NIGHT REPORTS OF WARDS, 1928 - 1936. Census of wards, showing number of guests in and out, report of window lugs and grills, treatments to patients, names of visitors, religious services attended, number of patients, in library, out walking and elsewhere, accidents to patients, patients' temperatures, behavior, doctors' visits, and other information concerning patients, and ward conditions. Filed chronologically. (Rarely, official.) Variously sized vols. 7 ft. 10 in., on open steel shelves. Attic Storeroom. (Bldg. B). (20690)

588. DOCTORS' RECORDS, June 1928 to date. Form 2614a, clinical record, brief sheet; Form 2614j, ward surgeon's progress and treatment record. Filed alphabetically. (Daily, official.) 9 x 12 folders, 42 ft., in drawers of steel cabinets. Doctor's Office. (Bldgs. B, D, E, F, G, H, I, J, K). (18432, 18436, 18440, 18452, 18457, 18391, 18395, 18399, 18285, 18403, 18417, 18418, 18424, 18428)

589. NURSES' FOLDERS, June 1928 to date. Form 2614a, clinical record brief sheet; Form 24, complete description of each patient on admission to ward; and Form 2614f, patient's weight chart. Filed alphabetically. (Daily, official.) 9 x 12 folders, 42 ft., in drawers of steel filing cabinets. Doctor's Office. (Bldgs. B, D, E, F, G, H, I, J, K). (18437, 18441, 18433, 18453, 18456, 18392, 18396, 18400, 18286, 18404, 18416, 18419, 18425, 18429)

590. INDEX TO DRUGS, 1928 to date. Estimate showing monthly quantities of various drugs needed in pharmacy, names of required drugs, and units of quantity. Filed alphabetical-

ly. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in open wooden cabinet on desk. Pharmacy, 1st floor. (Bldg. B). (18413)

591. GENERAL FILES, 1928 to date. Clinical records and correspondence; Medical Form 2614h, showing patient's name, ward, reason for and date of X-ray, previous report, if any, clinical diagnosis, date returned from laboratory to ward, and result of X-ray or fluoroscopic findings; also record of size of plate used, part X-rayed, and dispositions; also admissions and ward transfers, discharges, trial home visits, general orders, memos to laboratory, hospital orders, bacteriological examinations of milk, cream and water, bacteriological examinations of cultures taken from meat cutting blocks and tables in kitchens, examinations of various other articles and foods, cultures from the nails of food handlers, hog inoculations, and inspections. (Daily, official.) 9 x 12 folders, and 5 x 8 cards, 7 ft., in drawers of metal cabinet, X-ray and Clinical Laboratory Office. (Bldg. B). (18384)

592. DENTAL MASTER INDEX, ACTIVE AND INACTIVE, 1928 to date. Record shows name of hospital, patient's name, register and class numbers, class or type, dates of examination, date chart sent to ward surgeon, dates when relief was authorized, record sent to abeyance file, approved or disapproved, relief treatment begun and completed, report to Regional Office for complete relief, and date of discharge. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in drawers of wooden cabinet. Dentist's Office, 1st floor. (Bldg. B). (18387)

593. INDEX TO REGISTER OF PATIENTS, 1928 to date. Records of patients X-rayed, and to whom an X-ray number has been assigned for identification and reference purposes, showing name, claim number, date of birth, home address, last rank and organization, and number of ward in which confined. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in drawers of wooden cabinet. X-ray Office and Clinical Laboratory, 1st floor. (Bldg. B). (18382)

594. LIST OF OCCUPATIONAL THERAPY PATIENTS, 1928 to date. Cards recording patient's name, compensation and registration numbers, ward, date assigned to occupational therapy shop, and remarks concerning patient's work and conduct; also file listing occupational therapy patients according to department or ward assigned, showing character of work patient is doing, and remarks concerning neatness, cooperation, and improvement. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in drawers of wooden filing cabinet, on desk. Office. (Bldg. P). (18281)

595. REGISTER OF PROPHYLAXIS OF DENTAL PATIENTS, 1928 to date. Cards showing patient's name, ward number, regis-

tration or claim number, class and diagnosis, and dates of examination and prophylaxis. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawers of wooden filing cabinet. Dentist's Office, 1st floor. (Bldg. B). (18389)

596. REGISTRY OF DENTURES, 1928 to date. Showing patient's name, register and ward numbers, and record of dentures and denture repairs supplied. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden filing cabinet. Dentist's Office, 1st floor. (Bldg. B). (18390)

597. CLINICAL RECORDS AND MISCELLANEOUS REPORTS, Apr. 1928 to date. Medical Form 2614-1, occupational therapy reports; Medical Form 2614m, physiotherapy reports; Form 26, continuous tub and wet pack orders; also X-ray and social service monthly reports; and monthly reports of psychiatric social workers. (Daily, official.) 8 x 10½ folders and bundles, 3 ft. 6 in., in boxes. File Room, 2d floor. (Bldg. A). (8895)

598. PATIENTS' FILE, Apr. 16, 1928 to date. Records and correspondence of patients who have been discharged or who are still at this Facility. Filed alphabetically. 3 x 5 card index. (Daily, official.) 9 x 12 folders and loose-leaf books, 297 ft. 1 in., in drawers of steel filing cases and on wooden shelves. Clinical Record Room and File Room, 2d floor. (Bldg. A). (8867, 8868, 8896)

599. INDEX TO PATHOLOGICAL FILE, Apr. 16, 1928, to date. Showing patient's registration number, diagnosis, and type of operation. Filed by pathological number. (Daily, official.) 5 x 8 cards, 1 ft. 9 in., in drawers of wooden filing cabinet. Clinical Record Room, 2d floor. (Bldg. A). (8870)

600. INDEX TO PATIENTS' DIAGNOSES, Apr. 1928 to date. Showing name of patient, home address, registration and claim numbers, name and address of guardian, nearest relative, address of relative, diagnosis, race, religion, family and past history, present illness and examination. Filed alphabetically. (Daily, official.) 5 x 8¼ cards, 2 ft., in drawers of card cabinet. Manager's Office, 2d floor. (Bldg. A). (16911)

601. RECORD OF DOMICILIARY OR HOSPITAL CARE, Apr. 16, 1928, to date. Medical Form 2593, information cards of discharged and active patients. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 8 ft., in drawers of wooden card cabinets. Clinical Record Room, 2d floor. (Bldg. A). (8869, 8878)

602. RECORD OF OPERATIONS, May 1, 1928, to date. Log of

operations performed, listing operation number, name of surgeon, date and time of day operation was performed, patient's name, ward number, type of operation, anaesthetic used, name of anaesthetist, and name of nurse. (Daily, official.) 8¼ x 10½ vol., 1 in., in drawer of table. Operating Room, 4th floor. (Bldg. B). (20814)

603. PRESCRIPTIONS, 1929 - 1937. Record of prescriptions ordered and filled, showing patient's name and address, name of hospital, prescription number, and cost. (Daily, official.) 4 x 5½ sheets, 3 ft., in steel vault. Pharmacy, 1st floor. (Bldg. B). (18412)

604. PROLONGED BATH RECORDS, 1920 - 1932. Form 45, listing name of patient, date, time placed in and removed from bath, and record of pulse reading of patient and water temperature of bath. (Rarely, official.) 8 x 11 sheets, 50 ft., in wooden boxes. Attic Storeroom. (Bldg. B). (17452)

605. RECORD BOOK OF WEIGHTS, Oct. 1930 - Feb. 1937. Record of patients' monthly or bi-monthly weights. Filed alphabetically. (Occasionally, official.) 10½ x 16 vol., 1 in., on file cabinet. Doctor's Office, 1st floor. (Bldg. G). (18288)

606. NURSES' RECORDS, 1930 to date. Laundry, day and night, patients' weights, patients' roll call, work order, and attendants' record books. (Daily, official.) Variously sized folders and vols., 6 ft. 6 in., on shelves. Nurse's Office. (Bldgs. B, D, E, F, H, I, J, K). (18420, 18431, 18435, 18439, 18451, 18455, 18393, 18397, 18401, 18405, 18415, 18423, 18427)

607. RESULTS OF LABORATORY EXAMINATIONS, 1931 - 1933. Medical Form 2614i, showing analysis of sputum and blood tests. (Rarely, official.) 8 x 10½ folders, 2 ft., in cardboard cartons. Attic Storeroom. (Bldg. B). (17451)

608. WARD SURGEON'S PROGRESS AND TREATMENT RECORD, 1931 - 1933. Form 2614, showing patient's name, number, diet, treatment, complications, changes of diagnosis, intercurrent diseases, and daily progress. (Rarely, official.) 8 x 10½ folders, 4 ft. 3 in., in cardboard cartons. Attic Storeroom. (Bldg. B). (17450)

609. LABORATORY REQUESTS, 1931 - 1936. Form 94, requests for laboratory tests, giving date of request, name of patient, compensation number and request numbers, ward, specimen to be examined, disease for which test is made, and signature of doctor. (Never.) 5½ x 8 folders, 4 ft. 6 in., in wooden boxes. Damaged by careless handling and by water, dirty, torn and scattered. Attic Storeroom. (Bldg. B). (17437)

610. OCCUPATIONAL THERAPY RECORDS, Jan. 1932 - July 1934. Medical Form 2614-1, showing benefits to patients' mental condition as result of assignments to light ward work or active indoor or outdoor work, listing number of hours worked each day, type of work and progress made. Filed alphabetically by patient's name. (Rarely, official.) 8 x 10½ folders, 2 ft., in wooden boxes. Attic Storeroom. (Bldg. B). (17435)

611. RECORDS OF EMERGENCY CLINIC, July 1932 - Feb. 1937. Daily records of clinic nurses, including personnel treatment and patients' treatment, personnel annual physical, new employees, lobar puncture and g. u. books. (Daily, official.) 8 x 10½ vols., 6 in., on desk. Emergency Clinic, 1st floor. (Bldg. B). (18763)

612. X-RAY CARD INDEX OF PATIENTS, 1932 - 1937. Records of patients X-rayed at clinic, showing name of patient, compensation, register, and patient's X-ray numbers, ward number and dates of X-ray. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in drawers of card cabinet. X-ray Clinic, 1st floor. (Bldg. B). (18529)

613. CLINICAL RECORDS, Nov. - Dec. 1933; Mar. 1934 - Feb. 1935. Medical Form 2614-1, occupational therapy clinical report, giving ward number, name of patient, diagnosis, therapeutic benefit resulting from assignment to work, monthly work records, number of hours worked, and total number of hours worked during month; and Forms F 143, 500, 11, 21, and 33, daily reports of eye, ear, nose, and throat clinic. (Rarely, official.) 8½ x 10½ folders, 2 ft., in box. File Room, 2d floor. (Bldg. A). (8893)

614. PATHOLOGICAL X-RAYS, 1933 - 1937. Records of patients X-rayed, showing patient's name, registration and film numbers, date and type of X-ray, reason for X-ray treatment, and results. Filed alphabetically and by type of X-ray. (Daily, official.) 5 x 8 cards, 1 ft., in wooden cabinet. X-ray Office and Clinical Laboratory, 1st floor. (Bldg. B). (18381)

615. DIAGNOSES, 1933 - 1937. Card file recording names of patients, ward numbers, results of routine examinations, and dates. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 3 in., in cabinets on steel filing cabinet. Eye, Ear, Nose, and Throat Clinic, 1st floor. (Bldg. A). (18449)

616. LABORATORY EXAMINATION RECORD OF PERSONNEL AND OUT-PATIENTS, 1933 - 1937. Card file of personnel and outpatients examined in clinical laboratory, showing patient's name, registration number, dates of admission and discharge, personal information, and records of examinations.

Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in wooden cabinet. X-ray Office and Clinical Laboratory, 1st floor. (Bldg. B). (18380)

617. LABORATORY EXAMINATION RECORDS, 1933 - 1937. Card file of patients examined in clinical laboratory, showing patients' names and registration numbers, dates of admission and discharge, and records of examinations. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in drawers of wooden cabinets. X-Ray Office and Clinical Laboratory, 1st floor. (Bldg. B). (18379)

618. PATHOLOGICAL RECORDS, 1933 - 1937. Showing type of laboratory test, patient's name and registration number, dates of tests, and results. Filed by name of test. (Daily, official.) 5 x 8 cards, 3 ft. 6 in., in wooden cabinets. X-ray Office and Clinical Laboratory, 1st floor. (Bldg. B). (18383)

619. RECORDS OF NARCOTICS AND ALCOHOLICS, 1933 - 1937. Form 2598f, inventory and record card, showing receipts and expenditures of alcoholics and narcotics, listing dates of receipts and expenditures, amounts of issues, and balances on hand; Medical Form 2657, record of prescriptions containing exempt narcotics, showing all issues of prescriptions containing narcotics exempt under Harrison Act. (Daily, official.) 9 x 12 folders, 6 in., in steel vault. Pharmacy, 1st floor. (Bldg. B). (18411)

620. LABORATORY REQUESTS, Mar. 22, - Oct. 3, 1934. Names of patients or employees requesting laboratory analyses or X-rays listing dates, and results. (Rarely, official.) $8\frac{1}{4}$ x $10\frac{1}{2}$ vol., 1 in., on open steel shelf. Attic Storeroom. (Bldg. B). (17228)

621. PATIENTS' TEMPERATURES, Aug. 12, 1935 - Mar. 13, 1936. Record of abnormal temperatures, respiration, and pulse of patients. Filed alphabetically, by patients' names. (Rarely, official.) $8\frac{1}{4}$ x $10\frac{1}{2}$ vol., 1 in., on open steel shelf. Attic Storeroom. (Bldg. B). (16998)

622. RESEARCH ON EPILEPTIC PATIENTS, Oct. 1935 - 1937. Data recorded from results of scientific research being conducted by this Facility; including skin tests; meterophile antigen; primary toxicity; blood complement; group reactions in relation to food; queries; methods; polliwog experiments; and records of laboratory animals, arranged alphabetically. (Daily, official.) 10 x 11-3/4 loose-leaf books, 2 ft. 6 in., on shelf. Research Laboratory. (Bldg. B). (18458)

623. CLINICAL RECORDS, PHYSIOTHERAPY, 1935 - 1937. Form 2614m, showing name of patient, diagnosis, present condition, X-ray findings, type of treatment prescribed; and type of

treatment administered by physiotherapist, number of hours, day and date of each treatment, progress, and observation notes. Filed alphabetically. (Daily, official.) 8 x 10½ sheets, 1 ft., in drawer of desk. Physiotherapy Office, 1st floor. (Bldg. B). (18462)

624. DAILY REPORTS, AND ROUTINE EXAMINATIONS, 1935 - 1937. Routine eye, ear, nose and throat examinations, showing patient's name, results, findings of examinations, diagnosis, date of examination, and name of medical examiner; daily report of eye, ear, nose and throat clinic, showing date of report; names of patients treated and examined, numbers of wards to which assigned; type of treatments given; and name of medical examiner. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Eye, Ear, Nose and Throat Clinic, 1st floor. (Bldg. B). (18448)

625. RECORD SHEETS FOR ALCOHOLIC AND NARCOTIC DRUGS, 1935 to date. Medical Form 2638, detailed monthly report of amount of whiskey and drugs carried over from previous month, quantity received and dispensed during current month, names of patients to whom administered, whether by hypodermic or mouth, ward numbers, kinds and quantities of drugs, and name of nurse administering it. (Daily, official.) 9 x 12 folders, 2 in., in wooden cabinet. Chief Nurse's Office. (Bldg. B). (20768)

626. DENTAL APPOINTMENTS AND RECORD BOOKS, Jan. 3, 1936 - Feb. 5, 1937. Entries showing names, claim and requisition numbers of patients who have been or are being treated in dental clinic, dates of appointments, number of hours treated, services rendered, and daily record of all professional services rendered by dental officer. Filed chronologically. (Daily, official.) 6 x 10½ vols., 4 in., on desk. Dentist's Office, 1st floor. (Bldg. B). (18388)

627. X-RAY DAILY RECORD BOOK, Jan. 1, 1936 - Feb. 10, 1937. Showing name of patient to be X-rayed, parts to be X-rayed, patient's register and X-ray numbers, size of and amount of film used, number of exposures made, and date. (Daily, official.) 9 x 14 vol., 1 in., on desk. X-ray Clinic, 1st floor. (Bldg. B). (18528)

628. CLINICAL RECORD FOR OCCUPATIONAL THERAPY DEPARTMENT, 1936 - 1937. Medical Form 2614-1, showing patients' names, medical diagnosis, occupation before hospitalization, conduct disorders, occupational interest, types of tools and machinery patient may safely use, physical disability, physical changes noted during past year, disposition, and therapeutic benefits resulting from occupational therapy assignments; also monthly report, signed by ward doctor or aide, recording patient's peculiarities and condition. (Daily, official.) 8½ x 11 covers, 6 in., in drawer of wooden desk. Office. (Bldg. P). (18282)

629. ANNUAL EXAMINATIONS, AND RECORDS OF EX-SERVICE EMPLOYEES, n.d. Records of employees' annual physical examinations, showing dates and names of employees; records of ex-service employees list employee's name, date of birth, rank, organization, and dates of enlistment and discharge. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in drawer of wooden cabinet. Personnel Office, 1st floor. (Bldg. A). (20729)

Other Records of Patients

630. PATIENTS' PURCHASE ORDERS AND REQUISITIONS, 1928 - 1929. Purchase orders showing purchase order number, date, name and address of individual or corporation to whom issued, name of patient who submitted requisition, ward and claim numbers, quantity, unit, unit and total costs, and description of items to be purchased; also Form 34, requisitions, showing name of patient, claim number, list of articles or services, and estimated cost. (Rarely, official.) 9 x 12 folders, and 8 x 10½ bundles, 4 ft. 6 in., in wooden boxes. Damaged by water, and dirty. Attic Storeroom. (Bldg. B). (17458)

631. SCHEDULES OF COLLECTIONS AND DISBURSEMENTS, PATIENTS' FUNDS, Apr. 1928 - Oct. 1930. Standard Form 1025, schedule of disbursements, and Standard Form 1026, schedule of collections giving account of funds collected during month and to be credited to patients' accounts, recapitulation showing total of collections recorded and total of all collections for period; also collections of patients' funds forwarded from medical officer in charge to disbursing agent. Filed chronologically. (Never.) 8-5/8 x 14½ covers, 9 in., in drawer of steel filing cabinet. Attic Storeroom. (Bldg. B). (17243)

632. TRAVEL AUTHORIZATIONS, Oct. 18, 1928 - June 24, 1932. Letters authorizing traveling expenses for discharged patients from hospital to homes, or from one hospital to another. (Rarely, official.) 9 x 12 covers, 6 in., in box. Attic Storeroom. (Bldg. B). (17234)

633. FIELD SERVICE RECEIPTS PATIENTS' AND GOVERNMENT FUNDS, Apr. 16, 1928 - Mar. 31, 1935. Finance Form 1028, P. Series, for receipts, showing funds received from patients, guardians, or Government, for use of patients, listing place and date of receipt of funds, regional office, hospital number, name and identification number of beneficiary, amount received, description of and reason for remittance, and name and address of remitter; and Finance Form 1028, G. Series, field service receipts, for funds received from individuals or corporations in payment for services or goods, showing

place and date of receipt of funds, regional office, hospital number, name and identification number of beneficiary, amount received, description of and reason for remittance, name and address of remitter, information as to its application, appropriation, and disbursing office voucher number. (Rarely, official.) 3-3/4 x 8 sheets, 11 ft., in wooden boxes. Scattered. Attic Storeroom. (Bldg. B). (17247)

634. CANTEEN COUPONS, 1928 - 1935. Used by patients in making purchases at canteen; showing value, name and number of Facility, and coupon number. (Never.) 9½ x 11½ envelopes, 8 ft., in wooden boxes. Dirty. Attic Storeroom. (Bldg. B). (17242)

635. PAID VOUCHERS - PATIENTS' FUNDS, July 1, 1928 - June 30, 1936. Standard Form 1048, memorandum public voucher for refunds; Standard Form 1048A, expenditure schedules for purchases and services other than personal; Form 2696, expenditure schedules and purchase orders; and Medical Form 2675, patients' requisitions. (Rarely, official.) 8½ x 11¼ folders and covers, 59 ft. 6 in., in drawers of steel filing cases, on open wooden shelves, and in wooden boxes. Damaged by careless handling, dirty and torn. Attic Storeroom. (Bldg. B). (20688)

636. PATIENTS' REQUISITIONS, 1928 - 1935. Medical Form 2675, patient's requisition, showing list of articles or services requisitioned by patient; and Finance Form 1028, field service receipts, P. Series, for funds received for patients. Filed alphabetically. (Rarely, official.) 9 x 12 folders and 5 x 8 bundles, 98 ft., on open wooden shelves and in boxes. Attic Storeroom. (Bldg. B). (20685)

