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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

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SERIES XVII
MISCELLANEOUS AGENCIES
NO. 12 ILLINOIS

THE HISTORICAL RECORDS SURVEY
CHICAGO ILLINOIS

1941

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

NO. 12. ILLINOIS

To bring together the records of the past and house them in buildings where they will be preserved for the use of men living in the future, a nation must believe in three things. It must believe in the past. It must believe in the future. It must, above all, believe in the capacity of its people so to learn from the past that they can gain in judgment for the creation of the future.

--- Franklin Delano Roosevelt

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor

SERIES XVII. MISCELLANEOUS AGENCIES

NO. 12. ILLINOIS

* * * * * * *

Chicago, Illinois
Illinois Historical Records Survey
1941

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that Administration and of the Work Projects Administration.

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

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

In Illinois the work of the Survey was under the direction of Dr. Russell H. Anderson, with Mr. William E. Austin who resigned in April 1937 as his assistant, from its inception until June 30, 1937. The project has become a part of the Historical Records Survey in Illinois with Mr. Howard E. Colgan as State Director until June 1939 when he was succeeded by Mr. Royal S. Van de Woestyne. In November 1940, Mr. Thomas R. Hall became State Director of the Survey. The present sponsor of the Survey is the Honorable Dwight H. Green, Governor of Illinois. This inventory of the records of the Miscellaneous Agencies in Illinois was prepared in the Chicago Office of the Illinois Historical Records Survey Project by Eugene P. Kendrick, Editor of the Federal records section of the Archives Division, the activities of which are directed by Herbert R. Rifkind, State Editor. The inventory was edited by Mr. Martin P. Claussen, Associate Editor-Writer in the Office of the Director of Research and Publications in the National Archives.

Thomas R. Hall
State Director
Historical Records Survey in
Illinois

Chicago, Illinois
August 1, 1941

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PART 1

BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM



BOARD OF GOVERNORS OF THE FEDERAL RESERVE SYSTEM

CHICAGO

DISTRICT 7 OFFICE
OFFICE OF THE ASSISTANT DEPUTY GOVERNOR
Federal Reserve Bank Bldg., 230 So. La Salle St.

This office was established November 15, 1914, and authorized to act as fiscal agent of the United States, January 1, 1916. It occupied quarters as the principal office in the Rector Building, 79 W. Monroe St. from November 16, 1914 to May 1922. Many overflow offices were rented in Chicago and elsewhere during and after the war, before the bank moved to its own more spacious quarters at the present location. The disposition of useless records must be approved by the Federal Reserve Board in Washington. Records are in good condition.

1. CLAIM FILES, 1915 - 1936. Communications and advices between this office, banks, and individuals, regarding lost or stolen registered bonds. Filed alphabetically. (Daily, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing cases. File and record room, 6th floor. (743)

2. INTERIM CERTIFICATE DOCKETS, FIRST LIBERTY LOAN, June 1917 - 1918. Applications for purchase of 3 percent Liberty Loan Bonds, registered, and coupon bonds, and allotment certificates, showing number, amount, and kind of bonds allotted to various banks and individuals. Receipts and tickets of delivery of interim certificates and pertinent correspondence are also included. Entered and filed alphabetically. (Older records, never; recent records, annually, official.) 12 x 14 vols. and 10 x 12 folders, 116 ft., in 57 wooden transfer cases, and on wooden shelves. Bond vault, sub-sub basement. (575, 582)

3. RECORD OF EXCHANGE OF LIBERTY LOAN INTERIM CERTIFICATES, 1917 - 1918. For 3½ and 4 percent Liberty Loan coupon registered bonds, showing amount of interim certificate returned, quantity, denomination, and total amount paid for the bonds. Entered alphabetically. (Occasionally, official.) 10 x 12 vols., 94 ft., on wooden shelves. Bond vault, sub-sub basement. (574)

4. HOLD OVER DEPARTMENT BLOTTER, 1917 - 1919. Orders or delivery tickets showing banks and individuals holding certain bonds, and information regarding pertinent transactions and temporary and permanent coupon bonds. Entered numerically, alphabetically, and chronologically under separate states. (Weekly, official.) 16 x 20 vols. (5), 1 ft., on wooden shelves. Bond vault, sub-sub basement. (596)

5. RECORD OF ALL SERIAL NUMBERS, 1917 - 1919. Identifying each bond of all issues of the Liberty and Victory Loan series. Entered numerically. (Weekly, official.) 13 x 18 vols. (180), 45 ft., on 15 wooden shelves. Vault 3, sub-sub basement. (592)

6. REGISTERED BONDS FOR ALL LIBERTY AND VICTORY LOANS, 1917 - 1919. Register showing serial numbers, kind and denomination, names of purchaser and bank through which bond was ordered, date of delivery, and related information. Entered alphabetically. (Weekly, official.) 16 x 22 vols. (96), 42 ft., on 5 wooden shelves. Bond vault, sub-sub basement. (593)

7. FIRST, SECOND, THIRD, AND FOURTH LIBERTY LOAN DELIVERY TICKET DOCKETS, 1917 - 1920. Containing request papers and applications for various issues of Liberty Loan bonds, requests for exchanges for bonds of higher interest, delivery tickets or allotment schedules, receipts of shipments of bonds, pertinent correspondence, and data relative to all transactions. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 544 ft., in 272 wooden transfer cases. Bond and vault 3, sub-sub basement. (577-580, 583)

8. GENERAL LEDGER OF ALL BOND TRANSACTIONS, 1917 - 1921. Consolidated record of various transactions pertaining to all types of Liberty and Victory Loan bonds, showing conversions, exchanges, transfers, and cash values of all bonds. Entered numerically. (Semiannually, confidential.) 12 x 16 vols. (10), and 3 x 5 cards, 3 ft., on wooden shelves and in 2 drawers of card cabinet. Bond vault, sub-sub basement. (684)

9. RECEIPTS FOR BONDS, 1917 - Jan. 1922; Oct. 1, 1927 - Nov. 1931. Record of loans with subscription receipts attached, showing all fiscal agency bonds for periods mentioned, transfers, exchanges, and receipts for original subscriptions. Filed alphabetically. (Weekly, official.) 6 x 10 loose sheets, 140 ft., in 70 wooden transfer cases on wooden shelves. Bond vault, sub-sub basement. (573)

10. RECORDS OF FEDERAL RESERVE BANK OF THE SEVENTH DISTRICT, 1917 - 1933. Showing kind, denomination, serial number, and quantity of each bond issue received from Washington headquarters, and same information regarding bonds drawn by various departments of the bank. (Never.) 10 x 13 vols., 1 ft., on steel shelf. Record room, 4th floor. (811)

11. EXCHANGE OF COUPON AND REGISTERED BONDS, 1917 - 1935. Record of exchange of coupon for registered bonds, and vice versa, showing serial numbers of Liberty Loan bonds listed collectively, kind, denomination and date of bonds, and bank's membership number in the American Bankers Association. Entered alphabetically. (Monthly, official.) 14 x 16 vols. (90), 75 ft., on wooden shelves. Bond vault, sub-sub basement and record room, 4th floor. (590, 594, 839)

12. FIRST AND SECOND LIBERTY LOAN TO 4½ PERCENT CONVERSION DOCKETS, July 1918 - Dec. 1921. Records relative to exchanges of first and second Liberty Loan bonds for 4½ percent bonds, including requests for exchanges, description of old bonds received for exchange, delivery tickets, schedules of new bonds delivered, receipt from customer, and correspondence relating to all transactions. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 86 ft., in 43 filing transfer cases and on 11 wooden shelves. Vault 3, sub-sub basement. (588)

13. REQUESTS FOR PERMANENT BOND CERTIFICATES, 1918 - 1921. Two particular types of requests were used for window items only; one for exchange, the other for conversion. Exchange took place up to 1920, after that the type of transaction was known as conversion. Filed alphabetically. (Never.) 7 x 8 folders, 62 ft., in 31 wooden transfer cases. Vault 3, sub-sub basement. (585)

14. DENOMINATIONAL EXCHANGES, Aug. 1918 - 1922. Requested through Washington headquarters, showing all details, names of banks and persons involved, and all information pertaining to certificates of indebtedness. Entered alphabetically. (Never.) 18 x 28 vols. (10), 3 ft., on wooden shelves. Bond vault, sub-sub basement. (595)

15. SCHEDULE OF SERIAL NUMBERS OF BONDS SENT TO WASHINGTON FOR DISPOSITION OR CANCELATION, 1918 - 1936. Record of bonds received for exchange, showing serial number and denominations of bonds, and other details regarding transaction. Filed numerically. (Bimonthly, official.) 9 x 16 bundles, 68 ft., in 32 wooden transfer cases on open wooden and steel shelves. Bond vault, sub-sub basement, and record room, 4th floor. (584, 815)

16. BOND EXCHANGE AND TRANSFER DOCKETS, 1919 - 1921. Record of exchange of coupon bonds, and transfer of registered bonds for year stated, showing names of persons and banks involved, denominations and kinds of bonds in question, and receipts. (Never.) 10 x 12 folders, 160 ft., in 80 wooden transfer cases, on wooden shelves. Bond vault, sub-sub basement. (581)

17. CERTIFICATES OF INDEBTEDNESS, 1919 - 1921. Short term treasury certificates issued from time to time for periods usually less than a year, showing names of purchasers, kind, quantity, and denomination of certificate, tickets and receipts of delivery, and dates and records of redemption. Filed alphabetically. (Never.) 10 x 12 folders, 110 ft., in 55 wooden transfer cases. Vault 3, sub-sub basement. (587)

18. CORRESPONDENCE CONCERNING GENERAL BOND TRANSACTIONS, Apr. 1919 - 1921. With outside banks and individuals regarding purchase transactions, exchanges of temporary bonds for permanent, and interim certificates for bonds. Filed alphabetically. (Never.) 10 x 12 folders, 210 ft., in 105 wooden transfer cases on wooden shelves. Bond vault, sub-sub basement. (576)

19. REGISTERED BONDS TRANSFER RECORD, 1919 - 1922. Bonds received at this office which are transferred from one individual to another necessitating cancellations of the old bond, showing serial numbers of old and new bonds, name of party receiving new bond, and the Washington requisition number. Entered numerically. (Weekly, official.) 14 x 16 vols. (30), 10 ft., on 3 wooden shelves. Vault 3, sub-sub basement. (591)

20. ADVICE OF SHIPMENT, 1919 - 1923. PD Form 788, notices of shipments of bonds, treasury notes, and securities from the Treasury Department in Washington to the Federal Reserve Bank of Chicago, showing destribution to other banks in this district, and full description of financial papers. Filed chronologically. (Annually, official.) 8½ x 11 bundles, 18 ft., in wooden transfer cases on steel shelves. Record room, 4th floor. (807)

21. DEPOSITS AND WITHDRAWALS, 1919 - 1934. Record showing serial number and certificate of approval, both by the Fiscal Agent and the Custodian of bonds, and all data pertaining to securities other than commercial papers, which have been surrendered as collateral for bonds or loans. Filed alphabetically. (Annually, official.) 9 x 14 bundles, 64 ft., in 32 wooden transfer cases on wooden and steel shelves. Vault 1, sub-sub basement and record room, 4th floor. (804, 817)

22. TEMPORARY FOR PERMANENT BOND EXCHANGE BLOTTER RECORD, 1920 - 1923. Covering the first four Liberty Loan bonds, and showing symbol number and description of old bonds received, and amounts, denominations, and identification numbers of permanent bonds issued in exchange. Entered numerically. (Never.) 12 x 18 vols. (21), 6 ft., on 2 wooden shelves. Vault 3, sub-sub basement. (586)

23. PERMANENT EXCHANGE DOCKETS AND BLOTTERS, 1920 - 1935. For first, second, third, and fourth Liberty Loans, containing lists of old bonds surrendered and permanent bonds delivered, delivery tickets, and receipts. Filed alphabetically. (Bimonthly, official.) 10 x 12 folders, 392 ft., in 196 wooden transfer cases. Vault 3, sub-sub basement. (589)

24. REGISTERED AND COUPON BONDS DELIVERED, 1920 - 1935. Information pertaining to schedules and requisitions for bonds of original issue and notes, showing to what bank or individual issued and full description of bond. (Monthly, official.) 14 x 17 canvas vols., 13 ft., on steel shelves. Record room, 4th floor. (808, 813)

25. WINDOW ITEM BOND RECEIPTS, 1920 - 1936. Issued to individuals who present bonds at the teller's window for redemption, exchange, conversion, or transfer; also requests filed by bond holders designating what transactions desired, with pertinent data. Entered alphabetically. (Older records, never; recent records, semiannually, official.) 7 x 9 vols. and bundles, and 9 x 10 folders, 160 ft., in wooden transfer cases and on steel shelf. Vault 1, sub-sub basement and file and record rooms. 6th floor. (678, 745, 753)

26. TREASURY CERTIFICATE STUBS, 1921 - 1924. Detached from ends of treasury certificates disbursed by this agency, showing date and place of issue, amount, denomination, and register number. (Never.) 4 x 6 bundles, 42 ft., in 7 wooden transfer cases. Vault 1, sub-sub basement. (751)

27. TREASURY SAVING CERTIFICATE DOCKETS, 1921 - 1924. Requests and applications, usually from banks, for purchase of treasury certificates, showing name of bank, individuals in whose names certificates are to be registered, serial numbers of certificates, and date of shipment. Indexed. (Never.) 10 x 12 folders, 10 ft., in 5 wooden transfer cases. Vault 1, sub-sub basement. (750)

28. EXCHANGE AND DELIVERY BLOTTER, 1921 - 1935. Record of all coupon bonds redeemed through exchange for bonds of new issues, showing various denominations of bonds, serial numbers, and types and serial numbers of bonds surrendered. Filed numerically. (Monthly, official.) 11 x 17 vols., 7 ft., on steel shelf. Record room, 4th floor. (812)

29. COUPON FOR EXCHANGE AND TRANSFER OF REGISTERED BONDS, Oct. 1921 - 1936. Wartime Loan bonds were called for redemption in the following order: Victory in 1923; Second Liberty in 1927; Third Liberty in 1928; Fourth and First Liberty in 1935. Record contains schedule of requisitions and detailed information of each transaction. Entered numerically. (Monthly, official.) 14 x 17 vols., 32 ft., on steel shelves. Record room, 4th floor. (840)

30. GENERAL LEDGERS, 1921 - 1936. Control system for all transactions of banks, containing information on denominational itemized value, number of bond, dates of transactions, and in case of a transfer, the numbers and face values of bonds sent in by local banks. Bonds of Exchange sent out by the Federal Reserve Bank were recorded in the same manner as those received. Filed chronologically and alphabetically. (Never.) 15 x 17 vols., 9 ft., on steel shelves. Record room, 4th floor. (809)

31. VICTORY LOAN REDEMPTION DOCKETS, Nov. 1922 - Dec. 1923. Schedules of coupon bonds submitted for redemption, called and uncalled notes and notices of bond shipments, showing method and amount of payment and names of payers and payees concerned. Filed alphabetically. (Annually, official.) 10 x 12 folders, 52 ft., in 25 wooden transfer cases. Vault 3, sub-sub basement. (748)

32. BOND TRANSACTIONS IN DISTRICT, 1922 - 1923. Records showing transfers of bonds, exchange of coupon for registered bonds and vice versa, subscription forms for different notes and bonds sent in by banks and individuals, redemption forms filled out by banks, bond conversions, and correspondence made necessary by above transactions. Filed alphabetically by towns. (Semiannually, official.) 10 x 12 folders, 410 ft., in 205 wooden transfer cases on wooden shelves. Vault 1, sub-sub basement. (675)

33. FISCAL AGENCY BOND DEPARTMENT RECEIPTS, July 1922 - Sept. 1927. For all governmental bonds, notes, and certificates of indebtedness submitted to the Federal Reserve Bank for exchange, transfer, redemption, conversion, and other transactions. (Semiannually, official.) 5 x 8 and 10 x 12 bundles, 92 ft., in 46 wooden transfer cases, on steel shelves. Record room, 4th floor. (679)

34. REQUESTS FOR REDEMPTION OF WAR SAVINGS STAMPS, Dec. 1922 - 1928. Applicants' requests for redemption through postmasters and banks, showing amount of stamps to be redeemed, name and address of applicant, type of redemption desired, with all pertinent data of each particular case. Filed alphabetically. (Annually, official.) 10 x 12 folders, 72 ft., in 36 wooden transfer cases on wooden shelves. Vault 1, sub-sub basement. (677, 749, 752)

35. WAR SAVINGS REDEMPTION, SERIES 1918 MATURING 1923, 1922 - 1928. Record contains information regarding redemption, showing place and conditions of exchange. Filed geographically and alphabetically. (Semiannually, official.) 10 x 12 folders, 114 ft., in 57 wooden transfer cases on wooden shelves. Vault 1, sub-sub basement. (676)

36. COLLATERAL JOURNAL WAR LOAN DEPOSIT ACCOUNT, AND LINE LEDGER, 1922 - 1933. Showing complete history of transactions pertaining to Government deposits in depository bank. Filed chronologically. (Never.) 12 x 19 vols., 5 ft., on steel shelves. Record room, 4th floor. (810, 814)

37. REGISTERED REDEMPTION, 1922 - 1936. Record of all redemptions of loans, and Treasury and U.S. Savings bonds. Entered numerically. (Annually, official.) 14 x 17 vols., 21 ft., on open steel shelves. Record room, 4th floor. (816)

38. SECURITY MAIL SHEETS AND TELLERS BLOTTERS, 1922 - 1936. Consolidated record of all transactions pertaining to redemption of coupon and registered bonds, exchanges of coupons for registered bonds, and denominational exchanges. Entered numerically. (Monthly, official.) 12 x 17 vols., 84 ft., on steel shelves. Record room, 4th floor. (680)

39. CHECK REGISTER, Jan. - Dec. 1923. Checks received for 1918 redemption of War Savings Stamps, showing name of purchaser, amount, serial number, and date of issue. Entered numerically. (Annually, official.) 13 x 16 vols., 8 ft., on steel shelves. Record room, 4th floor. (803)

40. WASHINGTON CORRESPONDENCE FILE, 1923 - 1924; 1934 - 1936. Correspondence between this office and Washington, pertaining to the general routine and functions of all sections of this office. Filed by departments. (Daily, official.) 10 x 12 folders, 14 ft., in 27 drawers of steel filing cases. File and record room, 6th floor. (746, 742)

41. CERTIFICATES OF DEPOSITS, 1924 - 1933. Record of payments of coupons prematurely detached and accepted for redemption, showing serial number of coupon, date of payment, amount of bond from which coupon was detached, and total amount of interest. Filed numerically. (Never.) 4 x 9 bundles, 4 ft., in 2 cardboard transfer cases, on steel shelves. Record room, 4th floor. (806)

42. PUBLIC DEBT FILE, 1924 - 1933. Containing the following forms: 182, Notice of reduction of requisition and return of securities; 198, Advice of return of bonds and notes; 525, Notices of reduction of requisition and retention of securities; 1262, Notice of correction of schedule and requisition; 556, Authorization to deliver coupon securities in lieu of registration; 788, Advice of shipment; 846, Stock shipment notice; 815, Description of bonds or securities and assignments; 1328, Stock requisition for coupon public debt securities; 1452, Description of U.S. Savings Bonds and request for payment; 1320 CPD daily transfer of advices, and 538, Stock debit and credit transfer advice. Filed chronologically. (Annually, official.) 8½ x 11 bundles, 86 ft., in 43 wooden transfer cases, on steel shelves. Record room, 4th floor. (805)

43. FISCAL AGENCY AND BOND DEPARTMENT FILES, 1924 - 1936. Individual docket for each bank and customer, containing requests for bonds, issuance papers, delivery tickets, various bond exchange schedules, registered bond transfer register, denominational exchange coupon bond record, schedules of coupons sent here for payment, conversion records, temporary certificate for permanent bond, certificates of indebtedness and Treasury notes, and redemption schedules for all types of bonds. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 1488 ft., in transfer cases on shelves, and in drawers of steel filing cases. Vault 1, sub-sub basement and file and record rooms, 4th and 6th floors. (682, 683, 741, 744)

44. WAR LOAN DEPOSIT ACCOUNT LEDGER, 1928 - 1934. Showing daily transactions pertaining to War loan deposits, all interest due, and specified list of collateral. Filed alphabetically and geographically. (Annually, official.) 9 x 11 bundles, 3 ft., in 2 wooden transfer cases on steel shelves. Record room, 4th floor. (838)

45. FISCAL AGENCY SECURITY SHIPMENT RECEIPTS, Mar. 1, 1931 to date. Receipts for all bonds and coupons shipped from the Federal Reserve Bank for the fiscal agency, showing amount of loan, name, and signature of consignee. Filed alphabetically and geographically. (Weekly, official.) 10 x 12 folders, 112 ft., in 56 wooden transfer cases. Vault 2, sub-sub basement. (791)

46. SUBSCRIPTIONS FOR TREASURY NOTES, BONDS, AND CERTIFICATES OF INDEBTEDNESS, Feb. 1, 1933 - Sept. 16, 1934. Showing names of banks and individuals and a detailed description of each particular transaction. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 76 ft., in 38 wooden transfer cases on steel shelves. Record room, 4th floor. (681)

PART 2

COMMODITY CREDIT CORPORATION

COMMODITY CREDIT CORPORATION

BELVIDERE

BOONE COUNTY WAREHOUSE BOARD
Farm Bureau Bldg., 119 N. State St.

This is the county office through which the Farm Credit Administration made loans to farmers on corn sealed in cribs. When price advanced the loans were repaid.

47. CORN WAREHOUSE CERTIFICATES, Dec. 1933 - Oct. 1934. Warehouse receipts and applications for loans on corn in cribs. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. 2d floor. (10)

48. WAREHOUSE CERTIFICATE FILE, Jan. - Oct. 1934; Dec. 1935 to date. Instructions, bulletins, and correspondence relating to corn loans, reports on warehouse certificates issued, and special data on corn crib sealing. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 7 in., in drawer of steel filing case. 2d floor. (8, 9, 11)

CHICAGO

OFFICE OF BRANCH MANAGER
Federal Reserve Bank Bldg., 164 W. Jackson Blvd.

This branch office of the Commodity Credit Corporation and the Reconstruction Finance Corporation Loan Agency, was established here in October 1933. The corporation was created primarily to make loans to producers to finance carrying and marketing of agricultural commodities. This office serves the area known as the Corn Belt and makes loans only on corn, but is empowered to buy, hold, sell, loan, or otherwise deal in agricultural and other commodities. Information in the following serials covers the first, second, and third programs. Records are in good condition.

49. COLLATERAL ACKNOWLEDGEMENT, 1933 to date. Receipts showing names and addresses of custodian and payer, number and class of loan, date, and amount of note, description of collateral, due date, payments made, and balance due. Receipts are sent to bank with collateral, signed

and returned to this office. Filed alphabetically. (Older records, rarely; recent records, occasionally, official.) 3 x 8 bundles, 18 ft., in drawers of steel filing cases, cardboard boxes, and on steel shelf. Record room and basement. (5994, 6012)

50. CORN LOAN CORRESPONDENCE, 1933 to date. Between this office, banks, and others interested in making preliminary arrangements for corn loan; also cross-reference to letters in other files, showing name or subject, file number, and name of cross-reference. Filed alphabetically. (Older records, seldom; recent records, frequently, official.) 10 x 12 folders, 20 ft., in drawers of steel filing cases. Rs. 1251, 1252, 1254. (6014, 6019, 6020)

51. EXAMINER'S WORK SHEET, 1933 to date. Audit of checks issued daily, showing principal and interest advanced to bank, number of warehouse certificates, name and amount of commodity on which payment is made. Filed chronologically. (Older records, never; recent records, frequently, official.) 10 x 14 folders, 6 ft., in drawers of steel filing cases, cardboard boxes, and on steel shelf. Record room and basement. (6000, 6008)

52. G FORMS, 1933 to date. Showing sealer's certification as to amount of corn or other commodity on hand in borrower's name. Filed chronologically. (Seldom, official.) 8½ x 14 folders, 2 ft., in cardboard box. R. 1254. (6018)

53. LANDING AGENCIES' AND PRODUCERS' LETTERS OF TRANSMITTAL, 1933 to date. Application or transmittal letters, showing date and amount of loan, name of payee, signatures of producer and witness, and notarial seal; also notice that payment has been made, statement of amount due, and correspondence relating to loan. Filed alphabetically. (Older records, rarely; recent records, weekly, official.) 10 x 14 folders, 348 ft., in drawers of steel filing cases, and wooden and pasteboard boxes. Record room and basement. (5996-5999, 6004, 6013)

54. LOAN AGENCY MEMORANDA, 1933 to date. Record of checks received by this office from Commodity Credit Corporation, showing name of payee and number, date, and amount of each check. Filed chronologically. (Older records, never; recent records, frequently, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case, cardboard box, and on steel shelf. Record room and basement. (6003, 6005)

55. MATURITY TICKETS, 1933 to date. Showing date and amount of note, names and addresses of payor and applicant, description of collateral, payments made, dates, and balance due. Filed alphabetically. (Seldom, official.) 3 x 8 bundles, 78 ft., in 39 drawers of wooden filing cases and on steel shelf. Record room. (5995)

56. PRIME COLLATERAL SCRATCHER, 1935 to date. Record of notes transferred, showing piece number, quantity, amount, and persons and departments sending and receiving notes. Filed chronologically. (Older records, never; recent records, frequently, official.) 10 x 14

folders, 2 ft. 6 in., in drawers of steel filing case, cardboard box, and on steel shelf. Record room and basement. (6001, 6007)

57. REGISTERED MAIL RECEIPTS, 1933 to date. For registered mail sent out by this office, showing date, name of addressee, destination and total number of pieces. Filed chronologically. (Older records, never; recent records, seldom, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case, cardboard box and on shelf. Record room and basement. (6002, 6006)

58. LOAN FILES, 1935 to date. Copies of letters to custodian of the Federal Reserve Bank of Chicago, notes, and loan agreements properly signed and returned to this file as proof of receipt. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 ft., in pasteboard box. R. 1254. (6015)

59. LOAN TICKETS, OPEN AND PAID, 1935 to date. Showing class of loan, amount, name of payee, description of collateral, rate of interest, warehouse certificate, interest advance, name and address of applicant, due date of loan, and amount credited. Filed alphabetically. (Frequently, official.) 3 x 8 bundles, 8 ft., in drawers of steel filing case. Basement. (6010, 6011)

60. NOTES, 1935 to date. Covering loan agreement, insurance, and county recorder's and warehouse certificates. Filed numerically. (Frequently, official.) 3 x 8 bundles, 2 ft., in drawer of steel filing case. Basement. (6009)

61. PAID TICKETS, 1935 to date. Showing class, period and number of loan, dates and amounts of payments on principal and interest, collateral, balance, and remarks. Filed chronologically. (Never.) 3 x 8 bundles, 1 ft., in pasteboard box. Room 1254. (6016)

62. PURCHASE CONTRACTS, 1935 to date. Copies of contracts with various banks to purchase corn loans, as agents of Commodity Credit Corporation. Entered chronologically. (Frequently, official.) 9 x 16 loose-leaf books, 2 in., in pasteboard box. R. 1254. (6017)

OREGON

OGLE COUNTY WAREHOUSE BOARD
117 No. 4th St.

This is the county headquarters for farmers engaged in sealing corn cribs, enabling them to obtain loans and anticipate higher prices. The records are in the custody of the Farm Adviser.

63. CORN SEALING FILE, Jan. 1, 1935 to date. Instructions and correspondence covering operation of agency, and copy of report on warehouse receipts issued. (Occasionally, official.) 10 x 15 folders, 3 in., in drawer of steel filing case. Store, 1st floor. (4)

64. SEALING RECORD, Jan. 1, 1935 to date. Record book listing clients and showing complete details covering bins, record of loan, and other data. Arranged alphabetically. (Occasionally, official.) 6 x 8 vols., 2 in., in drawer of steel filing case. Store, 1st floor. (3)

ROCKFORD

WINNEBAGO COUNTY WAREHOUSE BOARD
Farm Home, 6 mi. NW. of Rockford

These are the records of the person sealing corn cribs, to enable farmers to obtain crop loans.

65. APPLICATIONS, Dec. 16, 1933 to date. Form CCC 10, applications for loan on corn in cribs, showing location of crib, quantity stored, and name and address of owner. Filed numerically. (Rarely, official.) 10 x 16 folders, 4 in., on desk. No r. no. (138)

PART 3

EMERGENCY CONSERVATION WORK



INTRODUCTION

Records listed in the inventory under the title Emergency Conservation Work, pertain to that agency and the CCC camps where units of the Civilian Conservation Corps are located, and their project or work activities are directed.

The Emergency Conservation Work is actually a coordinating agency which brings together the CCC, organized and directed by the War Department, and the Federal agencies, the departments of Labor, Interior, and Agriculture, which direct the projects on which the CCC is employed. Enrollment of war veterans for CCC service is a function of the Veterans' Administration.

The records of each CCC camp are ordinarily of two groups, those relating to the administration of the camp by the War Department, listed first under the name of the company, and those relating to the work activities of the camp, listed next under the name of the sponsoring agency. Where it has not been possible to maintain this distinction, as at Rock Island, where the Army has charge of both the camp's administration and work, the records are listed under the name of the company only.

Reference to those parts of the inventory devoted to the records of the other Federal agencies listed above, will give a more complete view of Emergency Conservation Work records than this section can afford. In particular, many project records will be found in the custody of the departments of Agriculture and Interior, with enlistment records under the Department of Labor, the Veterans' Administration, the Federal Emergency Relief Administration, the Civil Works Administration, and the Works Progress Administration, and general CCC administrative records under the War Department.

COMMODITY CREDIT CORPORATION

BELVIDERE

BOONE COUNTY WAREHOUSE BOARD
Farm Bureau Bldg., 119 N. State St.

This is the county office through which the Farm Credit Administration made loans to farmers on corn sealed in cribs. When price advanced the loans were repaid.

47. CORN WAREHOUSE CERTIFICATES, Dec. 1933 - Oct. 1934. Warehouse receipts and applications for loans on corn in cribs. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. 2d floor. (10)

48. WAREHOUSE CERTIFICATE FILE, Jan. - Oct. 1934; Dec. 1935 to date. Instructions, bulletins, and correspondence relating to corn loans, reports on warehouse certificates issued, and special data on corn crib sealing. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 7 in., in drawer of steel filing case. 2d floor. (8, 9, 11)

CHICAGO

OFFICE OF BRANCH MANAGER
Federal Reserve Bank Bldg., 164 W. Jackson Blvd.

This branch office of the Commodity Credit Corporation and the Reconstruction Finance Corporation Loan Agency, was established here in October 1933. The corporation was created primarily to make loans to producers to finance carrying and marketing of agricultural commodities. This office serves the area known as the Corn Belt and makes loans only on corn, but is empowered to buy, hold, sell, loan, or otherwise deal in agricultural and other commodities. Information in the following serials covers the first, second, and third programs. Records are in good condition.

49. COLLATERAL ACKNOWLEDGEMENT, 1933 to date. Receipts showing names and addresses of custodian and payer, number and class of loan, date, and amount of note, description of collateral, due date, payments made, and balance due. Receipts are sent to bank with collateral, signed

OFFICE OF COOK COUNTY SUPERVISOR
Dore School Bldg., 740 W. Harrison St.

This office was established in May 1933, occupying quarters at 1946 W. Madison Street until March 1934 when it moved to 310 Madison Street, remaining there until October 1935, thence to the present location. It certifies for CCC employment, all applicants from Cook County who are qualified, and retains a record of applicants and correspondence with 25 relief agencies in the county verifying eligibility for employment. Reports are sent regularly to the State Director.

70. NUMERICAL CROSS INDEX CARD FILE, May 1933 to date. List of all active or inactive enrollees in CCC camps, showing enrollment number, date certified, and whether accepted, rejected, or failed to report. Entered numerically and cross indexed with the active alphabetical file. (Daily, official.) 8 x 11 loose-leaf books (13), 2 ft., on active card file. R. 105. (8052)

71. APPLICATIONS FOR ENROLLMENT, REFERRALS AND CORRESPONDENCE, 1933 to date. ECW Form 233 showing date, applicant's name and address, education, experience, previous enrollment, allotment, pay, certification of eligibility by relief agency, and pertinent correspondence. Filed alphabetically. (Daily, official.) 8 x 10½ clipped sheets, 100 ft., in drawers of steel filing cases. R. 105. (8053)

72. ENROLLEES CARD FILE, Mar. 1933 to date. Record of all present and former enrollees in CCC camps, showing name, address, dates of enrollment or re-enrollment, agency of referral, and identification, certification, and enrollment numbers. Filed alphabetically. Indexed. (Daily, official.) 3 x 5 cards, 21 ft., in drawers of wooden card cabinet and wooden tray. R. 105. (8055, 8056)

73. ENROLLMENT CORRESPONDENCE, Mar. 1935 - Dec. 1936. From Ward Committeemen, Aldermen, and other officials relative to the enrollment of applicants. Filed chronologically. (Never.) 8 x 10½ folders, 2 ft., in drawer of cardboard transfer case. R. 105. (8054)

74. STUDY OF FORMER MEMBERS OF CCC IN COOK COUNTY, 1935 to date. Showing name, code number, allottee, dates enlisted and discharged, reason, term, age, city, town, or rural residence, education, unemployment period, previous occupation and enrollment, and type of work best fitted for enrollee. Filed alphabetically. (Daily, official.) 3 x 5 cards, 12 ft., in drawer of wooden desk. R. 105. (8051)

DECATUR

COMPANY 691
Headquarters Bldg., Camp Macon

This camp, which is in the 4th subdistrict, with CCC district headquarters at Jefferson Barracks, Mo., was established May 22, 1936. It was originally organized at Camp Randolph, Red Bud, Ill., May 22, 1933, and was moved to Camp Macon in May 1936. Work is being done by this company for the Soil Conservation Service, Project SCS 26. Reports are sent to District Headquarters, Jefferson Barracks. Records are in good condition.

75. COMMANDING GENERAL, SIXTH CORPS AREA FILES AND REPORTS, June 1933 to date. Containing statistical reports, and records concerning personnel and buildings in camp. (Daily, confidential.) 8 x 10 and 8 x 13 vols., and folders, 2 ft., in steel and wooden drawers of filing and transfer cases. Orderly room. (45)

76. DISTRICT COMMANDER, JEFFERSON BARRACKS FILES AND REPORTS, Apr. 1, 1935 to date. Statistical administrative and fiscal reports, supply requisitions, and returns. (Daily, confidential.) 8 x 10½ and 8 x 13 vols. and folders, 2 ft., in drawer of steel filing case. Orderly room. (46)

SOIL CONSERVATION SERVICE SCS 26
Technical Office, Camp Macon

This office was established in May 20, 1935, and has direction of the work done by CCC Company 691 on the Soil Conservation Service project at this camp. All papers pertaining to this unit are kept on file and no records are forwarded to Washington. Records are in good condition.

77. GENERAL FILE, June 1933 to date. Records classified by number and subject under subheadings pertaining to supervision, cooperators, personnel, property, disbursements, forms and supplies, education, travel, corps area, injury, claims, and safety; also correspondence and reports. (Daily, official.) 8 x 10 covers, 3 ft. 8 in., in 4 drawers of steel filing cabinet. Technical service room. (53)

COMPANY 1658
Headquarters Bldg., Camp Lake Decatur

This camp, which is in the 4th subdistrict, with CCC district headquarters at Jefferson Barracks, Mo., was established here January 15, 1936. It was originally organized at Camp Springfield, Springfield,

Illinois, June 12, 1933, and was moved to Camp Lake Decatur in January 1936. It is engaged in work in Decatur's city parks, under the direction of the National Park Service. Correspondence relating to transportation is sent to Finance Officer, Army headquarters, Washington. Records are in good condition.

78. GENERAL FILE, June 1933 to date. Containing correspondence, daily and monthly reports, and miscellaneous material relating to the administration and operation of the camp. Indexed. (Older records, rarely; recent records, daily, official.) 8½ x 11 folders and envelopes, 5 ft., in 2 drawers of steel filing case and cardboard box. Administration office. (51, 50, 47)

79. INDIVIDUAL RECORDS OF PRESENT AND DISCHARGED ENROLLEES, June 1933-June 19, 1936. Form 201 showing name and address, date of birth, age, medical examination, disciplinary record, date of enrollment, personal history, and date and reason of discharge. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft. 6 in., in drawers of steel filing case. No r. no. (48, 49)

80. MESS ACCOUNTS, Dec. 1, 1933 to date. Payment vouchers and monthly reports pertaining to mess hall. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. Administration office. (52)

NATIONAL PARK SERVICE SP 40
Department of the Interior Bldg., Camp Lake Decatur

This office was established May 1, 1935, and supervises the work being done by CCC Company 1658 on park extension work in the city parks of Decatur. This is project 40 of the National Park Service. Reports are made monthly to the Department of the Interior, Washington, and some records are sent to State Procurement Office, River Forest, Illinois. Records are in good condition.

81. MAPS, May 1, 1935. Showing work proposed, approved, and in progress in various parks. Some are in form of blueprints. (Daily, official.) 24 x 36 maps, 4 in., in wooden cupboard. Office. (57)

82. ORIGINAL DRAWINGS, 1935 - 1936. Drawings in colors by an enrollee in this camp, showing scenes in the parks before and after the improvements. (Daily, official.) 8½ x 11 and 24 x 36 drawings and sketches, 1 in., on wooden shelf. Office. (58)

83. PERSONNEL FILE, May 1, 1935 to date. Record of each man employed by this unit, appointment papers, personal history, and leave records; also roster of CCC company 1658. Filed alphabetically. (Daily, official.) 8 x 10½ folders, 5 in., in drawer of steel filing case. Office. (56)

84. PROJECT FILE, May 1, 1935 to date. Record of projects under supervision of this camp, showing project number, correspondence, invoices, and specifications. (Daily, official.) 8 x 10½ folders, 1 ft. 3 in., in drawer of steel filing case. Office. (54)

85. WORK PROGRESS REPORTS, May 1, 1935 to date. Reports on activities of this unit, showing completed work and estimated man-hours worked and necessary to complete the job. (Semimonthly, official.) 10 x 36 folders, 1 ft., in drawer of steel filing case. Office. (55)

DURAND

COMPANY 2903
Headquarters Bldg., Camp Durand

This camp in the 4th subdistrict with CCC district headquarters at Fort Sheridan, was established here August 1, 1935. It was originally organized at Fort Sheridan, Illinois July 1, 1934, and was moved to Camp Melrose in August of the same year, and then to Camp Durand. Work is being done by enrollees for the Soil Conservation Service under the direction of Demonstrational Project 3 at Freeport, Ill. Reports are sent to the 6th Corps Area headquarters and to CCC headquarters at Fort Sheridan. Records are in good condition.

86. BILLS OF LADING, July 1934 to date. Record of bills of lading divided into semiannual periods. Filed chronologically. (Seldom, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Office. (1)

87. CLOTHING RECORD, July 1934 to date. Record of clothing on hand and issued since organization of company. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Office. (11)

88. INDIVIDUAL RECORD, July 1934 to date. Showing personal histories and relative correspondence. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (3)

89. CAMP EXCHANGE AND COMPANY FUND VOUCHERS, Aug. 1, 1934 to date. Monthly vouchers showing disposition of funds of Camp Exchange. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawers of wooden filing case. Office. (8, 10)

90. FORT SHERIDAN ORDERS, Aug. 1934 to date. A division file of "Fort Sheridan Special Orders" with some subdivisions. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (15)

91. GENERAL FILE, Aug. 1, 1934 to date. Including daily personnel reports, pay cards, outgoing correspondence, bulletins, records of hearings, motor vehicle and fuel records, and miscellaneous subjects. (Older records, never; recent records, frequently, official.) 10 x 12 folders, 6 ft. 6 in., in drawer of steel filing case and 3 wooden boxes. Storeroom and office. (17, 13)

92. GENERAL AND SPECIAL ORDERS, Aug. 1, 1934 to date. From the Sixth Corps Area pertaining to this company. Filed chronologically. (Frequently, official.) 10 x 12 folders, 7 in., in drawer of filing case. Office. (14, 16)

93. ORGANIZATION OF CIVILIAN CONSERVATION CORPS, Aug. 1, 1934 to date. Containing orders and correspondence relating to organization and subsequent changes of company. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Office. (4)

94. REGULATIONS, Aug. 1, 1934 to date. Mimeographed and printed materials pertaining to regulations of War Department Government Manual, and 6th Corps Area, Fort Sherican. Filed chronologically. (Frequently, official.) 8 x 10 loose-leaf books (4), 7 in., on open shelf. Office. (18)

95. SHIPPING TICKETS, Aug. 1, 1934 to date. Record of incoming and outgoing shipments and copies of tickets checked and signed by receiving clerk. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Office. (9)

96. OUTGOING CORRESPONDENCE, Aug. 1, 1935 to date. Copies of subdivisions and miscellaneous correspondence pertaining to general routine. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Office. (6)

97. PAY CARDS, Aug. 1, 1935 to date. For each member of company, with record of time worked in each pay period. (Frequently, official.) 5 x 8 cards, 3 in., in card cabinet. Office. (5)

98. PERSONNEL REPORT, Aug. 1, 1935 to date. Daily record of all members, showing name, hours worked, absence from duty, and additional explanatory data. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. Office. (2)

99. RECORD OF HEARINGS, Aug. 1, 1935 to date. Showing disciplinary measures taken, other than verbal reprimands, with related correspondence. (Occasionally, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Office. (7)

100. MOTOR VEHICLE RECORD, Jan. 1, 1936 to date. Monthly record of motor vehicle service made up of smaller detail reports, showing mileage, consumption of oil and gas, repairs, and parts. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of filing case. Office. (12)

SOIL CONSERVATION SERVICE
SCS Bldg., Camp Durand

This project superintendent's headquarters was established in August 1935 and carries on the technical direction of the work done by CCC Company 2903. Since this is a branch of Illinois Project 3 of the Soil Conservation Service, reports are made to the project headquarters at Freeport, which in turn, sends reports to the State office at Urbana and to the regional office at Des Moines, Iowa. Records are in good condition.

101. BLUEPRINTS, Aug. 1, 1935 to date. Blueprints of current and completed projects in connection with this camp. Filed alphabetically. (Frequently, official.) Variously sized blueprints, 2 in., in pigeon hole of case. Office. (24)

102. CAMP FILE, Aug. 1, 1935 to date. Correspondence relating to soil and emergency conservation work, bulletins, reports, and other items from headquarters at Des Moines, Iowa, and State University, Urbana, Illinois. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Office. (23)

103. COOPERATORS' FILE, Aug. 1, 1935 to date. Containing correspondence, record of work, with plans, blueprints, and photographs. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. Office. (21)

104. ENGINEER FIELD BOOKS, Aug. 1, 1935 to date. Containing figures of various surveys and other engineering data on this project. Filed alphabetically. (Frequently, official.) 5 x 8 vols. (4), 3 in., in drawer of desk. Office. (22)

105. INVENTORY OF TOOLS, Aug. 1, 1935 to date. Perpetual inventory of all tools transferred, in use, or charged to this work camp. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 3 in., in drawer of desk. Office. (19)

106. PROSPECTIVE COOPERATORS, Aug. 1, 1935 to date. Requests from farmers for inspections and suggestions, with brief history of the case, and comments. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 in., in drawer of desk. Office. (20)

107. SUPERVISION, Aug. 1, 1935 to date. Brief description of work under supervision of this unit. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 in., in card cabinet. Office. (25)

JACKSONVILLE

COMPANY 2678
Camp Jacksonville, N. Caldwell St.

This camp in the Jefferson Barracks, Mo. district was established about June 1935. To date no records have been destroyed. Records go through the regular channels to the District Headquarters at Jefferson Barracks, to the 6th Corps Area Headquarters, and to Washington.

108. CAMP CANTEEN EXCHANGE STATEMENTS, June 1935 to date. Showing name, number, and location of CCC camp, name and rank of commanding officer, cash in bank, in Government securities, and on hand last day of previous month, accounts receivable from enrollees and officers, value of stock and fixtures, and merchandise purchased during and at the end of month. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (275)

109. CERTIFICATES OF PHYSICAL IMPAIRMENTS, June 1935 to date. Showing enrollee's full name and serial number, statement as to any disability or physical impairment acquired during period of his enrollment. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (179)

110. CHECK RECORD OF COURT MARTIAL PROCEEDINGS, June 1935 to date. Showing enrollee's name and outfit, offense committed, plea of guilty or not guilty, witnesses, summary of testimony, statement of enrollee, verdict penalty, previous punishments, and signatures of company and district commanders. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (264)

111. COMPANY PURCHASE ORDERS, June 1935 to date. Instructions to merchant or dealer, authorizing him to sell to bearer any articles entered on order by the camp commander, showing date, purchase order number, description of articles, and names of firm and camp officer. Entered numerically. (Occasionally, official.) 4 x 6 order books, 6 in., in drawer of steel filing case. Office. (176)

112. DAILY PERSONNEL REPORTS, June 1935 to date. Showing date, names of company and camp, location, gains and losses of military personnel, and name, rank, and serial number of every person employed at camp. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (279)

113. DAILY REPORT OF ENROLLEES TURNED OVER TO CAMP SUPERINTENDENT, June 1935 to date. Prepared by camp commander to superintendent, showing name and location of camp, strength of company, number of men retained in camp, absent, and released to camp superintendent, and reason of absence. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Office. (200, 282)

114. EFFICIENCY REPORTS, June 1935 to date. Prepared by camp commander for headquarters, pertaining to efficiency of under officers, showing their physical ability and endurance, military bearing, attention to duty, co-operation, initiative, intelligence, force, judgment, and leadership. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (263)

115. ENROLLEE'S RECORDS, June 1935 to date. Physical and enrollment records, oath, fingerprints, name and address of nearest relative, amount of salary to be sent to dependent, and application for admission to camp, showing name, address, occupation, education, and re-enrollment endorsements. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 5 ft., in 5 drawers of wooden filing case. Office. (183)

116. HISTORICAL RECORDS, June 1935 to date. Containing description and maps of grounds, buildings, and all improvements made at camp. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (178)

117. INJURY REPORTS, June 1935 to date. Showing name of enrollee, serial and company numbers, time, date, place, cause, and nature of injury, statement of medical officer, name of hospital, date returned to duty, names and identification of witnesses, and signatures of the company commander and medical officer. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (259)

118. MEDICAL EXAMINATIONS OF FOOD HANDLERS, June 1935 to date. Record of all persons handling food at the camp. Examinations are made and signed by army medical doctor at camp hospital. Filed chronologically. (Weekly, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (181)

119. MILEAGE VOUCHER, June 1935 to date. Statement of travel prepared by payee, showing dates, method of transportation, number of miles traveled, rate per mile, and total cost of travel. Filed alphabetically by name of payee. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (257)

120. RELIGIOUS REPORT, June 1935 to date. Showing name and location of camp, and number of Protestants, Catholics, and Jews attending services weekly. Filed chronologically. (Monthly, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (274)

121. REPORT OF SURVEY, June 1935 to date. Showing quantity, name and value of article, disposition of any supplies, amount issued in replacement, and balance not replaced. Survey is made by camp officer and one disinterested officer from another camp, the latter certifying as to correctness. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (269)

122. ROSTER, June 1935 to date. Showing name, number, and rank of persons on or off duty, signed by Commanding Officer. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (187)

123. PAY CARD, June 1935 to date. CCC Form 109 showing name of enrollee, serial and corps numbers, date of enrollment, allottee's name and address, amount to be paid, and any other deductions to be made from enrollee's pay. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 1 ft., in cardboard box. Office. (175)

124. PAY ROLL RECORD OF ENROLLEES, June 1935 to date. Showing name and location of camp, date, name, grade, and serial number of all enrollees present and absent, date of enlistment, number of years of service, special ratings, allowances, deductions, balance paid, and signature of enrollee. Filed chronologically. (Monthly, official.) 10 x 12 folders, 10 in., in drawer of wooden filing case. Office. (270)

125. PRELIMINARY REPORT OF FIRES AT CCC CAMPS, June 1935 to date. Showing name and location of camp, date, time, and cause of fire, extent of damage, description of structure or articles destroyed, injuries, accidents, and what replacements necessary. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (180)

126. RECEIVING REPORTS, June 1935 to date. CCC Form 130 showing date of shipment, name of consignee or receiving clerk, name and address of consignor, number of packages, description, unit and total cost of all goods received, and signatures of receiving officer and camp commander. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (182)

127. RECORD OF HEARING, June 1935 to date. Showing name and location of camp, hearing number, names of witnesses, enrollee, and person representing him, nature and notice of charge or offense, plea of enrollee, and facts of case. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (250)

128. RECORD OF NOTIFICATION OF ALLOTMENT BEING WITHHELD, June 1935 to date. Name and address of enrollee, county from which selected, name and address of allottee, and reason for non-payment. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (283)

129. RECORD OF PAY AND ALLOWANCE, June 1935 to date. Prepared by company commander for the Comptroller General, listing names of officer, station, dependents, number of years in service, and amount of credits and debits. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. (260)

130. RECORD OF PAY ROLL FOR PERSONAL SERVICES, June 1935 to date. Information concerning salaries due officers stationed at camp, showing name, grade designation, total salary ratio, and deductions. Filed numerically. (Monthly, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (185)

131. RECORD OF PERFORMANCE OF DUTY, June 1935 to date. Prepared by camp commander for each enrollee at time of discharge, showing name and location of camp, name and serial number of enrollee, type and character of work performed, and ability as a workman. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (184)

132. RECORD OF PUBLIC VOUCHER FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES, INCLUDING PER DIEM, June 1935 to date. Prepared by person traveling and sent to the Comptroller General for payment, showing officer's residence, amount due, and itemized account and extent of travel. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (258)

133. RECORD OF REQUISITIONS FOR BLANK FORMS, June 1935 to date. Request made by camp commander to district headquarters at Jefferson Barracks, showing date, name and location of camp, shipping orders, and description, quantity, number, title of forms wanted. Filed chronologically. (Monthly, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (186)

134. RECORD OF SPECIAL ORDERS CONCERNING THE DISCHARGE OF ENROLLEES, June 1935 to date. Prepared by camp commander and posted on camp bulletin board, showing name and location of camp, number of special order, name and serial number of enrollee discharged, and reason. Filed numerically. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (267)

135. REPORT OF DISCHARGE AND TERMINATION OF ALLOTMENT, June 1935 to date. Showing name and location of camp, name, home residence and place of selection of allottee, relationship, date and cause of discharge, and amount of allotment. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (271)

136. REPORT OF TRANSPORTATION ISSUED, June 1935 to date. Prepared by camp commander, showing name and location of camp, purpose and cost of transportation, points of origin and destination, date of issue, and names of traveler and camp commander. Filed chronologically. (Monthly, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (276)

137. REPORT OF TRANSPORTATION REQUESTS AND BILLS OF LADING, June 1935 to date. Prepared by camp commander, listing number of requests for transportation by enrollees, requests for bills of lading for shipping of supplies, and total number of requests received, issued, and pending. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (281)

138. REQUESTS FOR TRANSPORTATION TICKETS, June 1935 to date. Showing identification of person purchasing ticket sent to railroad agent, names of camp and railroad, starting point, destination, date of sale, time limit, and kind and number of ticket issued. Agent returns request with ticket report, to the Comptroller General, Washington. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (262)

139. REQUISITIONS FOR STOCK AND SUPPLIES, June 1935 to date. Showing stock number and name of article, number of units wanted, and amount used from stock on hand. Filed chronologically. (Monthly, official.) 10 x 12 folders, 5 in., in drawer of wooden filing case. Office. (273)