637. RECORD OF DAY AND NIGHT ROLL CALLS, May 19, 1928 - Sept. 28, 1936. Showing number of beds occupied by patients, names, number of bedrooms occupied, and dormitory numbers; also lists of patients observed for tendencies for which classified. (Rarely, official.) Variously sized books, 1 ft. 6 in., on steel shelf. Papers torn. Attic Storeroom. (Bldg. B). (20707)

638. INSTRUCTIONS, AUTHORIZATIONS, AND REGULATIONS, 1928 - 1936. Information regarding medical care and hospitalization of veterans, and instructions concerning compensation, and burials. (Frequently, official.) 9 x 12 folders, 3 in., on desk. Contact Office. (Bldg. B). (20766)

639. PATIENTS' GUARDIANS, 1928 - 1937. Cards showing patient's name, claim and registration numbers, dates of admission to hospital, discharge, or death; and name and address of guardian. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of wooden cabinet. Patients' Clothing Room Office. (Bldg. B). (18463)

640. CLOTHING RECORDS OF DECEASED PATIENTS, 1928 - 1937. Expenditure schedules and purchase orders, patients' requisitions, records of valuables, miscellaneous cards, patients' clothing room receipts, reports of survey of patients' clothing, and authority to destroy clothing. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in drawers of steel filing case. Patients' Clothing Room Office. (Bldg. B). (18527)

641. CLOTHING ROOM RECORDS OF PATIENTS, 1928 - 1937. Clothing room receipts, acknowledgments of articles purchased and received for patients, receipts for packages delivered, requisitions, expenditures schedules and purchase orders, clothing cards and lists of clothing belonging to patients, forwarded to guardians or representatives. Filed alphabetically. (Daily, official.) 9 x 12 folders, 39 ft., on shelves of wooden lockers. Storage Room. (Bldg. B). (18542, 18543)

642. CLOTHING ROOM RECORDS OF PATIENTS TRANSFERRED TO CANANDAIGUA FACILITY, 1928 - 1937. Clothing room records of transferred patients. (Occasionally, official.) 9 x 12 folders and 10 x 11 loose-leaf book, 4 ft., on shelves of wooden locker. Storage Room. (Bldg. B). (18541)

643. CLOTHING ROOM RECORDS OF PATIENTS TRANSFERRED TO LYONS FACILITY, 1928 - 1937. Clothing room records of transferred patients. (Occasionally, official.) 9 x 12 folders, 4 ft., on shelves of wooden cabinet. Storage Room. (Bldg. B). (18544)

644. CLOTHING ROOM RECORDS OF PATIENTS TRANSFERRED TO OTHER HOSPITALS, 1928 - 1937. Form 32, patients' clothing room receipts; acknowledgments to shippers or donors of receipt of articles; receipts for packages delivered to hospital for patient; Form 2604, patients' clothing card, record of property turned over for safekeeping to storekeeper by patient or representatives, on admission, and returned to patient or forwarded with personal effects when transferred; lists of clothing belonging to patient sent to hospital to which patient was transferred; and items in patients' baggage. (Occasionally, official.) 9 x 12 folders, 5 ft., on shelves of wooden locker. Storage Room. (Bldg. B). (18540)

645. DAILY PROGRESS REPORTS, 1928 - 1937. Form 2611, showing name of patient, compensation and registration numbers, address, period and type of treatment, and final disposition of patient. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 ft. 6 in., in cardboard boxes. Physiotherapy Office, 1st floor. (Bldg. B). (18461)

646. PATIENTS' BAGGAGE RECORD, 1928 - 1937. Records of

baggage received for patients by clothing room storekeeper, showing patient's name, claim and registration numbers, date of admission to hospital, and date baggage was received or returned to patient. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in drawers of wooden cabinet. Patient's Clothing Room Office. (Bldg. B). (18464)

647. PATIENTS' CLOTHING RECORDS, ACTIVE, 1928 - 1937. Records of all patients who received clothing, clothing repairs or services, including, Form 32, patients' clothing room receipts; copies of receipts from business manager to clothing donors; Form 2636a, valuables and miscellaneous cards; lists of property to be returned to guardians or representatives; and Form 55, reports of survey of patients' clothing. Filed alphabetically. (Daily, official.) 9 x 12 folders, 54 ft., in drawers of steel filing cases. Patients' Clothing Room Office. (Bldg. B). (18525)

648. PATIENTS' LISTS, 1928 - 1937. Showing patient's name, claim and registration numbers, dates of admission, and discharge. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 2 drawers of card cabinet, and in boxes. Physiotherapy Office, 1st floor. (Bldg. B). (18460)

649. PATIENTS' ROSTER, 1928 - 1937. Showing patients' names, registration and claim numbers, and wards to which assigned. Filed chronologically. (Daily, official.) 10 x 11½ loose-leaf books, 4 in., on table. Patients' Clothing Room Office. (Bldg. B). (18466)

650. VALUABLES AND MISCELLANEOUS CARDS, ACTIVE, 1928 - 1937. Form 2636a, records of articles turned over by patients to property custodian on admission, showing patient's name, address, claim and receipt numbers, dates of admission, and discharge, name of legal guardian and address, and list of articles credited to patient on hospitalization and withdrawn on discharge. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of metal filing case. Patients' Clothing Room Office. (Bldg. B). (18526)

651. VALUABLES RECEIPT REGISTER, 1928 - 1937. Record of valuables turned in by patients to clothing room storekeeper, showing patient's name, registration and receipt numbers. Filed chronologically. (Daily, official.) 8 x 10½ vol., 1 in., on filing case. Patients' Clothing Room Office. (Bldg. B). (18467)

652. ADMISSIONS, Apr. 16, 1928, to date. Records showing patient's name, psychosis, age, nativity, citizenship, education, occupation, religion, environment, etiological factors, mental make-up, and diseases. Filed numerically.

(Daily, official.) 6¼ x 6-3/4 cards, 3 ft. 6 in., in 2 wooden boxes. Clinical Record Room, 2d floor. (Bldg. A). (8889)

653. CLAIM NUMBERS, Apr. 16, 1928, to date. Cards listing patients' claim numbers. Filed numerically by patient's claim number. (Daily, official.) 3 x 5 cards, 2 ft. 11 in., in drawer of steel filing case. Clinical Record Room, 2d floor. (Bldg. A). (8882)

654. COMMITMENT FORMS, Apr. 16, 1928, to date. Records used for admission of insane persons; including Form 818, State of New York, Dept. of Mental Hygiene, application for admission to state hospital or licensed private institution of an insane person under provisions of Mental Hygiene Law; Form 92, State of New York, Dept. of Mental Hygiene, application for admission to state hospital or licensed institution for treatment of mental disease, and Form 472, State of New York, Dept. of Mental Hygiene, for commitment of mentally sick. Filed alphabetically by patient's name. (Daily, confidential.) 9 x 12 folders, 8 ft., in drawers of steel cabinet. Clinical Record Room, 2d floor. (Bldg. A). (8892)

655. LIST OF DISCHARGED, TRANSFERRED, OR DECEASED PATIENTS, Apr. 16, 1928, to date. (Daily, official.) 6¼ x 6-3/4 cards, 1 ft. 9 in., in wooden box. Clinical Record Room, 2d floor. (Bldg. A). (8890)

656. DISCHARGES, ROSTER CARDS, Apr. 16, 1928, to date. Medical Form 2580, showing patient's name, claim number, date of birth, home address, last rank and organization, ward number, and date confined. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in drawer of steel filing case. Clinical Record Room, 2d floor. (Bldg. A). (8886)

657. GUARDIAN FILE, Apr. 16, 1928, to date. Records of guardian's name and address, claimant's name, relation of guardian to claimant, in event of death of guardian, name and address of other guardian appointed, and institutional awards. Filed alphabetically by guardian's name. (Daily, official.) 3 x 5 cards, 2 ft. 4 in., in 2 drawers of steel filing case. Clinical Record Room, 2d floor. (Bldg. A). (8884, 8880)

658. PATIENTS' FILE, Apr. 16, 1928, to date. Cards showing information and regulations under which patient is entitled to hospitalization. Filed alphabetically by name of patient. (Daily, official.) 3 x 5 cards, 3 ft. 3 in., in 2 drawers of steel filing case. Clinical Record Room, 2d floor. (Bldg. A). (8879, 8883)

659. INSTITUTIONAL AWARD SCHEDULES, Apr. 1928 to date. Copies of vouchers covering payments of pensions and funds from other sources for accounts of patients. Filed chronologically. (Frequently, official.) 9 x 12 folders, 3 ft. 6

in., in drawers of steel cabinet. Finance Office, 2d floor. (Bldg. A). (16630)

660. NEAREST RELATIVE OF PATIENT FILE, Apr. 16, 1928, to date. Records listing patient's nearest relative. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 2 in., in 2 drawers of steel filing case. Clinical Record Room, 2d floor. (Bldg. A). (8881, 8885)

661. OUT-PATIENT FILE, Apr. 1928 to date. Reports, records, and correspondence concerning physical examinations, relative to veterans not inmates but who appear periodically for examination and treatment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. Clinical Record Room, 2d floor. (Bldg. A). (8877)

662. PATIENTS' RECORDS, Apr. 1928 to date. Form 218, file of all patients, containing complete information regarding patient, diagnosis, treatment, and patient's family and their history. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in portable tab file. Social Service Office, 1st floor. (Bldg. A). (20755)

663. INDEX TO PATIENTS, Apr. 1928 to date. Showing name of patient, number, diagnosis, date admitted, and treatment prescribed. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawers of steel cabinet. Manager's Office, 2d floor. (Bldg. A). (16917)

664. PATIENTS' FUNDS LEDGER ACCOUNTS, Apr. 1928 to date. Finance Form 1083, recording name and address of patient, claim or pension numbers, fund, legal guardian and date appointed, ward or other location, and whether patient is competent; also information concerning funds charged to patient's accounts. Filed alphabetically. (Old records, rarely, official; current records, daily, official.) 9 x 12 folders and 8 x 10 cards, 23 ft., in drawers of steel filing cases, and in portable file boxes. Finance Office, 2d floor. (Bldg. A). (16625, 16626)

665. INDEX TO PATIENTS' GUARDIANS, Apr. 1928 to date. Showing name of guardian, address, and patient's number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 9 in., in drawers of steel cabinet. Manager's Office, 2d floor. (Bldg. A). (16916)

666. PATIENTS' ROLLS, Apr. 1928 to date. Active, inactive, and discharged patients. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in drawers of card cabinet. Supply Office, 1st floor. (Bldg. A). (16978)

667. STATUS OF PATIENTS, Apr. 16, 1928, to date. Cards noting status of patients, as to service-connected disability, or war service. (Daily, official.) 5 x 8 cards and sheets, 1 ft. 1 in., in drawers of card cabinet. Clinical Record Room, 2d floor. (Bldg. A). (8872)

668. VISITING CARDS, Apr. 16, 1928, to date. Showing names of patient and guardian, names and relationships of all visitors and date of visit. (Occasionally, official.) 5 x 8 cards, 9 ft. 3 in., in wooden boxes. File and Clinical Records Rooms, 2d floor. (Bldg. A). (8898, 8897, 8891)

669. RECORD OF VALUABLES AND MISCELLANEOUS, Aug. 16, 1928, to date. Form 2636a, itemized accounts of property entrusted by patients to property custodian on admission to hospital. Filed alphabetically by names of patients. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in drawers of card cabinets. Clinical Record Room, 2d floor. (Bldg. A). (8871)

670. CASE HISTORIES AND CORRESPONDENCE, 1928 to date. Relating to patients, noting ancestry, complete life history, personal habits, traits, unusual happenings or occurrences that may have been responsible for present condition; and correspondence with guardians, relative to patients' condition; trial home visits; clothing matters; and discharges; also reports of social investigators. (Daily, official.) 9 x 12 folders, 4 ft. 5 in., in drawers of metal filing case. Reception Office, 2d floor. (Bldg. C). (20781)

671. DISCHARGED PATIENTS, 1928 to date. Listing name of patient, date of discharge, and reason. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in drawers of wooden card cabinet. Chief Nurse's Office. (Bldg. B). (20771)

672. LIST OF PATIENTS, ACTIVE, 1928 to date. Cards showing name, compensation and registration numbers, war record, date of admittance, ward number, and any subsequent transfers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft. 11 in., in drawers of wooden card cabinet. Chief Nurse's Office, (Bldg, B). (20772, 20780)

673. PATIENTS' ROLLS, 1928 to date. Cards listing name of patient, claim and requisition numbers, date of admission, date of transfer from one ward to another ward, names of visitors and dates of visits, names of relatives, and patients who are out on trial visits and who have been discharged. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in card cabinet. Post Office, 1st floor. (Bldg. A). (20711)

674. PATIENTS' STATUS, 1928 to date. Showing name, com-

pensation number, Congressional authority under which committed, war in which served, dates of enlistment and discharge, character of discharge, date and place of birth, religion, date admitted to hospital, date of filing claims, status of claim, medical diagnosis, record of paroles, and miscellaneous information. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinets. Contact Office. (Bldg. B). (20765)

675. RECORD OF PATIENTS' ADMISSION TO HOSPITAL, 1928 to date. Entries recording name of patient, hospital and claim numbers, date admitted, admission diagnosis, date presented to medical board, staff diagnosis, ward to which assigned, status, whether patient came from home or was transferred from another hospital, and name of doctor to whom case was assigned. Filed chronologically. (Frequently, official.) Variously sized vols., 2 in., in drawer of desk. Reception Office, 2d floor. (Bldg. B). (20779)

676. RELIGION OF PATIENTS, 1928 to date. Patient's name, registration number, and religion. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 9 in., in drawers of wooden cabinet. Chief Nurse's Office. (Bldg. B). (20773)

677. AUTHORIZATION FOR WITHDRAWAL OF AMOUNTS FROM PATIENTS' INSTITUTIONAL AWARD FUNDS, 1929. Medical Form 2675, patient's name, article to be purchased for him, amount of money to be withdrawn from funds, ward surgeon's signature recommending purchase, ward nurse's signature certifying necessity of article, auditor's and vendor's signatures. Filed alphabetically. (Rarely, official.) 8 x 10-3/4 folders, 2 ft., in wooden box and cardboard container. Attic Storeroom. (Bldg. B). (17449)

678. RECORDS OF, AND RECEIPTS FOR MONEYS AND VALUABLES OF PATIENTS, Feb. 1, 1929 - June 16, 1932. Form 2636, listing deposits and withdrawals of patients' moneys and valuables. (Rarely, official.) 4 x 10 receipt books, 8 in., in wooden boxes. Attic Storeroom. (Bldg. B). (17436)

679. ROLL CALL BOOK, Nov. 16, 1929 - Sept. 1932. Showing names of patients who are suicidal, assaultive, or elopers; also transfers of patients from one ward to another, and dates of transfers. Filed by bed numbers. (Rarely, official.) 8½ x 10½ vol., 1 in., on open steel shelf. Dirty, and binding broken. Attic Storeroom. (Bldg. B). (17229)

680. PATIENTS' REQUISITIONS FOR CLOTHING, CLEANING, PRESSING, AND SHOE REPAIRING, 1930 - 1932. Medical Form 2675, showing patient's name, claim number, date and number of requisition, quantity requisitioned, unit, description

of articles or services, unit and total costs, signatures of ward surgeon and ward nurse, and certification by accountant whether or not funds are available to credit of patient to necessary amount; application for clothes, and Medical Form 2686, certification of financial inability, certifying that patient submitting requisition is in need of articles of clothing, or in need of repairs, or alterations; also certificate of ward surgeon, or contact representative, to effect that patient making requisition is receiving treatment at this hospital; and Medical Form 2686a, certification of clothing committee or individual, approved by medical officer in charge or regional manager, that patient needs articles of clothing requisitioned, to replace articles which are indispensable and irreparably unserviceable, or lacking, and essential to prevent suffering and provide protection against such exposure as may imperil health. (Rarely, official.) 9 x 12 folders, 6 in., in wooden boxes. Attic Storeroom. (Bldg. B). (17645)

681. INVENTORY OF PATIENTS' PERSONALLY-OWNED EFFECTS, 1930 - 1936. List of patient's clothing, baggage, and jewelry, giving patient's name, address, guardian's name and address, any withdrawal of articles by patient, and date of withdrawal; also Form 32, patient's clothing room receipts, of clothing, cigarettes, candy, fruit, and toothpaste, quantity of each, and date of receipt. (Rarely, official.) 9 x 12 covers, 4 ft., in box on open steel shelf. Attic Storeroom. (Bldg. B). (17237)

682. VISIT RECORD, 1930 - 1936. Medical Form 2820, showing name of patient and number, requisition number, date of admittance, name and address of nearest relative, guardian, conservator or committee; also name, address and relationship of each visitor and date of visit. (Daily, official.) 9 x 12 folders, 8 in., in wooden box. Post Office, 1st floor. (Bldg. A). (20714)

683. ADMISSION INDEX, Oct. 1930 - 1937. Showing name of patient, compensation and registration numbers, dates of admission to ward, and transfers from other wards. Filed alphabetically. (Daily, official.) 3 x 5 card, 4 ft. 4 in., in drawers of wooden card cabinet and in wooden boxes. Nurse's Office. (Bldgs. D, E, F, H, B, I, J, and K). (18394, 18398, 18402, 18406, 18430, 18434, 18438, 18450, 18454, 18414, 18421, 18422, 18426)

684. ADMISSIONS, DISCHARGES, AND PAROLES, Jan. 3, - Dec. 22, 1931. Journal showing patients admitted, discharged, and paroled, dates of admission, case numbers, authority for transfer from other hospitals, examinations, and diagnoses. Filed numerically. (Rarely, official.) 8-3/4 x 14 vols., 1 in., on open wooden shelf. File Room, 2d floor. (Bldg. A). (8900)

685. HOURLY WARD REPORTS, 1931 - 1935. Hourly reports by nurses of each ward to telephone operator; noting time of each call, time of calls made by chief nurse from each ward on rounds of inspection, time of inspection in each ward by officer of the day, and reports of grounds guard and gate-house guard. (Rarely, official.) 9 x 12 covers, 1 ft., in wooden boxes. Attic Storeroom. (Bldg. B). 17240.