140. REQUISITIONS FOR SUBSISTENCE STORES, June 1935 to date. Request signed by camp commander for food supplies, showing name and the location of camp, and how shipment is to be made. Filed chronologically. (Monthly, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (177)

141. SHIPPING TICKETS, June 1935 to date. Received with each shipment of stock or supplies on requisition, listing amounts ordered and shipped, stock number, article, number of units, and total cost. Filed chronologically. (Weekly, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (272)

142. STATEMENTS OF CHARGES, June 1935 to date. WD Form AGO 36 showing statement of all clothing and equipment charged to enrollee, name, grade or rank, name and price of each article charged, and signature of camp commander. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (174)

143. STATEMENTS RELATING TO DISCHARGE AND RESELECTION, June 1935 to date. Form 111 showing individual's record with attached statement signed by enrollee, acknowledging notification that honorably discharged enrollees are not eligible for reselection for CCC during a period of one year following date of discharge. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (171)

144. TRANSPORTATION STATEMENTS OF ENROLLEES DISCHARGED, June 1935 to date. Showing name and serial number of enrollees electing to use transportation, name and location of camp, preferred destination, date, and signature of enrollee. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (172)

145. VERIFICATION OF CORRECTNESS OF PUBLIC UTILITY INVOICES, June 1935 to date. Signed by camp commander, attesting to correctness of all electric and water invoices, showing name and location of camp, and

number of contract under which service is being utilized. Filed chronologically. (Monthly, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (173)

146. APPLICATION FOR SELECTION OF LOCAL EXPERIENCED MEN, July 1935 to date. Showing name, place of birth, citizenship, marital status, previous employment in CCC, education, special abilities or skill in any profession or trade, and signature of State director. Filed chronologically. (Quarterly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Office. (208)

147. CHECK REPORT OF SURVEYED ARTICLES, July 1935 to date. Showing kind of property, branch of service, verification of names and values of articles, names of parties at fault, and complete recheck of all information and articles on regular survey report. (Occasionally, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (245)

148. DISCHARGE CERTIFICATES, July 1935 to date. Showing name of enrollee, dates and places of discharge and birth, physical description, kind of work and manner in which performed, and length of time on each type of work. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (265)

149. ENROLLED PERSONNEL REPORT FOR DAYS WORKED, July 1935 to date. Showing enrolled strength of camp, number of men released to camp superintendent, detailed for camp duty, on leave, sick or absent without official leave, and number of man-days lost for month. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Office. (194)

150. INVENTORY AND INSPECTION REPORTS, July 1935 to date. Inventory showing description of property and articles, quantity, cost or estimated price, whether to be continued in service, destroyed, sold, or returned to depot or arsenal, and signatures of commanding officer and inspector. Reports pertain to inspection of property for condemnation. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (268)

151. TRUCK DRIVERS' EXAMINATIONS, July 1935 to date. Questions and answers shown in examinations of applicants for positions as truck drivers. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Office. (196)

152. INDIVIDUAL RECORD AND OATH OF ENROLLEE, Aug. 1935 to date. Showing name and address, place and date of birth, name of nearest relative, and whether native born, naturalized, or declarant; if formerly in CCC, dates of enrollment and discharge, location of camp, oath of statements, and sworn signatures of enrollee and enrolling officer are shown. Filed numerically. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (278)

153. LIST OF INDIVIDUAL RECORDS FORWARDED WITH ENROLLEES, Aug. 1935 to date. Records pertaining to enrollee, showing his name, company, and date and reason of discharge; in case of transfer, name and number of new camp, hospital, etc. Filed numerically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (277)

154. COMPANY PERSONNEL, Dec. 17, 1935 to date. Monthly reports showing location of project, names of commissioned officers, physicians, and educational advisers, number of enrollments, reinstatements, transfers, desertions, discharges, and dates and reasons for changes. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (280)

155. ENROLLEES' OCCUPATIONAL QUALIFICATION RECORDS, 1935 to date. Brief history of enrollee, showing name and address, age, race, amount of allotment, marital status, name and address of person to be notified in case of emergency, number of dependents, place and date of birth, religious affiliation, prior service, last organization, date and grade of discharge, knowledge of foreign languages, educational status, primary and secondary employment qualifications, experience in handling men, type of work desired, talent for entertaining, and remarks. Filed alphabetically. (Occasionally, official.) 6 x 8 cards, 1 ft., in drawer of wooden filing case. Office. (251)

156. EXTRACT RECORD OF DISCHARGED ENROLLEES, 1935 to date. Complete physical examination report of enrollees, showing name, height, weight, vision, hearing, condition of teeth, disabilities, inoculations, physical discharge examination, and name of medical examiner. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (256)

157. EXTRACT OF THE MORNING REPORT OF OFFICERS AND ENROLLEES, 1935 to date. Showing number of lieutenants, surgeons, educational advisers, and chaplains present and absent, number of leaders, assistant leaders, and enrollees reporting for duty, number sick in infirmary and quarters, number present on detached service, sick without leave, in arrest or confinement, total for rations, number reporting for breakfast, dinner, and supper, changes of personnel, and remarks. Filed chronologically. (Daily, official.) 8 x 13 folders, 6 in., in drawer of wooden filing case. Office. (255)

158. FINAL STATEMENT OF DISCHARGE OF CIVILIAN CONSERVATION CORPS ENROLLEES, 1935 to date. Financial statement of enrollee, showing name, dates accepted and discharged, reason, length of service, additional pay, clothing, deposits, pay detained by court martial, signature of finance officer, amount due U. S., remarks, and signature of commanding officer; also brief history retained by finance officer. Filed chronologically and alphabetically. (Seldom, official.) 8 x 12 folders, 1 in., in drawer of wooden filing case. Office. (252)

159. FIRE INSPECTION CERTIFICATES, 1935 to date. Report on buildings, ventilation, stores, action taken for prevention of fire hazard, and recommendations by officer of day regarding any irregularities. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (249)

160. OFFICIAL REPORT OF INJURY TO MEMBERS OF CCC, 1935 to date. Prepared by camp commander for U.S. Employees' Compensation Commission, showing any injuries causing hernias, claimant's name and age, location of hernia, time and place of injury, time lost, operations, name of the doctor, etc. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (261)

161. PURCHASE ORDERS, 1935 to date. Copies showing company purchase memo and item numbers, place, date, names of district and company commanders, description, quantity, A, B, or C unit price of articles, discount, delivery, date approved, name of bidders, and signature of the district commander. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (210)

162. RECORD OF CCC PASSES ISSUED, 1935 to date. Showing company number, name of camp, address, date, name of enrollee seeking permission to be absent, purpose, whereabouts during absence, time due back at camp, and signature of commanding officer. Filed chronologically and alphabetically. (Occasionally, official.) 6 x 8 folders, 2 in., in drawer of wooden filing case. Office. (254)

163. RECORD OF RADIO MESSAGES RECEIVED, June 1936 to date. Showing operations of different camps, weather reports from Army Signal Corps, and communications with District Headquarters, Jefferson Barracks, Mo. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (266)

SOIL CONSERVATION SERVICE STATION 10
SCS Barracks

This station has technical supervision over work done by the CCC camp. It is a branch of Illinois Project 2 of the Soil Conservation Service, and thus the administrative control is through its project office at Edwardsville, the State Office at Urbana, and the regional office at Des Moines, Iowa.

164. APPLICATIONS FOR LEAVE BY SUPERVISORY PERSONNEL, July 1935 to date. Showing station, name of applicant, day and hour leave is to be effective, whether sick or annual leave, address of applicant while away, and names of officers recommending and authorized to approve leave. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (201)

165. CORRESPONDENCE, July 1935 to date. Correspondence with Washington officials, producers, and landlords, in regard to surveying, terracing and planning of crop rotation. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. Clerk's office. (195)

166. DAILY WORK REPORTS, July 1935 to date. Showing number of men and trucks, hours worked, lost time, truck numbers, names of foreman and farm, type of work done, cost, and cooperative agreement number. Filed chronologically. (Daily, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. Clerk's office. (206)

167. DELIVERY TICKETS FOR SUPPLIES PURCHASED, July 1935 to date. Covering gasoline, oils, automobile parts, wire, and incidentals. Filed chronologically. (Rarely, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (198)

168. FREIGHT BILLS RECEIVED, July 1935 to date. For cement, sand, gravel, screen and barbed wire, limestone, seed, lumber, nails, and staples used in building dams, terraces, and fences for protection of crops and wild game. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (204)

169. INTERCAMP TRANSFER FILE, July 1935 to date. Itemized list of equipment transferred from one camp to another, showing numbers and locations of camps involved, quantity, name of article and unit, and total costs. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (103)

170. MATERIAL INVENTORY, July 1935 to date. Showing materials on hand and received during month, such as sand, gravel, wire, staples, and amount used or transferred to other camps. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (191)

171. MOTOR VEHICLE OPERATOR'S PERMIT AND MECHANICAL INSPECTIONS, July 1935 to date. Monthly report made by mechanic, showing date of inspection, car number, mileage, extent, repairs on engine, axles, brakes, transmission, differential, cab, body and fenders; also date, signature and title of issuing officer, signature of operator, name of organization, and station number. Filed chronologically and numerically. (Monthly, official.) 2½ x 4 and 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (104, 107)

172. MEMORANDA RECEIPTS OF NONEXPENDABLE PROPERTY RECEIVED, July 1935 to date. Complete description of property received by camp superintendent, listing quantity, class, requisition and purchase order numbers, name of article, and total cost. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (101)

173. PROJECT SUMMARY REPORT, July 1935 to date. Showing names and locations of camp and cooperator, number of acres treated and benefited, dams, linear footage of terraces, and outlets, square yards of sodding, bank grading, rods of fence used, and cost to Government and cooperators. Filed alphabetically by name of cooperator. (Seldom, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. Clerk's office. (202)

174. PURCHASE ORDERS, July 1935 to date. Issued at Regional office for cement, gravel, sand, wire, staples, and tools. Filed numerically. (Weekly, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Clerk's office. (197)

175. QUARTERLY SURVEY OF SUPPLIES AND EQUIPMENT, July 1935 to date. Information taken preliminary to removing supplies and equipment from camp, showing quantity, name of article, unit and total cost at time of purchase, and estimated value at time of survey. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (102)

176. QUARTERLY TOOL INVENTORY, July 1935 to date. Listing article or item, such as shovels, saws, hammers, etc., number on hand at time of last report, additions by purchase or transfer from other camps, deductions, by transfer to other camps or condemnation, and total balance of each kind on hand. Filed chronologically. (Quarterly, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (190)

177. REQUESTS FOR TRUCKS, July 1935 to date. Name and location of camp, and signature of captain in charge, requesting use of truck to transport recruits from railroad station to camp. Filed chronologically. (Seldom, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Clerk's office. (203)

178. REQUISITIONS FOR PURCHASE ORDERS, July 1935 to date. Sent to manager of project office for equipment or materials needed for official use on emergency conservation work only, such as seed, cement, sand, staples, wire, tools, etc., showing name and address of vendor and signature of camp superintendent. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (205)

179. RESUME OF WORK PERFORMED BY ENROLLEES, July 1935 to date. Showing names of camp, commanding officer, and each enrollee, character of work performed, and his ability as a workman. Report made and signed by camp superintendent. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. Clerk's office. (193)

180. SEMIMONTHLY TIME REPORT OF SUPERVISORY PERSONNEL, July 1935 to date. Showing name and location of camp, names of personnel, yearly wage rate, and number of hours worked by each man, daily and monthly period. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (192)

181. STATEMENT OF TRAVEL, July 1935 to date. Mileage report made by camp superintendent, listing make of car, number of miles traveled, to and from what points, and rate per mile. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (109)

182. TERRACE REPORT, July 1935 to date. Prepared monthly showing cost of operation, name of farmer, size of tractor, rate charged per hour, size of terracer blade, hours operated, miles moved, cost of moving, number of feet of terrace constructed, acres drained, cost per acre for draining. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (110)

183. TRACTOR REPORT, July 1935 to date. Daily record of fuel, oils and grease used, number of feet of constructed work, such as terraces and outlets, square yards of grading, hours operated, total cost of operation, and repairs and services rendered. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (111)

184. TRANSPORTATION RECORD, July 1935 to date. Prepared monthly showing information regarding operating expenses of all cars and trucks, listing cost of tires, tubes, gas, oil, grease, repairs, and maintenance, make of truck or car, speedometer readings, and operating cost per mile. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (99)

185. TRUCK LOG FILE, July 1935 to date. Recorded by camp mechanic for all new trucks received, showing complete description of truck, such as motor number, body type, model, size, date of purchase, from whom, amount of extra equipment, tires, amount and kind of tools, and list of all adjustments and repairs. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (105)

186. WEEKLY MECHANICAL INSPECTION, July 1935 to date. Report made by camp mechanic, showing car number, mileage, date, and camp name, descriptive details, and necessary repairs, examined by supervising mechanic. Filed chronologically. (Weekly, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (106)

187. WORK PROGRESS REPORT, July 1935 to date. SCS Form ECW 7, prepared monthly, showing location of work, dates, number of days worked, maintenance, transportation, improvements, soil erosion, flood control, forest culture, landscape, recreation, wild live, and other activities; also work done in previous months. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (209)

188. COOPERATIVE AGREEMENT, July 31, 1935 to date. Covering a period of 5 years for demonstrational and experimental work in soil and water conservation, showing names of cooperators and rules and regulations governing the operator in planting seed and making improvements agreed upon. Filed numerically. (Rarely, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Agronomist's office. (93)

189. FARM RECONNAISSANCE AND CROPPING HISTORY, July 31, 1935 to date. Showing names of operators and owners, description of farm, crops, and livestock, expected yield, acreage of land tilled, pasture, woodland, actual yield of crops, and type and extent of erosion. (Occasionally, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Agronomist's office. (96)

190. PLAN OF CONSERVATION OPERATIONS AND WORK ESTIMATES, July 31, 1935 to date. Showing names of owner and tenant, project number, quantity of materials, such as seed, wire, nails, posts, trees, etc., to be furnished by both operator and Government, acreage of all fields, kind and amount of work to be done thereon, and description of conservation of land after operations are completed. Filed numerically by project. (Daily, official.) 10 x 12 folders, 7 in., in drawer of steel filing case. Agronomist's office. (92, 98)

191. PROSPECTIVE COOPERATOR'S RECORD, July 31, 1935 to date. Showing names and addresses of cooperator and owner, location of farm, needs of prospective cooperator as to crop rotations, pasture, woodlot improvements, gully control, tree planting, permanent structures, terraces, and game coverts, dates of agreement and survey, and probable accomplishments by soil conservation program. Filed numerically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Agronomist's office. (97)

192. SOIL CONSERVATION SURVEY MAP, July 31, 1935 to date. Showing land to be treated, how it will look when improved, and positions of terraces, contour furrows, and terrace outlets. Maps are numbered to correspond with contract and papers pertaining to each project. Filed numerically. (Daily, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Agronomist's office. (94)

193. INDIVIDUAL AND CONSOLIDATED REPORT OF CAMP ACCIDENTS, ENROLLEES' AND SUPERVISORY PERSONNEL, Oct. 1935 to date. Monthly and semimonthly report, showing name and location of camp, cause and extent of injury, number of persons injured or killed, amount of time lost, and type of work each person was doing at time of accident. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. Clerk's office. (188, 189)

194. DAILY TRUCK REPORTS, 1935 to date. Showing company, truck, and inventory numbers, date, signature of driver, speedometer readings, number of miles loaded and unloaded, destination of trips, purpose, number of passengers and pounds of freight transported, miles traveled, time,

amount of gasoline, oil, and lubrication used, battery refills, washings, repairs to truck, and dealer cost. Filed chronologically. (Daily, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (253)

195. LAND USE SUMMARY, Mar. 24, 1936 to date. Showing crops to be grown, acreage for period of five years, grains, pastures, new timber, total amount of hay, legume, non-legume, and waste land, farmstead, roads, lanes, and total acreage of farm. Filed numerically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (112)

196. SOIL CONSERVATION PRACTICE SUMMARY AND CROPPING PLANS, Mar. 30, 1936 to date. Showing names and addresses of tenant and owner of farm, acreage to be planted for five years, amount of acreage for each year, number of acres treated with potash and fertilizer, seed, acres terraced, rodent control, contour furrows, pastures, woodland improvements, forestry, and signature of agronomist. Filed numerically. (Weekly, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Agronomist's office. (95, 199)

197. DISTRIBUTION REPORT, July 1936 to date. Submitted monthly, showing number of men and trucks, hours worked, lost time, truck numbers, name of foreman, type of work done, cost, and cooperative agreement number. Filed chronologically. (Monthly, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. Clerk's office. (207)

198. EQUIPMENT RECORD, July 1936 to date. Monthly cost account of operation and depreciation of equipment, showing name of machine, hours worked, unit and total cost of fuel, oil, grease, and minor repairs, depreciation cost per hour, and total per month. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (100)

199. OVERTIME RECORD, July 1936 to date. Prepared by camp superintendent for previous month, showing total amount of overtime worked by personnel, each employee's name, grade or title, monthly salary, and number of hours worked. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (108)

200. RECORD OF NURSERY WORK, July 1936 to date. Showing date, number of enrollees released for nursery work, classification, and number of supervisory personnel detailed to oversee work. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (114)

201. RECORD OF SERVICING FOREIGN AUTO EQUIPMENT, July 1936 to date. Monthly report of service to auto equipment belonging to another camp, showing date, license number, name of driver, amount of gas and oil used, and miscellaneous repairs. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Clerk's office. (113)

MAKANDA

COMPANY 696
Main Office Bldg., Giant City State Park

This camp was established July 25, 1933, and is under the administrative control of the CCC district headquarters at Jefferson Barracks, being engaged in work under the technical direction of the National Park Service. Records are in good condition.

202. CORRESPONDENCE, June 20, 1933 to date. Pertaining to administration and operation of the camp. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. Office. (23)

203. COUNCIL BOOK, June 20, 1933 to date. Daily summary of receipts and disbursements of operating funds of the camp. Entered chronologically. (Frequently, official.) 3 x 8 vols., 3 in., in drawer of wooden filing case. Office. (27)

204. DISPATCH RECORD, June 20, 1933 to date. Daily record of motor vehicles, showing driver's name and number, destination of truck, time leaving and arriving, and miles covered. Entered chronologically. (Frequently, official.) 8 x 12 loose-leaf books, 1 ft., on filing case. Office. (25)

205. INVENTORY, June 20, 1933 to date. Perpetual inventory of supplies and materials received, used, and on hand. Entered alphabetically. (Occasionally, official.) 4 x 8 loose-leaf book, 1 in., in drawer of wooden filing case. Office. (26)

206. PERSONNEL RECORD, June 20, 1933 to date. Showing record and oath of enrollment, physical examinations, applications, and pertinent correspondence. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office. (24)

NATIONAL PARK SERVICE SP 11
Main Office Bldg., Giant City State Park

This superintendent's headquarters was established in June 1933. The National Park Service, through the Branch of Planning and State Cooperation, has technical direction of the improvements being made at this park. For administrative purposes, it is known as SP 11, but to the public, it is known as Giant City State Park. Reports are forwarded to the National Park Service headquarters at Oak Park, and to Washington. Records are in good condition.

207. PROJECT CARDS, Apr. 14, 1935 to date. Summary of funds allotted, used, and unused on designated projects. Entered numerically. (Frequently, official.) 5 x 8 loose-leaf books, 2 in., in drawer of desk. Office. (21)

208. PURCHASE ORDERS, Apr. 1, 1935 to date. Issued for supplies and materials for operation of camp. Entered alphabetically. (Occasionally, official.) 8 x 10 loose-leaf books, 2 in., in drawer of desk. Office. (22)

209. CORRESPONDENCE, June 5, 1936 to date. Pertaining to administration and operation of the department. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 12 ft., in 2 drawers of steel filing case and boxes. Office. (20)

MOUNT CARROLL

COMPANY 2664
Company Headquarters, Mount Carroll

This CCC Camp in the 4th subdistrict of the Fort Sheridan CCC District, was established August 9, 1935. It was organized at Skokie Valley June 15, 1935, and was moved to Mount Carroll on August 9, of the same year. The members of this camp work with the Soil Conservation Service of the Department of Agriculture. No records have been lost or destroyed. Necessary reports are sent to the headquarters at Fort Sheridan, Illinois.

210. ENROLLEES WORK AND MORNING REPORTS TO SUPERINTENDENT, June 15, 1935 to date. Daily roll call, showing total number of men, those absent, and reason for absence. Entered chronologically. (Daily, official.) 4 x 8½ vols., 9 in., in drawer of desk and Shannon file. Front room. (7, 8)

211. CAMP EXCHANGE, Aug. 9, 1935 to date. Record showing money received and spent, balance on hand, canceled paid bank checks, and audited and certified operating statements. Filed chronologically. (Occasionally, official.) 8½ x 10 folders, 2 ft., in drawer of steel filing case. Front room. (3)

212. GENERAL CORRESPONDENCE, Aug. 19, 1935 to date. With agencies and individuals, regarding statements of company funds which are audited and canceled, paid bank checks, vouchers, bids, mess records and accounts, open market and contract purchase records, bank deposit slips, and bank statements. Indexed. (Daily, official.) 8½ x 10 folders, 4 ft. 6 in., in 2 drawers of steel filing case. Front room. (1)

213. AUTOMOBILE TRUCK RECORD, Aug. 1935 to date. Covering truck operation, cost of gasoline, oil, and repairs, mileage, and trip orders. Entered chronologically. (Daily, official.) 8 x 13 loose sheets, 1 in., in Shannon file on wall. Front room. (11)

214. PERSONNEL AND ENROLLEES DISCHARGED, Aug. 1935 to date. Record showing name, serial number, reason for honorable or dishonorable discharge, assignment and duties of officers, and details of promotions and demotions. (Daily, official.) 8 x 13 sheets, 3 in., in 3 Shannon files on wall. Front room. (6)

215. REQUISITIONS, Aug. 1935 to date. For all materials, clothing, and supplies, except medical. (Daily, official.) 8 x 10 sheets, 1 in., in Shannon file on wall. Front room. (10)

216. TELEPHONE RECORD, Nov. 19, 1935 to date. Complete lists of telephone calls, showing name of persons calling and audited amount charged to individuals for personal calls. (Daily, official.) 8 x 13 sheets, $\frac{1}{2}$ in., in Shannon file on wall. Front room. (5)

217. ENROLLEES DISCHARGED, Mar. 31, 1936 to date. Copies of all papers such as enrollment, application, and employment records. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Front room. (2)

218. SANITARY REPORT, Apr. 1, 1936 to date. Weekly reports covering sanitary conditions of all buildings, showing recommendations approved by commanding officer and company physician. (Weekly, official.) 8 x 13 sheets, 1 in., in Shannon file on wall. Front room. (4)

219. STOCK RECORD, n. d. Perpetual inventory of storeroom stock, showing debits, credits, and amount on hand. Entered alphabetically. (Daily, official.) 4 x 9 loose-leaf books, 1 in., kept in safe. Front room. (9)

SOIL CONSERVATION SERVICE
BRANCH OF DEMONSTRATIONAL PROJECT 3
Technical Service Bldg.

This superintendent's office was established August 9, 1935. It is a branch of Illinois Project 3 of the Soil Conservation Service, and utilizes the labor of CCC Company 2664. All necessary reports are sent to the project headquarters at Freeport, which, in turn, reports to the State office of the Soil Conservation Service at Urbana and the Regional headquarters at Des Moines, Iowa.

220. MISCELLANEOUS, Aug. 9, 1935 to date. Contracts, agreements with farm owner, cost and labor data, estimates, plats, and blueprints covering forestration and agronomic work. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 10 folders, 1 ft., in drawer of steel filing case. Front room. (12)

221. REPORTS, Aug. 9, 1935 to date. Copies of reports, purchase orders, correspondence, personnel record, cooperators file, injury papers, and tool and material inventory. Index. (Daily, official.) 8½ x 10 folders, 1 ft., in drawer of steel filing case. Front room. (13)

OREGON

COMPANY V - 1678
Administration Bldg., White Pines State Park

This company was established July 19, 1933, and occupied quarters at Camp Grant until December 5, 1933, when the Company was sent to Oregon to work in cooperation with the Department of the Interior on the various projects connected with the Soil Conservation program at this park, 8 miles west of Oregon. No records are sent to Washington, reports are forwarded to headquarters at Fort Sheridan, Illinois. Records are in good condition.

222. MORNING REPORT, June 15, 1933 to date. Report of enlisted men, showing roll call, names of men off duty, and reasons. Entered chronologically. (Daily, official.) 3½ x 8½ vols., 6 in., in army camp desk. Front room. (83)

223. MISCELLANEOUS FILES, July 18, 1933 - Dec. 31, 1935. Correspondence, mess, personnel, and operating reports, vouchers, and statement of operation and banks. Filed by sections, subjects, and alphabetically. (Rarely, official.) 8½ x 11 folders, 12 ft., in 4 cardboard transfer cases. Store room. (87)

224. PAY CARDS, July 18, 1933 to date. Showing serial number, name of individual, status, allotments, and deductions. After discharge card is placed in personnel file. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in pasteboard box. Front room. (92)

225. PERSONNEL, MEN IN SERVICE AND DISCHARGED, July 18, 1933 to date. Record showing serial number, name, address, individuality, citizenship, dependents, physical examination, enrollment, and reenrollment papers, and date of discharge. Filed alphabetically. (Occasionally, official.) 4½ x 8 envelopes and 9½ x 11½ folders, 9 ft., in drawers of steel filing case and army field desk. Front room. (90, 91, 88)

226. MISCELLANEOUS REPORTS, Apr. 13, 1934 to date. Daily reports of attendance at all classes, showing time, number enrolled, curriculum, and requisitions for material. Filed alphabetically and chronologically. (Daily, official.) 10 x 12 loose sheets, 3 in., in box. Library. (96)

227. CLOTHING RECORD, Jan. 1, 1935 to date. Clothing and ordnance issued to enlisted men, showing amount authorized and drawn, and date. Filed alphabetically. (Daily, official.) 8 x 14 loose sheets, 1 in., in drawer of wooden desk. Office. (94)

228. COUNCIL BOOK, Aug. 13, 1935 to date. Detailed financial statement by commanding officer, showing company money received and disbursed, and exchange funds. Entered chronologically. (Daily, official.) 3 x 8 vols., 6 in., in drawer of desk. Front room. (86)

229. COMPANY ACCOUNTS AND EXCHANGE FUNDS, Jan. 1, 1936 to date. Accounts of money received, spent, balance on hand, bank statements, contract list, mess and daily operating sheets, vouchers, and statement of operations. Audited and signed monthly by subdistrict inspector. Filed chronologically. (Occasionally, official.) 8½ x 11½ envelopes, 1 ft., in drawer of steel filing case. Front room. (84, 85)

230. DEBITS AND CREDITS, QUARTERMASTER CORPS, Jan. 1, 1936 to date. Slips issued and signed when stored supplies are received or returned to quartermaster department. Entered chronologically. (Daily, official.) 3 x 8 loose-leaf books, 1 ft., in drawer of desk. Office. (93)

231. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Advices on material stored, invoices, contracts, bids, building maintenance, and Corps Area and District headquarters correspondence. Filed by Dewey decimal system. Indexed. (Daily, official.) 8½ x 11½ folders, 8 in., in drawer of steel filing case. Front room. (85)

232. PERPETUAL INVENTORY, May 4, 1936 to date. Showing storehouse materials on hand, such as clothing, company tools, and ordnance. Filed alphabetically. (Daily, official.) 4 x 6 cards, 8 in., in drawer of wooden card cabinet. Office. (95)

NATIONAL PARK SERVICE SP - 31
Administration Bldg., White Pine State Park

This office was established December 5, 1933, and since then has been located in the Administration Building, White Pines State Park near Oregon. In cooperation with the War Department, 6th Corps Area, Fort Sheridan headquarters, it is engaged in the construction of a State park and camp near Oregon, including buildings, parking areas, and prevention of soil erosion. The work is being done by CCC camp, Company V-1678, 4th subdistrict. This is one of the projects under the jurisdication and supervision of the Department of the Interior. All records are in good condition.

233. CORRESPONDENCE AND PERSONNEL FILE, Jan. 1933 to date. General correspondence with supervisors and Procurement Office, pertaining to inventories, tools, supplies, equipment, invoices, check sheets, etc. Filed alphabetically and chronologically. (Older records, rarely; recent records, daily, official.) 9½ x 14 3/4 folders, 6 ft., in drawers of steel vertical files and transfer cases. Front and rear rooms. (77, 78, 81)

234. BLUEPRINTS, Dec. 1933 to date. Covering all work in park, such as road work, buildings, and bridges. Filed according to classification plan. (Occasionally, official.) 48 x 36 sheets, 4 ft., in drawer of wooden cabinet. Rear room. (76)

235. COMPLETED AND INCOMPLETED PROJECTS, Jan. 1, 1935 to date. Record showing detailed memoranda, bids, blueprints, costs, contracts, time reports, financial statements, and requisitions. Filed numerically. (Daily, official.) 9½ x 14 3/4 folders, 4 ft., in drawers of steel vertical filing case. Front room. (82, 79)

236. PROJECT APPLICATIONS AND MISCELLANEOUS, Apr. 1, 1935 to date. Including all supporting papers, plans, sketches, requests for allotments, and accident reports. Filed numerically and alphabetically. (Daily, official.) 9½ x 13 3/4 folders, 1 ft., in drawer of steel vertical filing case. Front room. (80)

PETERSBURG

COMPANY 1683
Army Office, Camp New Salem

This camp, which is under the CCC District Headquarters at Jefferson Barracks, was established here April 5, 1933. Under the direction of the National Park Service, the company is engaged in reconstructing the old village of New Salem, where Abraham Lincoln once lived. Some reports are sent to district headquarters at Jefferson Barracks, 6th Corps Area headquarters, Chicago, and to Washington. Records are in good condition.

237. CAMP CANTEEN EXCHANGE STATEMENTS, Aug. 1934 to date. Showing name and rank of commanding officer, cash on hand, in bank, and in Government securities at end of month, accounts receivable from enrollees, value of stock and fixtures, merchandise purchased during month, and on hand at end of month. Credit checks are sold for canteen use; profits limited to approximately 20 per cent. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Office. (56)

238. CERTIFICATION OF FIRE INSPECTION, Aug. 1934 to date. List of all buildings, showing type of ventilation, number of stoves, any irregularities, and action taken. Inspectors are required to make recommendations for improvement. This is a nightly inspection required by CCC regulations. Filed chronologically. (Daily,official.) 10 x 18 folders, 2 ft., in drawer of wooden filing case. Office. (45)

239. COMPANY PERSONNEL REPORT, Aug. 1934 to date. Prepared monthly, showing state in which project is located, name of area, names of commissioned officers, physicians, and educational advisers, rank and branch, enrollments, reinstatements, transfers, discharges, deaths, and causes. Filed chronologically. (Monthly, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (50)

240. COMPANY PURCHASE ORDERS, Aug. 1934 to date. Showing purchase order number, merchant, date, and description and cost of articles. Filed numerically. (Seldom, official.) 3½ x 5½ envelopes, 10 in., in drawer of wooden filing case. Office. (48)

241. DAILY PERSONNEL REPORT, Aug. 1934 to date. Showing gains and losses of military and CCC personnel, name, rank, change of status, and daily strength report of enrollees. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Office. (62)

242. DAILY REPORT OF ENROLLEES TURNED OVER TO CAMP SUPERINTENDENT, Aug. 1934 to date. Prepared by camp commander for superintendent, showing name and location of camp, strength of company, number in camp, absent, reasons, and total number. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Office. (65)

243. DAILY TRUCK REPORTS, Aug. 1934 to date. Prepared by camp mechanic, showing speedometer readings, night and morning, number and purpose of trips, and gasoline and oil consumed. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Office. (46)

244. DISCHARGE CERTIFICATES, Aug. 1934 to date. Showing name of enrollee, date and place of birth and discharge, physical description, kind of work, manner in which performed, and time on each type of work. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (57)

245. EFFICIENCY REPORTS, Aug. 1934 to date. Prepared by camp commander, pertaining to efficiency of under officers, their physical ability, endurance, military bearing, cooperation, intelligence, judgment, and leadership. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (69)

246. ENROLLEES' OCCUPATIONAL QUALIFICATIONS RECORD, Aug. 1934 to date. Showing name, age, race, and address of enrollee, amount of allotment, marital status, number of dependents, place of birth, and occupational qualifications. Filed alphabetically. (Seldom, official.) 5 x 8 cards, 8 in., in drawer of steel filing case. Office. (60)

247. ENROLLEES' PAY CARDS, Aug. 1934 to date. Prepared by company commander, stating name, address, serial number, company, date of enrollment, allottee's name and address, and amount to be paid allottee and enrollee. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 8 in., in drawer of steel filing case. Office. (61)

248. GENERAL CORRESPONDENCE, Aug. 1934 to date. Correspondence of camp officers with district headquarters at Jefferson Barracks, and with 6th Corps Area Headquarters' offices, pertaining to camp operations, work activities, and care of men. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Office. (79)

249. INDIVIDUAL RECORD AND OATH FORWARDED WITH ENROLLEE, Aug. 1934 to date. Showing name and address, place and date of birth, nearest relative, whether native born, naturalized, or declarant. If previously a member of CCC, the dates of enrollment, discharge, and location of camp and an oath of statement are given, as well as signatures of the enrollee and enrolling officer. Filed numerically. (Occasionally, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. Office. (52, 53)

250. INVENTORY AND INSPECTION REPORT, Aug. 1934 to date. Monthly report submitted to District headquarters at Jefferson Barracks; specifying kind of property, articles, quantity, cost or estimate price, whether property is to be continued in service, destroyed, sold or to be returned to depot of arsenal, and signatures of commanding officer and inspector. Filed chronologically. (Monthly, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (59)

251. MILEAGE VOUCHERS, Aug. 1934 to date. Prepared by payee, listing amount of travel, dates, method of transportation, miles traveled, and rate per mile. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (67)

252. OFFICIAL REPORT OF INJURY TO MEMBER OF CCC, Aug. 1934 to date. Report of camp commander indicating whether or not said injury caused a hernia, listing claimant's name, age, location of hernia, and cause, place, and time of injury. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (72, 73)

253. PAY ROLL RECORD OF ENROLLEES, Aug. 1934 to date. Showing name, date, grade, and serial number of each enrollee, date of enlistment, years of service, ratings, allowances, and deductions. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. Office. (76)

254. PRELIMINARY REPORT OF FIRES AT CCC CAMPS, Aug. 1934 to date. Prepared by camp commander, showing name and location of camp, building burned or destroyed, time and cause of fire, loss incurred, and estimated cost of replacement. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of wooden filing case. Office. (43)

255. RECEIVING REPORTS, Aug. 1934 to date. Showing signature of camp commander, date of receipt of shipment, consignor, bill of lading number, contracting office, number of packages received, article, unit, and total cost, and method of delivery. Filed chronologically. (Seldom, official.) 10 x 12 folders, 10 in., in drawer of wooden filing case. Office. (75)

256. RECORD OF NOTIFICATIONS OF ALLOTMENTS BEING WITHHELD, Aug. 1934 to date. Showing names and addresses of enrollee and allottee, county from which selected, reason for nonpayment and signature of company commander. Filed chronologically. (Seldom, official.) 10 x 12 folders, 10 in., in drawer of wooden filing case. Office. (64)

257. RECORD OF PAY AND ALLOWANCE, Aug. 1934 to date. Report by company commander to the Comptroller General, listing names of officer, station, dependents, years in service, and credits and debits. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 12 in., in drawer of wooden filing case. Office. (74)

258. RECORD OF PHYSICAL EXAMINATION, Aug. 1934 to date. Showing name of enrollee, condition of eyes, ears, etc., and signature and title of recruiting officer; also report of physical examination. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (41)

259. RECORD OF PUBLIC VOUCHERS FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES, INCLUDING PER DIEM, Aug. 1934 to date. Sent to the Comptroller General for payment, listing officer's residence, amount due, and extent of travel, and amount per diem. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (55)

260. RECORD OF SPECIAL ORDERS CONCERNING DISCHARGE AND RESELECTION OF ENROLLEES, Aug. 1934 to date. Showing number of special order, name, serial number, and signature of enrollee, reason for discharge, location of camp, and notification of honorable discharge or reselection. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 ft. 2 in., in drawer of wooden filing case. Office. (42, 63)

261. RELIGIOUS REPORT, Aug. 1934 to date. Name and location of camp, number of Protestants, Catholics, and Jews in camp, number that attended services each week of the month. Filed chronologically. (Monthly, official.) 10 x 12 folders, 10 in., in drawer of wooden filing case. Office. (71)

262. REPORT ON FIRST AID CLASSES, Aug. 1934 to date. Containing list of technical supervisory personnel, leaders, assistant leaders, and enrollees having completed course in first aid appliance. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft., in wooden drawer of filing case. Office. (51)

263. REPORT OF TRANSPORTATION ISSUED, Aug. 1934 to date. Camp commanders report showing name and location of camp, purpose and cost, place to which transportation was issued, and date of issue. Filed chronologically. (Monthly, official.) 10 x 12 folders, 8 in., in drawer of wooden filing case. Office. (70)

264. REPORT OF TRANSPORTATION REQUESTS AND BILLS OF LADING, Aug. 1934 to date. Report by company commander, listing requests for transportation by enrollees and bills of lading for shipping of supplies and number received, issued, and on hand. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (68)

265. REQUESTS FOR TRANSPORTATION TICKETS, Aug. 1934 to date. Identification to railroad agent, showing name of camp, railroad, and passenger, starting point and destination, date, kind of ticket, time limit and number. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (58)

266. REQUISITIONS FOR BLANK FORMS, Aug. 1934 to date. Showing name and location of camp, date, number, shipping instructions, itemized list of form numbers, titles, description, and number required. Filed chronologically. Seldom, official.) 10 x 12 folders, 3 in., in drawer of wooden filing case. Office. (44)

267. REQUISITIONS FOR SUBSISTENCE STORES, Aug. 1934 to date. Requisitions on district quartermaster at Jefferson Barracks, listing name of officer, name and location of camp, shipping instructions, date of delivery, and articles wanted. Filed chronologically. (Monthly, official.) 10 x 12 folders, 7 in., in drawer of wooden filing case. Office. (47)

268. REQUISITIONS FOR SUPPLIES, Aug. 1934 to date. Showing name and location of camp, date, number, shipping instructions, stock number, units, article, number on hand, consumed from previous stock, and amount required. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (77)

269. ROSTER REPORT, Aug. 1934 to date. Showing organization, station, date, names of commanding officer and all personnel, their rank, and serial numbers. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (54)

270. SHIPPING TICKETS, Aug. 1934 to date. Received with each shipment on requisition, listing amount ordered and shipped, stock number, article, number of units, and total cost. Filed chronologically. (Weekly, official.) 10 x 12 folders, 7 in., in drawer of wooden filing case. Office. (66)

271. STATEMENT OF TRANSPORTATION REQUESTS, Aug. 1934 to date. Monthly report of requests issued during month, showing date of issue, point of origin, destination, and name of railroad. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 4 in., in drawer of wooden filing case. Office. (80)

272. SUMMARY OF LOST TIME ACCIDENTS, Aug. 1934 to date. Monthly report by company commander, listing number of lost time accidents and causes, such as explosives, falling objects, animals, infections, eye injuries, lack of tools, machinery, and vehicles. Filed chronologically. (Seldom, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. Office. (78)

273. RECORD OF PERFORMANCE OF DUTY, June 1935 to date. Report to company commander, showing date, name and serial number of enrollee, type of work, character of performance, ability, and signature of project superintendent. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Office. (49)

NATIONAL PARK SERVICE SP 45
Engineers Bldg., Camp New Salem

This superintendent's headquarters was established April 5, 1933, and supplies the technical direction for the work done by CCC Company 1683. The village of New Salem, Abraham Lincoln's hometown about 1832, is being rebuilt, the log houses and mill are being reconstructed, and the old vegetation is being restored so that the whole appearance will be as nearly as possible, the same as it was in 1832. Although this is now known administratively as SP 45, it will be called the New Salem State Park. The direction is supplied cooperatively. The National Park Service, branch of State Planning and Cooperation, supplying the technical direction has the assistance of the State Department of Conservation and of various historical societies. The Regional Director for the National Park Service is at Omaha, Nebraska. Reports go to that office, some to the NPS State Planning and Cooperation office at Oak Park, and some to Washington. Records are in good condition.

274. RECORD OF DISTRIBUTION OF GASOLINE, OIL, AND GREASE, Aug. 1934 to date. Showing consumption of gasoline, oil, and grease by automobiles and trucks, and balance of fuel and lubrication oils on hand at beginning and close of month. (Monthly, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Main office. (90)

275. ANNUAL INVENTORY OF TOOLS, 1934 to date. Showing the acquisition, transfer, name, and number of tools. (Annually, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. Main floor. (88)

276. APPLICATIONS FOR PROJECTS, 1934 to date. Showing name of project, location, work to be done, men required for various types of work, both labor and supervisory, probable time to complete and total cost of project, including labor and materials. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. Main floor. (89)

277. AVERAGE DISTRIBUTION OF ENROLLED PERSONNEL, 1934 to date. Monthly recapitulation of average number at work in field and in camp, days lost, overhead, sick or absent with leave, and number of men being conditioned. (Monthly, official.) 9 x 20 bundles, 6 in., in drawer of wooden filing case. Main office. (91)

278. BIDS ON MERCHANDISE AND SUPPLIES, 1934 to date. Showing manufacturers' price quotations on purchases amounting to more than $500. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. Main office. (81)

279. DAILY MAN POWER DISTRIBUTION, 1934 to date. Showing number of all men assigned for that day to a particular job, number sick or absent with or without leave. Filed alphabetically. (Daily, official.) 8 x 10 folders, 2 ft., in drawer of wooden filing case. Main office. (92)

280. DAILY WORK SHEET, 1934 to date. Showing date, project number, number of trucks, hours and miles traveled, schedule classification, type of work, number of men working, and amount of work done. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Main floor. (87)

281. ENROLLED PERSONNEL REPORT, 1934 to date. Showing camp number, location, date, enrolled strength, number released to superintendent and for camp duty and conditioning, number on sick leave and absent without official leave, and man-days lost. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Main floor. (86)

282. GENERAL BILL FILE AND INVOICES, 1934 to date. Containing freight, gasoline, and oil bills, invoices for materials, instructions from inspector, price quotations, and bids. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Main floor. (82)

283. GENERAL CORRESPONDENCE OF ENGINEER'S OFFICE, 1934 to date. Correspondence with business firms and state highway department. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Main office. (83)

284. INSTRUCTIONS FROM INSPECTOR, 1934 to date. Instructions from state office at Galena, pertaining to camp personnel and projects on which camp is working. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Main office. (85)

285. RECORDS OF DISCHARGED MEN, 1935 to date. Showing enrollee's name and number, type of work, character of performance, ability as a workman, and date discharged. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Main floor. (96)

ROCK ISLAND

COMPANY 6256
Shop A, Rodman Ave., Rock Island Arsenal

This camp, in the 4th subdistrict of the Fort Sheridan CCC district, was established June 15, 1935. It was first organized at Camp Galva, transferred to Camp Blackhawk in July, and moved to Rock Island Arsenal in August 1935. This company is engaged in the work of improving the roads and grounds of this federally owned island, which is occupied by the Rock Island Arsenal and the Corps of Engineers. Both the administrative and technical directions are supplied by the U.S. Army, although the administrative control is from Fort Sheridan District Headquarters. This is the only camp in Illinois under the technical direction of the Army. Records are in good condition.

286. PERSONNEL RECORDS, June 15, 1935 to date. Form 201 showing individual records of CCC members, physical examination and work sheets, examination at place of enrollment, enrollment record with endorsement, application memoranda, honorable discharges, and requests for transfer. (Older records, rarely; recent records, daily, official.) 8½ x 11 folders, 4 ft., in drawer of steel filing cabinet. Office. (80, 81)

287. CORRESPONDENCE AND GENERAL FILE 1, 2, and 3, July 1935 to date. Containing memoranda, bulletins, and circular letters covering various subjects, purchase orders, invoices, vouchers, requisitions, miscellaneous reports, and sundry papers; also correspondence pertaining to finance accounting, personnel, administration, supplies, service, transportation, etc. Filed by Dewey decimal system and alphabetically. (Daily, official.) 8 x 11 loose sheets, 44 ft., in drawers of wooden and steel filing cases and in Shannon files. Office. (79, 82-84)

288. COMPANY FUND BOOKS AND VOUCHER RECORDS, Aug. 1935 to date. Showing receipts and expenditures, receipts from boarders, profits, camp exchange, and financing of officers. Filed chronologically. (Daily, official.) 8½ x 11 loose-leaf books, 2 ft., in steel cabinet. Office. (78)

STOCKTON

COMPANY 610
Company Headquarters

This camp, in the 4th subdistrict of the Fort Sheridan CCC district, was established here November 1935. It was first organized in May 1933 at Glenview (Skokie Valley) in Cook County. The company was transferred to Montana for a time and came to Stockton in November 1935. This unit is engaged in erosion control work under the Soil Conservation Service of the Department of Agriculture. Records are in good condition.

289. GENERAL CORRESPONDENCE, May 1933 to date. Includes list of men in company at that period, personnel index, record of papers forwarded to Fort Sheridan, correspondence with vendors and subdistricts, and reports on safety council meetings. Filed alphabetically and chronologically. (Older records, rarely; recent records, daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Main office. (3, 2)

290. INACTIVE CORRESPONDENCE AND REPORTS, Sept. 1934 - Jan. 1, 1936. Correspondence with 6th Corps Area Headquarters and report of enrollees turned over to camp superintendent. Filed alphabetically and chronologically. (Never.) 9 x 10½ folders, 1 ft., in drawer of wooden filing case. Main office. (11)

291. DAILY ROSTER, Sept. 1934 to date. Showing assignments, location of men at work, and special duties. Filed chronologically. (Daily, official.) 4 x 8 booklets, 6 in., kept in drawer of table. Main office. (10)

292. MESS ACCOUNTS, Sept. 1934 to date. Number of men, value of rations, total credits, purchases by contract and other sources, and status at end of day. Audited and approved by area inspectors. (Daily, official.) 8 x 10 envelopes, 2 ft. 1 in., on wooden shelf. Main office. (12)

293. MORNING SICK AND LABORATORY REPORTS, Sept. 1934 to date. A record of morning roll calls, showing absentees and cause, and laboratory report of physical condition of food handlers. Entered chronologically. (Daily, official.) 3 3/4 x 8¼ loose-leaf books, 5 in., in drawer of desk. Main office. (5)

294. DAILY PERSONNEL REPORT, Nov. 1935 to date. Showing daily strength, gains, losses, both military and CCC. Filed chronologically. (Daily, official.) 8½ x 10½ envelopes and sheets, 3 in., on file and on wooden shelf. Main office. (9)

295. PERSONNEL AND MISCELLANEOUS, Nov. 1935 to date. Showing individual records, physical examination reports, occupation, allotment card, reenrollment endorsement, purchases, mess, telegraph, and telephone records, receiving reports, and correspondence. Filed

by Dewey decimal system. (Daily, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case. Main office. (1)

296. TRUCK RECORDS, Nov. 1935 to date. Record of cost of truck operation, showing trips, order for work, commercial and army cost, and inspection record. (Daily, official.) 5 x 8 folders, 1 in., on file on wall. Main office. (4)

297. EXTRACT OF MORNING REPORTS, Jan. 1, 1936 to date. Showing enrollees, rations, and personnel to be furnished rations. Filed chronologically. (Daily, official.) 8½ x 10½ folders and sheets, 2 ft., in envelopes on shelf, sheets on file on wall. Main office. (8)

298. TURN OVER RECORDS, Jan. 2, 1936 to date. Showing number of men turned over to camp superintendent each day, returned as sick, retained in camp, or rejected as unfit for work. Filed chronologically. (Daily, official.) 8½ x 10½ folders, 3 in., on file on wall. Main office. (7)

299. DAILY INSPECTION REPORTS, Mar. 11, 1936 to date. Report on condition, appearance, and general inspection of equipment and barracks. Filed chronologically. (Daily, official.) 8½ x 10½ loose sheets, 2 in., on file on wall. Main office. (6)

SOIL CONSERVATION SERVICE
BRANCH OF DEMONSTRATIONAL PROJECT 3
SCS Office

This headquarters' office was established November 7, 1935, and has technical supervision over the erosion control work done by CCC Company 610. The work consists of terracing, building dams, and planting trees. Administrative offices exercising control over this project are: The Demonstrational Project 3, headquarters at Freeport, the State Office at Urbana, and the Regional Office at Des Moines. Reports are sent to the office at Freeport. Records are in good condition.

300. AGRONOMY, Nov. 1935 to date. Showing farm plats, contract with owner, agreements, cropping plans, and type of work to be done. Some forestry work is included, but will be removed later. Filed numerically. Indexed. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Front office. (15)

301. FORESTRY, Nov. 1935 to date. Description of forestry work to be accomplished on various tracts, and contract agreements. Filed alphabetically. (Daily, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. Front office. (16)

302. MISCELLANEOUS CORRESPONDENCE AND REPORTS, Nov. 1935 to date. Monthly reports, correspondence, inventories of tools and supplies, and receipts of materials and supplies. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case. Front office. (13)

303. PERPETUAL INVENTORY, Dec. 1935 to date. Showing receipts and disposition of material and tools. Filed alphabetically by commodities. (Daily, official.) 4½ x 8 cards, 6 in., in drawer of steel filing case. Front office. (14)

PART 4

FEDERAL COMMUNICATIONS COMMISSION



FEDERAL COMMUNICATIONS COMMISSION

CHICAGO

ENGINEERING DEPARTMENT
RADIO DISTRICT 18 OFFICE
Engineering Bldg., 205 W. Wacker Drive

This office was established June 19, 1934. A similar office operated here under the radio Division of the Bureau of Navigation, Department of Commerce, from 1913 to 1932, and as a unit of the Federal Radio Commission, from 1932 to 1934, with headquarters in the U. S. Courthouse Building until about 1921. Radio District 18 includes Illinois, Indiana, the southern half of Wisconsin, and the eastern half of Iowa. This office has supervision over the operation and inspection of all commercial, marine (ship and shore), and aviation broadcasting, experimental and amateur radio stations, and their operators. Its duties embrace licensing and examination of radio operators and the enforcement of Federal laws pertaining to radio communication. Copies of correspondence are sent to Washington daily; expense vouchers, expenditure reports, and work reports are sent monthly. Two annual reports are sent to Washington, one covering expenditures, the other, work accomplished in the fiscal year. Records are in good condition.