686. FIELD SERVICE RECEIPTS, PATIENTS' FUNDS, Nov. 1932 to date. Finance Form 1028, receipts for funds deposited by patients. Filed numerically. (Daily, official.) 3-3/4 x 8 papers, 6 ft., in cabinets. Finance Office, 2d floor. (Bldg. A). (8904)

687. PATIENTS' REQUISITIONS, July 1935 - Feb. 1936. Form 2675, requisitions by patients for clothing and supplies, signed by ward surgeon and ward nurse, and receipted by patients. Filed numerically. (Frequently, official.) 9½ x 12 forms, 14 ft., in drawer of steel cabinet. Finance Office, 2d floor. (Bldg. A). (16631)

688. MISCELLANEOUS RECORDS. Showing daily census of patients of each ward, total census of all wards, record for each ward showing number of patients admitted, discharged, transferred, deceased, on trial visits home, on leaves of absence, critically ill, spoon-fed, receiving tray service, attending church and movies, on work details, on parole, or having eloped; transfer and guest lists, showing names, claim and requisition numbers of patients to be transferred from one ward to another, or requested as guests in other wards; daily list of absentees, showing names of nurses and other personnel absent on leave, or on account of sickness, and nurses and other personnel reported back for duty. (Rarely, official.) 9 x 12 covers, 1 ft. 6 in., in box on open steel shelf. Attic Storeroom. (Bldg. B). (17239)

689. PATIENTS' TRIAL VISITS, 1935 - 1936. Cards showing name, address, and claim number, of all patients out on parole, date returned, or due to return to Facility; also dates on which letters sent to patients' guardians for reports, and dates on which reports were received regarding condition or behavior of paroled patients. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 in., in card cabinet. Social Service Office, 1st floor. (Bldg. A). (20756)

690. EXPENDITURE SCHEDULES AND PURCHASE ORDERS, AND PATIENTS' REQUISITIONS, ACTIVE, July 1, 1935 - Feb. 9, 1937. Records from all wards of patients' requisitions filled and of patients' funds in purchase of articles re-

quired; Medical Form 2696, expenditure schedules and purchase orders listing accounts of expenditure of patients' funds for supplies requisitioned by patients in various wards; Medical Form 2675, patient's requisition, listing articles purchased by patients and charged to funds credited. Filed numerically by wards. (Daily, official.) 9 x 12 folders, 4 ft., in drawers of steel filing case. Patients' Clothing Room Office (Bldg. B). (18524)

691. TRANSFERS, 1935 - 1937. Cards showing name of patient, number, dates of transfers from and to each ward. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in wooden box. Doctor's Office, 1st floor (Bldg. G). (18289)

692. CLINICAL RECORDS AND CORRESPONDENCE, 1936. Medical Form 2614a, patient's name, war and peace time service, compensation number, permanent address, religion, whom to notify in case of emergency, date and place of birth, race, marital status, occupation prior to service, date of discharge from last service, last rank and organization, source, date, and authority for admission. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in steel drawer of steel filing case. Reception office, 2d floor (Bldg. B). (20778)

693. CONSOLIDATED DIET SHEETS, Jan. 18, 1936 - Jan. 21, 1937. Medical Form 2603, showing ward number, date, total number of patients in ward, diets, number of patients to be served at all meals, additional food required, and signatures of ward surgeon and chief dietitian. (Daily, official.) 8 x 10½ sheets, 8 in., on file board on wall. Subsistence Storeroom, 1st floor (Bldg. C). (18272)

694. RECENT DISCHARGES, July 15, 1936 to date. Material comprising clinical records of discharged patients; including records of previous hospitalization, and all related correspondence. (Daily, official.) 9 x 12 folders, and loose-leaf books, 1 ft. 6 in., in drawers of steel filing case. Clinical Record Room, 2d floor (Bldg. A). (8874)

695. SOCIAL WORK FACE SHEETS, current. Medical Form 2670, showing name, address, occupation, date and place of birth, relatives, guardians of patients at the Facility; dates hospitalized, and complete record of hospitalizations and diagnoses, at other hospitals; also treatments given, places, and dates. (Daily, official.) 8 x 10½ folders, 1 in., on desk. Social Service Office, 1st floor (Bldg. A). (20760)

Personnel Records

696. GUARDS' REPORTS, 1927 to date. Daily reports by each

guard, recording assignments for day, hours on each assignment, condition of weather, maximum and minimum temperatures, results of inspection of grounds and gates, and number of cars entering and leaving grounds. Filed chronologically. (Daily, official.) 8 x 11½ vols., 5 ft. 1 in., in desk drawer and in steel locker. Chief Guard's Office, 1st floor, and Basement Storeroom (Bldg. A). (20763, 20764)

697. ROSTER OF GUARDS, Jan. 7, - Apr. 4, 1928. Name of chief guard, names of guards available for duty, on special assignments, off duty, on inside patrol, outside patrol, or on duty at guardhouse; total number working; notation on condition of fire hose, hydrants, fence enclosing grounds, observations on intoxication of attendants on duty, injuries to patients by automobiles, and other happenings. (Rarely, official.) 9 x 12 covers, 1 in., on open steel shelf. Attic Storeroom (Bldg. B). (17235)

698. SEPARATION MEMORANDA, 1928 - 1929. Form 4, memorandum from personnel officer to auditor, giving names and titles of employees separated from service, date when separation became effective, reason, salary rate of employee affected, and notice to pay accordingly. (Rarely, official.) 6 x 8 sheets, 6 in., in wooden boxes. Damaged by water, dirty. Attic Storeroom (Bldg. B). (17647)

699. INSPECTION REPORTS, May 1928 - Apr. 1930. Reports from various departments on condition of plumbing, carpentry, electrical work, and painting in buildings. (Rarely, official.) 9 x 12 paper covered binders, 1 in., on open steel shelf. Attic Storeroom. (Bldg. B). (17232)

700. DAILY PERSONNEL REPORTS, 1928 - 1930. Form 2-12340, recording number of employees present or absent from duty each day in each department. (Rarely, official.) 3½ x 8 vols., 1 ft., in cardboard carton. Attic Storeroom (Bldg. B). (17445)

701. PERSONNEL, INACTIVE, 1928 - 1930. Information regarding former employees of this hospital, including letters of request for employment; certification from fire marshal that employees have been properly instructed in use of fire apparatus, notices of promotion; personnel classification lists; certificates of medical examination; letters of nomination; oaths of office; personal history of employees; graphic rating scales; pledges by attendants to be kind in their treatment of patients; and related correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 22 ft., in drawers of steel filing cases. Personnel Office, 1st floor (Bldg. A). (20736)

702. POSITION CARDS, 1928 - 1930. Giving name of em-

ployee, position, salary, dates appointed, separated, and name and date of appointment of successor to position. (Rarely, official.) 5 x 8 cards, 8 in., in cardboard carton. Attic Storeroom (Bldg. B). (17447)

703. APPLICATIONS FOR LEAVE, 1928 - 1931. Showing station and division in which applicant is employed, date of application, type of leave requested, dates of leave, signature of applicant, designation, and signature of approving officer. (Rarely, official.) 5 x 8 bundles, 4 ft., in cardboard carton, and on open steel shelf. Attic Storeroom (Bldg. B). (17446, 17233)

704. DAILY PERSONNEL REPORTS, Mar. 16, 1928 - Dec. 30, 1933. Daily reports of personnel employed in services of this Facility. (Rarely, official.) 8 x 12½ covers, 1 ft. 3 in., on open steel shelf and in wooden boxes. Attic Storeroom (Bldg. B). (17000)

705. POSITIONS ABOLISHED, 1928 - 1934. Information cards listing name of employee, dates of employment or promotion, salary, date position was abolished, and record of transfer or separation from service. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 8 in.. in drawer of steel cabinet. Personnel Office, 1st floor (Bldg. A). (20745)

706. YEARLY REPORT OF ABSENCES, 1928 - 1935. Form 3210, giving name and title of employee, number of days absent, dates, and reasons. Filed chronologically. (Rarely, official.) 8½ x 14 loose-leaf books, 1 in., in steel drawer. Personnel Office, 1st floor (Bldg. A). (20750)

707. OFFICER-OF-THE-DAY BOOKS, Apr.. 16, 1928 - May 1, 1936. Records of observations by officer-of-the-day in performance of duty. Filed chronologically. (Rarely, official.) Variously sized vols. (13), 1 ft. 1 in., on open shelves. File Room, 2d floor (Bldg. A), and Attic Storeroom (Bldg. B). (8894, 16,996)

708. APPLICATIONS FOR EMPLOYMENT, 1928 - 1936. Letters acknowledging applications received, recommendations from former employers and others, letters of inquiry concerning applicants, and reports of medical examinations of applicants. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 5 ft. 6 in., in wooden boxes and in drawers of steel filing cabinet. Attic Storeroom (Bldg. B) and Personnel Office, 1st floor (Bldg. A). (17455, 20723, 20739)

709. CIVIL SERVICE CERTIFICATES, ALLOTMENTS AND APPLICATIONS FILE, 1928 - 1936. Applications for employment, acknowledgments and instruction on procedure to be taken,

authorization from Civil Service Commission of temporary appointments pending reinstatement, reports to district manager of Civil Service Commission on certification of eligibles, and inquiries from commission regarding availability for appointment; if selected, acceptances, or refusals. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. Personnel Office, 1st floor (Bldg. A). (20724)

710. MEMORANDA AND GENERAL FILE OF PERSONNEL OFFICE, 1928 - 1936. Annual rosters of personnel, annual reports of inactive personnel, budget estimates, citizenship correspondence, description of duties, civil service authority for personnel, monthly personnel reports and correspondence, classified and unclassified employees, canteen correspondence, transfer of attendants, annual physical examinations and leaves, medical examinations of employees, matters pertaining to ex-service employees, memoranda of personnel paying for subsistence, rates for allowances, quarters, subsistence, and laundry; memoranda of station personnel, miscellaneous correspondence regarding the civil service, hospital orders, fingerprinting correspondence, authority for personnel, journal corrections, personnel work, and miscellaneous correspondence. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Personnel Office, 1st floor (Bldg. A). (20726)

711. PERSONNEL FILES, 1928 - 1936. Records of former and present employees of this Facility, showing applications for employment, recommendations, medical examinations, notices of appointment, records of absences and tardiness, and efficiency ratings. Filed alphabetically. (Daily, official.) 9 x 12 folders, 29 ft. 9 in., in drawers of steel filing cases. Personnel Office, 1st floor (Bldg. A). (20721, 20722)

712. EMPLOYEES ON DUTY AND INACTIVE EMPLOYEES, Apr. 1928 to date. Listing name, classification, type of employment, salary, home address, date of employment, and confidential information of each employee at Facility. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 compartments of steel drawer. Manager's Office, 2d floor (Bldg. A). (16915)

713. PAYROLL INDEX, Apr. 16, 1928, to date. Cards showing employee's name, grade, salary, and changes in grade or salary. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden cabinet. Finance Office, 2d floor (Bldg. A). (16624)

714. DISCIPLINARY FILE, 1928 to date. Lists of former employees of Veterans' Administration who have been discharged for cause and may not be reemployed in any capacity

in any Facility without prior approval from Washington Office; noting employees' names, dates of discharge and number of circular providing this information. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 ft. 4 in., in drawer of wooden cabinets. Personnel Office, 1st floor (Bldg. A). (20730)

715. LIST OF PERSONNEL, 1928 to date. Showing name, position, building, and room number in which employed. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of card cabinet. Post Office, 1st floor (Bldg. A). (20715)

716. MONTHLY CHANGES IN PERSONNEL, 1928 to date. Form 60-1-3, recording monthly changes in personnel. Filed chronologically. (Frequently, official.) 8½ x 14 loose-leaf books, 6 in., in steel drawer. Personnel Office, 1st floor (Bldg. A). (20751)

717. MONTHLY REPORT OF PERSONNEL, 1928 to date. Prepared by each department, showing loss or gain in personnel, whether by transfer or separation, and whether employees are on full or part time basis. (Frequently, official.) 8½ x 10 sheets, 5 in., in steel drawer. Personnel Office, 1st floor (Bldg. A). (20748)

718. NURSES' REPORT OF DUTY, 1928 to date. Medical Service Form 2591, showing name of nurse, name, kinship, and address of nearest relative, record of service in Veterans' Nurse Corps previous to current appointment, place of birth, date of present appointment, date of joining hospital, and authorization. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in drawer of wooden filing cabinet. Chief Nurse's Office (Bldg. B). (20769)

719. PERSONNEL CLASSIFICATIONS, 1928 to date. Personnel Classification Board Form 4, showing name of employee, group in which employed, position, payroll title, customary office title, number of working hours per day and week, rate of pay per annum, education, ratings for judgment, accuracy, initiative, trustworthiness, speed, and physical qualities; and educational training desirable for respective position. Filed alphabetically. (Frequently, official.) 8 x 10½ folders, 4 in., in steel drawer. Personnel Office, 1st floor (Bldg. A). (20753)

720. PERSONNEL HISTORY AND RECORDS OF ATTENDANTS, 1928 to date. Name, number, date of employment, designation, number of room occupied or outside maintenance, keys numbers assigned; also record of attendant's nearest relative, relationship, dependents, service status; and request for white clothing, such as aprons, coats, and caps, and quantity of each issued. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 10 in., in drawer of wooden card cabinet.

Supervisor of Attendant's Office (Bldg. B). (20774)

721. POSITIONS FILLED, 1928 to date. Cards listing position number of each employee, designation, service and grade, date of authorization, dates employed, promoted, or separated; salary and living allowance, and any change in status or allowance. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 9 in., in drawer of steel cabinet. Personnel Office, 1st floor (Bldg. A). (20746)

722. QUARTERS FILLED, 1928 to date. Record of living quarters occupied or vacant in buildings of Facility, listing employee's name, building in which quartered, dates and length of occupancy, and yearly rental paid. (Daily, official.) 5 x 8 cards, 8 in., in drawer of metal cabinet. Personnel Office, 1st floor (Bldg. A). (20735)

723. SALARY RECORD CARDS, 1928 to date. Showing name, position, salary and date of initial employment by Facility. (Old records, rarely, official; current records, daily, official.) 5 x 8 and 3 x 5 cards, 8 ft., in drawers of filing cases and card cabinets. Finance Office, 2d floor and Personnel Office, 1st floor (Bldg. A). (8907, 20728, 8909, 8908)

724. SERVICE RECORD CARDS, 1928 to date. Standard Form 7, showing service records of former and present employees of this Facility, listing name, address, place and date of birth, date of appointment, salary per annum, official station, and appropriation from which salary is paid. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 ft. 1 in., in drawers of steel cabinet. Personnel Office, 1st floor (Bldg. A). (20731, 20744)

725. ATTENDANTS' TIME BOOK, Sept. 1929 - Oct. 1931. Form 3219, containing monthly records of all attendants and of supervisors. Filed chronologically. (Rarely, official.) 10-3/4 x 16 vols. (2), 2 in., on open steel shelf. Attic Storeroom (Bldg. B). (16997)

726. INDIVIDUAL RECORDS OF ABSENCES, 1929 - 1931. Cards showing employee's name, date of induction into service, salary, dates absent, days, hours and minutes absent each month, total absence each month, aggregate yearly absence, and absence without pay; also individual records of tardiness, salary deductions for excessive absence, and memoranda. (Rarely, official.) 5 x 8 bundles, 10 in., in wooden boxes. Attic Storeroom (Bldg. B). (17236)

727. PERSONNEL JOURNAL, Feb. 10, 1929 - Sept. 25, 1932. Weekly personnel journal containing names of every employee, duties, position, salary, bureau office, official station,

effective date, appropriation, name of predecessor, civil service authority, legal residence, and remarks. Filed alphabetically. (Rarely, official.) 10½ x 15-3/4 vols., 3 in., in wooden boxes. Attic Storeroom (Bldg. B). (20703)

728. NURSES' TIME BOOK, Sept. 1929 - Jan. 1932. Nurses' names and hours of daily employment, whether on day or night duty, wards in which served, and notations of absences, leaves, transfers, and resignations. Filed chronologically. (Rarely, official.) 10½ x 16 vol., 3/4 in., on open steel shelf. Attic Storeroom (Bldg. B). (17001)

729. DAILY RECORDS OF REGULAR EMPLOYEES, AND DAILY LIST OF ABSENTEES, June 1, 1929 - June 1, 1934. Form 2713, listing daily presence or absence of regular employees of this Facility, showing time covered, name of division head submitting record, division and section, names of personnel and daily presence or absence, and remarks; Form 3205, daily list of absentees, prepared by head of each division and section and submitted to personnel officer, listing date, title of officer to whom lists were submitted, name and title of division head submitting list, names of absentees, record of periods during which members of personnel were excused, time charged, and remarks. (Rarely, official.) 9 x 12 folders, 5 ft. 8 in., in wooden boxes. Attic Storeroom (Bldg. B). (17454)

730. PERSONNEL JOURNAL, Feb. 17, 1929, to date. Standard Form 4, weekly journal, showing journal sheet number, department and establishment, location, entry numbers, names of personnel affected, nature of duties, position, salary, bureau or office, official station, date duties became effective, appropriation concerned, name of predecessor, civil service authority for action, legal residence, and remarks. Filed chronologically. (Daily, official.) 13 x 20 loose-leaf books, 4 in., on table. Personnel Office, 1st floor (Bldg. A). (20732)

731. APPLICANTS FOR POSITION - NOT ENGAGED OR NOT REPORTING,, 1930 - 1934. Applicant's name, date of application, ex-service record, if references were satisfactory, whether requested to report for work, and date of each transaction. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 6 in., in drawer of wood cabinet. Personnel Office, 1st floor (Bldg. A). (20749)

732. GRAPHIC RATING SCALES, 1930 - 1934. Efficiency Rating Form 8, charts used for percentage rating each employee, according to requirements of position, based on accuracy, reliability, neatness, speed, diligence, knowledge of work, judgment, courtesy, tact, cooperativeness, initiative, execution of work, organizing ability, leadership, and

ability to develop talent in others. Filed alphabetically. (Daily, official.) 8 x 10½ sheets, 1 ft. 3 in., in steel drawer. Personnel Office, 1st floor (Bldg. A). (20737)

733. NIGHT NURSES' AND ATTENDANTS' TIME BOOKS, Aug. 1, 1930 - Apr. 30, 1935. Monthly records of assignments of night nurses and attendants, wards to which assigned, time of assignment and service, and remarks. Filed chronologically. (Rarely, reference.) 8-3/4 x 14 vol., 1 in., in wooden box. Attic Storeroom (Bldg. B). (17448)

734. RECORDS OF HEAD WAITER, 1930 to date. Personnel records of employees under supervision of head waiter, showing name of employee, dates of appointment, resignation, transfer, or discharge; and comments on conduct and proficiency. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 2 in., in drawer of wooden cabinet. Chief Dietitian's Office, 1st floor (Bldg. B). (20817)

735. DAILY REPORTS OF ARRIVAL OF PERSONNEL, Mar. 28, 1931 - Nov. 26, 1932. Records showing names of personnel employed, time of arrival and departure daily, days off, and sick leave; also lists showing names of doctors on duty Sundays and holidays. Filed alphabetically and chronologically. (Rarely, official.) 8 x 12½ paper packages, 6 in., on open steel shelf and in wooden box. Attic Storeroom (Bldg. B). (16999)

736. PAYROLLS FOR PERSONAL SERVICES, July 1, 1931 - July 1, 1935. Standard Form 1013c, for classified and unclassified employees on annual salary basis recording employee's payroll number, name, grade, designation, total salary rate, gross amount earned, deductions, net amount paid, check numbers, date of payment, appropriate remarks and totals of gross amounts earned, deductions, and net amounts paid; also special salary payment cards. Filed chronologically. (Rarely, official.) Variously sized folders, 2 ft. 6 in., one open wooden shelf, and in wooden boxes. Attic Storeroom (Bldg. B). (20687)

737. LEAVE APPLICATIONS, July 1, 1932 - June 30, 1935. Form 3227, showing annual leave, leave without pay, or military leave, or extension of leave on account of sickness. Filed chronologically. (Rarely, official.) 5 x 8 bundles, 5 ft., in drawers of wooden cabinet. Attic Storeroom (Bldg. B). (20694)

738. DAILY LIST OF ABSENTEES, AND DAILY RECORD OF REGULAR EMPLOYEES, 1932 to date. Personnel Form 3205, listing names of absent employees and reason for their absence; also requests for employment and letters of recommendation submitted by applicants. Filed chronologically and alpha-

betically. (Frequently, official.) 9 x 12 folders, bundles, 2 ft. 2 in., in drawers of steel filing case. Personnel Office, 1st floor (Bldg. A). (20743)

739. TIME BOOK OF NURSES, 1932 to date. Monthly records showing exact hours that each nurse worked each day, ward to which assigned, transfers to other hospitals, and resignations. (Daily, official.) 8 ½ x 14 vol., 2 in., on desk. Chief Nurse's Office (Bldg. B). (20770)

740. DAILY ARRIVAL REPORTS, Dec. 31, 1933 - Nov. 24, 1936. Form 102, showing names of personnel employed, time of arrival and departure daily, days off, and sick leave; also lists showing names of doctors on duty on Sundays and holidays. Filed chronologically. (Daily, official.) 8 x 12½ sheets, 1 ft., 9 in., in drawer of steel filing case. Personnel Office, 1st floor (Bldg. A). (20725)

741. DAILY PERSONNEL REPORTS, Dec. 31, 1933, to date. Showing name and location of hospital, date of report, summaries of personnel present and absent, changes in personnel since last report, due to gains by appointment or transfer, and to losses by discharge or transfer; lists of number of each class of personnel, and totals for each service. (Daily, official.) 8 x 12½ sheets, 3 in., in drawers of desk. Personnel Office, 1st floor (Bldg. A). (20734)

742. RECORD OF EMPLOYEES OF SUBSISTENCE DEPARTMENT, 1933 to date. Cards showing name of employee, dates of appointment, transfer, resignation, or dismissal; position held, and comments on conduct and proficiency. Filed alphabetically and by position. (Occasionally, official.) 3 x 5 cards, 5 in., in drawer of wooden cabinet. Chief Dietitian's Office, 1st floor (Bldg. C). (20815)

743. BUDGET FOR PERSONNEL REQUIREMENTS, 1934 to date. Forms giving personnel requirements for fiscal year and two succeeding years; showing status of all authorized positions as of April 30th of each fiscal year, and tentative proposals for succeeding years, including employees' names, position numbers, duty designations, service and grades, annual salaries, status of position, cash requirements for fiscal year, additional number of employees required, if any, designations, salary of each group or classification, and total amount in cash and personnel required for two succeeding years. (Frequently, official.) 11½ x 19½ sheets, 1 in., in drawer of steel filing case. Personnel Office, 1st floor (Bldg. A). (20741)

744. REQUESTS FOR LEAVES OF ABSENCE, 1935 - 1936. Form 3227, listing station to which employee is attached, division, and signature of applicant. (Daily, official.) 5 x 8 cards,

6 ft. 6 in., in drawers of card cabinet. Personnel Office, 1st floor (Bldg. A). (20719, 20720)