304. AMATEUR RADIO OPERATOR AND STATION FILE, 1927 - 1932; 1927 - 1936. Correspondence, examination papers, and licenses of amateur radio station operators. (Older records, never; recent records, occasionally, official.) 10 x 12 folders, 103 ft., in 48 drawers of steel filing cases and 13 pasteboard boxes. R. 2022. (65, 56, 69)

305. INDEX FILE, 1927 - 1932. Showing name, address, date, classification, subject, case number, and memoranda. (Never.) 3 x 5 cards, 22 ft., in 13 drawers of steel card cabinet. R. 2022. (70)

306. REQUESTS FOR APPLICATION FORMS, 1927 - 1934. Old radio operator application forms. (Never.) 10 x 12 bundles, 1 ft., on open steel shelf. R. 2022. (68)

307. AMATEUR RADIO OPERATOR LICENSES CANCELED, 1927 - 1936. Record of licenses issued prior to current year, and correspondence relating to cancelation of licenses. (Occasionally, official.) 10 x 12 folders, 5 ft. 6 in., in 5 drawers of steel filing cases. R. 2022. (59, 64)

308. COMMERCIAL RADIO OPERATOR AND BROADCAST STATION FILES, 1927 - 1936. Active and inactive records, including examination papers, licenses of commercial radio operators, and inspector's reports; also correspondence with stations relative to general conduct of business. (Older records, never; recent records, occasionally, official.) 10 x 15 folders, and bundles, 79 ft., in 40 drawers of steel filing cases and 2 wooden shelves. R. 2022. (66, 60, 57)

309. EQUIPMENT REPORT, 1927 - 1936. Reports on old equipment of each broadcasting station. (Never.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 2022. (67)

310. FREQUENCY AND RADIO INSPECTION REPORTS, 1927 - 1936. Covering frequency tests and inspection of station equipment. (Occasionally, official.) 10 x 15 folders and loose-leaf books, 3 ft., in 2 drawers of steel filing case. R. 2022. (58)

311. INTERFERENCE REPORTS, 1927 - 1936. Reports on complaints of station operators. (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 2022. (55)

312. POLICE, SHIP, AND AERONAUTICAL STATION FILES, 1927 - 1936. Correspondence relating to general conduct of business, including licenses and inspector's reports. (Occasionally, official.) 10 x 15 folders, 7 ft. 6 in., in drawers of steel filing case. R. 2022. (61, 62, 63)

313. ACCOUNTS AND EXPENSE REPORTS, 1927 to date. Financial and work records, including expense vouchers, office expenditure monthly and annual reports, and work accomplished report. (Occasionally, official.) 10 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 2022. (48)

314. APPLICATIONS, 1927 to date. For licenses to operate radio stations. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 2022. (54)

315. EXAMINATION AND CIVIL SERVICE FILES, 1927 to date. Applications for examinations, civil service papers, and notification of appointments. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 2022. (50)

316. GOVERNMENT DEPARTMENT FILES, 1927 to date. Correspondence with various Government agencies, concerning requests for information, largely non-technical; also card index covering all subjects in this office, showing name, number, subject, date, address, classification, and memoranda. 3 x 5 card index, 21 ft. (Rarely, official.) 10 x 12 folders, 2 ft., in drawers of steel filing case. R. 2022. (45)

317. INSTRUCTIONS AND BULLETINS, 1927 to date. Relative to operation of field office; also related correspondence. (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 2022. (53)

318. LITIGATION CASE FILE, 1927 to date. Interoffice communications, court decisions, call letters, orders from Washington, and conference reports regarding operation of broadcasting stations. (Occasionally, official.) 10 x 12 folders, 3 ft., in drawer of steel filing case. R. 2022. (51, 47)

319. OFFICE EQUIPMENT REPORTS, 1927 to date. Reports on office equipment and supplies, with related correspondence. (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 2022. (49)

320. OFFICE PERSONNEL FILE, 1927 to date. Correspondence relating to personnel, applications for employment and promotions, examinations, and personnel work records. (Occasionally, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 2022. (46)

321. VIOLATION CASES, 1927 to date. Reports on unlicensed broadcasting stations, violations by amateur operators, and correspondence covering final decisions relating to reports. (Occasionally, official.) 10 x 12 folders, 2 ft., in drawers of steel filing case. R. 2022. (52)

EXAMINING DEPARTMENT
CONGRESSIONAL INVESTIGATING UNIT
INSPECTOR IN CHARGE

This office was a special unit set up by the Commission in accordance with a joint resolution of Congress of March 15, 1935, directing the Commission "to investigate and report on companies engaged directly or indirectly in telephone communication in interstate commerce, including all units related to any of these companies through a holding company structure, or otherwise."

322. INDEX TO DATA, Nov. 1935 to date. Showing type of information to be found in each volume of evidence to be presented to Congress. Entered numerically. (Daily, official.) 9 x 12 loose-leaf book, 1 in., on wall. R. 304. (6328)

323. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. From Washington headquarters, regarding general procedure, inquiries from Telephone companies, and scope of investigations. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 304. (6318)

324. OFFICE ADMINISTRATION, Jan. 1, 1936 to date. Correspondence relating to administrative matters, supplies and materials, travel authorizations, time and leave of employees, and telephone bills. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 304. (6319)

325. PERSONNEL REQUESTS AND AUTHORIZATIONS, Jan. 1936 to date. Telegraphic communications with Washington headquarters, concerning employment of personnel and incidental grants. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. 304. (6320)

326. WORK REPORTS, Jan. 1936 to date. Submitted weekly, showing name of engineer, date, unit, assignment, and location of work, and title of report. Filed alphabetically by name of investigating engineer. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 304. (6321)

327. COMMUNICATION PHOTOSTATS, 1936 to date. Copies of wiring systems of telephone switchboards and pertinent correspondence with various electric companies. Entered alphabetically and chronologically. Indexed. (Frequently, official.) 10 x 12 loose-leaf books, 9 in., in drawer of steel filing case. R. 304. (6324, 6322)

328. COMMUNICATION RATE ANALYSIS, 1936 to date. Material presented by Vice President of American Telephone and Telegraph Company and his professional witness, in an attempt to sustain contention that rates of A.T. and T. are just and reasonable. Analysis goes beyond his arguments and gives statistical refutations. Indexed. (Daily, official.) 10 x 12 loose-leaf books, 6 in., on open wooden shelf. R. 304. (6326)

329. PAY STATION RATES, 1936 to date. Working papers and reports of engineers on rates charged for public pay stations by various independent telephone companies, with comparisons of rates of Associated Bell Telephone and A.T. & T. Companies in same localities. Entered chronologically. Indexed. (Daily, official.) 10 x 12 loose-leaf books, 2 ft., on wooden shelf. R. 304. (6325, 6327)

330. TYPE STUDY, 1936 to date. Working papers of engineers on different types of telephone equipment, both manual and automatic, as manufactured by different firms. Entered chronologically. Index. (Daily, official.) 10 x 12 loose-leaf books, 3 ft. 6 in., on wooden shelves. R. 304. (6323)

GREAT LAKES

ENGINEERING DEPARTMENT
CONSTANT MONITORING STATION
Radio Station Bldg., Great Lakes Naval Training Station

This station was established in Chicago, October 29, 1928, and was known as the Department of Commerce Radio Division. In July 1932 its name was changed to Federal Radio Commission, and again in July 1934 was renamed the Federal Communications Commission. Its primary functions are to monitor transmission and measure the carrier frequencies of the licensed radio stations of 100 to 6000 kilocycles in the states of Illinois, Indiana, Wisconsin, Michigan, Ohio, and Kentucky, as well as coastal and ship stations on the Great Lakes. Radio stations of the following classes are under the jurisdiction of this office: Agricultural, aviation, amateur, broadcast, emergency, experimental, fixed public, geophysical, marine, relay, mobile press, public and private

coastal, ship stations, and temporary. In cases of noted interference, foreign and U.S. Government stations are included. The facilities of the station are available to Government agencies desiring observation or measurements. The Army and Navy authorities in particular, have taken advantage of this service. Correspondence and reports are forwarded to the Federal Communications Commission through the Chicago office. Records are in good condition.

331. GENERAL, PERSONNEL, AND STATION CORRESPONDENCE, July 1933 to date. Correspondence of the inspector-in-charge at this monitoring station, including files for the following: buildings and grounds, Federal Communication Division offices, National Emergency Council forms, furniture and fixtures, instructions, reports, personnel, supplies, and services, and station functions. Filed by subject. (Daily, official.) 10 x 12 folders, 1 ft., in drawers of steel filing case. Office. (1126, 1127, 1130, 1133)

332. MONITORING DATA, July 1933 to date. Pertaining to bond surveys, deviations, discrepancies, harmonics, spurious missions, interference, instructions, measurements, monthly monitoring sheets, program monitoring schedules, telegrams, and tolerances. Filed by subject. (Daily, official.) 10 x 14 folders, 1 ft., in drawer of steel filing case. Office. (1118)

333. REPORTS, July 1933 to date. Annual and monthly reports covering absence, work sheet broadcast, frequency measurements, other than broadcast, field operations, nonexpendable property returns, overtime, and work performed. Filed by subject. (Monthly, official.) 10 x 14 folders, 4 in., in drawer of steel filing case. Office. (1128)

334. REQUISITIONS, July 1933 to date. Submitted to the Federal Communications Commission and the Navy Department, for all supplies used by this station. Commission requisitions contain date, item number, description, and quantity on hand and desired. Navy requisitions contain date, stock and stub numbers, description, quantity, unit, unit price, and total. Filed chronologically. (Occasionally, official.) 10 x 14 folders, 1 in., in drawer of steel filing case. Office. (1129)

335. TECHNICAL EQUIPMENT DATA, July 1933 to date. Consists of correspondence, blueprints, drawings, and bids for equipment used at this station, with files on tubes, receivers, crystal, batteries, antennae, instructions, and general correspondence with the Commission and equipment firms. Filed by subject. (Occasionally, official.) 10 x 14 folders, 4 in., in drawers of filing case. Office. (1131)

336. VOUCHERS, July 1933 to date. Covering janitor, telephone, and telegraph services, personal expenditures, and material purchased locally, showing appropriation, date, articles or services, quantity, unit prices, total and counter signature of inspector-in-charge. Filed chronologically. (Weekly, official.) 10 x 14 folders, 2 in., in drawer of steel filing case. Office. (1132)

337. LOG SHEET AND FREQUENCY MEASUREMENTS, Aug. 1933 to date. FCC Form 791, daily record of measurements and observations made by the inspector on duty, showing time and date, initials, temperature of standard, station call letters, frequency assigned, measured frequency deviation, high or low, type of omission, audibility, and remarks. Filed chronologically. (Older records, never; recent records, daily, official.) 10 x 14 folders and 5 x 8 loose sheets, 9 ft. 5 in., in drawer of steel filing case and cardboard cabinets. Office and storeroom. (1119, 1122, 1134-1136, 1140)

338. DISCREPANCY REPORT, Sept. 1933 to date. FCC Form 793 showing monitoring station or district headquarters, station call, date, class of station to which addressed, complete description of discrepancy, and signature of inspector. Filed by classification. (Older records, never; recent records, daily, official.) 5 x 8 loose sheets, 2 ft. 1 in., in 3 cardboard cabinets. Storeroom, office. (1124, 1125, 1139)

339. SPECIAL AMATEUR OBSERVATION REPORTS, Sept. 1933 to date. FCC Form 796 showing station, licensee, date of observation, time, remarks, deviation, disposition suggested, and signature of observer. Filed chronologically. (Older records, never; recent records, daily, official.) 5 x 8 loose sheets, 1 ft. 7 in., in 3 cardboard cabinets. Storeroom, office. (1123, 1137, 1138)

PART 5

FEDERAL COORDINATOR OF TRANSPORTATION



FEDERAL COORDINATOR OF TRANSPORTATION

CHICAGO

OFFICE OF REGIONAL DIRECTOR
(A) Post Office Bldg., 433 W. Van Buren St.
(B) Civic Opera Bldg., 20 N. Wacker Drive

This office was established in June 1933 in charge of the Section of Regional Coordination under the Emergency Railroad Transportation Act of 1933. This unit functioned until 1936, when the Coordinator's office was abolished in accordance with the joint resolution of June 14, 1935.

340. TERMINAL STUDIES OF SPECIFIC POINTS, EASTERN, WESTERN, AND SOUTHERN REGIONS, 1933 - 1936. Files of the Western Regional Director in charge of investigation of operation and management economics in the region between Chicago and the Pacific Coast, including correspondence which has been completed, reports, maps, blueprints, and other records. Filed by classification and terminal points. (Older records, occasionally; recent records, daily, official.) 9 x 13 envelopes and 10 x 15 folders, 87 ft., in boxes on shelves, and 32 drawers of steel filing cases. Rs. 1109, 1202 and 1131 (Bldg. A). (71, 72, 205)

341. GENERAL FILES, June 1933 - Apr. 1936. Pertaining to transit privileges, stopping cars in transit, storage in transit, and reconsignment and diversion of cars; also correspondence with railroads, Washington office, and various freight associations and coordinating committees, and bulletins and special reports on Federal coordination. Indexed. (Daily, official.) 9½ x 15 folders, 48 ft., in 24 drawers of steel filing cases. R. 1121 (Bldg. B). (99, 100)

PART 6

FEDERAL DEPOSIT INSURANCE CORPORATION



FEDERAL DEPOSIT INSURANCE CORPORATION

CHICAGO

DISTRICT 8 OFFICE
EXAMINATION DIVISION
164 W. Jackson Blvd.

This office was established in September 1933, and has occupied its present quarters since that date. It is the duty of this unit to examine the 935 State banks in Illinois and Iowa which are not members of the Federal Reserve System. The two States are divided into twelve examining subdistricts, with headquarters in certain towns. The Springfield office has custody of the examiners' copies of reports of examinations for the southern part of the state, comprising approximately seventy-five counties, with 90% of the correspondence being handled by the Chicago office. All original examination reports are forwarded to the Division of Examination at Washington, and two special reports are sent to Washington. In all cases of Illinois banks having Reconstruction Finance Corporation money, through the sale of capital debentures, and those in Iowa, through the sale of preferred stock, an extra copy of the report is sent to the Washington office for the RFC headquarters.

342. MISCELLANEOUS REPORTS AND RECORDS, 1933 - 1935. Transportation requests and receipts, information pertaining to audits, obsolete and closed correspondence with other offices, office memoranda held for records only, and memoranda of progress of examination and typing work. Filed by subjects. (Annually, official.) 9 x 14 folders, 6 ft., in 3 drawers of steel filing case. R. 625. (3844)

343. EXAMINERS' FILES, 1933 to date. Showing monthly personal expense vouchers and statements of performance, copy work, itinerary cards, copies of reports and letters pertaining to examinations, correspondence between examiner and assistants, assignments, and corrections of reports. Filed alphabetically. (Daily, official.) 9 x 14 folders, 10 ft., in drawers of steel transfer cases. R. 625. (3842, 3847)

344. GENERAL CORRESPONDENCE FILE, 1933 to date. Pertaining to general office routine and miscellaneous matters. Filed alphabetically. (Daily, official.) 9 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 625. (3839)

345. PENDING REORGANIZATION AND INVESTIGATION FILES, 1933 to date. Showing general procedure to be followed when State and National Banks adopt Federal Deposit Insurance; also all pertinent data incidental to such transactions. A national bank making application to be converted into a State bank must first have approval of Comptroller of the Currency to be examined as a national bank. Filed alphabetically. (Monthly, official.) 9 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 625. (3841)

346. PUBLIC VOUCHERS FOR PURCHASES, 1933 to date. Covering rent, telephone, telegrams, general office expense, and all other purchases of supplies and equipment, exclusive of pay rolls and nonrecurring items. Filed alphabetically. (Monthly, official.) 9 x 14 folders, 2 ft., in drawers of steel filing case. R. 625. (3846)

347. REPORTS OF EXAMINATIONS AND RELATED CORRESPONDENCE, 1933 to date. Showing all transactions of banks in detail, names of officials and individuals or firms involved in financial deals, assets, liabilities, debits, credits, balances, stocks, bonds, collateral, condition of bank at opening of each days business, minute description and figures of any financial activities which may, in any way, effect the status of the institution, and signature of bank examiner. Filed alphabetically by bank and states. (Daily, official.) 9 x 15 folders, 72 ft., in 36 drawers of steel filing cases. R. 625. (3840)

348. SUPERVISING EXAMINER'S PERSONAL FILE, 1933 to date. Private and personal correspondence, legal opinions and inquiries, copies of office pay roll, office budget report, and personnel files of all employees. (Daily, confidential.) 9 x 14 folders, 16 ft., in 8 drawers of steel filing cases. R. 631. (3851)

349. VERIFICATION AND RECONCILEMENT REPORTS, 1933 to date. Reports on banks examined as at close of business received by supervising examiner, and notices verified by supervising Federal Deposit Insurance Corporation examiner, showing debits and credits, bank balance, last reconcilement of debit and credit balances, and supervising examiner's final reconcilement. Filed alphabetically. (Daily, official.) 9 x 14 folders, and loose sheets, 24 ft., in 12 drawers of steel filing cases. R. 633. (3850)

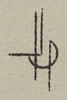
350. MEMORANDA TO EXAMINERS AND ASSISTANT EXAMINERS FROM WASHINGTON OFFICE, Sept. 1, 1934 to date. Bank memoranda, itinerary cards, monthly statements, work performed, classification of bonds, deposits, complete instructions on revised reports of examinations, supervision of examiners from Washington office, FHA examiner's monthly statement, Government securities, bonded indebtedness of U.S. territorial and insular possessions, certified statements of unusual deposits, and rules and regulations of bank examiners and assistants. Filed by subjects. (Daily, official.) 9 x 15 folders, 3 ft., in 2 drawers of steel filing case. R. 625. (3845)

351. WORK SHEETS, 1934 - 1936. Copies of reports covering the sixteen counties in the northern part of Illinois, prepared by the examiner showing appraisal of assets, loans, discounts, bonds, securities, and real estate; also lists proof of liabilities, such as deposits and cashier's checks. Filed alphabetically. (Daily, official.) 9 x 14 folders and variously sized envelopes, 105 ft., on wooden shelves and in 36 drawers of steel filing cases. R. 623 and storage. (3852, 3848, 3849)

352. EXAMINERS' COPIES OF REPORTS OF INVESTIGATION OF BANKS, 1935 to date. For northern part of Illinois only, showing condition of bank, dates examination commenced and closed, resources, liabilities, unused letters of credit outstanding, and future contracts to buy and sell exchange. Filed alphabetically. (Daily, official.) 9 x 14 folders, 6 ft., in 3 drawers of steel filing cases. R. 625. (3843)

PART 7

FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS



FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

CHICAGO

OFFICE OF STATE DIRECTOR
20 North Wacker Drive

This office was established June 16, 1933. It occupied quarters in the Court House, Adams and Clark Streets, until May 28, 1935, and since that time has been located in the Civic Opera House Bldg., 20 North Wacker Drive. The office operated under regulations and instructions from the central office at Washington. Records are sent to Washington only by request. Records are in good condition.

353. RECORD OF APPLICATIONS FOR ALL PROJECTS AND RELATED SPECIFICATIONS AND CONTRACTS, July 1, 1933 - 1936. Record of action on applications by the PWA of Illinois forwarded to Washington, including recapitulation of projects applied for, numerical list of the status of application, action taken after allotment up to time of starting construction, preliminary document record showing number and locality of the receipt, approval and return of preliminary contract form, plans, and specifications, executed documents approved and returned, contract number file designating all contracts by symbols, and extension of multiple contract jobs on which additional contracts have been let or additional expense has accumulated. Entered alphabetically, chronologically and numerically. (Daily, official.) 9 x 20 loose-leaf books (6), 9 in., in drawer of steel desk. R. 1701. (969)

354. DOCUMENT AND CONTRACT FILE, Nov. 1933 - April 1936. Includes records of circulation of preliminary documents for projects, dates for opening of bids, correspondence with applicant relating to advertisement, tabulation, and distribution of bids, letters from this office authorizing applicant to award contracts, receipt and distribution of approved executed documents, face sheets containing record of all contracts awarded, date, distribution and commencement of work, advertisements, awards, and distribution for Washington, list and distribution of subcontracts from engineer on job, and miscellaneous correspondence with Washington office and contractors. Filed by docket number. (Daily, official.) 9½ x 12 envelopes, 8 ft., in 4 drawers of steel filing case. R. 1701. (971)

355. PRIVATE OFFICE FILE OF THE STATE DIRECTOR AND HIS ASSISTANT, 1933 - 1936. Copies of special correspondence between department heads in the central office, relative to the various projects which need special attention; also bulletins, administrative orders, and

instructions from Washington. Entered alphabetically by subject. (Daily, official.) 9½ x 11½ folders and loose-leaf books, (16), 4 ft., in drawers of steel filing case. R. 1701. (972, 973)

356. PROJECT LOCATION MAPS, 1933 - 1936. Showing different types and locations of projects by means of colored spotters, names of counties and towns, and topographic details. (Daily, official.) 57½ x 80 maps (2), 2 in., on walls. R. 1701. (974, 975)

357. INDEX RECORD OF STATUS AND PROGRESS OF EACH APPLICATION FILED IN STATE DIRECTOR'S OFFICE, 1935 - 1936. Showing estimated cost, allotted loan, grant statement of applicant's funds, dates of bid approval, award, start of construction, list of contracts, requisitions, and amounts, changes of orders, correspondence and related data. Filed numerically. (Daily, official.) 5 x 8 folders and cards, 1 ft., in fibre card cabinet. R. 1701. (970)

ACCOUNTS DIVISION
OFFICE OF DISTRICT PROJECT AUDITOR
Civic Opera Bldg., 20 North Wacker Dr.

This office was established here in December 1933, and has jurisdiction over the states of Michigan, Ohio, Indiana, Illinois, and Wisconsin. It has occupied quarters in the U. S. Court House, Clark and Adams Sts., until June 1935, when it was moved to the present location. The purpose of this office is to make current audits and examinations, and establish the true costs relating to the projects under construction that are receiving Government aid. In the preparation of such financial data, the projects are policed in order to detect any noncompliance on the part of the contractors or the borrowers. From these findings, the Washington office determines the proper amounts earned by borrowers as a payment on expenditure by them on Government funds; also a true accountability of Government moneys loaned to and disbursed by such borrowers. By authorization from Washington, eight wooden boxes, approximately 40 linear feet of records, were transferred to 2d floor of U.S. Court House for storage. No records are sent to Washington except regular weekly, semimonthly, and monthly reports. Prior to March 1936, all pay rolls were checked by traveling auditors. Records are in good condition.

358. CORRESPONDENCE AND PERSONNEL FILE, 1933 to date. Correspondence with Washington, outside districts, and assistants, pertaining to the activities of field auditors in District 2, and accomplishment and employment record of each employee. Filed alphabetically. (Daily, official.) 10 x 15 folders, 18 ft., in drawers of steel filing case. R. 1441. (2418, 2419, 2425, 2426)

359. DOCKETS, 1933 to date. Data, correspondence, audits, and other material pertaining to different projects, with complete histories of such projects. Filed numerically. (Daily, official.) 10 x 15 envelopes, 284 ft., in 142 drawers of steel filing case. R. 1441. (2418)

360. RESTRICTED FILE, 1933 to date. Records under personal supervision of District Auditor, concerning persons holding official positions, and exclusive personal matters. Filed alphabetically. (Weekly, confidential.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 1441. (2424)

361. SPECIAL DOCKET CASES, 1934 to date. Record of unusual cases inconsistent with general routine of department, which must be decided by mutual consultations. Filed numerically. (Semiweekly, official.) 10 x 15 envelopes, 4 ft., in 2 drawers of steel filing case. R. 1441. (2417)

362. TRAVEL ORDERS, 1934 to date. Covering travel on official business by employees of District 2, showing authority, purpose, destination, distance traveled, expenses involved, and other incidental items. Filed numerically. (Daily, official.) 8½ x 11 folders, 4 ft., in 2 drawers of steel filing case. R. 1441. (2423)

363. VOUCHER FILE, Mar. 27, 1935 to date. Traveling expenses and purchases within the jurisdiction of District Auditors at Chicago, Kansas City, and St. Paul, covering 15 different states, showing voucher and schedule numbers, date, period of work, amount claimed and paid, and date of payment. Filed alphabetically and numerically. 5 x 8 card index, 5 ft. (Daily, official.) 8½ x 11 sheets, 24 ft., in 12 drawers of steel filing case and card cabinet. R. 1441. (2421, 2422)

364. AUDIT RECORD, Aug. 1935 to date. Pertaining to audits of different projects, showing engineers' estimates, working hours, material, time, etc. Entered numerically. (Daily, official.) 8½ x 11 loose-leaf books (5), 1 ft., on desk. R. 1441. (2416)

365. PROGRESS OF CONSTRUCTION, Aug. 1935 to date. Showing type of activity, cost of labor and material, docket number, history of project, and periodical estimates of work accomplished to determine amount of expenditures. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 3 drawers of steel filing case. R. 1441. (2415)

366. PAY ROLL AUDIT SECTION, Mar. 1936 to date. Covering pay rolls of projects within the five states of this district; also former NRA pay roll audits. Filed numerically. (Daily, official.) 10 x 15 folders, 40 ft., in 20 drawers of steel filing case. R. 1441. (2420)

HOUSING DIVISION
OFFICE OF DISTRICT PROJECT MANAGER
Civic Opera Bldg., 20 N. Wacker Dr.

This office was established August 1934. The purpose of the housing program is to eliminate city slums, to build homes for low wage earners, and to create jobs by constructing projects of a permanent, social, and economic value. Records are in good condition.