745. YEARLY RATING REPORT, 1935 - 1936. Copy of yearly rating report listing employee's name, annual salary and rating, and proposed salary when rating justifies increase. (Occasionally, official.) 12 x 17 sheets, 1/2 in., on top of metal filing cabinet. Personnel Office, 1st floor (Bldg. A). (20754)

746. WORK ORDER RECORD BOOK, Dec. 1935 - Feb. 1937. Work order record book recording repairs needed in the building. (Daily, official.) 8 x 10½ vols., 4 in., on open wooden shelf. Doctor's Office, 1st floor (Bldg. B). (18290)

747. FIELD SERVICE RECEIPTS, Apr. 1935 to date. Finance Form 1028, receipts for funds received by government from individuals or corporations in payment for services or goods. Filed numerically. (Daily, official.) 3-3/4 x 8 papers, 9 in., in drawer of card cabinet. Finance Office, 2d floor (Bldg. A). (8905)

748. MEMORANDUM FOR PAYROLLS FOR PERSONAL SERVICES AND PUBLIC VOUCHERS FOR PURCHASE AND SERVICES OTHER THAN PERSONAL, July 1935 to date. Memoranda for payrolls of employees on an annual salary basis; and vouchers of concerns who have supplied materials, food, machinery, hospital supplies, adding machines and typewriters, motion picture films, locks, hardware, gasoline, oil, tires, lubricants, beef, cigars, cigarettes, candy, and periodicals to the Facility. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel cabinet. Finance Office, 2d floor (Bldg. A). (16628)

749. PERSONNEL JOURNAL, Oct. 9, 1935, to date. Showing page number to which postings were made, entry number, names of personnel, action, whether resigned or removed with cause, position, salary, station, appropriation, civil service authority, legal address, and remarks. Filed chronologically. (Daily, official.) 10½ x 15-3/4 vols., 4 in., on table. Personnel Office, 1st floor (Bldg. A). (20733)

750. DAILY REPORTS OF ACTUAL HOURS IN WARD SERVICE, 1935 to date. Reports, showing ward numbers, dates, names and titles of workers, hours worked by each employee reporting each day, and reason for absences, if any. (Occasionally, official.) 8 x 10½ bundles, 7 ft. 6 in., in drawer of steel filing case and on filing cabinet. Personnel Office, 1st floor. (Bldg. A). (20740)

751. DAY BOOK OF ATTENDANTS, 1935 to date. Showing days and exact hours worked by each attendant, and ward number or

room in which employed. Filed chronologically. (Daily, official.) 9 x 14 vol., 1 in., on desk. Supervisor of Attendants' Office (Bldg. A). (20777)

752. MISCELLANEOUS PERSONNEL FILES, 1935 to date. Correspondence from persons formerly employed at this Facility, requesting positions, weekly attendance records of personnel employed in laundry and carpenter shop, physiotherapy records, personnel treatments, and physicians' reports to U. S. Employees' Compensation Commission on treatments given workers injured while working on WPA projects. (Rarely, official,) 8 x 10½ papers, 1 ft. 3 in., in drawer of steel filing case. Personnel Office, 1st floor (Bldg. A). (20742)

753. RECORDS OF LEAVES, 1935 to date. Showing name of employee, type of leave granted, whether military, sick, annual, or leave without pay, and dates of leave; also Form 3227, voucher for each leave granted, showing name of employee on leave, date and type of leave granted, and date of expiration. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 10 in., in drawer of wooden cabinet. Chief Dietitian's Office (Bldg. C). (20816)

754. SERVICE RATING, 1935 to date. Civil Service Commission Form 3201 showing rating of each employee, as to quality of performance, production, and qualifications shown on job, date, and signatures of rating and reviewing officers. Filed alphabetically. (Frequently, official.) 8½ x 10 sheets, 5 in., in drawer of steel filing case. Personnel Office, 1st floor (Bldg. A). (20747)

755. DAILY TIME REPORTS OF EMPLOYEES, Feb. 13, - May 20, 1936. Daily time records of painters employed, showing names, number of hours worked, and room and building in which employed. (Rarely, official.) 5 x 8 sheets, 1 in., on shelf of wooden cabinet. Paint Shop Office, Basement. (20789)

756. DAILY TIME REPORTS OF EMPLOYEES, Feb. 1936 to date. Form 77, showing name of employee, number of hours worked, date, and signature of foreman. (Daily, official.) 5 x 8 sheets, 1 in., on filing board on wall. Paint Shop Office, Basement (Bldg. N). (20792)

757. DAILY TIME REPORT OF WPA EMPLOYEES, 1936. Time sheets of WPA painters, recording name of employee, number of hours worked, date, and signature of timekeeper. (Daily, official.) 5 x 8 sheets, 1 in., on filing board on wall. Paint Shop Office, Basement (Bldg. N). (20791)

758. INDIVIDUAL LEAVE RECORD, 1936. Form 3225, recording name of employee, accrued annual leave, date of oath of office, annual salary and position, number of days, hours

and minutes that employee has taken off, character of leave, and dates of each. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of wooden cabinet. Personnel Office, 1st floor (Bldg. A). (20718)

759. NIGHT REPORTS, 1936. Of attendants, and of inspections by chief nurse and officer-of-the-day. Filed chronologically. (Occasionally, official.) 8 x 10½ vol., 1 in., on desk. Supervisor of Attendants' Office (Bldg. B). (20776)

760. RECORDS OF ARRIVALS, DEPARTURES, AND LEAVES, May 11, 1936 - Feb. 2, 1937. Showing names of employees of occupational therapy department, and time of daily arrival and departure; also records of annual and sick leaves. Filed chronologically. (Daily, official.) 8 x 10½ vol., 1 in., on desk. Office, 1st floor (Bldg. P). (18280)

761. DAILY TIME REPORTS OF EMPLOYEES, Aug. 1, 1936, to date. Form 77, daily time records of plumbers employed showing name and total hours worked by each plumber, and room and building in which work was done. (Daily, official.) 5 x 8 bundles, 3 in., in drawer of wooden desk. Plumbing Shop Office, basement (Bldg. N). (20795)

762. SOCIAL WORKERS' REPORTS, Nov. 1, 1936, to date. Form 3408, monthly report showing patients given full recorded social examination, patients under social treatment, other patients receiving other recorded services, and miscellaneous data. (Frequently, official.) 8½ x 14 folders, 1 in., in drawer of desk. Social Service Office, 1st floor (Bldg. A). (20757)

763. SOCIAL WORK DAILY TALLY SHEETS, Nov. 1, 1936, to date. Form 380, listing calls made by social workers daily, including claimant's name, social examination and treatment, social service record, date of social service discharge, miscellaneous information, source of reference, type of service rendered, and disposition of case. (Daily, official.) 8½ x 12-3/4 folders, 1 in., in drawer of desk. Social Service Office, 1st floor (Bldg. A). (20758)

764. DUTIES OF EMPLOYEES, n.d. Cards showing duties required of various employees, such as hospital attendants, telephone operators, dietitians, head cooks, bakers and head nurse. (Daily, official.) 3 x 5 cards, 2 in., in drawer of wooden cabinet. Personnel Office, 1st floor (Bldg. A). (20738)

Supply Records

765. ENGINEERING AND CONSTRUCTION DATA AND CORRESPONDENCE,

1926 - 1933. Correspondence, reports, tabulations, charts, maps, blueprints, and photographs relating to planning, building constructing, and erecting of buildings of this Facility. (Rarely, official.) 9 x 12 and 9 x 15 folders, 12 ft., in wooden boxes. Attic Storeroom (Bldg. B). (17453)

766. SCHEDULES OF DISBURSEMENTS, June 1928 - June 1929. Standard Form 1025, monthly allotments for salaries, expenses and for medical and hospital services, showing sheet numbers, name of department or establishment, bureau or office, location of station, name and rank of disbursing officer, period covered by each schedule, symbol number, name of appropriation affected, voucher number, to whom disbursement was paid, allotment and check numbers, total amounts paid, and dates of payment. Filed chronologically. (Never.) 8-3/4 x 17½ covers, 2 in., in drawer of steel cabinet. Damaged by vermin and faulty containers, torn. Attic Storeroom (Bldg. B). (17244)

767. CONSOLIDATED MONTHLY REPORTS OF HOSPITAL ACTIVITIES, Aug. 1928 - Dec. 1929. Form 6634, statistical record of entries in cost accounting ledger and register; Form 6634a, statement of number and cost of all rations prepared, including cost of rations, analysis of costs, and monthly report of hospital farm activities; Form 6634b, net expenses per diem, current month, and statement of net operating expenses for fiscal year to date. (Never.) 14 x 17 sheets, 1 in., in drawer of steel cabinet. Attic Storeroom (Bldg. B). (17245)

768. REQUISITIONS ON WASHINGTON OFFICE, INACTIVE, 1928 - 1929. Requests to Washington office for nonstandard, or special equipment, or supplies not ordinarily carried at this supply depot nor regularly used. (Rarely, official.) 9 x 12 folders, 6 in., in wooden box. Attic Storeroom (Bldg. B). (17644)

769. INSPECTION CERTIFICATES, 1928 - 1929. Certificates of inspection of fruits, vegetables, packing-house and dairy products, issued quarterly by Department of Agriculture. (Rarely, official.) 9 x 12 folders, 6 in., in wooden box. Attic Storeroom (Bldg. B). (17646)

770. DAILY REPAIR REQUESTS OR WORK ORDERS, 1928 - 1930. Form 13, repair request, and Form 13, repair request of work order, showing date, nature of requested repairs or installations, signature and title of person making request, department to which repair request or work order was referred, whether work requested is urgent, immediate, or routine; signature and title of officer approving or disapproving request, and dates of commencement, and completion of work. (Never.) 5 x 9 sheets, 1 ft. 6 in., in pasteboard boxes.

Damaged by water and careless handling, dirty, and torn. Attic Storeroom (Bldg. B). (17251)

771. REGISTER OF BILLS OF LADING, 1928 - 1931. Form 3231, record of government bills of lading requisitioned and received, listing bill of lading numbers, names and addresses of shippers, contents of shipment, name of carrier, whether freight or express shipment, to whom issued, and authority. Filed numerically. (Rarely, official.) 8 x 10½ vol., 3/4 in., in drawer of steel filing cabinet. Attic Storeroom (Bldg. B). (16994)

772. DAILY TRANSPORTATION RECORD OF MOTOR VEHICLES, June 1, 1928 - Dec. 31, 1933. Of tractors, trucks, bus, cars, and ambulances owned and operated by Facility, recording daily gas and oil consumption and costs, tires and tubes, spare parts, labor, driver, overhead, total cost, mileage, loaded and empty; freight or passengers hauled, number of days idle, and date. (Rarely, official.) 10½ x 15-3/4 vols., 6 in., in wooden boxes. Attic Storeroom (Bldg. B). (20700)

773. VOUCHER RECORD CARDS, Apr. 16, 1928 - July 26, 1936. Finance Form 1039, showing date on which voucher was sent to disbursing officer, voucher number, original amount finally paid, amount, and name of payee. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 1 ft., in drawer of card cabinet. Finance Office, 2d floor (Bldg. A). (8906)

774. MATERIAL ISSUE SLIPS AND RECORD OF ARTICLES, INACTIVE, 1928 - 1935. Medical Form 2588, showing name of article and location, names of occupational therapy aide and of patient, date of issue, kind of material, quantities, value, date of receipt, and name of person issuing materials. (Rarely, official.) 8 x 10½ bundles, 6 ft., on open wooden shelf. Storeroom, 1st floor (Bldg. P). (18283)

775. LAUNDRY CARDS INDEX FILES, 1928 - 1936. Patients' cards, showing name and number of patient, ward number, and dates of occupation of ward; doctors' cards, bearing name and number assigned laundry; nurses' cards, listing name of, rank, laundry number, and date when name was entered on laundry records; employees' cards, containing employee's number, rank or position, and date when card was entered on laundry files; and washers' cards, recording kind of laundry done by washer, date of washing, and time started, and finished. Filed alphabetically and chronologically. (Daily, official.) 3 x 5 cards, 2 ft. 9 in., in drawers of card cabinet. Office, 1st floor (Bldg. L). (16643)

776. EQUIPMENT FILE, Apr. 1928 to date. Catalogs, circulars, printed matter, and correspondence, pertaining to machines or apparatus which Facility has purchased or may

purchase from various manufacturers whose products are illustrated and described in this file. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel cabinet. Supply Office, 1st floor (Bldg. A). (16981)

777. ISSUE AND CREDIT SLIPS, 1928 to date. Issue slips prepared by subsistence storekeeper requisitioning nonexpendable articles; credit slips by subsistence storekeeper for nonexpendable articles no longer needed; and credit slips by department wishing to return expendable articles. (Daily, official.) 3½ x 8 sheets, 4 in., on hanging file board. Subsistence Storeroom Office, basement (Bldg. C). (20802)

778. LAUNDRY RECORDS, 1928 to date. Laundry lists; monthly reports; reports on operation; materials and supplies consumed; operating personnel; requisitions; general correspondence; catalog; price lists; bulletins; machine maintenance records; linen exchange orders; consolidated memorandum receipts; daily record of regular employees; quarterly property inventories; supply table and expendable monthly list; memoranda; graphic rating lists; supply contracts; blueprints of laundry parts; equipment and motor reports; specifications; miscellaneous laundry and repair list; and miscellaneous correspondence. (Daily, official.) 9 x 12 folders, envelopes and notebooks, 1 ft. 3 in., in desk drawer. Office, 1st floor (Bldg. L). (16642)

779. TABLE OF ORGANIZATION, AND ALLOTMENTS FOR PURCHASE AND HIRE WORK, 1928 to date. Specifications for positions in various divisions and services of hospitals; comments by medical officer in charge, on reports made by service inspector; photostatic copies of personnel reports with recommendations for use, changes in table of organization and related correspondence; allotment files showing authority to employ personnel and allotments for such employment; also copies of general orders and instructions; schedules of revised salary ranges for field positions; hospital; supply table; authority by Washington office for reemployment of certain individuals; authorizations for temporary job employment; and miscellaneous related correspondence. (Daily, official.) 9 x 12 folders, pockets and covers, 2 ft., in drawers of steel filing case. Personnel Office, 1st floor (Bldg. A). (20727)

780. EQUIPMENT REFERENCES, 1929. Service books, catalogs, blueprints and specifications of materials and equipment used and contemplated in construction and equipment of this Facility, and relative correspondence. (Occasionally, official.) 9 x 12 folders, 1 ft. 1 in., in steel drawer. Staff Room, 2d floor (Bldg. A). (20708)

781. STATION AND WASHINGTON OFFICE CONTRACTS, INACTIVE, July 1, 1929 - June 30, 1930. Pertaining to articles and

services required for use and maintenance of this Facility; station contracts are for subsistence, medical supplies, commercial gases, fodder, clothing, dental supplies, biologicals, chemicals used in laundry, chlorine, fuel, and drayage; Washington office contracts are for burial and utility services, teeth, gasoline, drugs and chemicals, motion pictures, soaps and detergents, prosthetic appliances, and certain subsistence supplies. Filed alphabetically by name of contractor. (Rarely, official.) 4 x 9 folders, 2 ft. 3 in., in wooden boxes. Attic Storeroom (Bldg. B). (17643)

782. CARPENTER SHOP REQUISITIONS AND INTER-DEPARTMENTAL PURCHASE ORDERS, May 25, 1929 - Nov. 20, 1936. By foreman of carpenter shop for materials required showing dates of requisitions and purchase requests, type of articles requisitioned, description and cost and general remarks. (Daily, official.) 8 x 10¼ vols., 1 in., in drawer of wooden desk. Carpenter Shop Office, basement (Bldg. N). (20786)

783. CARPENTER SHOP FILES, Aug. 1929 - Aug. 1936. Form 3130, machine record cards, mechanical record of each machine in carpenter shop; Form 2598c, consolidated memorandum receipts for nonexpendable property; and Form 2598b, issue slips prepared by carpenter shop foreman when requisitioning articles from supply room. (Daily, official.) 9 x 12 folders, 2 in., in drawer of wooden desk. Carpenter Shop Office, basement (Bldg. N). (20787)

784. RECORD OF WHITE CLOTHING, 1929 - 1937. For each employee of dietetic department, recording employee's name and title, number of aprons, caps, coats, and trousers allotted each, and date allotment was made. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 2 in., in drawer of wooden cabinet. Subsistence Storeroom (Bldg. C). (18271)

785. PAINT SHOP RECORDS, Mar. 18, 1929, to date. Requisitions for supplies by foreman in charge of paint shop; record of estimated costs of jobs; and records of telephone calls from departments requesting painting work. (Daily, official.) 7½ x 10¼ vols., 2 in., on wooden desk. Paint Shop Office, basement (Bldg. A). (20788)

786. COPIES OF PURCHASE ORDERS, INACTIVE, July 1, 1930 - June 30, 1931. Including letters of authority for purchases. Filed numerically. (Rarely, official.) 9 x 12 pockets, 9 in., in wooden boxes. Attic Storeroom (Bldg. B). (17457)

787. BIDS AND INVITATIONS, Jan 3, 1930 - Sept. 8, 1932. Standard Form 33, bids and invitations issued by procurement division for various food supplies, and specifications on quantity, quality, delivery, and other requirements.

Filed alphabetically. (Rarely, reference.) 9 x 12 folders, 1 ft., in wooden box. Attic Storeroom (Bldg. B). (17434)

788. DAILY SUBSISTENCE REPORTS, MEMORANDA, Jan. 1, 1930 - Dec. 31, 1932. Form 61, memorandum reports from business manager to chief dietitian regarding rations, and showing number of patients, and personnel on full and partial subsistence. Filed chronologically. (Rarely, official.) 5¼ x 8 bundles, 8 in., on open steel shelf and in boxes. Torn and scattered. Attic Storeroom (Bldg. B). (17227)

789. CONTRACTS, COMPLETED AND CLOSED RECORDS, July 1, 1930 - June 30, 1934. Standard Form 33, contracts between various firms and individuals for equipment, supplies or services for Facility, and conditions and instructions governing contracts. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 4 ft., in boxes. Attic Storeroom (Bldg. B). (20693)

790. PROPERTY RECORD AND INVENTORY RECORD CARDS, 1930 - 1934. Form 1243, records of receipt and issue of blank forms to various departments of Facility, showing dates and quantities received and issued, balances on hand, unit prices, and total valuation; also Form 2598e, inventories of blank forms on hand in warehouse, showing issues, receipts, and balances. (Rarely, official.) 8 x 10½ cards, 6 in., in wooden cabinet. Office, 1st floor (Bldg. M). (18274)

791. PROPOSALS, 1930; July 1, 1935 - June 30, 1937. For all kinds of supplies, equipment, material, and repairs. (Daily, official.) 9 x 12 folders, 11 ft. 2 in., in wooden boxes, and in drawers of steel cabinets. Attic Storeroom (Bldg. B), and Supply Office, 1st floor (Bldg. A). (17456, 16923, 16924)

792. DAILY RATION COSTS, May - June 1931. Listing each item of food, amount consumed, price, total cost of each meal per day, number of patients, personnel, and guests; total number of persons served per day, total cost of issues, and ration cost per person. (Rarely, official.) 9 x 12 folders, 2 in., in wooden boxes. Attic Storeroom (Bldg. B). (20705)

793. DISBURSING OFFICERS' CHECKS, May 15, 1931 - Mar. 31, 1935. Copies of disbursing officers' checks on Treasurer of U. S., payable to order, showing amount, name of payee, dates of check, and payment, and symbol number. Filed numerically. (Never.) 8½ x 16-3/8 folders, 3 ft. 3 in., in wooden boxes. Attic Storeroom (Bldg. B). (17248)

794. CONTRACT FILE, COMPLETED AND CLOSED RECORDS, July 1, 1931 - June 30, 1937. Contracts awarded to firms for services and supplies either sold or rendered to Facility, in-

cluding every purchase by supply office on orders or requisitions by each department for food, clothing, oil, coal, supplies, and equipment. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 14 ft., in drawers of steel cabinet. Attic Storeroom (Bldg. B). (20698)

795. MATERIALS ORDERED FOR BOILER HOUSE, SEWER PLANT, AND ICE PLANT, Apr. 16, 1931, to date. Form 3220, showing parts, number of sets, type, size, and factory number of each part of material ordered from manufacturers for use in boiler room, sewer and ice plants, and other buildings. (Frequently, official.) 10½ x 15-3/4 vol., 1-1/3 in., on desk. Office, 2d floor (Bldg. A). (16918)

796. PURCHASE ORDERS COMPLETED AND CLOSED RECORDS, June 23, 1932 - July 21, 1933. Issued by Supply Office to firms for food, merchandise, material, services, and supplies which have been requisitioned by various departments of Facility. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel cabinet. Attic Storeroom (Bldg. B). (20697)

797. REGISTER OF REQUISITIONS, July 1, 1932 - June 30, 1935. Form B-4-A-1, register of requisitions from Washington office, showing requisition numbers and dates, items requisitioned, kind and class, and usage for which articles are intended. Filed chronologically. (Rarely, official.) 8 x 10½ vols. (3), 2 in., in drawer of steel filing cabinet. Attic Storeroom (Bldg. B). (16991)

798. PROPOSALS FILE, COMPLETED AND CLOSED RECORDS, July 1, 1932 - June 30, 1936. Bids and proposals submitted to Facility by firms, for supplies and services to be sold or rendered, and for which contracts have been awarded by supply office. Filed numerically. (Rarely, official.) 9 x 12 folders, 30 ft., in drawers of steel cabinet, and in boxes. Attic Storeroom (Bldg. B). (20699)

799. PAID PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1932 - 1935. Showing voucher number, place and date of preparation, name of department, bureau of establishment issuing voucher, appropriation against which payment is to be charged, name and title of disbursing officer, name and address of payee, and account number, contract, requisition numbers and dates, activity concerned, expenditure symbol, number and date of order, date of delivery or service, and articles or services. (Rarely, official.) 9 x 12 folders and envelopes, 24 ft. 2 in., on open wooden shelves and in wooden boxes. Attic Storeroom (Bldg. B). (20686)

800. SUPPLY DEPOT REQUISITIONS, COMPLETED AND CLOSED RECORDS, July 1, 1932 - June 30, 1936. Requisitions submit-

ted by Facility to supply depots for standard stock catalog items, such as canned goods, subsistence supplies, and regular equipment and supplies for general hospital uses. Filed numerically. (Occasionally, official.) 9 x 12 folders, 4 ft. 6 in., in drawers of steel cabinet. Attic Storeroom (Bldg. B). 16990)

801. PROPERTY VOUCHERS AND RELATED CORRESPONDENCE, May 17, 1932 - Feb. 12, 1936. Invoices, receipts, and supporting vouchers for property purchases. Filed numerically. (Rarely, official.) 9 x 12 folders, 4 ft. 4 in., in drawers of steel cabinet. Attic Storeroom (Bldg. B). (16987)

802. REGISTER OF PURCHASE VOUCHERS, May 17, 1932 - Mar. 7, 1936. Giving purchase voucher numbers, dates, description of articles and goods purchased, from whom purchased, and purchase order numbers. Filed numerically. (Rarely, official.) 8 x 10½ vols. (5), 4 in., in drawer of steel cabinet. Attic Storeroom (Bldg. B). (16988)

803. MOTOR DATA, Aug. 1932 - Feb. 1937. Pertaining to electrical motors and equipment in Facility. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawers of card cabinet. Electrician's Office (Bldg. G). (18294)

804. PROPERTY RECORD CARDS, July 1932 - to date. Form 2598f, expendable, and Form 1243 nonexpendable, listing card and class numbers, unit, article, description, old depot item number, depot pack and unit, price, unit price, date received, voucher number, name of department, date and amount issued. Filed numerically. (Daily, official.) 5 x 8 cards, 6 ft., in cabinet. Supply Office, 1st floor (Bldg. A). (16979)

805. PRINTING SAMPLES AND RECORDS, 1932 to date. Samples of work done in printship; also forms showing printing job number, date, for whom ordered, number of copies and impressions made, cost and total costs, and whether new composition, part pickup, old plates, standing, or overprint. (Occasionally, official.) 9 x 12 folders, 1 ft., in pasteboard box. Printing Shop Office, basement (Bldg. C). (20800)

806. DAILY RECORD OF PRINTING JOBS, 1932 to date. Showing printing job number, date, from whom ordered, number of copies and impressions made, cost and total costs, and whether new composition, part pickup, old plates, standing, or overprint. Filed chronologically. (Daily, official.) 4-3/4 x 8-3/4 memorandum book, ½ in., in drawer of wooden desk. Printing Shop Office, basement (Bldg. C). (20798)

807. STATION AND WASHINGTON OFFICE CONTRACTS, 1932 to date. For supplies and services. Filed by name of contractor. (Daily, official.) 9 x 12 folders, 4 ft., in 2

drawers of steel cabinet. Supply Office, 1st floor (Bldg. A). (16925, 16926)

808. WASHINGTON OFFICE REQUISITIONS, COMPLETED AND CLOSED RECORDS, July 1, 1933 - June 30, 1935. Requests for nonstandard or special equipment or supplies not ordinarily carried at supply depot, nor regularly used. Filed numerically. (Occasionally, official.) 9 x 12 folders, 3 ft. 6 in., in drawers of steel cabinet. Attic Storeroom (Bldg. B). (16989)

809. EXPENDITURE LISTS AND COVER SHEETS OF EXPENDABLE PROPERTY, Jan. 1933 - Dec. 1935. Supply Form 137a, expenditure list, containing description of articles expended, classification numbers, consolidation of and total issues, unit cost, and total amounts of consolidated issues. Filed chronologically. (Rarely, official.) 9 x 12 folders and covers, 3 ft. 3 in., in drawers of steel cabinet. Attic Storeroom (Bldg. B). (16993)

810. ISSUE LISTS OF EXPENDABLE PROPERTY, DAILY ISSUE LISTS OF SUBSISTENCE, Jan. 1933 - Dec. 1935. Supply Forms 2598g and 2598 h, for each of the departments, utilities, and branches of Facility. Filed chronologically. (Rarely, official.) 9½ x 12 envelopes, 3 ft. 6 in., in drawers of steel cabinet. Attic Storeroom (Bldg. B). (16995)

811. GENERAL FILES, 1933 - 1936. Shipping reports; freight notices; combination requisitions and correspondence; records of shipments of chlorine, carbon dioxide, and oxygen gas, showing date and from whom received, and disposition of shipments; Form 134a, combination requisition, invoice and receipt, packers list and shipping ticket, showing names and addresses of consignors of various merchandise, description, and method of shipping; also related correspondence. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Office (Bldg. M). (18277)

812. SHIPPING REPORTS, July 1, 1933 - June 30, 1937. Form 56, listing articles shipped from Facility to various corporations, to other Facilities, and to Veterans' Administration; also railroad bills of lading, and post office receipts. Filed numerically. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of steel cabinet. Attic Storeroom (Bldg. B). (16992)

813. CYLINDER RECORDS, Feb. 2, 1933 - Jan. 18, 1937. Records of gas cylinders received and used at Facility, showing serial number and date of receipt of each cylinder, purchase order number, from whom received, by whom and when used, dates of expiration, disposition made, and date cylinder was returned to shipper. (Daily, official.) 8 x 10½ covers, 1 in., in wooden filing board on wall. Office, 1st floor (Bldg. N). (18275)

814. LAUNDRY WORK ORDER RECORD, May 20, 1933, to date. Form 3235, record of time spent by various mechanics in laundry, type

of work performed, date of performance, names of mechanics, dates employed, number of hours employed each day, hourly rate of pay, total hours worked, and total labor costs. (Daily, official.) 7-3/4 x 10¼ vol., 1/2 in., on desk. Office, 1st floor (Bldg. L). (16641)

815. PRINT SHOP PURCHASES, Nov. 2, 1933, to date. Record of purchases of supplies and material showing dates, order numbers, allotment to which charged, from whom purchased, quantity, description, unit and total costs of articles purchased. (Daily, official.) 8 x 9½ notebook, ½ in., in drawer of wooden desk. Printing Shop Office, basement (Bldg. c). (20799)

816. MONTHLY INVENTORIES OF PAINT SHOP, Nov. 30, 1934 - June 1, 1936. Showing amount and kind of materials received and expended during period reported, and balances of materials on hand at expiration period. (Rarely, official.) 9 x 12 sheets, 1 in., on shelf of wooden cabinet. Paint Shop Office, basement (Bldg. N). (20790)

817. BILLS OF LADING, Jan. 1934 to date. Bills of lading and shipping reports. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel cabinet. Supply Office, 1st floor (Bldg. A). (16982)

818. SURPLUS LISTS, Jan. 1934 to date. Lists of surplus commodities and miscellaneous supplies available at Facility, and Perry Point, Md., Supply Depot. Filed numerically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of steel cabinet. Supply Office, 1st floor (Bldg. A). (16984)

819. TRANSPORTATION RECORDS OF SERVICE CARS, Jan. 1, 1934 to date. Form 3220, showing consumption and cost of gasoline and motor oils, cost of tires and tubes, spare parts, labor charges, total mileage traveled, number of passengers carried, and number of days cars were idle. Filed chronologically. (Old records, rarely, official; current records, daily, official.) 10¼ x 15¾ vols., 2½ in., in drawer of wooden desk. Auto Mechanic's Quarters, and Garage Office, 1st floor (Bldg. N). (20785, 20782)

820. PROPERTY VOUCHERS, May 1, 1934 to date. Unencumbered vouchers for services and property vouchers for accounts of sale and collection; also correspondence relating to property vouchers and purchase orders. Filed numerically. (Daily, official.) 9 x 12 folders, 4 ft. 9 in., in drawers of steel cabinet. Supply Office, 1st floor (Bldg. A). (16985)

821. GARAGE RECORDS, June 1, 1934, to date. Form 1281, trip records; Form 1282, operating records; Form 1283, repair records; Form 1284, record of casings; Form 1236, mechanical inspection report; and Form 3131, receipt for gas and oil. (Old

records, rarely, official; current records, daily, official.) Variously sized bundles and sheets, 8 in., in desk drawer. Auto Mechanics' Quarters, 1st floor (Bldg. M), and Garage Office, 1st floor (Bldg.N). (20784, 20783)

822. COPIES OF PURCHASE ORDERS, July 1, 1934, to date. Filed numerically. (Old records, rarely, official; current records, daily, official.) 9 x 12 pockets, 3 ft. 2 in., in 2 drawers of steel cabinet. Supply Office, 1st floor (Bldg. A). (16930, 16931)

823. MAINTENANCE AND REPAIR REQUESTS, July 1, 1935 - June 30, 1936. Correspondence and reports pertaining to special requests made to Washington office for funds needed for maintenance and repairs not included in regular budget. Filed by symbol. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel cabinet. Utility Office, 2d floor (Bldg. A). (16646)

824. STANDARD INVENTORY LISTS AND MEMOS, July 1935 to date. Standard inventory lists, consolidated memos, receipts, overage, and shortage receipts. Filed numerically and alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in drawers of steel cabinet. Supply Office, 1st floor (Bldg. A). (16977)

825. SUPPLY DEPOT AND WASHINGTON OFFICE MAINTENANCE AND REPAIR REQUISITIONS, July 1, 1935 to date. Requisitions either pending or completed. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 9 in., in drawers of steel cabinet. Supply Office, 1st floor (Bldg. A). (16983)

826. MENU REPORTS, Nov. 4, 1935 to date. Showing day of week, name and location of Facility, and daily menus for all meals; also records of subsistence supplies, showing name and location of Facility, department which obtained supplies, dates received, articles received, unit of measure, amount brought forward since last receipt, and amount used during period reported. (Daily, official.) 8 x 12½ sheets, 2 in., on hanging file board. Chief Dietitian's Office, 1st floor (Bldg. C). (20818)

827. FOLLOW-UP FILE, 1935 to date. Proposals on which action is pending, for various supplies, equipment, materials, and repairs. Filed by subject. (Daily, official.) 9 x 12 folders, 9 in., in drawer of steel cabinet. Supply Office, 1st floor (Bldg. A). (16928)

828. LOG BOOKS, 1935 to date. Steam fitting and plumbing log books, listing daily record of inspections, and work performed. Filed chronologically. (Daily, official.) 9 x 14 vols., 3 in., on desk. Plumbing Shop Office, basement (Bldg. N). (20797)

829. MISCELLANEOUS CARD FILES, 1935 to date. Records relating to laundry or garments, number of keys allotted each attendant, record of leaves of absence, schedule of lectures; and Form 3227, record of sick and annual leave, signed by personnel clerk, listing attendant's name, number of days and character of leave. Filed alphabetically. (Daily, official.) 3 x 5 cards and 2¾ x 5 stubs, 2 ft., in drawers of wooden card cabinet. Supervisor of Attendants' Office. (Bldg. B). (20775)

830. MAINTENANCE REPAIR REQUESTS AND ALLOTMENTS, CONSTRUCTION, July 31, 1936 - June 30, 1937. Requests and allotments for construction and repairs of buildings, utilities, roads and lighting system, waterproofing walls and buildings, plumbing and labor, boiler repairs, showers, painting, cutting woodland, fences, sewage repairs, labor for landscape work, valves for water mains, and spraying outfits. Filed by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel cabinet. Supply Office, 1st floor (Bldg. A). (16929)

831. DAILY RECORD LOG, ELECTRICAL, Aug. 14, 1936 - to date. Daily log of electrician showing work to be done, material received and used, and cost of job. (Daily, official.) 9 x 14 vol., 1 in., on desk. Electrician's Office (Bldg. B). (18292)

832. MACHINE RECORDS, Aug. 14, 1936, to date. Data pertaining to motors, electrical appliances, or pieces of machinery operated by electricity, consisting of make of motor, serial number, horse power, current, voltage, speed, date of repair or inspection, cost of labor, and cost of material used in repair. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of card cabinet. Electrician's Office (Bldg. G). (18293)

833. PLUMBING MACHINE RECORD, Sept. 1936 - to date. Form 3130, showing kind, make, model, size, serial number of machine; kind, make, size, current speed and serial number of motor, date, nature and cost of repairs; also movement record, listing history of movement of machine from time of receipt by plumbing shop. (Daily, official.) 5 x 8 cards, 1 in., in drawer of wooden desk. Plumbing Shop Office, basement (Bldg. N). (20794)

834. REQUISITIONS, RECEIPTS, PURCHASE ORDERS, AND CORRESPONDENCE, 1936 - 1937. Form 3224, requisitions for blank forms, giving form number of required forms, title or description, quantity on hand and desired; also express and memorandum receipts; and Supply Form 135b, purchase orders for services and repairs, station purchase orders, and related correspondence. (Daily, official.) 9 x 11½ sheets, 1 ft., on

wooden filing boards on wall. Office (Bldg. M). (18278)

835. ISSUE LISTS FOR EXPENDABLE PROPERTY, Jan. 1936 to date. Form 137a, listing articles, description, consolidation of issues, total, unit cost, and total amount of all items with classifications and page numbers. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel cabinet. Supply Office, 1st floor (Bldg. A). (16986)

836. WORK ORDERS, Feb. - Aug. 1936. Requisitions for general repairs or labor issued by various wards or departments; also vehicle passes authorizing gate guard to pass vehicle, cargo, or passengers. Filed chronologically. (Rarely, official.) 5 x 8 bundles, 1 ft. 6 in., in drawer of steel cabinet. Utility Office, 2d floor (Bldg. A). (16647)

837. DAILY ICE PLANT REPORTS, Aug. 1936 to date. Form 39, showing amount of ice delivered daily, materials used, time sheets for each operation of ice plant, and names of operators on duty at each shift. (Daily, official.) 8 x 10½ papers, ½ in., on filing cabinet. Office, 2d floor (Bldg. O). (16921)

838. COPIES OF INTER-DEPARTMENTAL PURCHASE REQUESTS, Sept. 21, 1936 to date. Showing requisition number, allotment against which purchase is to be charged, amount of purchase, building and room in which purchased material is to be used, specifications, quantity, catalog reference, unit, unit cost and total estimated cost of articles requested; balance of allotment, name of department submitting purchase request, and signature of approving officer. (Daily, official.) 9 x 11 covers, 1 in., in drawer of wooden desk. Plumbing Shop Office, basement (Bldg. N). (20796)

839. WEEKLY REQUISITIONS FOR SUBSISTENCE SUPPLIES, FRUITS AND VEGETABLES, Sept. 24, 1936 to date. Form 112, showing period for which requisition is made, kind and quantities of items requisitioned, quantity of each item ordered previous week, and quantities on hand. (Daily, official.) 8 x 12½ sheets, 1 in., on hanging file board. Chief Dietitian's Office, 1st floor (Bldg. C). (20820)

840. WEEKLY REQUISITIONS FOR SUBSISTENCE SUPPLIES, FISH AND MEAT, Oct. 1, 1936 to date. Form 108, showing period for which requisition is made, kind of items requisitioned, quantity of each item ordered previous week, and quantities on hand. (Daily, official.) 8 x 12½ sheets, 1 in., on hanging file board. Chief Dietitian's Office, 1st floor (Bldg. C). (20819)

841. ISSUE LISTS OF EXPENDABLE PROPERTY, Jan. - Dec. 1937. Supply Form 2598g, listing names of articles issued, description and classification numbers, whether issued in odd or even month, dates of issue, and name of department; also issue slips of nonexpendable property, and credit and exchange slips. Filed chronologically. (Daily, official.) 9¾ x 12 envelopes and covers, 6 in., in desk drawer. Office, 1st floor (Bldg. M). (18276)

Miscellaneous Records

842. RECORD OF REGISTERED AND INSURED MAIL, OUTGOING, Aug. 28 - Dec. 19, 1928. Record of outgoing registered and insured mail, showing names and addresses of persons to whom mail was sent, senders' and chauffeurs' names, return receipt numbers, and dates when mail was sent. (Rarely, official.) 8 x 10-3/8 vols., 3/4 in., in wooden box. Attic Storeroom (Bldg. B). (17442)

843. RECEIPT BOOKS OF REGISTERED AND INSURED MAIL (INCOMING), May 17, 1928 - Mar. 26, 1929. Daily entries of receipt books giving name and address of sender, name of addressee, date of receipt of mail, description, register and insurance numbers, name of person to whom delivered, date and time of day of delivery. Filed chronologically. (Rarely, official.) 8 x 10 vols., 3 in., in wooden box. Attic Storeroom (Bldg. B). (17441)

844. REGISTER OF BUDGET LEDGER TRANSACTIONS, INACTIVE, July 1928 - Dec. 1929. Standard Form 1017, budget ledger showing previous balances, symbols, dates, reference numbers, descriptions and totals forwarded from previous month's entry, corrections, names of corporations or individuals to whom payments were made or allotted, audited vouchers, encumbrances liquidated or authorized, allotments, and unencumbered balance of allotment. (Never.) 14¼ x 17 sheets, 1½ in., in drawer of steel filing cabinet. Attic Storeroom (Bldg. B). (17241)

845. ALLOTMENT LEDGERS, July 1928 - June 1931; July 1933 - July 1937. Standard Form 1015a and 1015b, allotment ledgers showing symbols of various appropriations, previous balances, dates of posting to ledger, reference numbers, description of allotments, and audited vouchers. (Old records, rarely, official; current records, daily, official.) 10½ x 15½ covers, and 11 x 16 loose-leaf binder, 2 ft. 4 in., in wooden box and in drawer of steel cabinet. Attic Storeroom (Bldg. B) and Finance Office, 2d floor (Bldg. A). (20689, 16629)

846. COST AMOUNT RECORDS, COMPLETED AND CLOSED, Aug. 1928 - July 1934. Form 137, complete cost account records,

monthly expenditure vouchers, and issue slips, for expendable and nonexpendable property. Filed chronologically. (Rarely, official.) 9 x 12 folders, 14 ft., in boxes. Attic Storeroom (Bldg. B). (20696)

847. PARCEL POST RECORDS, INCOMING MAIL, May 16, 1928 - Mar. 23, 1935. Parcel post records noting names of senders, names of consignees and persons to whom delivered, and date of delivery. Filed chronologically. (Rarely, official.) Variously sized vols., 10 in., in wooden box. Attic Storeroom (Bldg. B). (17439)

848. GENERAL FILES - BUSINESS MANAGER'S OFFICE, 1928 - 1935. Business manager's monthly reports of transportation requests; automotive recapitulation reports; reports of lumber purchased; laundry flat work reports; automotive mechanical reports; dietetic menus; mail and records reports; passenger car trip records; laundry operation reports; fire and police protection reports; reports of inactive records; monthly reports of subsistence estimates; and watch-clock records. (Rarely, official.) 9 x 12 folders and envelopes, 12 ft., in boxes. Attic Storeroom (Bldg. B). (17238)

849. MISCELLANEOUS ACTIVITIES, 1928 - 1935. Correspondence reports, memoranda, schedules, and telegrams. (Rarely, official.) 9 x 12 folders, 4 ft., in two wooden boxes. File Room, 2d floor (Bldg. A). (8899)

850. MISCELLANEOUS RECORDS, 1928 - 1936. CWA time book recording names of painters employed; Supply Form 2598e, consolidated memorandum receipts, quarterly inventory of nonexpendable articles and equipment issued to this department; Supply Form 2598b, issue slips prepared by shop foreman when requisitioning articles from supply room; and memorandum of receipt, monthly record of merchandise received. (Daily, official.) 4 x 7 vols., and 9 x 12 folders, 3 in., in desk drawer. Paint Shop Office, basement (Bldg. A). (20793)