367. DIARY, June 1934 to date. Accurate account of daily proceedings and happenings within office of Assistant Administrator. Entered chronologically. (Occasionally, official.) 9 x 10 loose-leaf books, 2 ft., in drawer of steel filing case. R. 914. (4817)

368. ACQUISITION OF LAND, DOCKETS, PROJECTS 1401-1406, 1408; JANE ADDAMS' SUBDIVISION, JULIA LATHROP SITE, TRUMBULL PARK, Sept. 1934 to date. Individual dockets pertaining to acquisition of each individual parcel of property, supported by abstracts of all incumbrances and liens, appraisers' certificates, release signed by equity holder, option, agreement, abstract of deed, copy of minutes covering interview between equity holder and representative of attorney, copy of title transfer, report on unpaid taxes, mortgages, and tenants in possession of property, and record of disbursements and certification of disbursing officer. Filed numerically. (Daily, official.) 10 x 15 folders, 74 ft., in 37 drawers of steel filing cases. R. 914. (4833-4835)

369. CORRESPONDENCE FILES, Sept. 1934 to date. Pertaining to administrative matters and requisitions, selections of sites and subsequent constructions, projects 1401-1406, 1408, and other sites suggested for Chicago Housing projects; also miscellaneous inquiries, public relations and personnel and extra copies of all letters originating in this office since its inception. Filed alphabetically, chronologically, geographically, and by the Dewey decimal system. (Daily, official.) 10 x 15 folders, 34 ft., in drawers of steel filing cases. R. 914. (4818, 4820-4823, 4825-4827, 4829-4832, 4837)

370. HOUSING DIVISION PROJECTS, OUTSIDE OF CHICAGO, Sept. 1934 to date. Printed publications and statistical reports pertaining to the various housing projects in all the principal cities of the U.S.; also an analysis of various factors affecting low cost housing. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. R. 914. (4828)

371. LIAISON COMMITTEES, Sept. 1934 to date. Reports by liaison committees which arrange meetings between various groups and civic bodies, to discuss the principles and fundamentals of low cost housing and subsequent projects. All phases of housing are covered during these meetings to establish precedents upon completion of land acquisition. Filed numerically. (Daily, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. R. 914. (4824)

372. PLANS AND SPECIFICATIONS FOR VARIOUS HOUSING PROJECTS, Sept. 1934 to date. Blueprints, maps, plans, and specifications for housing projects of Chicago and principal cities of United States. Each map showing name of project, geographical location, project number, and specifications for architectural, structural, landscape, electrical, heating, and plumbing requirements. The maps are organized in sets and are briefed together according to classification of construction, and confined to respective projects. (Daily, official.) 30 x 42 loose-leaf catalogues, 2 ft., on desk. R. 914. (4819)

373. PROJECT STATISTICS, Sept. 1934 to date. Positive photostats of statistics on project activities and schedules for entire United States and possessions, compiled by Statistical Section of Housing Division in Washington. Each chart is labeled confidential. Filed chronologically. (Daily, official.) 10 x 20 folders, 1 ft., in drawer of steel filing case. R. 914. (4836)

INSPECTION DIVISION
RESIDENT PROJECT ENGINEER
Standard Oil Bldg., 910 S. Michigan Ave.

This office was established in June 1934, and covers the states of Michigan, Ohio, Indiana, Wisconsin, and Illinois, with official headquarters in Chicago. Its purpose is to make current examinations and audits and establish the true cost of projects under construction that are receiving Government aid. Copies of contracts and related dates are forwarded to the Washington offices when projects are completed.

374. COPIES OF COMMITTEE REPORTS, June 1934 to date. From Board of Review on sewerage; also other related reports submitted to the resident project engineer. (Daily, confidential.) 8½ x 13 folders, 2 ft., in drawer of steel filing case. Rs. 300, 301, and 302. (133)

375. GENERAL CORRESPONDENCE, June 1934 to date. Relating to subdivision of projects, engineering data, blueprints, and administrative matters on various projects. (Daily, confidential.) 8½ x 11 folders, 11 ft., in 5 drawers of steel filing cases. Rs. 300-302. (135, 136)

376. INSPECTION DIVISION, DAILY AND WEEKLY CONSTRUCTION REPORTS, June 1934 to date. Reports on the various engineering projects, made by inspectors. (Daily, confidential.) 8½ x 13 folders, 8 ft., in 4 drawers of steel filing cases. Rs. 300-302. (132)

377. MANUFACTURERS' CATALOGS OF MECHANICAL EQUIPMENT, June 1934 to date. Used in ordering supplies and equipment for the various projects. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. Rs. 300-302. (134)

INSPECTION DIVISION
OFFICE OF STATE ENGINEER INSPECTOR
Civic Opera Bldg., 20 North Wacker Drive

This office was established August 11, 1933. From that date to June 24, 1935 it was located in the U.S. Court House, Clark and Adams Streets, and was then moved to its present quarters. It has the jurisdiction over the inspection of all PWA projects in Illinois. Regular reports are sent to Washington, weekly, semimonthly, and monthly, and all records pertaining to closed projects are periodically sent to Washington.

378. DOCKET FILE, 1933 to date. Record of completed projects awaiting final inspection and grant from Washington; also plans and specifications of new projects with all related data. Filed alphabetically and numerically. (Daily, official.) 10 x 15 folders, 32 ft. 6 in., in 17 drawers of steel filing case. R. 1741. (2580, 2582)

379. GENERAL CORRESPONDENCE, 1933 to date. Record of bid tabulations for all jobs from contractors and subcontractors, and special correspondence with Chief Engineer Inspector in Washington regarding technicalities foreign to regular routine. Filed alphabetically and numerically. (Daily, official.) 10 x 12 and 10 x 15 folders, 34 ft., in 17 drawers of steel filing case. R. 1741. (2585, 2586)

380. PAY ROLL FILE, 1933 to date. Contractors' and subcontractors' pay roll status of every employee in each project under his supervision with all correspondence; also record of accidents and irregularities of employees under the supervision of the Inspector Engineer. Filed alphabetically. (Daily, official.) 10 x 15 folders, 58 ft., in 29 drawers of steel filing case. R. 1741. (2581)

381. PERSONNEL FILE, 1933 to date. Showing record of administrative employees. Filed alphabetically. (Daily, official.) 10 x 15 folders, 8 ft., in drawers of steel filing cases. R. 1741. (2584)

382. PROGRESS FILE, 1933 to date. Correspondence and other records showing contractors' breakdowns of different jobs on projects, progress toward completion, and monthly financial expenditure estimates. Filed numerically. (Daily, official.) 10 x 15 folders, 16 ft., in 8 drawers of steel filing case. R. 1741. (2583)

383. SANITARY DISTRICT FILE, 1933 to date. Inspection and pay roll reports, correspondence, and other records pertaining to the Sanitary District program, and all subprojects in connection with it. Filed alphabetically. (Daily, official.) 10 x 15 folders, 76 ft., in drawers of steel filing case. R. 1741. (2579)

INVESTIGATIONS DIVISION
OFFICE OF SPECIAL AGENT IN CHARGE
20 North Wacker Drive

This office was established August 11, 1933 in the U. S. Court House Adams and Clarks Streets, on September 1, the same year, it moved to the Post Office Building, and on April 1, 1934 to its present quarters. It has jurisdiction over projects in District 2, which includes Illinois, Indiana, Ohio, Michigan, and Wisconsin. It is under the supervision of the Public Works Administrator and the Director of Investigations, making all investigations of cases involving expenditures of public works funds where collusive or fraudulent bidding on the part of contractors and sub-contractors occur, wage rates and disputes, labor and materials, under-payment of wages to employees, contracts relating to housing projects, qualifications of personnel, and misconduct of officers and employees of the Public Works Administration, National Reemployment Service, and other Governmental agencies allotted PWA funds. No records except regular reports are sent to Washington. Records are in good condition.

384. CASES, Aug. 11, 1933 to date. Records covering cases requiring investigation by the Special Agent in charge and his assistants of violations or irregularities in PWA rules and regulations. Filed numerically. (Daily, official.) 10 x 15 folders, 44 ft., in 22 drawers of steel filing cases. R. 1773. (2556)

385. CROSS INDEX, Aug. 11, 1933 to date. Index to investigation cases. Filed alphabetically by name of town and subject, and numerically by docket number. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in 4 drawers of steel filing cases. R. 1773. (2557)

386. AGENTS' EXPENSES, 1933 to date. Showing expenses resulting from the discharge of official duties by field agents or investigators in this district. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 6 ft., in 3 drawers of steel filing case. R. 1773. (2552)

387. CORRESPONDENCE, 1933 to date. Chiefly with Washington office and field agents in this district. Filed alphabetically. (Daily, official.) 10 x 15 folders, 6 ft., in 4 drawers of steel filing case. R. 1773. (2553)

388. EXPENSE VOUCHERS, 1933 to date. Copies of vouchers sent to Washington for payment, covering all incidental expenses of this office. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 3 ft., in 2 drawers of steel filing case. R. 1773. (2551)

389. SPECIAL AND ACTIVE PROJECTS FILE, 1933 to date. Records covering operation and progress of all projects in entire district; also a special record of large projects, such as: Sanitary District, the Chicago Schools, and Housing. Filed alphabetically. (Daily, official.) 5 x 8 cards and 10 x 15 folders, 61 ft., in 31 drawers of steel filing cases, boxes and card cabinet. R. 1773. (2550, 2554, 2555)

PART 8

FEDERAL HOME LOAN BANK BOARD

FEDERAL HOME LOAN BANK BOARD

CHICAGO

FEDERAL HOME LOAN BANK SYSTEM
OFFICE OF DISTRICT EXAMINER
7 S. Dearborn St.

This office in District 7, was established in December 1934. It provides credit facilities for home-financing institutions, such as Federal Savings and Loan Associations, State Chartered Savings, Building and Loan Associations, and Mutual Savings Banks or Insurance Companies which become members of the Federal Home Loan Board System. This is an independent unit composed of 12 Regional Home Loan Banks, serving the States of Illinois and Wisconsin, under the jurisdiction of the Chief Examiner at Washington. Records are in good condition.

390. ANNUAL AND SICK LEAVE RECORD, Dec. 1934 to date. Showing the amount of annual and sick leaves used and due each employee. Entered alphabetically. (Weekly, official.) 10 x 12 loose-leaf books, 2 in., on desk. R. 1312. (6042)

391. ASSIGNMENT RECORD, Dec. 1934 to date. Showing name of the examiner assigned, whether State chartered and supervised, Federal chartered and supervised, or State chartered and Federal insured; also whether first examination has been made. Entered alphabetically. (Frequently, official.) 4 x 6 loose-leaf books, 1 in., in drawer of desk. R. 1312. (6040)

392. DOCKETS, Dec. 1934 to date. Consisting of correspondence, analysis sheets, and financial reports, covering the supervision and examination by this office, of the Federal Home Loan Banks throughout the district. Entered alphabetically and chronologically. (Daily, official.) 10 x 14 loose-leaf books, 16 ft., in 8 drawers of steel filing cases. R. 1312. (6043)

393. PERSONNEL RECORDS, Dec. 1934 to date. Record of employee, showing name, address, date of entry into service, references, names of closest relatives, and type of position held. Entered alphabetically. (Monthly, official.) 10 x 12 loose-leaf books, 1½ in., in desk. R. 1312. (6045)

394. REPORTS AND TIME RECORDS OF EXAMINATIONS, Dec. 1934 to date. Examiners' reports and audits as to the statement of conditions at the time of examination, statement of operations, reconcilement of the undivided profits for the period between examinations, statement

of reserves, and time spent on assignment. Entered alphabetically and chronologically. Indexed. (Daily, official.) 10 x 14 folders and 8 x 10 loose-leaf books, 22 ft. 4 in., in 11 drawers of steel filing cases and on district examiner's and typist's desks. R. 1312. (6041, 6046, 6048)

395. SUBJECT FILES, Dec. 1934 to date. Under the heading "Chief Examiner", are included general memoranda from the Chief Examiner; under "District Office", records of internal office operations, supplies, furniture, personnel, and time and travel reports; under "Federal Home Loan Bank Board", bulletins and statistical reports; under "Field Examiners", memoranda from the Chief Examiner regarding field examinations, forms, reports, analysis and procedures, and under "Miscellaneous", accounting procedure, policies, appraisals, legal opinions, and all correspondence not relating to particular loan associations. Filed alphabetically by subject. (Daily, official.) 10 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 1312. (6050)

396. RECORD OF MEMBER AND NON-MEMBER SAVINGS AND LOAN ASSOCIATIONS, 1934 to date. Card index showing name, address, and type of association, managing officer's name, date admitted to membership, date of charter, fiscal year closing, and insurance certificate number and date. Statistical entries show year, examination, names of examiner in charge and assistants, analysis, by whom reviewed, time spent, and dates completed and sent to Washington. Filed alphabetically. (Daily, official.) 6 x 12 cards, 1 ft., in card cabinet. R. 1312. (6049)

397. REPORTS ON PERSONNEL, 1934 to date. Inquiries relating to former and present employees. Filed alphabetically. (Rarely, official.) 10 x 14 folders, 1 in., in district examiner's desk. R. 1312. (6044)

EAST ST. LOUIS

HOME OWNERS' LOAN CORPORATION
COLLECTION OFFICE
Murphy Bldg., 236 Collinsville Avenue

The Home Owners' Loan Corporation was established under an Act of June 13, 1933, with eight district offices in Illinois, for the purpose of making loans to distressed home owners. This collection office was established August 10, 1933, and occupied quarters in the Federal Building until June 11, 1934, from that date to May 1, 1935 it was located in the Metropolitan Building, and since that date in its present quarters. No reports are sent directly to Washington.

398. MISCELLANEOUS CORRESPONDENCE, 1933 - 1936. Concerning office routine, and general loan procedure. Filed alphabetically. (Daily, official.) 9½ x 15 folders, 6 ft., in 2 drawers of steel filing cases. R. 523. (67)

399. SERVICE FILES, 1933 - 1936. Correspondence pertaining to loan, service reports, and service and collection of money, and record on each separate loan, all pertaining to the territory included in the district covering the following Illinois counties: St. Clair, Calhoun, Madison, Macoupin, Montgomery, Monroe, Greene, Jersey, and Bond. Loans are recorded by numbers and broken into the State, cycle, district, and loan number according to states, with additional information showing amount of mortgage, date loan was closed, expenses in connection with loan, payment plan transfers, change of address, contacts with relief agency and other Federal offices, and change of title. Filed alphabetically and numerically. (Daily, official.) 9½ x 15 folders, 85 ft., in 31 steel filing case drawers. R. 523. (66)

400. STATEMENTS AND RECEIPTS, 1933 - 1936. Monthly statements of borrowers' accounts and copies of bills and receipts. Filed alphabetically and numerically. (Daily, official.) 5 x 8 folders, 6 ft., in cardboard trays on desk. R. 524. (65)

PEORIA

HOME OWNERS' LOAN CORPORATION
DISTRICT OFFICE
Alliance Life Bldg., Main & Jefferson Streets

This office was established in August 1933 in charge of a District Manager. From August 1933 to May 1934, it was located in the Post Office Bldg., and since then it has occupied its present quarters. Since new applications for home loans are no longer received, this is a service or collection office, where payments on loans can be made, advice obtained, and investigations made regarding loans in this district. No records are sent to Washington, reports pertaining to finance are sent to the Chicago office.

401. FIELD SERVICE REPORTS, 1933 to date. Reports and correspondence on closed loans, showing service rendered in collection of loans from borrowers. When borrower becomes delinquent a special field service report is filed, showing loan number, date, names, phone numbers, addresses and employment of borrowers, history and earning prospects of borrower for increased income, interviewer's report, recommendations and final action; also reports on prompt and delinquent clients. Filed numerically. 3 x 5 card index, 3 ft. 8 in., (Daily, official.) 11 x 17½ folders, 88 ft., in 44 drawers of steel filing cases and boxes. R. 527. (863, 860)

402. GENERAL CORRESPONDENCE, RECONDITIONING DEPARTMENT, 1933 to date. Correspondence with officials relating to loans made for repairs on property, insurance losses, office management, quarters, supplies, etc. Filed alphabetically and chronologically. (Daily, official.) 8½ x 11 and 11 x 17½ folders, 6 ft., in drawers of steel filing cases. Rs. 527 and 527A. (875)

403. INDEX TO INSURANCE LOSSES, 1933 to date. Showing name of property owner, loan number and date, nature and date of loss, contract for repairs, date, proof of repairs made, and date and amount of settlement. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 in., in wooden box. R. 527A. (869)

404. PAID OUT CONTRACTS, 1933 to date. Record of all contracts for repair work completed and paid for, showing name and address of contractor making repairs, amount of contract, date of payment, and check number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 8 in., in 4 fibre boxes. R. 527A. (868)

405. RECORD OF CLOSED LOANS REOPENED, 1933 to date. Pertaining to loans made to cover additional repairs made necessary by damages from fire, wind storms, or other causes, after original loan was made. Filed numerically. 3 x 5 card index, 11 in. (Daily, official.) 8½ x 13 folders, 1 ft., in drawer of steel filing case and in box. R. 527A. (866, 867)

406. RECORD OF LOANS MADE FOR REPAIRS, 1933 to date. Copies of contracts and related correspondence on loans for repairs to property, showing loan number, name and address of borrower, name and address of contractor doing work, and amount set aside for repairs. Filed numerically. (Daily, official.) 8½ x 13 folders, 12 ft., in 6 drawers of steel filing cases. R. 527A. (864)

407. RECORD OF REPAIR JOBS DONE IN DISTRICT, 1933 to date. Showing application number, borrower's name and address, amount of money placed in escrow, disbursement of escrow, name of contractor, dates job completed and money paid out, check number, and any credit returned to borrower out of escrow. Entered chronologically. (Daily, official.) 8 x 12 vol., 1 in., on desk. R. 527A. (865)

408. RECORD APPRAISAL FILE, June 1936 to date. Showing appraisal of property made in securing loan on property acquired by corporation and in process of being acquired; also correspondence and reports on value of property, improvements, and appraisals to secure additional loans. Filed chronologically. (Daily, official.) 11 x 17½ folders, 2 ft., in drawer of steel filing case. R. 527. (861)

409. RECORD OF MONTHLY PAYMENTS, Sept. 1, 1936 to date. Showing amount due, name and address of borrower, loan number, and amount received. An account of collections together with amount, is sent to Chicago daily. Filed numerically. 3 x 5 card index, 3 ft. (Monthly, official.) 5 x 8 cards, 11 ft., in boxes. R. 527. (862)

SPRINGFIELD

DISTRICT OFFICE
First National Bank Bldg., 5th and Adams Sts.

This office of the Home Owners' Loan Corporation, in charge of the District Manager, was established September 1933. From September 15, 1933 to December 20, 1934, it was located in the Reich Building, and since that date in its present quarters. All records are sent to the State office in Chicago. Records are in good condition.

410. ACCOUNT CARDS, Aug. 1933 to date. Showing status of loans in both current and closed cases. Filed numerically. (Daily, official.) 5 x 8 cards, 10 ft., in pasteboard boxes. R. 616. (515)

411. CORRESPONDENCE, Aug. 1933 to date. With Chicago Office pertaining to operations and activity of district office; also with various firms and individuals pertaining to miscellaneous matters. Filed alphabetically and chronologically. (Daily, official.) 10 x 15 folders, 6 ft. 3 in., in 5 drawers of steel filing cases. R. 614A. (518, 1362)

412. FIELD REPRESENTATIVES' REPORTS AND MILEAGE EXPENSE SHEETS, Aug. 1933 to date. Showing number of contracts made by field representative per week and number of miles traveled to complete such contracts. Filed chronologically. (Weekly, official.) 10 x 15 folders, 3 ft., in drawer of steel filing case. R. 616. (516)

413. RECEIPTS OF CHECK PAYMENTS TO ATTORNEYS, Aug. 1933 to date. Records showing payments made to attorneys for legal services. Filed chronologically. (Weekly, official.) 10 x 15 folders, 1 ft., in drawer of steel filing case. R. 617. (519)

414. INSURANCE, Sept. 1933 to date. Insurance data for all properties, showing amount of insurance, cost, fire hazards, and condition of properties. Filed numerically. (Weekly, official.) 12 x 15 folders, 1 ft. 4 in., in drawer of steel filing case. R. 615. (1358)

415. RECONDITIONING DIVISION FILES, Sept. 1933 to date. Pertaining to new roofing, painting, and general improvement of property, showing amount of reconditioning, together with itemized cost of certain properties put up as security. Filed alphabetically. (Occasionally, official.) 12 x 15 folders, 2 ft. 3 in., in 2 drawers of steel filing case. R. 613. (1361)

416. REJECTED AND WITHDRAWN APPLICATIONS, Sept. 1933 to date. Applications for loans, either withdrawn or rejectd showing reason for action taken. Filed alphabetically. (Rarely, official.) 12 x 15 folders, 6 in., in drawer of steel filing case. R. 616. (1355)

417. REQUISITIONS, Sept. 1933 to date. Requisitions for supplies and equipment, showing articles and amount wanted, requested delivery date, and time supply will last. Filed numerically. (Semiweekly, official.) 12 x 15 folders, 2 ft., in drawers of steel filing case. R. 614. (1359)

418. SERVICE FILES, Sept. 1933 to date. Showing personal history of mortgagee, income, children's income, and related correspondence; also itemized account of all costs such as: character report, abstracts, appraisal fee, attorney's fee for closing loan, and insurance. Filed numerically. (Daily, official.) 12 x 15 folders, 51 ft. 8 in., in 31 drawers of steel filing cases. R. 614. (1357)

419. ACQUIRED PROPERTY, Jan. 1934 to date. Record covering all information concerning property acquired by the district through default of loan payments. (Daily, official.) 10 x 15 folders, 6 ft. 6 in., in 3 drawers of steel filing cases. R. 617. (517)

420. PERSONNEL APPRAISERS, Jan. 1934 to date. Showing names and addresses of appraisers, and work records. Filed alphabetically. (Occasionally, official.) 12 x 15 folders, 5 ft. 2 in., in 4 drawers of steel filing cases. R. 617. (1363)

421. INSURANCE LOSSES LIQUIDATED, Feb. 1934 - May 1936. Data showing damage by fire or other cause, insurance representative's report, amount paid for loss, and time and origin of fire. Filed chronologically. (Semimonthly, official.) 12 x 15 folders, 1 ft. 2 in., in drawer of steel filing case. R. 615. (1356)

422. CASHIER'S DAILY REPORTS, Mar. 1934 to date. Summary of all money taken in each day by cashier, showing loan number, amount of money paid, name of payee, and total of day's receipts. Filed chronologically. (Daily, official.) 12 x 15 folders, 2 ft. 3 in., in 2 drawers of steel filing case. R. 614. (1360)

PART 9

FEDERAL HOUSING ADMINISTRATION



FEDERAL HOUSING ADMINISTRATION

CHICAGO

NORTHERN ILLINOIS DISTRICT OFFICE
134 North La Salle St.

A regional office was organized here in August 1934, but was discontinued in January 1936, when the activities were taken over by the office for the Northern District of Illinois, which had also been established in August 1934. This district includes the city of Chicago, Cook County, and 15 other norther Illinois counties, viz: Jo Daviess, Stephenson, Winnebago, Boone, McHenry, Lake, Ogle, DeKalb, Kane, Carroll, Du Page, Kendall, Lee, Whiteside, and Will. The objectives of this unit are to stimulate public interest in home repair and modernization, improvements to stores and farm dwellings, additions to plants and equipment of commercial concerns, and construction of new dwellings and one to four family apartments, or the refinancing of such existing constructions. A field staff is in contact with banks and the building industry in this district. Copies of various reports, data, and statistics are sent to Washington, but no records are sent in volumes. Records are in good condition.

423. APPLICATIONS FOR LOAN INSURANCE, 1934 to date. Showing the names of prospective mortgagor and mortgagee, kind and description of the property, amount of loan, plans of proposed construction, dates, and credit standing and earning power of applicant. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1800. (1961)

424. APPLICATIONS FOR POSITIONS, 1934 to date. Showing applicant's education, business experience, age, race, and desired positions. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 2 ft., in drawers of steel filing case. R. 1800. (1994)

425. CORRESPONDENCE, Aug. 1934 to date. Regional Director's, officials', radio section, interoffice, and general correspondence with Washington, manufacturing firms, and individuals, pertaining to Federal Housing Act, administrative matters, personnel, and miscellaneous subjects; also newspaper clippings, reports of general nature, instructions from Washington, and sundry items of information and operating procedure. Filed chronologically and alphabetically. (Daily, official.) 10 x 12 folders, 44 ft., in 10 drawers of steel filing cases and boxes. Rs. 214, 1800 and 1906. (1953, 1960, 1991, 1992, 1998, 2076, 2077)

426. LENDING INSTITUTIONS' AND LOAN CASE DOCKETS, 1934 to date. Reports and correspondence with banks and lending institutions approved by the administration and established as agencies in which loans will be insured; also mortgagor's application for loan, plan, description, specification and photograph of building, valuation, architect's inspection, mortgage risk department's, examiner's and chief underwriter's reports, amortization tables, commitment for insurance, notice to loaning bank of insurance risk, and notice of transfer of holder of mortgage. Filed alphabetically and numerically. 3 x 5 card index, 4 ft. (Daily, official.) 10 x 12 folders, 63 ft., in 34 drawers of steel filing cases. R. 1800. (1993, 1955)

427. MORTGAGOR'S PROPERTY FILE, 1934 to date. Describing property on which application for loan insurance has been received, showing city, address, owner of property, prospective mortgagee, case number, and whether insured, rejected, withdrawn, or still undergoing examination. Filed alphabetically and numerically. Indexed. (Daily, official.) 3 x 8 sheets, 3 ft., in 2 drawers of steel filing case. R. 1800. (1957)

428. PERSONNEL DOCKETS, 1934 to date. Showing monthly report of pay rolls, instructions on personnel, names of past and present employees, name of applicant, date of application, letters of recommendation, test and examination records, educational qualifications, and former business experience. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 ft., in 5 drawers of steel filing case. R. 1800. (1958)

429. SPECIFICATIONS, BLUEPRINTS, AND HOUSE PLANS, 1934 to date. Office and work copies, prepared by architects, contractors, and builders in appraising applications for loans on buildings or dwellings to be built or modernized. Filed numerically. (Daily, official.) 12 x 14 envelopes, 24 ft., in 12 drawers of steel filing cases. R. 1800. (1996)

430. TITLE I FILES AND REPORTS, Jan. 1935 - Aug. 1935. Containing reports and correspondence of Title I section, insured loans that were made for the purpose of modernization and repairs. Filed alphabetically by name of town. (Never.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing cases. R. 1800. (1954)

431. CHICAGO COMMITTEE FILE, Jan. 1935 - June 1936. This committee was organized by the mayor and city council to supervise a campaign of publicity on behalf of this agency, to induce the public to secure loans through the FHA Insurance Plan, and to acquaint the public with the procedure in securing a loan. File contains correspondence, bills, and reports of the committee relative to modernized home opening, education, better housing activities, industrial sales promotion, general industry, publicity, consulting and planning, advertising, finance, and radio; also reports and payroll records of IERC canvassers under supervision of the committee. Filed alphabetically and chronologically. (Never.) 10 x 12 folders, 14 ft., in 7 drawers of steel filing cases. Rs. 1800 and 1906. (1959, 2075)

432. READING FILES, Sept. 1935 to date. Copies from Washington, banks, applicants, and building material and contracting firms. Filed chronologically. (Daily, official.) 10 x 12 bundles, 2 ft., on steel shelf. R. 1800. (1999)

433. CHICAGO MORTGAGE CLINIC FILES, Mar. 1936. Showing locality of various schools and hotels in which meetings of this clinic were held, name of individual conducting class, and information regarding discussions at meetings. Filed alphabetically. (Never.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 1800. (1995)

SPRINGFIELD

SOUTHERN ILLINOIS DISTRICT OFFICE
Illinois Bldg., 6th & Adams Sts.