851. GENERAL FILE, 1928 - 1937. Miscellaneous correspondence; letters from medical officer in charge; memoranda to ward surgeons; copies of letters to general office; record of nonexpendable property; daily and monthly physiotherapy reports; patients' correspondence and records, case histories, intrahospitalization review, and summaries. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in drawers of steel cabinet. Physiotherapy Office (Bldg. A). (18459)

852. DENTAL RECORDS, 1928 to date. Medical Form 2570, dental record chart, showing patient's name, date of examination, ward and examination numbers, type of work to

be done, X-ray pictures and diagnosis; Medical Form 2614p, clinical record of dental department, showing number of missing, carious, imperfect and infected teeth, and daily record of completed dental work; Forms 2570 and 2614p, records of discharged patients and cases under observation; Medical Form 2609, gold issue slips, Medical Service Form 2598c, issue and credit slips; also, orders for vulcanite teeth; out-patients' treatments; records of charts sent to regional office; and statistical data. (Daily, official.) 9 x 12 folders and 10 x 12 loose-leaf books, 6 ft. 6 in., in drawers of steel cabinet. Dental Clinic, 1st floor (Bldg. B). (18386)

853. COST ACCOUNTING LEDGER AND REGISTER, Mar. 1928 to date. Form 6502, register of storehouse issues of material and supplies; Form 6502, register of storehouse issues of subsistence; Form 6602, voucher register; Form 6504, cost ledger of operating expenses; and Form 6608, recapitulation of registers. (Daily, official.) $14\frac{3}{4}$ x $17\frac{1}{2}$ loose-leaf books, 10 in., on file cabinet. Finance Office, 2d floor (Bldg. A). (16908)

854. ACTIVE GENERAL FILE, Apr. 1928 to date. Reports and correspondence with American College of Surgeons, American Legion, American Psychiatric Association, and American Red Cross; anonymous letters; athletic programs; attendants' lectures and examinations; automobiles; auditor's reports; baseball games; bed capacity; beds available; board of investigation of 1936; board of survey on unserviceable and surplus property; bonds for manager; and clinical director; bonus information; and doctor's personal records and radio talks. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in drawers of steel cabinet. Manager's Office, 2d floor (Bldg. A). (16908)

855. ADMINISTRATION ORDERS AND VETERANS' REGULATIONS, Apr. 16, 1928, to date. Administration orders and veterans' regulations showing administration order number, date of issuance, subject matter, amendments to orders, and name of order superseded by another. Filed alphabetically by name of order. (Daily, official.) 3 x 5 cards, 3 in., in drawer of steel filing case. Clinical Record Room, 2d floor (Bldg. A). (8888)

856. INDEX TO GENERAL ORDERS AND CIRCULARS, Apr. 1928 to date. Index showing regulations, circular orders and letters, bulletins, hospital letters, field orders, Bureau of War Risk Insurance regulations, and finance division instructions. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in steel filing case. Manager's Office, 2d floor (Bldg. A). (16913)

857. INDEX TO GENERAL ORDERS AND CIRCULARS BY NUMBER AND TOPIC, Apr. 1928 to date. Index filed by number and topic. (Daily, official.) 3 x 5 cards, 3 in., in compartment of steel drawer. Manager's Office, 2d floor (Bldg. A). (16914)

858. CHIEF ENGINEER'S FILE, Apr. 1928 to date. Chief engineer's file of monthly power plant records, and correspondence with various manufacturers concerning machinery used in maintenance and operation of this Facility. (Daily.) 9 x 12 folders, 1 ft. 6 in., in drawers of steel cabinet. Office, 2d floor (Bldg. O). (16922)

859. CORRESPONDENCE WITH OTHER FACILITIES, Apr. 1928 to date. Administrative correspondence concerning operative measures for better management and efficiency in care and handling of cases and cooperative measures extended by one Facility to another; also staff reports, and reports from chief nurse. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of steel cabinet. Manager's Office, 2d floor (Bldg. A). (16910)

860. DATA ON REPORTS, ALSO MISSING PERSONS, Apr. 16, 1928 to date. Reports to Washington, and regional offices, interdepartmental reports; also circulars, photographs, and correspondence on missing veterans. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Clinical Record Room. 2d floor (Bldg. A). (8875)

861. GENERAL FILE, Apr. 1928 to date. Reports, correspondence, tabulations, bills of lading, contracts for fiscal year, budget estimates, memoranda, official notices from medical officer in charge, surplus property lists, and bids for supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in drawers of steel cabinet. Supply Office, 1st floor (Bldg. A). (16980)

862. GENERAL ORDERS AND CIRCULARS, Apr. 1928 to date. Circulars, bulletins, and regulations; Bureau of War Risk Insurance issues; district manager's and general district manager's letters; hospital circulars; special district manager's letters; finance letters; field orders; Comptroller General's decisions; administrator's decisions, and orders. (Daily, official.) 10 x 11¾ loose-leaf books, 5 ft., on shelves of bookcase. Manager's Office, 2d floor (Bldg. A). (16912)

863. GENERAL ORDERS CARD FILE, Apr. 16, 1928 to date. Cards as reference for general orders. Filed by subject. (Daily, official.) 3 x 5 cards, 10 in., in drawer of steel filing case. Clinical Records Room, 2d floor (Bldg. A) (8887)

864. MISCELLANEOUS CORRESPONDENCE - INACTIVE, Apr. 1928 to date. Correspondence includes confidential matters pertaining to boards of survey, boards of investigation, medical director's correspondence, memoranda, personnel regulations, administrative matters, personnel affairs including reductions, interviews, schedule of collections, supply service and telegrams. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel cabinet. Manager's Office, 2d floor (Bldg. A). (16909)

865. DATA ON ADMISSIONS, COMMITMENTS, AND EXAMINATIONS, Apr. 1928 to date. Monthly reports of admissions; correspondence with Dept. of Mental Hygiene, State of New York relative to admissions; reports of visits by state inspectors; letters and data regarding commitment of incompetent persons; and notes on transfers to this hospital from any New York State mental hospital. (Daily, official.) 9 x 12 folders, 6 in., on open wooden shelf. File Room, 2d floor. (Bldg. A). (8903)

866. SUPPORTING PAPERS FOR BUDGETS AND COSTS, July 1928 to date. Copies of contracts, vouchers, schedules, memoranda, miscellaneous correspondence, and reports. (Daily, official.) 9 x 12 folders, 10½ x 15 pockets, 14 x 17 loose-leaf books, and 4 x 8 papers, 14 ft. 6 in., in drawers of steel cabinet. Finance Office, 2d floor (Bldg. A). (16636)

867. GENERAL FILE, 1928 to date. Correspondence, specifications, vouchers, and reports. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in drawers of steel cabinet. Supply Office, 1st floor (Bldg. A). (16927)

868. GENERAL FILES, 1928 to date. Accident reports, air mail service, construction plans, medical service, and educational and recreational activities. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders and envelopes, 4 ft. 8 in., in drawers of steel filing case. Utility Office, 2d floor (Bldg. A). (16645)

869. GENERAL FILES, 1928 to date. Memoranda and correspondence of business manager; inventories and issue lists of subsistence supplies; meat and meat products; inspection reports; egg and butter grading certificates; lists of subsistence supplies expenditures; cost accounts of production of ice cream; instructions; bids and acceptances for subsistence supplies; requisitions pending; yearly estimate of subsistence requirements; shipping schedules; drop shipments; contracts with various corporations for subsistence supplies; daily menus; issue lists expendable property; cancelations of requisitions; farm inventory; price lists; correspondence with Washington office and with local contractors; check lists

of local purchases of supplies; and miscellaneous related data and correspondence. (Daily, official.) 9 x 12 folders and envelopes, 3 ft., in drawers of metal filing cabinet. Storeroom, basement (Bldg. C). (20803)

870. MISCELLANEOUS FILE, 1928 to date. Records, questionnaires, regulations, instructions, and correspondence, including Medical Form 2614a; Compensation Form 564, rating sheet; confidential report of contract with Hospital incompetent beneficiary; Form 3101, request for Army information; and circular letters and correspondence from Adjudication Division of Veterans' Administration, director's office, and medical service office. (Daily, official.) 9 x 12 envelopes and folders, 17 ft. 4 in., in drawers of steel filing cases. Contact Office (Bldg. B). (20767)

871. MISCELLANEOUS FILES, 1928 to date. Patients' records, containing patients' names, dates of admission, discharge, and extension trials visits; maximum hospital benefits, compensation claim, registration, and ward numbers; and ward transfers; attendants' records showing personnel entitled to laundry services, giving attendants' names, positions, dates of appointments, and discontinuances; Form 2598c, consolidated memorandum receipts for nonexpendable property to laundry, listing articles issued, monthly quantities received, and dates of receipt; also general correspondence; laundry bulletins; studies of detergent action of soap and removal of stains; stock lists; hospital supply table; catalogues; hospital orders and memoranda; laundry information; personnel receipts; property and procurement forms; laundry equipment and layout; specifications; and blueprints of building and equipment. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., on two shelves of cupboard. Office, 1st floor (Bldg. L). (16644)

872. MISCELLANEOUS INFORMATION, 1928 to date. Correspondence, letters of information, and instructions pertaining to fire regulations; name and classification of every employee using his automobile inside hospital grounds, listing make of car and license number; quantity of nonexpendable articles with concise descriptions and consolidated memorandum receipts for articles of equipment and various supplies issued for use of guard detail during 1936. (Occasionally, official.) 9 x 12 folders and 8 x 11 paper covered binder, 2 in., in drawer of wooden desk. Chief Guard's Office, 1st floor (Bldg. A). (20762)

873. MISCELLANEOUS PAPERS, 1928 to date. Reports, charts, and correspondence; including daily reports of eye, ear, nose, and throat clinic; weekly reports of beneficiaries under hospital treatment; lists of syphilitic cases; correspondence of dental section; and monthly reports of mental hygiene,

(Occasionally, official.) Variously sized folders and bundles, 2 ft., on open wooden shelf. File Room, 2d floor (Bldg. A). (8902)

874. REDUCED RATES REQUESTS, Dec. 21, - Dec. 26, 1929. Reduced rate requests give names and addresses of senders and addressees, to whom delivered, and dates of delivery. (Rarely, official.) 8 x 10-3/8 vol., 3/4 in., in wooden box. Attic Storeroom (Bldg. A). (17443)

875. MISCELLANEOUS FILE, 1929 - 1931. Correspondence and statements concerning differences in disbursing office's statements submitted by this Facility; copies of director's decisions; bulletins; circulars; general orders; hospital memoranda; hospital orders; letters from Attorney General, Comptroller General, Department of Justice; and service letters. (Never.) 9 x 12 folders, 8 in., in drawer of steel cabinet. Attic Storeroom (Bldg. B). (17246)

876. ACCOUNTS OF SALES OR COLLECTIONS, Nov. 1929 - June 1933. Accounts, including sale of manufactured ice, bones and suet, public telephone commissions; collections from guest meals and lodgings; and rental of garage and floor space to concessionnaire for canteen. (Rarely, official.) 9 x 12 folders, 6 in., in boxes. Attic Storeroom (Bldg. B). (20702)

877. RECORDS OF INSURED MAIL, INCOMING, Mar. 3, 1929 - Dec. 1934. Giving dates of receipt, names and addresses of senders and addressees, numbers and description of insured mail, and by whom received. Filed chronologically. (Rarely, official.) 8 x 10-3/8 vols., 9 in., in wooden boxes. Attic Storeroom (Bldg. B). (17444)

878. GUARD WATCHMAN'S DAILY REPORT, 1929 - 1935. Daily report of automobiles and persons entering hospital grounds, giving name of person, or make of car, license number, time of arrival and departure, nature of business, and general remarks. (Rarely, official.) 9 x 12 paper covered binders, 4 ft. 6 in., in boxes. Attic Storeroom (Bldg. B). (17230)

879. REGISTER OF ALLOTMENT LEDGER TRANSACTIONS, COMPLETED AND CLOSED RECORDS, July 1, 1930 - June 30, 1934. Form 1017c, ledger sheets showing previous balance if any, symbol, date, reference number, description, audited vouchers, encumbrances, liquidated and authorized; allotments, and unencumbered balance. Filed chronologically. (Rarely, official.) 14 x 17 loose-leaf ledger sheets, 12 ft., in boxes. Attic Storeroom (Bldg. B). (20692)

880. SWIMMING POOL WATER TESTS, June 21, 1930 - Dec. 14, 1934. Swimming pool water tests showing results of daily

examinations by clinical laboratory, noting if bacteria are present and number of colonies per c.c. (Rarely, official.) 9 x 12 envelopes, 6 in., in wooden box. Attic Storeroom (Bldg. B). (17250)

881. GENERAL FILES, INACTIVE, 1930 - 1934. Clinical records and correspondence concerning ward transfers and discharges, general orders, X-ray reports, hospital memoranda of bacteriological examinations, water tests, venereal tests of food handlers, and work orders. (Daily, official.) 9 x 12 folders, 8 ft., in drawers of steel filing case. Clinical Laboratory, 1st floor (Bldg. B). (18385)

882. MEAL SLIPS AND AUTHORIZATIONS, COMPLETED AND CLOSED RECORDS, July 1, 1930 - June 30, 1936. Letters of authorization, signed by medical officer in charge, for rooms, meals and use of hospital garage, for employees and guests of patients; Form 96, guest meal slips; Form 2684, requests for meals for guest. Filed chronologically. (Rarely, official.) 9 x 12 folders and 3¼ x 5 cards, 2 ft., in box. Attic Storeroom (Bldg. B). (20695)

883. INACTIVE FILE, July 1, 1930 - June 30, 1936. Correspondence and reports dealing with account of sale and collection; barter service and luxuries; canteen-general operation and concession; canteen lease and price lists; patients' clothing; CWA vouchers; guard reports; monthly reports of wards; outpost nurseries; travel orders; memoranda; garage activities; dietetic equipment; food tests; and miscellaneous correspondence. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel cabinet. Utility Office, 2d floor (Bldg. A). (16907)

884. GENERAL FILES, 1930 - 1936. Including appraiser's list of articles manufactured by patients; records of sales of articles; monthly statements of occupational therapy; byproducts; monthly reports of occupational therapy; lists of articles sold to patients; reports of shoe project; articles on consignment; progress reports; property lists; material issue slips and record of article receipts; accident reports; reports of farm machinery; yearly reports of occupational therapy; and hospital orders and memoranda. Filed alphabetically and numerically. (Daily, official.) 9 x 12 vols. and folders, 6 ft. 6 in., in steel drawers. Office, 1st floor (Bldg. P). (18279)

885. RECORD OF INSURED MAIL, OUTGOING, Jan. 1930 to date. Record of mail listing names of sender and addressee, date, and slip number. (Daily, official.) 8 x 10½ vols. (2), 2 in., on open wooden shelf. Post Office, 1st floor (Bldg. A). (20710, 20709)

886. OUTGOING REGISTERED MAIL, Jan. 3, 1930, to date.

Giving date registered letter or package was mailed, name of sender and addressee, whether return receipt requested, contents, and post office registration number. Filed chronologically. (Rarely, official.) 8½ x 10½ vol., 1 in., on table. Post Office, 1st floor (Bldg. A). (20712)

887. ADMINISTRATIVE RECORDS, 1930 to date. Concerning rules for attendants; classified lists of general medical, and technical books; lists of books received at station; classification of medical books; receipts for books issued to ward; general and medical book requisitions; and catalogs of general and medical books. (Daily, official.) 9 x 12 folders and envelopes, 9 in., in steel drawer. Library, 1st floor (Bldg. B). (20807)

888. BOOK AND BORROWERS' CARDS, 1930 to date. Book cards showing name of author, title of book, borrower's name, dates issued and due; Library Catalog Form 1127-2-D, borrowers' cards, showing borrower's name and number, date of expiration, dates loaned and returned, and statement of borrower's responsibility for any book removed on this card. Filed alphabetically, and numerically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden desk. Library, 1st floor (Bldg. B). (20811)

889. CATALOG OF LIBRARY, 1930 to date. Catalogued under author, subject and title, including stories collected from various magazines. Filed alphabetically. (Daily, official.) 3 x 5 cards, 13 ft., in drawers of wooden cabinet. Library, 1st floor (Bldg. B). (20804)

890. MEDICAL CATALOG AND SHELF LIST OF MEDICAL BOOKS, 1930 to date. Catalog of medical books showing subject, title, author, name and location of publisher, date of publication, and shelf number of volume. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in drawers of wooden cabinet. Library, 1st floor (Bldg. B). (20809)

891. NONFICTION SHELF LIST, 1930 to date. Card catalog of nonfiction showing shelf and volume numbers, title, author, place and date of publication, name of publisher, date of receipt, price of book, and incidental information. Filed numerically. (Daily, official.) 3 x 5 cards, 2 ft. 4 in., in drawers of wooden cabinet. Library, 1st floor (Bldg. B). (20810)

892. SHELF LIST OF FICTION, 1930 to date. Catalog showing shelf and volume numbers, author, title, publisher, place and date of publication, price and miscellaneous information. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 3 in., in drawer of wooden desk. Library, 1st floor (Bldg. B). (20808)

893. RECORD OF PARCEL POST DELIVERIES, Sept. 14, 1931 - Dec. 24, 1933. Giving date of receipt, name and address of sender, number of packages received, ward number, name of patient to whom addressed, names of persons receiving parcel for patient, and shipment for distribution, date of delivery, and remarks. Filed chronologically. (Rarely, official.) 10¼ x 15-3/4 vols., 1/2 in., in wooden box. Attic Storeroom (Bldg. B). (17440)

894. CERTIFICATES OF CASH IN TRANSIT AND CASH DEPOSITED, May 14, 1931 - Dec. 31, 1934. Certificates of cash in transit and cash deposited of cash contained in deposit numbers of special disbursing agent; also post office receipt for registered articles. (Rarely, official.) 9 x 12 folders, 1 ft., in wooden boxes. Attic Storeroom (Bldg. B). (20704)

895. DISBURSING OFFICE LEDGER, May 14, 1931 - Mar. 30, 1935. Finance Form 1088, showing various transactions of disbursing officer, date of transaction, description, whether cash, treasury warrant, or checks; debits, credits and balances; including records of deposits, salary advances, collections, deposits in transit, checking accounts, Treasury deposits, undistributed receipts, retirement deductions, retirement and disability fund, special deposits, salaries and expenses, consolidated prison working capital fund, contributed funds, medical and hospital services, disbursing officer's cash, and patients' funds. (Rarely, official.) 10½ x 16 covers, 2 in., in wooden boxes. Attic Storeroom (Bldg. B). (20701)

896. MISCELLANEOUS FILE, DISBURSING OFFICE, May 15, 1931 - Mar. 31, 1935. Receipts for pay checks of classified and unclassified employees; receipts for salary checks; monthly reports to district manager; press notices; applications for examinations to Civil Service Commission; amendments to civil service regulations; uncollectable checks; schedules of accountable warrants; checks collectable; Treasury warrants; schedules of vacant positions; Federal Reserve Bank correspondence; Treasury Department instructions; service letters; stop-payment requests; checks mailed to employees, delivered to personnel, and received from New York. (Rarely, official.) 9 x 12 folders and 8 x 10½ vols., 2 ft. 8 in., in wooden boxes. Attic Storeroom (Bldg. B). (17249)

897. FAUCET WATER TESTS, June 11, 1932 - Dec. 10, 1934. Form 15, weekly reports submitted by clinical laboratory to clinical director; showing whether faucet water is contaminated or contains any pathogenic organisms. (Rarely, official.) 9 x 12 folders, 4 in., in wooden boxes. Attic Storeroom (Bldg. B). (17648)

898. VEHICLE PASSES, Aug. 1, 1932 - Dec. 31, 1935. Form

50, showing date of pass, name of driver, type of vehicle and license number, cargo or number of passengers, destination, time of day when vehicle passed, signature of driver, time of return to station, and name of guard. (Never.) 5¼ x 8 forms, 4 ft. 6 in., in wooden boxes. Attic Storeroom (Bldg. B). (17438)

899. INCOMING REGISTERED MAIL, May 11, 1932 to date. Giving date of receipt of incoming registered mail, sender's name and address, addressee, post office registration number, contents, and by whom received. Filed chronologically. (Daily, official.) 8 x 10½ vols. (2), 2 in., on table. Post Office, 1st floor (Bldg. B). (20713)

900. MISCELLANEOUS RECORDS, 1932 to date. Form 5, annual inventory of field plant; Form 4, machinery and equipment report; Form 1, field plant report; and requisitions. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of desk. Print Shop Office, basement (Bldg. C). (20801)

901. REGULATIONS AND PROCEDURE, July 1, 1933, to date. Reports of regulations and procedure and correspondence relating to adjudications, appeals, adjusted compensation, construction, finance, insurance, law, medicine, personnel, and supplies; also records pertaining to TERA, CWA, and WPA. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel cabinet. Utility Office, 2d floor (Bldg. A). (16648)

902. GENERAL FILE, 1933 to date. Instructions from Washington Office; orders to chef; requests for equipment for new buildings; fish regulations; fire alarm signals; ice cream recipes; leave schedule; memoranda from other hospitals; memoranda receipts; catalogues of cooking utensils; instructions for use of machines in department; general hospital orders; Washington office orders; employees' record of overtime; kitchen orders; Medical Form 2653, dietitian's report; Veterans' Bureau regulations; recipes; Form 2713, daily personnel record; and monthly report listing food used in all Facilities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. Chief Dietitians' Office (Bldg. C). (20822)

903. LIST OF GENERAL MAGAZINES, 1933 to date. List of general magazines, showing number of copies and dates received. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 in., in card cabinets. Library, 1st floor (Bldg. B). (20806)

904. LIST OF MEDICAL MAGAZINES, 1933 to date. List of all medical magazines giving titles, number of copies, and dates received. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 in., in card cabinets. Library, 1st floor (Bldg. B). (20805)

905. RECORD OF MAGAZINES BORROWED FROM LIBRARY, 1933 to date. Record of magazines showing name of borrower, dates borrowed and returned, and name of publication. Filed chronologically. (Daily, official.) 5½ x 8 vols., 2 in., on desk. Library, 1st floor (Bldg. B). (20813)

906. SCHEDULES OF DISBURSEMENTS, July 1, 1933 to date. Standard Form 1064, accounts and claims that have received administrative examination and approval for payment in amounts stated, listing department or establishment, and bureau or office making payment, date paid, name of disbursing officer, rank and station, period covered, symbol and bureau schedule numbers, and date when schedule was submitted by finance officer; also, disbursing officer's and bureau or office voucher numbers, name of payee, symbol of appropriation or fund, amount paid, and summary of payments. (Daily, official.) 8½ x 11 bundles, 1 ft., on shelf of a wooden rack. Finance Office, 2d floor (Bldg. A). (16638)

907. DAILY SUMMARIES OF LEDGER POSTINGS, Jan. 1934 - Mar. 30, 1935. Finance Form 1086, daily records of postings to ledgers; daily statement of balances, showing account, debits and credits, with totals; statement of appropriation balances, showing appropriation symbol, name, and totals; daily summary of disbursing office account, showing checks issued and drawn for cash, Treasury warrants, vouchers paid, appropriation accounts control-total, patients' funds with cash and check voucher numbers and totals; also contributed funds voucher numbers; and special deposit voucher numbers. Filed chronologically. (Rarely, official.) 9 x 15 pockets and bundles, 8 in., in box on open steel shelf. Attic Storeroom (Bldg. B). (17231)

908. CWA AND FERA PROJECTS, 1934 - 1935. Miscellaneous correspondence and memoranda, regarding CWA and FERA work projects at this Facility, listing names of men employed, number of hours worked, reports of accidents, and treatments given. (Rarely, official.) 9 x 12 folders, 3 in., in steel drawer. Personnel Office, 1st floor (Bldg. A). (20752)

909. BUDGET PROCUREMENT INSTRUMENTS, 1934 to date. Pending file for vouchers sent to the Washington office for settlement, property clearances, contract estimates, meal requests unpaid, unpaid travel orders, authority for delinquent encumbrances, budget allotments, instructions, budget letters, cancellation notices, and miscellaneous budget matters. Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Finance Office, 2d floor (Bldg. A). (16632)

910. ALLOTMENT LEDGER, July 1, 1935 - June 30, 1936. Form

1015a, allotment ledger containing daily itemized account of all expenditures made against allotments granted for various accounts, showing balances, symbols, dates, reference numbers, and description of expenditures for which funds are allotted. (Daily, official.) 10½ x 16 loose-leaf books, 2 in., on desk. Finance Office, 2d floor (Bldg. A). (16640)

911. COST ACCOUNTING REPORTS LEDGER, Jan. 1935 to date. Form 6634, monthly record of statistical data compiled from entries in cost accounting ledger and register; Form 6634a, showing cost of rations, statement of number and cost of all rations prepared; analysis of costs, statement recording charges for salaries, subsistence supplies, miscellaneous supplies, fuel and light, repairs to equipment, and miscellaneous supplies, fuel and light, repairs to equipment, and miscellaneous services; monthly report of hospital farm activities, record of charges for salaries and labor, materials and supplies expendable, and contract services incurred in operation of hospital farm. Filed chronologically. (Daily, official.) 14½ x 17¾ loose-leaf book, 1 in., on filing cabinet. Finance Office, 2d floor (Bldg. A). (16635)

912. MISCELLANEOUS CORRESPONDENCE, Jan. 1935 to date. Letters from medical director, Bronx, Lyons, Newington and Canandaigua Facilities, Buffalo Regional Office, Sunmount Facility, Albany sub-office, welfare organizations, King's Park State and Central Islip State Hospitals. (Daily, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. Clinical Record Room, 2d floor (Bldg. A). (8876)

913. DISBURSING OFFICE LEDGER, Apr. 1, 1935 to date. Form 1088, recording departmental expenditures for salaries, hospital, domiciliary facilities and services, patients' funds, checking and warrant accounts, special deposits, Federal taxes, and petty cash accounts. (Daily, official.) 10½ x 16 loose-leaf books, 1 in., on desk. Finance Office, 2d floor (Bldg. A). (16639)

914. REGISTER OF BUDGET LEDGER ENTRIES, July 1, 1935 to date. Monthly budgeted account giving expenditures of various allotments of Facility, including Standard Form 1017c, register of allotment ledger transactions, showing previous balances, symbol, date, reference number, description, names of corporations to which payments were made or allotted, audited vouchers, encumbrances liquidated or authorized, allotments, and unencumbered balance of allotment. (Daily, official.) 14½ x 18¾ loose-leaf book, 1½ in., on filing case. Finance Office, 2d floor (Bldg. A). (16633)

915. RECORDS OF PARCEL POST, INCOMING, Dec. 27, 1936 to date. Listing incoming parcel post packages, addressee, sender, and dates. (Daily, official.) 8 x 10½ vol., 1 in.,

on open wooden shelf. Post Office, 1st floor (Bldg. A). (20717)

916. ACCOUNTS FILE, 1935 to date. Statements of accounts, schedules of collections, adjustments, and cancelled checks; also vouchers returned, postage stamps account, reports of balances, vouchers paid in cash, and Treasury warrants issued. (Daily, official.) 9 x 12 folders and envelopes, 1 ft., in safe. Finance Office, 2d floor (Bldg. A). (16637)

917. FIRE EXTINGUISHER RECORD, 1936. Listing location, number and type of extinguisher, and date when last filled. Filed numerically. (Frequently, official.) 3 x 5 cards, 5 in., in drawer of wooden cabinet. Chief Guard's Office, 1st floor (Bldg. A). (20761)

918. DAY AND NIGHT REPORT BOOKS, May 1936 - Feb. 2, 1937. Information about important happenings during day or night, reported to ward surgeon's office. (Daily, official.) 8¼ x 10½ and 8¾ x 14 vols., 3 in., on file cabinet. Doctor's Office, 1st floor (Bldg. G). (18287)

919. RECORD OF DELIVERIES, June 1936 to date. Record of packages delivered by storekeeper of patients' clothing room to patients in wards, showing purchase order numbers, dealers' names, dates of delivery, and signatures of deliveries. Filed chronologically. (Daily, official.) 8 x 10½ vol., 1 in., on wooden desk. Patients' Clothing Room (Bldg. B). (18465)

920. INSPECTION BOOK, Aug. 14, 1936, to date. Report by electrician of condition of machinery, and work done as result of inspection. (Daily, official.) 9 x 14 vol., 1 in., on desk. Electricians' Office, (Bldg. G). (18291)

921. DAILY LOG SHEETS, Aug. 1, 1936 to date. Form 6008, daily record sheets giving hourly information on condition of boilers in operation, pounds of steam generated, stack temperature, percentage CO_2, supply pressure, elevation of water tanks; also, daily meter reading of generators, horsepower developed, peak and minimum load, total steam and total electric current generated each 24 hours, fuel record every four hours, supplies consumed, water temperature and number of engineers and firemen on duty for each shift. (Daily, official.) 12 x 19 sheets, ½ in., on top of filing cabinet. Office, 2d floor (Bldg. O). (16919)

922. DAILY WATER METER READINGS, Aug. 1, 1936 to date. Daily meter readings of number of gallons of water pumped. (Daily, official.) 4 x 13½ sheets, ½ in., on filing cabinet. Office, 2d floor (Bldg. O). (16920)

923. INVOICES AND CORRESPONDENCE, Aug. 1, 1936 to date.

(Daily, official.) 9 x 12 folders, 6 in., in drawer of steel cabinet. Finance Office, 2d floor (Bldg. A). (16627)

924. MISCELLANEOUS FILE, Aug. 18, 1936 to date. Reports, clinical records, and correspondence. Filed numerically. (Daily, official.) 9½ x 12 records, 6 in., in drawer of steel filing case. Clinical Record Room, 2d floor (Bldg. A). (8873)

925. MISCELLANEOUS RECORDS, 1936 to date. Issue and credit slips of nonexpendable property; monthly report of perishable subsistence supplies; copies from unposted vouchers; recipes; and time sheets of kitchen help. (Daily, official.) 9 x 12 folders, 8 in., in drawers of steel filing case. Chief Dietitian's Office, 1st floor (Bldg. C). (20821)

926. STATISTICAL RECORDS, 1936 to date. Daily, and total monthly circulation records of all fiction, non-fiction, medical books and medical magazines, with comparison to previous month, showing loss or gain, daily attendance at library, number of books, and number of bundles of magazines sent to various wards during month, total number of books in library at end of each month, and number of hours of patient-labor used in library. Filed chronologically. (Daily, official.) 8 x 10½ vol., 1 in., in drawer of desk. Library, 1st floor (Bldg. B). (20812)

SUNMOUNT

VETERANS' ADMINISTRATION FACILITY
(A) Federal Bldg. 1
(B) Federal Bldg. 2
(C) Federal Bldg. 12

This Facility was established in temporary quarters at Saranac Lake in 1917. In 1924 it was moved to its new location at Sunmount. It functioned under the Treasury Department, Bureau of War Risk Insurance from its inception until July 1921, when it was put under the jurisdiction of the Veterans' Bureau. In July 1930, upon the termination of this Bureaus' functions, it passed to the control of the newly organized Veterans' Administration. The functions of this Facility are to provide hospitalization and care for World War and other veterans. The earlier records, have, in the main, been transferred to the Washington office, although some have been stored in the basements at Sunmount.

927. MEMORANDA AND CORRESPONDENCE, 1924 - 1927. Departmental correspondence and orders pertaining to various

activities of the Supply Officer. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 6 in., in laundry basket. Basement. (Bldg. A). (51)

928. MISCELLANEOUS CORRESPONDENCE, 1924 - 1929. With various business houses throughout the country pertaining to equipment installation, and construction of various buildings at this Facility. Filed alphabetically. (Rarely, official.) 9 x 12 bundles, 1 ft. 4 in., in pasteboard boxes. Basement. (Bldg. A). (5)

929. GOLD ISSUE SLIPS, 1924 - 1931. Showing name of station, amount of gold used for construction, amount of gold used in dental treatments, estimated amount required, amount issued, total amount used, name of patient, and date. Filed alphabetically. (Rarely, official.) 5 x 8 bundles, 10 in., in open wooden bin. Papers dirty and sooty. Basement. (Bldg. A). (83)

930. EMERGENCY DENTAL TREATMENT RENDERED, 1924 - 1931. Showing the following information: name of employee, department, name of the department head, and name of the dentist. Filed alphabetically. (Rarely, official.) 5 x 8 bundles, 3 in., in open wooden bin. Papers dirty and sooty. Basement. (Bldg. A). (81)

931. TIME REPORTS, 1924 - 1933. Showing nurse's name, time on duty, time off duty, total number of hours on duty; also any absence such as sick and annual leave. Filed alphabetically. (Rarely, official.) 8 x 10½ vols., 1 ft., in wooden desk. Papers dirty and sooty. Basement. (Bldg. A). (41)

932. CORRESPONDENCE PERTAINING TO CLINICAL RECORDS, 1924 - 1933. Correspondence with Washington office, Regional Office at Burlington, Vt., Batavia Facility and CCC camps; also letters of inquiry regarding missing persons. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 7 ft., in drawers of 2 metal filing cases, and on open wooden shelf. Papers dusty. Basement. (Bldg. A). (68)

933. CONTRACT CORRESPONDENCE, July 1924 - June 1933. Correspondence pertaining to yearly contracts with various business houses covering the purchase of supplies and materials used at this hospital, such as barber supplies, blankets, cigarettes, tobacco, clothing, coal, fish, janitorial supplies, gasoline, oil, dairy and packing house products. Filed alphabetically. (Rarely, official.) 9 x 12 bundles, 6 ft., in 2 pasteboard boxes. Papers dirty and sooty. Office. (Bldg. A). (21)

934. INDIVIDUAL RECORD OF DECEASED HOSPITAL PATIENTS, 1924 - 1934. Listing clinical record, personal and family history, history of last disease, physical condition,

graphic chart, weight sheet of patient, report of operations, X-ray reports, laboratory examinations, war service, treatment record, nurses record and previous nervous or mental conditions. Since 1934 these reports have been sent to Washington office upon the death of a patient. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 39 ft., in drawers of 20 wooden filing cases. Papers dirty and sooty. Basement. (Bldg. A). (72)

935. APPLICATIONS FOR ANNUAL LEAVES AND EXTENSIONS OF LEAVES, 1924 - June 30, 1934. Form 3227, showing station, division, location, previous leaves, number of days of leave allowed for year, and extensions granted. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 ft. 11 in., in drawers of 2 metal filing cases. Filing room. (Bldg. A). (32)

936. MISCELLANEOUS CORRESPONDENCE AND GENERAL HOSPITAL REPORTS, July 1, 1924 - June 30, 1934. Correspondence with American Legion Posts, the Franklin County Tuberculosis and Public Health Committee, and the local Chamber of Commerce; also included are records of arrests, summonses and warrants, records of transfer of case folders and of debarred bidders, correspondence of the medical director, and miscellaneous records pertaining to the activities of the hospital. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 10 ft. 5 in., on top of wooden table, and in laundry basket. Papers dirty and sooty. Basement. (Bldg. A). (10)

937. COLLECTIONS, PAYROLL RECEIPTS, July 1, 1924 - Mar. 1935. Records of check receipts, collections paid by Disbursing Officer, accounts of sale, acknowledgment receipts for payroll checks, payroll vouchers, valuables of patients authorized for disposal by Director of Finance, account for postage stamps, summary of collections and a record of funds entrusted to agent or cashier at this Facility. Filed by subject. (Rarely, official.) 9 x 12 folders, 6 ft. 8 in., in 4 drawers of wooden filing cases. Basement. (Bldg. A). (9)

938. GENERAL FINANCE CORRESPONDENCE, July 1924 - June 1935. From various business houses throughout the county requesting information on supplies used in this hospital; also list of rejected proposals. Filed by subject. (Rarely, official.) 9 x 12 folders, 30 ft. 8 in., in 16 drawers of wooden filing cases. Basement. (Bldg. A). (26)

939. CLINICAL CASE RECORDS, 1924 - 1935. Form 2614a, clinical record; Form 2614b, personal and family history of patient; Form 2614c, history of present disease; Form 2614d, report of general physical condition; Form 2614e, graphic chart giving condition of the eyes, ears and throat; Form 2614f, weight sheet of patient; Form 2614g, report of patient's operations; Form 2614h, X-ray reports; Form 1,

laboratory examinations; Form 2614, treatment and war service record; Form 2614k, nurses' record; Form 2614n, post mortem report; and Form 2614o, record of nervous and mental diseases. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 171 ft. 6 in., in drawers of 40 wooden filing cases, 5 metal filing cases, and on wooden shelves. Basement. (Bldg. A). (74)

940. PROPERTY VOUCHERS, 1924 - June 1935. Form 134a, combination requisition, invoice, packer's list and shipping ticket which must accompany all merchandise received at this Facility from Central Depot at Perrys Point, Md.; Form 135b, an invoice and receipt for property purchased from various manufacturers; Form 136, credit voucher issued at Central Depot for merchandise lost or destroyed at this Facility. Filed chronologically. (Rarely, official.) 8 x 10½ vols., and 9 x 12 bundles, 10 ft. 5 in., on wooden table. Basement. (Bldg. A). (63)

941. GENERAL CORRESPONDENCE, 1924 - June 1, 1935. Correspondence with supply depot, pertaining to unserviceable surplus property, vouchers, incoming freight bills of lading, and scrap gold. Filed by subject. (Rarely, official.) 9 x 12 folders, 8 ft., in 4 drawers of wooden filing case. Basement. (Bldg. A). (53)

942. PERSONAL FUNDS OF PATIENTS, July 1924 - Sept. 1935. Finance Form 1083, showing patient's name, pension number, guardian, date appointed, location, address, date, voucher number, amount deposited, amount drawn and balance; Form 1028, field service receipt giving name, date, reason for admittance, reason for re-admittance and appropriation; Form 1044, schedule of collections; Form 1064, schedule of disbursements; Form 1049, public voucher for refunds. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. Basement. (Bldg. A). (19)

943. PERSONAL PROPERTY FILE, 1924 - Nov. 1935. Records giving name and address of patient, date admitted, date case closed, reason for closing, and registration number; also a record of personal property returned by patient upon his discharge from this hospital. Filed numerically. (Rarely, official.) 9 x 12 folders, 5 ft., in 3 drawers of metal filing case. Basement. (Bldg. A). (66)

944. DAILY TIME BOOK OF UNCLASSIFIED PERSONNEL UNDER THE CHIEF NURSE'S SUPERVISION, 1924 - Dec. 1935. Records relating to personnel under the supervision of the Chief Nurse; showing name, time off, and violations of the rules of the hospital. Filed numerically. (Rarely, official.) 8 x 14 vol., 2 ft., in open wooden bin. Papers dirty and sooty. Basement. (Bldg. A). (64)

945. BILLS OF LADING, 1924 - Dec. 1935. Correspondence and bills of lading covering general outgoing and incoming express and freight shipments. Filed chronologically. (Rarely, official.) 9 x 12 folders, 8 ft. 4 in., in pasteboard box and on wooden table. Basement. (Bldg. A). (55)

946. CENTRAL OFFICE REQUISITIONS, 1924 - June 1, 1936. Copies of Washington office requisitions issued at this Facility. Filed numerically. (Rarely, official.) 9 x 12 folders, 20 ft. 4 in., in 10 wooden filing cases. Basement. (Bldg. A). (57)

947. PURCHASE ORDERS AND PAYROLLS FOR PERSONAL SERVICES, July 1, 1924 - June 1936. Standard Form 1034, a public voucher for purchases; Standard Form 1013, payroll for personal services; Standard Form 136, credit voucher; Standard Form 134, combination requisition, invoice receipt, packer's list and shipping ticket; also Form 1014 showing name, grade, designation, total salary, rate, gross amount paid, period covered, and the signature of the Manager. Filed chronologically. (Rarely, official.) 9 x 12 folders, 10 ft., in drawers of 4 metal filing cases and in pasteboard box. Basement. (Bldg. A). (14)

948. NARCOTIC ORDERS ISSUED, 1924 - June 30, 1936. Reports show narcotic issued, quantity, patient's name, name of issuing doctor, name of nurse administering narcotic, and hour administered. Filed chronologically. (Rarely, official.) 5 x 7½ vol., 1 ft., in open wooden bin. Papers dirty and sooty. Basement. (Bldg. A). (70)

949. MAINTENANCE AND REPAIRS, July 1, 1924 - June 1936. Records relating to building repairs and maintenance, such as repairs to boilers, steam lines and electric lines; also files pertaining to grading of grounds, construction of buildings, repairs to recreation equipment, copies of purchase orders, station and special orders, invitations to bids on invoice equipment, road repair, exterior painting of building and reports of inspection of automatic telephones. Filed by subject. (Rarely, official.) Variously sized vols., 24 ft., in paper box. Damaged by rodents. Basement. (Bldg. A). (7)

950. CORRESPONDENCE, DAILY REPORTS, AND MEMORANDA, 1924 - July 1, 1936. General correspondence, memoranda, and daily reports, pertaining to requisitions issued by this department. Filed by subject. (Rarely, official.) 9 x 12 bundles, 7 ft., in laundry basket and on wooden table. Papers dirty and sooty. Basement. (Bldg. A). (61)