This office was established August 26, 1934 in its present location, and worked in conjuction with a unit known as the Springfield Committee of the Federal Housing Administration, until December 1935. Its purpose was to advertise and encourage loans insured by this administration. Only motion picture films and sound recordings, used by the Committee for publicity purposes, have been sent to the Washington office. Records are in good condition.

434. CAMPAIGN COMMITTEES, Jan. 1934 to date. Showing names and addresses of committee members in the Springfield district, whose functions were to advertise the FHA to prospective clients. Filed geographically. (Occasionally, official.) 12 x 15 folders, 2 ft., in 2 drawers of steel filing case. R. 620A. (41)

435. CORRESPONDENCE, Aug. 1934 to date. Chief Underwriter's, District Director's, committees', personnel, general, and miscellaneous correspondence with FHA officials, Washington office, persons in official capacities, applicants, and various firms and individuals, regarding administrative matters, office routine, execution of loans, and subjects intimate to general procedure and operation. Filed alphabetically and chronologically. (Daily, official.) 10 x 15 and 12 x 15 folders, 10 ft. 1 in., in drawers of steel filing cases. Rs. 617 and 620A, B, and C. (22, 28, 34-36, 43, 44)

436. EQUIPMENT INVENTORY, Aug. 1934 to date. Listing desks, typewriters, and other equipment, and names of employees using same. Filed chronologically. (Occasionally, official.) 12 x 15 folders, 3 in., in drawer of steel filing case. R. 620-B. (38)

437. OPEN AND CLOSED CASES, Aug. 1934 to date. Showing valuation of property, where located, owner's name, and documents relating to all stages of loan application. Indexed. Filed numerically. (Daily, official.) 12 x 15 folders, 42 ft. 3 in., in 25 drawers of steel filing cases. R. 620B. (31, 32)

438. POSTAGE STAMPS, Aug. 1934 to date. Monthly report showing the number and kind of stamps used daily, and total for month. Filed chronologically. (Occasionally, official.) 12 x 15 folders, 2 in., in drawer of steel filing case. R. 620B. (37)

439. WEEKLY REPORTS OF FIELD WORKERS, Aug. 1934 to date. Progress reports sent into the office by all field workers. Filed alphabetically. (Semiweekly, official.) 12 x 15 folders, 1 ft. 2 in., in drawer of steel filing case. R. 620C. (42)

440. SPRINGFIELD HOUSING COMMITTEE RECORDS OF PROPERTY, Oct. 1934 - Dec. 1935. Record of house to house canvass of property made by the Springfield Housing Committee, to ascertain the value and conditions of property to be used as reference in appraising applications for loans. Filed alphabetically. (Never.) 5 x 8 cards and bundles, 18 ft. 8 in., on steel shelf. Storeroom. (26)

441. VOUCHERS, Dec. 1934 to date. Purchase, travel, and refund vouchers, showing name of payee, amount and date of payment. (Daily, official.) 10 x 15 folders, 1 ft. 4 in., in drawer of steel filing case. R. 620B. (29)

442. PERSONAL HISTORY RECORD OF EMPLOYEES, Jan. 1935 to date. Showing name, address, age, nationality, date and place of birth, etc. Filed alphabetically. (Occasionally, official.) 10 x 15 folders, 1 ft., in drawer of wooden filing case. R. 617. (21)

443. PROPERTY FILES, Jan. 1935 to date. Include receipts for fees charged property owners for appraisals, showing the names of property owner and mortgagor, and case number. Indexed. Filed alphabetically. (Daily, official.) 3 x 6 envelopes, 1 ft. 10 in., in 2 drawers of steel filing case. R. 620B. (39)

444. REPORT OF BUSINESS TRANSACTED, Jan. 1935 to date. Financial statement of the day's business, showing the grand total of business transacted. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 in., in drawer of steel filing case. R. 620B. (24)

445. REQUISITIONS, Jan. 1935 to date. For office equipment and supplies. Filed chronologically. (Daily, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. R. 620B. (27)

446. ST. LOUIS AND INDIANA FILES, Jan. 1935 to date. Requests for loans from residents of Indiana or St. Louis on property owned in this district. Filed numerically. (Daily, official.) 10 x 15 folders, 8 in., in drawer of steel filing case. R. 620B. (23)

447. EVALUATORS AND ARCHITECTS, May 1935 to date. Names of evaluators and architects who appraise and estimate for repair work on properties owned by prospective mortgagees and clients of the FHA. Filed alphabetically. (Daily, official.) 12 x 15 folders, 1 ft., in drawer of steel filing case. R. 620A. (33)

448. DISBURSEMENTS, May 4, 1935 to date. Record of disbursement to cover overhead expense of office. Filed numerically. (Daily, official.) 12 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. R. 620B. (34)

449. INDETERMINATE FILE, Mar. 1936 to date. Record of pending cases requiring complete investigation before receiving another classification or whose applications have been approved, but awaiting appraisal of property. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. R. 620B. (25, 30)

PART 10

FEDERAL POWER COMMISSION



FEDERAL POWER COMMISSION

CHICAGO

REGIONAL OFFICE
OFFICE OF DIRECTOR
Merchandise Mart, 222 North Bank Drive

This office was established in January 1937, with jurisdiction in this region, over all public utilities owning or operating facilities used for the transmission or sale of electric energy in Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Ohio and West Virginia.

450. PRIVATE CORPORATION AND MUNICIPAL POWER PLANT REPORTS AND CORRESPONDENCE, Jan. 1934 to date. Regarding wholesale rates, sale of energy, exportation of hydroelectric energy, interstate transmission, extensions or new lines of transmission, and other activities of public interest. Filed by state and code number. (Daily, official.) 9 x 14 pockets, 80 ft., in 45 drawers of steel filing cases. R. 988. (8176)

PART II

FEDERAL TRADE COMMISSION



FEDERAL TRADE COMMISSION

CHICAGO

BRANCH OFFICE
ATTORNEY IN CHARGE
New Post Office Bldg., 433 W. Van Buren St.

This branch office was established by the Act of September 26, 1914, and has been located in the Lytton Bldg., 14 E. Jackson Blvd., 1916 - 1918; Browning Bldg., 14 W. Washington St., 1918 - 1926; Transportation Bldg., 608 S. Dearborn St., 1926 - 1934, and since that date in its present quarters. All original records are sent to Washington, copies retained here. Records are in good condition.

451. COLUMNAR REPORTS, 1916 - 1936. Monthly reports showing case number, respondent, dates received and assigned, percent completed, and name of attorney examiner, with summaries of cases on hand 1st of month, assigned and disposed of during month, and totals. (Occasionally, official.) 8½ x 10 folders, 1 ft., in drawer of steel filing case. R. 1118. (8938)

452. CLOSED SPECIAL, REGULAR, AND PRELIMINARY CASES, Sept. 1916 to date. Copies of papers in each case, showing complaint or information, instructions from Washington, report of investigating attorney, recommendations, statements as to completion and advisability of further investigation, stipulations, and related correspondence. Filed numerically. Indexed. (Daily, official.) 9 x 11 folders, 63 ft. 7 in., in drawers of steel filing cases. R. 1118. (8915-8917, 8927, 8928, 8930, 8931)

453. CHARGES, INDEX FILE, 1916 to date. Showing type of charge, industry, names of applicant and respondent, and case number. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 3 drawers of wooden card cabinet. R. 1118. (8941)

454. COMMODITY, INDEX FILE, 1916 to date. Showing name of commodity, names of respondent and applicant, case number, industry, and charge. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 3 drawers of wooden card cabinet. R. 1118. (8940)

455. COMPLETED CASES, BRANCH PRELIMINARY, REGULAR, 1916 to date. FTC Form 131, showing time spent in the field and office by the attorney handling the case, docket number, dates started and completed, preliminary investigation file number, docket or informal applicant, respondent,

charge, to whom assigned, and report on recommendation or disposition, and other data relative to active and completed cases. Filed numerically. (Daily, official.) 5 x 8 cards, 8 ft., in drawers of wooden card cabinet. R. 1118. (8918-8920, 8942, 8945, 8946, 8947)

456. DOCKETS, SECURITIES, PRELIMINARIES, SPECIALS, NRA, 1916 to date. Records showing docket number, title, commodity, dates received and assigned, and disposition. Filed by subjects and numerically within subjects. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 1118. (8944)

457. FORMAL COMPLAINTS, CHARGES, COMMODITY, AND RESPONDENT CARD INDEXES, DOCKETS, 1916 to date. Showing type of charge or complaint, quality and docket numbers of cases handling violations of such nature, name of commodity, name and address of company, industry, section number of violation, and other data pertinent to complaints or violations. Indexed. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 ft., in 9 drawers of wooden card cabinets. R. 1118. (8933-8935)

458. GENERAL CORRESPONDENCE FILES, 1916 to date. Active and inactive correspondence with outside parties, Secretary of Commission, and branch offices, monthly reports of current year, notices of hearings, and docketing, facing sheets for every case the commission handles, press releases, receipts, and synopses. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 25 ft., in 12 drawers of steel filing case. R. 1118. (8937, 8936)

459. RESPONDENTS' CARD INDEX, 1916 to date. Showing name of respondent, case number, address, name of applicant. This is an index to regular, supplementary, and preliminary case files, and is indexed by the commodity, charges, and applicants' indexes. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in 4 drawers of wooden card cabinet. R. 1118. (8918)

460. CHICAGO BRANCH OFFICE PRELIMINARY CASES, June 1918 - Sept. 1934. Showing complaints, preliminary investigation made, referral to Washington, where a regular number is assigned and case sent back for completion. 5 x 8 card index. 4 ft. (Occasionally, official.) 9 x 11 folders, 24 ft., in 12 drawers of steel filing case. R. 1118. (8923)

461. GENERAL MONTHLY TIME REPORT SHEET, 1925 to date. Columnar sheet listing all persons in this office, case numbers of matters they are handling, and dates and hours worked. Filed chronologically. (Daily, official.) 18 x 24 sheets, 2 ft., in steel locker safe. R. 1118. (8939)

462. INDEX TO STIPULATIONS IN FORCE, 1925 to date. Showing case number, name of concern, industry, commodity, charge, and number of stipulation. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ loose-leaf books, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1118. (8926)

463. STIPULATIONS IN FORCE, 1925 to date. Copies of stipulations entered by Commission after hearing under which the respondents are still operating. Filed alphabetically. Indexed. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. R. 1118. (8925)

464. SPECIAL BOARD WAIVER AND STIPULATIONS INDEX, 1930 to date. Showing names of party and company, industry, stipulation and case numbers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 1118. (8922)

465. SPECIAL BOARD WAIVERS AND STIPULATIONS, 1930 to date. Copies of waivers and stipulations filed and agreed upon by respondents that are charged with violations, upon which hearings have been held by a special board, showing name of company, address, charge, industry, stipulation and case numbers. Filed numerically. Indexed. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. R. 1118. (8921)

466. KARDEX FILE, NEW CASES, 1937 to date. Showing case number, date received, party's name and address, industry, charge, commodity, attorney handling case, and case numbers of similar cases previously handled by group. Filed numerically. (Daily, official.) 5 x 8 cards, 16 ft., in 3 drawers of steel filing case. R. 1118. (8929)

PART 12

INLAND WATERWAYS CORPORATION



INLAND WATERWAYS CORPORATION

CHICAGO

FEDERAL BARGE LINES OPERATING DEPARTMENT
FIELD OFFICE
310 South Michigan Ave.

This office, although under the jurisdiction of the War Department, functions as an independent establishment. It was established in 1920, and occupied offices at 30 North LaSalle Street, until 1925 when it was moved to the Austin Building, 111 W. Jackson Blvd., and since 1930 it has been located in the Straus Building, 310 S. Michigan Avenue. A terminal office is located at 2905 S. Western Ave., where freight is handled on a contract basis by the North Pier Terminal Company. It operates the Federal Barge Lines and maintains regular dependable barge service on the Illinois River, between Chicago and St. Louis; on the Mississippi River, between Minneapolis, St. Paul, and New Orleans; on the Missouri River, between St. Louis and Kansas City, and on the Warrior River, between Port Birmingham and Mobile. All water and joint railwater rates are published in tariff form and are based on approximately 80 percent of all-rail rates. The corporation is independent of annual appropriations by Congress and functions entirely on funds derived from operations. All records are sent to the New Orleans office and forwarded from there to Washington. An annual report of activities is made to the Secretary of War.

467. GENERAL CORRESPONDENCE AND REPORTS, 1929 to date. Correspondence with reports from the various transportation companies and business houses with which they transact business, pertaining to contracts, bids, prices, and other matters. Filed numerically. (Daily, official.) 8½ x 11 folders, 32 ft., in 16 drawers of steel filing cases. R. 1948. (1044)

PART 13

INTERSTATE COMMERCE COMMISSION



INTERSTATE COMMERCE COMMISSION

CHICAGO

ACCOUNTS BUREAU
OFFICE OF EXAMINER IN CHARGE
Post Office Bldg., 433 W. Van Buren St.

This office was established in July 1910, at 28 E. Jackson Blvd., and moved to its present location in May 1933. Its functions cover the examination of accounts and records of organizations and units engaged in interstate transportation, to enforce compliance with accounting regulations prescribed by the Commission and the related acts of congress, as well as to make special investigations required by the Commission. From 1887 to 1910 such activities were carried on from Washington and all records within those dates are filed there. The copies constituting the files to 1923 were destroyed, and the originals forwarded to the Washington office. Useless papers are retained until ordered destroyed by the Washington office. Records are in good conditions

468. CORRESPONDENCE AND RECAPTURE FILE, 1910 to date. General, miscellaneous and administrative correspondence concerning the examination of railroad records relating to financial returns beyond the 6 percent allowed by law; also official and general routine. Indexed. (Older records, frequently; recent records, daily, official.) Variously sized vols., folders and bundles, 226 ft., in drawers of steel and wooden filing cases and bookcases. R. 1106. (97, 98)

469. REPORTS ON ACCOUNTING INVESTIGATIONS OF ALL COMMON CARRIERS SUBJECT TO ICC INSPECTION, May 1923 to date. Transfer jobs DC 3633 to 8403 are a complete file; DC jobs running from 3634 to 9563 as an incompleted file, since additions are made frequently. (Weekly, official.) 18 x 18 loose leaf binders, 76 ft., in drawers of steel and wooden filing cases and in lockers. R. 1106. (96)

LOCOMOTIVE INSPECTION BUREAU
OFFICE OF INSPECTOR OF LOCOMOTIVES
Post Office Bldg., 433 W. Van Buren St.

This office was established in the Standard Oil Building, 7th St. and Michigan Ave., on July 1, 1911, as the headquarters for four inspectors of equal rank to carry into effect the provisions of the

Boiler Inspection Act of February 17, 1911, in the vicinity of Chicago. The office maintained quarters in the Kimball Bldg., from 1918 to 1920, in the Great Northern Bldg., from 1920 to 1922, in the Lytton Bldg., from 1922 to 1933, and since then in its present location. Records are in good condition.

470. GENERAL CORRESPONDENCE AND REPORTS, 1911 to date. General correspondence with chief inspector and railroads, regarding accidents, short and over, and expense reports, special notice for repairs, and requisitions for supplies. (Daily, official.) 10 x 12 folders, 12 ft., in 8 drawers of wooden filing cases. R. 1112. (41, 42)

471. RAILROAD INSPECTION REPORTS, 1911 to date. Showing date of manufacture, operating conditions, repairs, time of service, present condition of locomotive, and recommendations. (Older records, never; recent records, daily, official.) 6 x 10 loose-leaf books (17), 10 ft., in drawers of filing case and wooden desk. R. 1112. (43, 44)

MOTOR CARRIERS BUREAU
OFFICE OF DISTRICT DIRECTOR
Transportation Bldg., 608 S. Dearborn Street

This office of the 8th district was established August 14, 1936. Its purpose is to regulate transportation by motor carriers, to promote economical and efficient service and reasonable charges therefor, without unfair or destructive competitive practices, to coordinate transportation by, and regulation of motor carriers, to develop and preserve a highway transportation system, property adapted to the needs of the commerce of the States, and to cooperate with the several States' and duly authorized officials, and any organization of motor carriers, in the administration and enforcement of the Motor Carrier Act. Its jurisdiction covers the states of Illinois, Indiana, and Michigan. Copies of letters and reports on all cases regarding tariffs and applications are sent to Washington upon completion of hearing. Records are in good condition.

472. GENERAL TARIFF INDEX, Apr. 1936 to date. A Complete list of all motor carriers, both freight and passenger, located or operating in this district, which have filed their tariffs with this bureau. Filed alphabetically. (Daily, official.) 4 x 6 cards, 19 ft., in drawers of steel card cabinets. Rs. 950-957. (7405)

473. TARIFFS OF COMMON CARRIERS BY MOTOR VEHICLES, Apr. 1936 to date. Showing all the rates, fares, and charges for transportation and other services. Entered alphabetically. (Daily, official.) Indexed. 9 x 12 loose-leaf books (195), 48 ft., on steel shelves. Rs. 950-957. (7412)

474. CORRESPONDENCE, Aug. 4, 1936 to date. Official, financial, and general correspondence with Washington office, district directors, and others, pertaining to tariffs, agents, brokers, applications, finances, complaints, and miscellaneous topics bearing on Interstate Commerce Commission's rules and regulations. Filed alphabetically. (Daily, official.) 9 x 14 folders, 4 ft., in drawers of steel filing case. Rs. 950-957. (7406-7409)

475. APPLICATIONS, Aug. 14, 1936 to date. Applications for certificate of common carrier or permit of contract carrier of property or passengers, made on certain forms, depending on the exact business of the motor carrier. Filed alphabetically. (Daily, official.) 9 x 14 folders, 2 ft., in drawer of steel filing case. Rs. 950-957. (7411)

476. CASE FILES RELATING TO RATES AND APPLICATIONS, Aug. 14, 1936 to date. Covering reports on cases which have been reinvestigated and corrected after proper district office hearings and decision, and the following bureau forms: 3-Designation of agent for service of notices, orders, and process; 15-Notice; A2-Statement of facts in support of passenger carrier application; 26-Applications for substitution of prospective purchaser; 23-Applications for authority, under section 214, Motor Carrier Act 1935, to assume obligation or liability; 21-Applications for authority, under section 213, Motor Carrier Act, 1935, to purchase, lease, or contract, or operate the properties or any part thereof, of a motor carrier, or for acquisition of control of such carrier through ownership of its stock; 22-Applications for authority, under section 214, Motor Carrier Act, 1935 to issue securities; 8-Applications for certificates and permits by common contract carriers; 6-Applications to register within a single state, for the transportation of property in interstate or foreign commerce, and 7-Application to register within a single State for the transportation of passengers in interstate or foreign commerce. Filed alphabetically by title of case. (Daily, official.) 9 x 14 folders, 9 ft., in drawers of steel filing cases. Rs. 950-957. (7404)

477. DEPARTMENTAL FILES, Aug. 14, 1936 to date. Dealing with orders, notices, proposed orders, administrative rulings, released rates, rulings from Washington regarding special rates, and orders or notices on important subjects. Filed alphabetically. (Daily, official.) 9 x 14 folders, 1 ft., in drawer of steel filing case. Rs. 950-957. (7410)

SERVICE BUREAU
OFFICE OF SERVICE AGENT
Post Office Bldg., 433 W. Van Buren Street

This office was established in 1925 in the offices of the American Railway Association, Manhattan Building; in 1927 it was moved to 28 E. Jackson Blvd., and in 1933 to the present address. Its duties pertain

to railroad transportation and operation, with a view to prevention of car shortages, congestion, and other interruptions in the movement of freight, passengers, and express traffic, the adjustment of train schedules, and other related matters. It supervises the handling of explosives and other dangerous articles in freight, express, and baggage movements, and the adjusting of complaints made by the public against railroads regarding delays in road and switching service.

478. GENERAL CORRESPONDENCE, 1927 - 1936. Correspondence pertaining to office procedure. (Monthly, official.) 9 x 14 folders, 16 ft., in drawers of steel filing cases. R. 1110. (204)

VALUATION BUREAU
OFFICE OF ACCOUNTANT AND AUDITOR
Post Office Bldg., 433 W. Van Buren St.

This office was established in 1926. It obtains and verifies reports of changes in the physical property of common carriers, subject to provisions of Section 19A of the Interstate Commerce Act, relating to the inventories and valuations of property. A monthly report is sent to Washington. Records are in good condition.

479. GENERAL CORRESPONDENCE, 1926 - 1936. With railroads and Washington office. (Weekly, official.) 10 x 12 folders, 84 ft., in 3 drawers of filing case. R. 1102. (40)

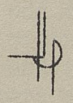
LAND SECTION
OFFICE OF LAND APPRAISER
Post Office Bldg., 433 W. Van Buren St.

This office was established in 1887 and had jurisdiction over the 83 northern counties of Illinois, the 18 northern counties of Indiana, and the 20 southern counties of Wisconsin, and operated directly with the Washington office. In 1913, district offices were established and operated at 910 S. Michigan Avenue until 1921, from March 1922 - 1933, at 28 E. Jackson Blvd., and since that date at its present quarters. In 1920 the Transportation Act, known as the "Recapture Act", was passed, allowing for the reinstatement of the District office. Its functions include the classifying and appraising of all lands owned or used by common carriers in accordance with provisions of section 19A of the Interstate Commerce Act. These appraisals, covering all property changes by reason of additions and / or retirements, are kept current from year to year. Records are in good condition.

480. GENERAL CORRESPONDENCE, PLAT BOOKS, AND MAPS, 1900 to date. Correspondence pertaining to land valuation and appraisal and office procedure, containing air rights memoranda of Chicago & Peoria District; inventories of building custodian; Census data; credit union files of Federal business associations; progress, time and travel work reports; memoranda of travel expense, and records of authorization and organization. Bound plat books made in color scheme, covering various sections, are used as a direct index to the correspondence and general data pertaining to each transaction, showing subdivision of land adjoining railroad property. Maps show sales, leases, appraisal data developed by the field force, and related information. Two volumes of subdivision maps cover major cities under jurisdiction of this office. Filed alphabetically. Indexed. (Daily, official.) 10 x 12 folders and volume plats (14), 266 ft., in drawers of steel filing cases and on shelves. Rs. 1101 and 1104. (39, 2414)

PART 14

NATIONAL EMERGENCY COUNCIL



NATIONAL EMERGENCY COUNCIL

CHICAGO

FIELD OPERATIONS DIVISION
OFFICE OF THE STATE DIRECTOR
400 N. Michigan Avenue

This office was established January 13, 1934, at 201 North Wells Street, and on July 1 of the same year, moved to the Wrigley Building, 400 North Michigan Ave., thence to the Merchandise Mart in September 1936. Its duties are to supply information and prepare confidential reports every two weeks for the National Emergency Council, concerning the Federal Emergency Agencies and their activities within the state. The State Director is Chairman of the Committee of State Representatives of the Federal Agencies, and serves as liaison officer between the NEC and that group, on matters pertaining to emergency programs. Biweekly and coordination meeting reports are sent to the National Director at Washington. Records are in excellent condition.

481. GENERAL CORRESPONDENCE, Jan. 1934 - 1935; Apr. 1935 to date. Correspondence with permanent and emergency agencies, State Directors, National Director, State Officers in Illinois, and the general public, relating to activities and functions of this office. (Daily, official.) 10 x 15 folders, 4 ft., in 3 drawers of steel filing case. R. 302. (1698)

482. PERSONNEL FILE, Jan. 1934 to date. Letters of employees, appointments from Washington, oaths of office, personnel, instructions to staff members, and reports from assistants to State Director. (Daily, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. R. 302. (1699)

483. PUBLIC VOUCHERS, Jan. 1934 to date. For services rendered in connection with maintenance and supplies, including copies of contracts, bills of lading, and fiscal agency in Washington. (Monthly, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. R. 302. (1694)

484. NEWS RELEASES, May 6, 1935 to date. Copies of memoranda to newspapers in Illinois by this office, supplied only on request of publisher, pertaining to activities of Federal agencies operating in the State. (Occasionally, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. R. 302. (1695)

485. OFFICIAL INFORMATION REPORTS, May 6, 1935 to date. Mimeographed circulars of instructions issued from Washington, showing information, orders, regulations, and decisions; also reports from permanent and emergency agencies, summarizing activities. (Daily, official.) 10 x 15 folders, 8 in., in drawers of steel filing case. R. 302. (1696, 1697)

486. COORDINATION REPORTS, June 1935 to date. Copies of reports from various states, with mimeographed bulletins pertaining to the activities of State-wide coordination meetings; also reports of semi-annual coordination meetings in each State and in the Territory of Alaska. (Daily, official.) 10 x 15 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 302. (1693)

487. STATISTICAL REPORTS, Aug. 31, 1935 to date. From various agencies in Illinois engaged in work relief program; also reports by the Area Statistical Office, IERC, and USES, with data as to number of persons working, prepared and submitted biweekly to the National Director. (Daily, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. R. 302. (1700)

PART 15

NATIONAL LABOR RELATIONS BOARD

NATIONAL LABOR RELATIONS BOARD

CHICAGO

REGIONAL OFFICE 13
20 N. Wacker Drive

This office was established July 5, 1935. It is a unit of the National Labor Relations Board created under the Wagner-Connery Labor Disputes Act, and serves as its agent for the area, consisting of northern Illinois, eastern Iowa, northwestern Indiana, and southwestern Michigan. It conducts employees' representation elections for determination of collective bargaining agencies, holds hearings, and issues findings as to violations of the Act. Copies of reports and correspondence are forwarded periodically to Washington. All records are retained until authority for their disposition is received from Washington.