951. GENERAL UTILITY RECORDS, July 1, 1924 - July 1, 1936. Labor reports, work orders, maintenance and repair

proposals, and power house log books. Filed chronologically. (Rarely, official.) 8 x 12 vol., and 9½ x 12 envelopes, 2 ft., in wooden box and paper box. Damaged by rodents. Basement. (Bldg. A). (12)

952. NURSES' DAY AND NIGHT REPORT OF PATIENTS, 1924 - Dec. 1936. Giving the periodic changes in the condition of patient, temperature reading, and other characteristics of the patient's sickness. Filed alphabetically. (Rarely, official.) 8 x 10½ vol., 7 ft. 5 in., in open wooden bins and on top of wooden table. Papers dirty and sooty. Basement. (Bldg. B). (78)

953. INDEX CARDS TO X-RAY FILM FILES, 1924 to date. Showing name and number of patients X-rayed, claim number, date taken and date patient was discharged. Filed chronologically. (Daily, official.) 3 x 5 cards, 5 ft. 7 in., in 8 wooden card cabinets. X-Ray room. (Bldg. B). (76)

954. PERSONNEL FILE OF CENTRALIZED EMPLOYEES, 1924 to date. Form 4, showing information relating to the Civil Service rating for each employee; also Civil Service Commission correspondence, and classification record sheets. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of metal filing cases. Clerk's Office. (Bldg. A). (75)

955. PROPERTY, NONEXPENDABLE, 1924 to date. Expendable and nonexpendable property issued to various departments, wards, and accountable officers of this Facility. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 2 metal filing cases. Supply Office. (Bldg. C). (59)

956. PROPERTY RECORD CARDS, 1924 to date. Form 2598 for nonexpendable property issued to the various departments of this Facility, showing name of the department property is issued to, date issued, reason for issuance, unit number, name of article, unit price, voucher number, and number issued. Filed numerically. (Rarely, official.) 5 x 8 cards, 4 ft. 3 in., in 3 drawers of metal filing case and on basement floor. Basement. (Bldg. A). (49)

957. APPLICATIONS, 1924 to date. Applications for employment at this Facility. Filed alphabetically according to position. (Rarely, official.) 9¾ x 12 folders, 2 ft., in 2 drawers of metal filing case. Filing room. (Bldg. A). (36)

958. HOSPITAL PERSONNEL RECORDS, 1924 to date. Data concerning physical examination of each person and a record of leaves or other extended absences. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 ft., in 4 drawers of metal filing case. Filing room. (Bldg. A). (28)

959. MEDICAL REPORTS AND CORRESPONDENCE, 1924 to date. Correspondence with New York State Department of Health pertaining to minor operations performed by the medical staff, and medical reports and related correspondence. Filed by subject. (Rarely, official.) 8½ x 11½ folders, 4 ft., in 2 drawers of metal filing case. Filing Room. (Bldg. A). (39)

960. CIVIL SERVICE COMMISSION CORRESPONDENCE, 1924 to date. Correspondence with individuals whose names have been certified, details concerning the position offered, and data relative to increase in salary. Filed alphabetically. (Rarely, official.) 8½ x 11½ folders, 2 ft., in drawer of metal filing case. Filing room. (Bldg. A). (40)

961. GENERAL FILES, 1924 to date. Records pertaining to boiler installation, repairs to roads and equipment, and copies of bids. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of metal filing case. Utility Office. (Bldg. A). (37)

962. PERSONNEL CORRESPONDENCE, 1924 to date. Correspondence pertaining to the personnel of this hospital; correspondence with American Red Cross pertaining to the appointment and retirement act; appointment letters routed through the auditor; letters from chief of personnel, Washington office, relating to authority for a designated employee to administer oaths and to hire temporary employees; records showing the names of discharged employees; and correspondence with Medical Director, Washington office. Filed chronologically. (Daily, official.) 10 x 12 folders, 5 ft. 7 in., in 3 drawers of metal filing cases. Filing Room. (Bldg. A). (27)

963. INDIVIDUAL RECORDS OF HOSPITAL PATIENTS, July 1924 to date. Records showing results of physical, dental and laboratory examinations, progress of treatment, summaries and conclusions of hospitalization; patient's family and personal history, military history, and history of his present illness; list of articles issued to patient while at hospital; also correspondence with Washington office and with other Government Hospitals in which patients have been admitted. Filed alphabetically. (Daily, official.) 9 x 12 folders, 108 ft. 6 in., in drawers of 18 wooden filing cases and on open wooden shelves. Finance Office. (Bldg. A). (22)

964. WEATHER REPORTS, July 1, 1924, to date. Showing date of report, name of station, longitude and latitude, temperature readings, prevailing wind direction, character of day from sunrise to sunset, and signature of officer in charge. Filed chronologically. (Daily, official.) 8 x 10 loose-leaf books, 6 in., in drawer of metal filing case. Utility Office, (Bldg. A). (11)

965. STATION ORDERS, Aug. 15, 1924, to date. Orders to different departments of this Facility concerning status of employees, changes in work regulations, and changes of assignments. Copies of all station orders are forwarded, as issued, to Washington office. Filed numerically. (Daily, official.) 8 x 10½ folders, 1 ft., in drawer of metal filing case. Manager's Office. (Bldg. A). (1)

966. MAPS AND PLANS, 1924 to date. Giving the exact location and a description of all construction that has been undertaken at this Facility since the date of establishment. Filed numerically. (Daily, official.) 29 x 35 sheets, 1 ft. 6 in., in drawer of wooden filing case and on table. Utility Office. (Bldg. A). (3)

967. SUPERVISORS' REPORTS FROM WASHINGTON OFFICE, 1927 to date. Reports prepared by supervisors who make periodic visits to the hospital for the purpose of securing information relative to activities of the medical department, financial department, laundry and dietetic departments. Filed chronologically. (Rarely, official.) 8 x 10½ folders, 1 ft. 2 in., in drawer of metal filing case. Filing Room. (Bldg. A). (35)

968. MEMORANDA, 1928 to date. Departmental correspondence and orders pertaining to the activities of the Supply Officer. Filed chronologically. (Rarely, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. Supply Office. (Bldg. A). (50)

969. SALARY RECORD CARDS, 1928 to date. Form 993, showing name of employee, title or position, yearly salary, date of birth, date of appointment, and the gross amount earned. Records prior to 1928 were destroyed in accordance with instructions. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 drawers of wooden card cabinet. Filing Room. (Bldg. A). (45)

970. OUT PATIENT RECORDS, 1930 to date. Showing names and addresses of out patients who have been given medical attention. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 7 ft., in 4 drawers of metal filing case. Clinical Office. (Bldg. A). (71)

971. MISCELLANEOUS CORRESPONDENCE, 1930 to date. With various business houses throughout the country pertaining to equipment installation and construction of buildings at this Facility. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 2 in., in 2 drawers of metal filing cases. Utility Office. (Bldg. A). (4)

972. ALLOTMENT LEDGERS, 1931 to June 1936. Showing symbol numbers, purpose of expenditure, date of allotment, dis-

tribution, requisition number, amount of authorized encumbrance, and the unencumbered balance at the end of each month. Filed alphabetically. (Rarely, official.) 10 x 15 vols., 1 ft. 3 in., on top of wooden filing case. Basement. (Bldg. A). (17)

973. COMPLETED ALLOTMENTS, 1931 to date. Reports on progress of work on various jobs. Showing description of the work to be done, amount of money to be spent and estimated time of completion. Records prior to 1931 have been destroyed in accordance with instructions. Filed numerically. (Rarely, official.) 8½ x 11½ folders, 1 ft., in drawer of metal filing case. Filing Room. (Bldg. A). (44)

974. GOLD ISSUE SLIPS, 1932 to date. Showing date, name of station, amount of gold for construction, amount of gold used for dental treatment, estimated amount required, amount issued, the total amount used, and name of patient for whom gold was used. Filed alphabetically. (Daily, official.) 5 x 8 pockets, 8½ in., in drawer of metal filing case. Dentist's Office. (Bldg. B). (82)

975. DAILY RECORDS OF REGULAR EMPLOYEES, July 1932 to date. Form 2713, showing daily record of regular employees on duty. Records prior to 1932 have been destroyed in accordance with instructions. Filed chronologically. (Frequently, official.) 8 x 10½ folders, 10½ in., in drawer of metal filing case. Filing Room. (Bldg. A). (31)

976. RECEIPTS FOR GOLD APPLIANCES, Sept. 17, 1932, to date. Copies of Form 3229, given the patient by the dentist for gold that has been extracted from the patient's teeth. Filed alphabetically. (Daily, official.) 5 x 8 bundles, 1 in., in drawer of metal filing case. Dentist's office. (Bldg. B). (79)

977. EMERGENCY DENTAL TREATMENT RENDERED, 1932 to date. Showing name of employee, department, name of the department head, and name of the dentist. Filed alphabetically. (Daily, official.) 5 x 8 bundles, 1 in., in drawer of metal filing case. Dentist's Office. (Bldg. B). (80)

978. PERSONAL AND CONFIDENTIAL REPORTS, 1933 to date. From the officer-of-the-day to the manager based upon the information of a 24-hour tour of duty on which infractions of rules by patients or employees during this period are noted. Filed numerically. (Daily, official.) 8½ x 10 folders, 8 in., in drawer of metal filing case. Manager's office. (Bldg. A). (2)

979. CONTRACT CORRESPONDENCE, July 1, 1933, to date. Correspondence pertaining to yearly contracts with various business houses covering the purchase of supplies and ma-

terials used at this hospital. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 6 in., in 3 drawers of metal filing case. Office. (Bldg. A). (20)

980. DAILY LIST OF ABSENTEES, Jan. 1934 to date. Showing name and reason for absence. Filed chronologically. (Rarely, official.) 8½ x 11½ folders, 5 ft., in 3 drawers of metal filing cases. Filing room. (Bldg. A). (38)

981. GUARDS' REPORTS, Jan. 1, 1934, to date. Daily report prepared by the Chief Guard, showing hours each guard is on duty, number of cars that enter the grounds or reservation, license plate number of each car and reason for visit, names of people who enter and reason for entering. Records prior to 1934 have been destroyed in accordance with instructions. Filed chronologically. (Daily, official.) 7½ x 12 folders, 8 in., in drawer of metal filing case. (Bldg. A). (33)

982. VOUCHERS, July 1934 - June 1, 1935. Standard Form 1034, covering the acquisition of miscellaneous materials, supplies and necessary equipment, purchased by bid from various firms; Standard Form 1012, covering expense vouchers for attendants employed at this hospital. Filed alphabetically. (Rarely, official.) 9 x 12 folders, and bundles, 46 ft., in 4 drawers of wooden filing cases and in 20 drawers of metal filing cases. Papers dirty and sooty. Basement. (Bldg. A). (24)

983. CORRESPONDENCE PERTAINING TO CLINICAL RECORDS, 1934 to date. Correspondence with Washington office, regional office at Burlington, Vt., Batavia Facility, and CCC camps; also reports of unoccupied beds and of out-patient service. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in 3 drawers of metal filing cases. Clinical Office. (Bldg. A). (67)

984. NURSES' TIME REPORTS, 1934 to date. Showing nurse's name, time on duty, time off duty, and total number of hours on duty; also any absence such as sick and annual leaves. Filed alphabetically. (Daily, official.) 8 x 10 vol., 3 in., in desk drawer. Chief Nurse's Office. (Bldg. A). (58)

985. CORRESPONDENCE RELATIVE TO STANDARD SPECIFICATIONS FOR FOOD, 1934 to date. Correspondence with various business firms giving standards covering fresh vegetables, meats, dairy products, and fruits and vegetables. Records prior to 1934 have been destroyed in accordance with instructions. Filed chronologically. (Seldom, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. Supply Office. (Bldg. A). (48)

986. CONSTRUCTION DIVISION DAILY PAYROLL SCHEDULE, 1934

to date. Showing names of employees, amount earned by each, period covered, and number of hours worked by each employee. Records prior to 1934 have been destroyed in accordance with instructions. Filed chronologically. (Daily, official.) 8 x 11 bundles, 2 ft. 3 in., in 2 drawers of metal filing cases. Filing Room. (Bldg. A). (43)

987. AUTHORITY AND RECEIPT FOR GUEST MEALS, 1934 to date. Form 2684, showing a record of meals issued to guests. Records prior to 1934 have been destroyed in accordance with instructions. Filed numerically. (Frequently, official.) 3 x 5 bundles, 3 ft., in drawer of metal filing case. Filing Room. (Bldg. A). (42)

988. MISCELLANEOUS CORRESPONDENCE AND GENERAL HOSPITAL REPORTS, July 1, 1934, to date. Correspondence with various American Legion posts, the Franklin County Tuberculosis and Public Health Committee, and the local Chamber of Commerce; correspondence of medical director, and miscellaneous material pertaining to the various activities of the hospital. Filed chronologically. (Frequently, official.) 8½ x 11½ folders, 6 ft. 3 in., in 4 drawers of metal filing cases. Filing Room. (Bldg. A). (29)

989. DAILY TIME SHEETS, 1934 to date. Form S 20 Utility Division time sheet, showing name of employee, signature of employee, date sheets, and time employee checks in and out; Form S 75, Dietetic Unit time sheet. Records prior to 1934 have been destroyed in accordance with instructions. Filed chronologically. (Daily, official.) 8 x 10½ folders, 1 ft. 6 in., in 2 drawers of metal filing cases. Filing Room. (Bldg. A). (30)

990. COLLECTIONS AND PAYROLL RECEIPTS, Apr. 1935 to date. Record of check receipts, collections paid by Disbursing Officer, accounts of sale, acknowledgments of receipts for payroll checks, payroll vouchers, valuables of patients authorized for disposal by Director of Finance, account for postage stamps, miscellaneous correspondence, summary of collections and a record of funds entrusted to agent or cashier at this Facility. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing cases. Utility Office. (Bldg. A). (8)

991. GENERAL CORRESPONDENCE, July 1, 1935, to date. With supply depot, pertaining to unserviceable surplus property, vouchers, incoming freight bills of lading, and scrap gold. Filed by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. Supply Office. (Bldg. A). (52)

992. VOUCHERS, July 1, 1935, to date. Form 1034, covering the acquisition of miscellaneous materials, supplies and

necessary equipment, purchased by bid from various firms; Standard Form 1012, expense vouchers for attendants employed at this hospital. Filed alphabetically. (Daily, official.) 9 x 12 folders, 16 ft., in 8 drawers of metal filing cases. Finance Office. (Bldg. A). (23)

993. GENERAL FINANCE CORRESPONDENCE, July 1, 1935, to date. With business houses requesting information on supplies used in this hospital. Filed by subject. (Daily, official.) 9 x 12 folders, 8 ft. 6 in., in 5 drawers of metal filing cases. Filing Room. (Bldg. A). (25)

994. PROPERTY VOUCHERS, July 1, 1935, to date. Form 134a, combination requisition, invoice, packer's list and shipping ticket; Form 135b, invoice and receipt for property purchased from various manufacturers; Form 136, credit voucher issued at Supply Depot for merchandise lost or destroyed at this Facility. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 7 in., in 3 drawers of metal filing case. Supply Office. (Bldg. A). (62)

995. MISCELLANEOUS REPORTS AND CURRENT CORRESPONDENCE, July 1, 1935, to date. Monthly finance reports and paid disbursement reports; correspondence in reference to disbursements, applications for advancement, special reserve salaries, employment notices, schedule of canceled checks, budget estimates, allotments for 1937, and travel vouchers to and from Washington office. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. Finance Office. (Bldg. A). (15)

996. PERSONAL PROPERTY RECORDS, Dec. 1935 to date. Giving name, address of patient, date admitted, date case is closed, reason for closing, and registration number; also record of personal property returned by patient upon his discharge. Filed numerically. (Rarely, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. Supply Office. (Bldg. B). (65)

997. DAILY TIME BOOK OF UNCLASSIFIED PERSONNEL UNDER THE CHIEF NURSE'S SUPERVISION, Jan. 1936 to date. Information relative to personnel under the supervision of the Chief Nurse, showing name, time off and any violations of the rules of the hospital. Filed numerically. (Daily, official.) 8 x 14 vol., 1 in., in wooden desk drawer. Chief Nurse's Office. (Bldg. B). (77)

998. BILLS OF LADING, CORRESPONDENCE, Jan. 1, 1936, to date. Correspondence on general outgoing and incoming express and freight shipments. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. Supply Office. (Bldg. A). (54)

999. REPORTS OF ABSENCE FROM WARDS, Apr. 1936 to date. Form 515 showing name of attendant, ward number, date, reason for absence, and time of departure and return. Filed chronologically. (Daily, official.) 8 x 10½ bundles, 2 ft., in drawer of metal filing case. Filing Room. (Bldg. A). (34)

1000. CORRESPONDENCE, DAILY REPORTS AND MEMORANDA, July 1, 1936, to date. Pertaining to requisitions issued by this department. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal filing case. Supply Office. (Bldg. A). (60)

1001. NARCOTIC ORDERS ISSUED, July 1, 1936, to date. Reports showing narcotic issued, quantity, patient's name, name of issuing doctor, name of nurse administering narcotic, and hour administered. Filed chronologically. (Daily, official.) 5 x 7½ vol., ¼ in., in desk drawer. Clinical Office. (Bldg. A). (69)

1002. MAINTENANCE AND REPAIR RECORDS, July 1, 1936, to date. Correspondence and reports relative to building repairs and maintenance, grading of grounds, road repairs, construction of buildings, and repairs to recreation equipment. Filed by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. Utility Office. (Bldg. A). (6)

1003. CENTRAL OFFICE REQUISITIONS, July 1, 1936, to date. Copies of Central Office requisitions issued at this Facility. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft. 3 in., in 2 drawers of metal filing case. Supply office. (Bldg. A). (56)

1004. PURCHASE ORDERS AND PAYROLLS FOR PERSONAL SERVICES, July 1, 1936, to date. Standard Form 1034, public voucher for purchases; Standard Form 1013, payroll for personal services; Standard Form 136, credit voucher; Standard Form 134, combination requisition, invoice receipt, packer's list and shipping ticket. Under Form 1014e shows name, grade, designation, total salary, rate, gross amount paid, period covered, and the signature of Manager. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 9 in., in 3 drawers of metal filing cases. Finance Office. (Bldg. A). (13)

1005. CLINICAL CASE RECORDS, 1936 to date. Form 2614a, clinical record; Form 2614b, personal and family history of patient; Form 2614c, history of present disease; Form 2614d, report of general physical condition; Form 2614e, graphic chart giving condition of the eyes, ears and throat; Form 2614f, weight sheet of patient; Form 2614g, report of patient's operations; Form 2416h, X-ray report; Form 1, laboratory examinations; Form 2614, treatment and war ser-

vice record; Form 2614k, nurses' record; Form 2614n, post-mortem report, and Form 2614o, record of nervous and mental diseases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 ft., in 5 drawers of metal filing cases. Clinical Office. (Bldg. A). (73)

1006. ALLOTMENT LEDGERS, July 1936 to date. Form 1015, showing symbol numbers, purpose of expenditure, date of allotment, distribution, requisition number, amount of authorized encumbrance, and unencumbered balance at end of each month. Filed numerically. (Daily, official.) 10 x 15 vol., 6 in., on top of safe. Finance Office. (Bldg. A). (16)

1007. PATIENTS' PERSONAL FUNDS, Oct. 1936 to date. V.A. Finance Form 1083, showing patient's name, pension number, guardian, date appointed, location, address, date, voucher number, amount deposited, amount drawn and balance; Finance Form 1028, field service receipt, giving name, date, reason for admittance, reason for readmittance and appropriation; Form 1044, schedule of collections; Form 1064, schedule of disbursements; Form 1048, public voucher for refunds; also related correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of metal filing case. Office. (Bldg. A). (18)

1008. NURSES' DAY AND NIGHT REPORTS ON PATIENTS, Jan. 1, 1937, to date. Giving periodic changes in the condition of patient, temperature reading, and other characteristics of the patients' sickness. Filed alphabetically. (Daily, official.) 8 x 10½ vol., 1 in., in wooden desk drawer. Chief Nurse's Office. (Bldg. B). (84)

1009. INDEX OF BIDDERS, n.d. Showing names and addresses of firms submitting bids. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. Supply Office. (Bldg. A). (46)

1010. CROSS INDEX TO SERVICE LETTERS, n.d. Giving title of service letters, date issued and name of issuing office. Filed alphabetically. (Seldom, official.) 3 x 5 cards, 2 ft. 6 in., in 4 drawers of wooden card cabinet. Supply Office. (Bldg. A). (47)

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