488. COMPLAINT CASE FILE, 1935 - 1936. Covering charge and complaint reports with correspondence between employer and employee, showing nature of dispute and disposition of case. (Older records never; recent records, daily, official.) 10 x 15 pockets, 4 ft., in drawers of steel filing cases. R. 866. (406-409)

489. DOCKET BOOK, 1935 - 1936. Complete resume of each case, showing names of employer and employee, date, case number, and nature of the charge. (Daily, official.) 15 x 18 loose-leaf books (2), 6 in., in drawer of steel filing case. R. 866. (405)

490. EXPENSE VOUCHERS, 1935 - 1936. Vouchers for light, heat, and rent, and document, court, travel, and miscellaneous expense reports. (Monthly, official.) 10 x 15 pockets, 1 ft., in drawer of steel filing case. R. 866. (404)

491. GENERAL CORRESPONDENCE AND REPORTS, 1935 - 1936. Relating to personnel and general conduct and procedure of all office or administrative matters. Indexed. (Daily, official.) 10 x 12 pockets and 6 x 10 cards, 2 ft. 6 in., in drawer of steel filing case. R. 866. (403)

PART 16

NATIONAL RAILROAD ADJUSTMENT BOARD



NATIONAL RAILROAD ADJUSTMENT BOARD

CHICAGO

REGIONAL BOARD
ADMINISTRATIVE OFFICER
Consumers Bldg., 222 S. State Street

This office was established July 31, 1934. The National Railrod Adjustment Board was organized July 31, 1934, in accordance with the provisions of the Railway Labor Act, approved June 21, 1934. It embraces four divisions operating independently of one another. The First, Second, and Third Divisions are each composed of ten members, and the Fourth Division of six members. In 1921, three Regional Boards were created under title III of the Transportation Act of 1920, in Chicago, New York, and Washington, D. C., for the western, eastern, and southeastern divisions respectively. In April 1928, a southwestern Regional Board was established in St. Louis. The records of these four boards were forwarded to the National Railroad Adjustment Board, and are now an active part of the First Division. The administrative officer is appointed by the National Mediation Board, Washington. Between 1918 and 1920, the railroads were under Federal control and all labor disputes were adjusted by the United States Railroad Administration. Records are in good condition.

492. EXPENSE VOUCHERS, July 1934 to date. Copies, covering pay rolls, rent, telephone, telegraph, and personal services, supplies, equipment, and other expenses; also correspondence relating to vouchers. Filed chronologically. (Daily, official.) 10 x 12 folders, 5 ft., in 2 drawers of steel filing case. R. 2000. (401)

493. GENERAL CORRESPONDENCE, July 1934 to date. Pertaining to administrative affairs of the Board, i. e., employment of personnel, rental of space, purchases of supplies, payment of expenses, contracts and bids, and correspondence with mediation board. Filed by subject. (Daily, official.) 10 x 12 folders, 17 ft., in 6 drawers of steel filing cases. R. 2000. (400, 402)

494. PERSONNEL FILES, July 1934 to date. Records of employees of entire board, showing appointments, oaths of office, service and leave records, personal history statements, job sheets, transfers, increases in salary, and other matters pertaining to administration personnel, with pertinent correspondence. Filed by subject. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. R. 2000. (399)

First Division

This division was established June 21, 1934, and contains all the records of the four Regional Boards. Dockets are filed numerically and subdivided as to decided and undecided cases. Copies of dockets and awards are sent to National Mediation Board and copies of awards forwarded to Library of Congress. Extra copies of dockets are destroyed.

495. MAPS, 1915 to date. Showing railroad terminals, divisions, guard locations, trackage and systems all over U.S., mileage between points, movements made in entering upon mail line trackage, locations of machine shops, and power, transfer, and round houses. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 1908. (364)

496. DOCKETS AND SCHEDULES OF TRAIN SERVICE BOARD OF ADJUSTMENT, 1920 to date. Submissions made to late Train Service Board of Adjustment, covering Eastern, Western, Southeastern, and Southwestern regions, Canadian Board 1, decided disputes between labor organizations and railroads, used for reference purposes and as aids in deciding similar submitted cases; also record showing names of railroad, referee, labor organization, class of dispute and awards relating to such matters as rate of pay, length of service, infraction of regulations, and working conditions. Entered and filed alphabetically and numerically. (Older records, monthly; recent records, daily, official.) Variously sized folders, cards, loose-leaf books and vols., 336 ft. 2 in., in drawers of steel filing cases, card cabinets and boxes. R. 1908. (360-362, 365, 366, 368-373)

497. GENERAL CORRESPONDENCE, July 1934 to date. Showing letters relating to submitted disputes, awards, individual claims, submission forms, oral and written, withdrawn submissions, schedules, and other functions of the Board; also copies of awards of other divisions. Filed by subject. (Daily, official.) 10 x 12 vols., 6 in., in drawer of steel filing case. R. 1908. (363)

498. INDEX FILE, June 30, 1935 to date. Tabulations showing award and docket numbers, synopsis, names of railroad and plaintiff, and disposition of each case decided by the Board. (Daily, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 3 in., in steel filing case. R. 1908. (367)

Second Division

This division was established July 31, 1934. It handles all complaints of shop craft employees only. Copies of awards are sent to the National Mediation Board, which approves all expenditures.

499. AWARDS, 1934 to date. Awards for all four divisions of the NRA Bureau listing name of complainant and railroad, basis of complaint, and final disposition of case. Filed numerically. (Older records, occasionally; recent records, daily, official.) 10 x 12 folders, 14 ft. in 7 drawers of steel filing cases. R. 2102. (393, 394)

500. GENERAL CORRESPONDENCE, Oct. 1934 - Apr. 1936. Relating to office appointments, applications for positions between various committees, chief operating and organization committees, minutes of meetings of 2d Division, awards to claimants and representation of employees; also general file showing names, addresses, telephone numbers, postal and air mail information, memorandum to secretary of 2d Division, and budget appropriations. Indexed. Filed according to subject. (Daily, official.) 3 x 5 cards and 10 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. R. 2102. (396)

501. MISCELLANEOUS CLAIMS, 1934 - 1936. Sent in by individuals, concerning grievances against railroads; also requests for information concerning rules and regulations of labor organizations and railroads. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 2102. (397)

502. AGREEMENTS, 1934 to date. Showing agreements and by-laws between railways and organizations, relating to hours of service, rates of pay, and working conditions; also rules and regulations of every railroad pertaining to relationship between employee and employer. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing cases. R. 2102. (398)

503. UNDECIDED DOCKETS, July 1934 to date. Pending complaints and claims of railroad employees, showing arguments of both sides. Filed numerically. (Semiweekly, official.) 10 x 12 folders, 6 ft., in 2 drawers of steel filing case. R. 2102. (395)

Third Division

This division was established June 11, 1934. None of its records are sent to Washington.

504. DECISIONS AND AWARDS OF BOARD OF MEDIATIONS, RAILROAD BOARD OF ADJUSTMENT, AND NATIONAL MEDIATION BOARD, 1918 to date. Decisions and awards rendered on disputes between railroad and employees, and some stenographic transcripts of decisions. Disputes deal with rates of pay, length of service, and working conditions. Filed numerically. (Daily, official.) 10 x 12 folders, 30 ft., in 15 drawers of steel filing cases. R. 1804. (375-377)

505. GENERAL CORRESPONDENCE, July 1934 to date. With railroads and labor organizations, pertaining to settlement of disputes, grievances, and requests for copies of schedules and transcripts of the Board of decisions. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 1804. (380)

506. RECORD OF CLAIMS, July 1934 to date. Between railroad employers and employees affiliated with legitimate labor organizations, covering infractions of rules, rates of pay, and working conditions; also index

showing names of railroad, labor organization and chief offices. Filed by subject. (Daily, official.) 3 x 5 cards and 10 x 12 folders, 20 ft., in 9 drawers of steel filing cases and 4 drawers of card cabinet. R. 1804. (382)

507. SCHEDULES AND AGREEMENTS, July 1934 to date. Agreements and schedules entered into between organizations representing employees and representatives of the railroads, regarding grievances, rates of pay, rules, and working conditions. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 1804. (378)

508. DISSENTING OPINIONS, 1934 to date. Dissenting opinions of the Board members on decided cases. Filed numerically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 1804. (381)

509. HEARING NOTICES, 1934 to date. Copies of notices sent to plaintiffs and defendants in disputes, showing date of hearing and requesting their appearance; also general correspondence relating to disposition of case. Filed alphabetically. (Semiannually, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 1804. (379)

510. INDIVIDUAL SUBMISSIONS, 1934 to date. Complaints of individuals who have no labor affiliations, and who bring their complaint to this Board for verification. Some complaints await Board hearing, others are obsolete; all have been given docket number. Includes index showing name of plaintiff and railroad. Filed numerically. (Monthly, official.) 3 x 5 cards, and 10 x 12 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 1804. (374)

Fourth Division

This division was established July 1, 1934. It has jurisdiction over disputes involving employees of carriers engaged in transportation of passengers or property by water, and other employees not under jurisdiction of the First, Second, or Third Divisions.

511. INDEXED DIGEST OF RAILROAD LABOR BOARD DECISIONS AND AWARDS, AND POLICE DEPARTMENT EMPLOYEES, 1918 to date. Condensed summaries of awards and decisions, showing disposition of subject matter, claim, class of employee, railroad involved, disputes between police department employees and railroad employers, and comprehensive description of claim involved; also index showing name of labor organization, railroad, or boat. Filed by subject. (Older records, occasionally; recent records, frequently, official.) 3 x 5 cards and 10 x 12 folders, 8 in., in drawers of steel filing case, and card cabinet. R. 2010. (531, 533)

512. AGREEMENTS AND SCHEDULES, Aug. 1, 1934 to date. Between organizations representing employees and representatives of railroad management, covering disputes growing out of grievances or out of interpretation or application of agreements, pertaining to rates of pay, rules and working conditions; also index showing name of railroad and labor organization. Filed by subject. (Frequently, official.) 3 x 5 cards and 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 2010. (632)

513. FINAL AWARDS, Aug. 1, 1934 to date. Extra copies of final awards rendered by First, Second, Third, and Fourth Divisions. Filed numerically. (Seldom, official.) 8 x 10 loose-leaf books, 6 ft., in 2 drawers of steel filing case. R. 2012. (534)

514. HEARING NOTICES, Aug. 1, 1934 to date. Copies of hearing notices sent to employees and carriers involved in any dispute submitted to the Division, with related correspondence. Filed numerically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 2010. (530)

515. DOCKETS OF DISPUTES, MISCELLANEOUS CASES AND EX PARTE SUBMISSIONS, Aug. 1, 1934 to date. Submissions covering disputes between marine employees of railroads that operate water equipment, and all other railroad employees over which jurisdiction is not given to the First, Second, or Third Division; also extra copies of ex parte submissions and both heard and unheard dockets. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. R. 2010. (529, 535)

516. GENERAL CORRESPONDENCE AND MISCELLANEOUS FILE, Aug. 1, 1934 to date. Correspondence with railroad associations, labor organizations, and board members, pertaining to agreements, schedules, decisions, awards, court actions, annual reports, circulars, clippings, and mailing list. Filed by subject. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. R. 2010. (528)

PART 17

NATIONAL RECOVERY ADMINISTRATION



NATIONAL RECOVERY ADMINISTRATION

DIXON

FIELD OFFICE
Post Office Bldg., Galena and Second Sts.

This office was established in August 1933 and is now defunct. Request has been made for permission to destroy these records.

517. AGREEMENT TO COOPERATE, n. d. Agreement cards, made out by residents, as consumers, to cooperate with 'Blue Eagle' merchants. (Seldom, official.) 3 x 5 cards, 14 ft., in pasteboard box. Storeroom. (25)

ROCKFORD

FIELD OFFICE
Post Office Bldg., 401 S. Main Street

This local unit of the National Recovery Administration was established in August 1933. This inventory is not complete, as it was possible to locate only a few records. Nothing could be learned about the balance of the files except that none were sent to Washington. All records now available are in custody of the local post office and in good condition.

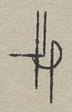
518. LOCAL COMPLIANCE BOARD FILES, Oct. 4 - Dec. 18, 1933. Correspondence with complainants and NRA officials as to compliance problems. Filed chronologically. (Never.) 10 x 15 folders, 1 in., in drawer of wooden desk. R. 112. (260)

519. COMPLAINTS, Oct. 1933 - Feb. 28, 1934. Against concerns for failure to live up to NRA regulations, with correspondence complaint forms, and data showing action taken by local compliance board. Filed chronologically. (Never.) 10 x 15 folders, 1 in., in drawer of wooden desk. R. 112. (261)

520. CODE AUTHORITIES, n. d. Covering various industries, showing names of chairmen and members. (Never.) 10 x 15 folders, 1 in., in wooden drawer of desk. R. 112. (262)

PART 18

NATIONAL YOUTH ADMINISTRATION



NATIONAL YOUTH ADMINISTRATION

CHICAGO

STATE OFFICE
Merchandise Mart, 220 W. North Bank Drive

This office was established in July 1935 as part of the national program set up within the Works Progress Administration by Executive Order No. 7086, June 26, 1935, under the authority of the Emergency Relief Appropriation Act of 1935, approved April 8, 1935. From July 1935 to September 19, 1936 this office occupied quarters at 1319 S. Michigan Blvd. This State office supervises seven district offices: District 1, Rockford; District 2, Cook County, (outside of Chicago), and Du Page, Kane, Lake, and Will Counties; District 3, Chicago, District 4, Decatur; District 5, Herrin; District 6, Peoria, and District 7, East St. Louis. The National Youth Administration conducts a program primarily for youths in families on relief, endeavoring to find employment in private industry for those between the ages of 16 and 25 years. Work suited to their abilities and needs, is also provided for youths on work relief projects. To those youths with no special accomplishments, the organization offers vocational guidance and training. Needy elementary and high school students who are unable to continue their education without aid, are given small cash allotments, approximately $6.00 per month, to cover books, carfare, and other items. College students may receive up to $20.00 per month, and graduates, up to $40.00. At present, the work is divided into four major categories: Community and Leisure Time Activities, Rural Youth Activities, Public Service Assistance, and Research. Work is provided for 6,700 boys and girls. Records are in good condition.

521. MAILING LIST, Jan. 1935 to date. Showing name, address, and phone number of each newspaper or radio station, and correspondent. Filed alphabetically. Indexed. (Frequently, official.) 3 x 5 cards and folders, 2 ft., in drawer of cardboard card cabinet. R. 1189. (6995, 6996)

522. APPLICATIONS FOR NYA FINANCIAL ASSISTANCE, July 1, 1935 - June 30, 1936; Aug. 1936 to date. From elementary, high school, college, and graduate students, showing county, relief station, names and addresses of applicant, and three references, institution, items, amount needed, financial status of applicant's family, signatures of parents and applicant, previous experience, educational status, and work preference of applicant. Filed alphabetically. (Older records, rarely; recent records, frequently, official.) 10 x 12 folders, 9 ft., in 5 drawers of steel filing case. R. 1189. (7011, 7019, 7020)

523. CORRESPONDENCE, July 1, 1935 to date. Between NYA officials, State Directors, school principals, heads of educational institutions, students, applicants, and others, pertaining to interpretations of instructions, applications, vocational guidance, inquiries, school activities under NYA program, apprenticeships, aid furnished students, projects employing NYA students, junior consultant service, placement, public relations, and like matters. Filed alphabetically and chronologically. (Older records, seldom; recent records, daily, official.) 10 x 12 folders, 42 ft. 7 in., in 21 drawers of steel filing cases. R. 1189 and NE. section, 6th floor. (6979, 6983, 6986, 6987, 7000, 7001, 7004-7008, 7010, 7297, 7299)

524. REQUISITIONS, STATE OFFICE, July 1, 1935 to date. Copies, sent to Regional Procurement Officer, Treasury Department, for material to be used in this office, such as forms, stationery, and other items. Filed numerically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 1189. (7015)

525. ROSTER OF STUDENTS PARTICIPATING IN SCHOOL AID PROGRAM, July 1935 - June 1936. Showing name of county, name and address of school, names of students, relief status, sex, race, and whether students were 1936 graduates. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 1189. (7311)

526. ACTIVE AND INACTIVE PROJECT FILES, July 1935 to date. Containing work project applications and summary of work applications, both showing name of state, application and official work project numbers, signatures of responsible official of cooperating sponsor and NYA State Director, location and description of project, amount requested and approved, name and address of supervisor, starting and probable completion dates, character of work, and summary of estimated costs. Filed numerically. (Rarely, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1189. (7013, 7014)

527. AFFIDAVIT FORM FOR SCHOOLS AND COLLEGES, July 1935 to date. Showing name of principal, name and address of institution, normal school year, enrollment, number eligible for NYA, allotment requested, signature of president, endorsement of State Superintendent of Public Instruction, and approval of State Director of NYA. Filed alphabetically. (Older records, seldom; recent records, frequently, official.) 10 x 12 folders, 6 ft. 6 in., in 4 drawers of steel filing cases. R. 1189, and NE. section, 6th floor. (6984, 7021, 7308, 7310)

528. CERTIFIED LISTS, HIGH SCHOOLS AND COLLEGES, July 1935 to date. Showing county, school, number, name, race, sex, age, relief status, and signature of head of college. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 1189. (6993, 6994)

529. FIRM FILE, July 1935 to date. Showing name and address of firm, date of purchase, item, and project number. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 ft., on desk. R. 1189. (7303)

530. MATERIAL INVENTORY RECORD, July 1935 to date. Showing work project number, item, maximum and minimum, numbers and dates of requisitions, quantity requisitioned, received, and unfilled, amount issued, used, and on hand, reference, and dates. Filed numerically. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of card cabinet. R. 1189. (7302)

531. MATRIXES, STEREOTYPES, AND LOCOTYPES, July 1935 to date. Record of matrixes and metal plates loaned to newspapers for publicity purposes. Filed chronologically. (Frequently, official.) Variously sized lead plates and paper forms, 2 ft., in drawer of steel filing case. R. 1189. (6999)

532. MONTHLY REPORTS, July 1935 to date. Received from District Directors, showing county, number of youths employed, wages, location, and total cost of project, date started, and estimated duration. Filed alphabetically, numerically, and chronologically. (Older records, seldom; recent records, frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 1189. (7309)

533. PRINCIPALS' REPORTS ON STATUS OF STUDENTS ACTIVE ON NYA AID PROGRAM, July 1935 to date. Submitted to relief station, showing name of school, county, date, student's name, relief status, names and addresses of parents and relief station, and amount of money received during school term. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 1189. (7300)

534. PROJECT AND STATE OFFICE RECEIVING REPORTS, July 1935 to date. Copies showing material received for use on projects and in office, name and address of shipper, name, location, and number of project, description and quantity of goods received, and requisition number. Filed numerically and chronologically. (Occasionally, official.) 10 x 12 folders, 5 ft. 6 in., in 3 drawers of steel filing case. R. 1189. (7016, 7017)

535. PROJECT REQUISITIONS, July 1935 to date. From project directors for materials. Filed numerically. (Occasionally, official.) 10 x 12 folders, 12 ft., in 6 drawers of steel filing case. R. 1189. (7018)

536. STORIES, July 1935 to date. News stories on NYA activities, written by the Public Relations Department for release to newspapers. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 1189. (6997)

537. STUDENTS' EARNINGS, July 1935 to date. Record showing name and classification of student, school, county, period, adjustments, payments to date, and three month average. Filed by names of school and student. (Frequently, official.) 4 x 6 cards, 37 ft. 6 in., in 25 drawers of wooden card cabinets. R. 1189. (7301)

538. TRANSPORTATION RECORD, July 1935 to date. Showing number of carfare tokens or tickets taken, withdrawn, and on hand, and signature of disbursing clerk. Entered alphabetically. (Frequently, official.) 6 x 12 vol., ½ in., on desk. R. 1189. (7304)

539. TRAVEL AUTHORIZATIONS, July 1935 to date. For District Directors, showing name, mode of transportation, and reason for travel. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1189. (7307)

540. SCHOOL CARDS, Sept. 1935 to date. Showing name of school, amount of monthly allotment, date period ending, date and time report received, amount of time, pay roll number, date posted, amount of pay roll in each report, total pay roll to date, number of students, and average earnings. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of cardboard card cabinet. R. 1189. (6877)

541. SIGNATURE CARDS, Sept. 1935 to date. Showing county, date, name and address of institution, name, title, and business address of person authorized to certify all time reports and to receive all checks for students working under NYA at his institution, and signatures of principal of school and authorized person. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in card cabinet. R. 1189. (6978)

542. TIME REPORTS, Sept. 1935 to date. Monthly time reports received from schools, showing name of school, WPA district number, names and classification of students, sex, relief or non-relief, number of hours worked each day, total hours, rate per hour, and total to be paid. (Older records, never; recent records, frequently, official.) 10 x 12 folders, 12 ft., in 6 drawers of steel filing cases. R. 1189 and NE. section, 6th floor. (7022, 6981)

543. COMMUNITY ACTIVITIES, Oct. 1935 to date. Correspondence of Assistant State Director, in charge of community activities, with various social agencies and community centers, relating to NYA aid. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 14 ft., in 7 drawers of steel filing case. R. 1189. (7003)

544. ORDER SUPPLY FILE, Oct. 1935 to date. Inventories of equipment owned by NYA in respective agencies, requests for equipment to further community activities, and related correspondence. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 1189. (7002)

545. RADIO RELEASES, Nov. 1935 to date. Short news stories and items on activities of NYA; also script and program of NYA hour on station WCFL every Saturday morning. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 1189. (6998)

546. RESIDENCE SCHOOL FILE, April - July 1936. Applications for attendance, medical reports, personnel records, achievement reports, and requisitions. Filed by subject. (Rarely, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. NE. section, 6th floor. (6989)

547. COUNTY FILE, July 1936 to date. Correspondence with principals and superintendents of high schools, relating to increase of NYA allotments and need for funds; also superintendents' report on initial school allotments, showing number, name, address, monthly allotment, totals, and signature of superintendent or principal. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. NE. section, 6th floor. (6988)

548. PAY ROLL, WPA, July 1936 to date. Copies showing State, WPA district number, county, name of high school or college, location of disbursing office, period, pay roll page, official project and work project numbers, type of work, symbol, name of student, sex, classification, total hours, rate, check number, date drawn, and totals. Filed numerically. (Frequently, official.) 8½ x 10 sheets, 8 ft., in 4 drawers of steel filing case. R. 1189. (7306)

549. PAY ROLL VOUCHERS, July 1936 to date. Copy of pay roll, routing slip, and schedule of disbursement, showing originating governmental agency, date paid, period, bureau schedule, symbol, and voucher numbers, name of payee, symbol of appropriation, amount, and signature of certifying officer. Filed numerically. (Frequently, official.) 8½ x 10½ sheets, 8 ft., in 4 drawers of filing case. NE. section, 6th floor. (7305)

550. PROJECT ASSIGNMENT SCHEDULES, July 1936 to date. Showing official project, work project, and WPA district numbers, starting date, state, county, type of employee, and maximum earnings allowed by class. Filed alphabetically, and numerically. (Frequently, official.) 8½ x 11 sheets, 3 in., in drawer of steel filing case. R. 1189. (6982)

551. SUBJECT FILE, July 1936 to date. Consisting of approved affidavits for additional allotments and requests from principals of high schools and other educational institutions for student help and additional funds. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. NE. section, 6th floor. (6990)

552. WORK PROJECT REGISTER, July 1936 to date. Showing date when project was approved, estimated date of completion, location and description of project, name of sponsor, district, presidential letter, official and work project numbers, limitation of allotment, Federal encumbrance, unencumbered balance, Federal man-hours, and sponsor's contribution divided as to materials and labor. Entered numerically. (Daily, official.) 16 x 22 loose-leaf books, 6 in., in drawer of steel filing case. NE. section, 6th floor. (7327)

553. APPLICATIONS FOR NYA AID, Aug. 1936 to date. Mimeographed sheets showing county, names and addresses of relief station and applicant, name of school applicant desires to attend, items and amount needed, financial status of applicant's family, grade in school, and signatures of parent, applicant, three references, and principal or superintendent. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. NE. section, 6th floor. (6991)

554. DISTRICT DIRECTOR'S FILE, Aug. 1936 to date. Correspondence with WPA Director of Education, and NYA District Directors, relating to bulletins, forms, policy, and allotments. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. NE. section, 6th floor. (6985)

555. RESIDENCE SCHOOL APPLICATIONS, Sept. 1936 to date. Medical report showing complete medical history and physical examination of applicant, and application blanks showing name, address, race, nationality, date of birth, special training and experience, and requests for staff appointments for supervisory and administrative positions in residence school. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 1189. (6992)

DISTRICT 2 OFFICE
Congress Bank Bldg., 506 S. Wabash Ave.

This office was established July 1, 1935, and has occupied its present quarters since July 1, 1936. Prior to that date it was located at 1319 S. Michigan Ave. The jurisdiction of this office covers that part of Cook County outside of the city of Chicago, and Lake, Kane, Du Page, and Will Counties. Project offices are located in Cook County at Chicago Heights, Harvey, Forest Park, and Evanston; in Lake County, at Waukegan; in Kane County, at Elgin and Aurora; in Du Page County, at Downers Grove, and at Joliet in Will County. There is a project supervisor at each of these offices who reports directly to the district office. No records are sent to Washington. Records are in good condition.

556. GENERAL CORRESPONDENCE, June 1935 to date. The chief correspondents are project and state officers, various supervisors in divisions of State office, and individuals. Communications apply particularly to occupational guidance, education, and recreation of girls and boys, within the ages of 18 and 25 years, who are seeking aid from NYA. Filed by subject. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing cases. R. 603. (8901)

557. ASSIGNMENTS, July 1935 to date. Form 402, showing name and address of worker, case and identification numbers, classification of employment, salary, effective and starting dates, and, if rejected,

the reasons. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 603. (8899)

558. TERMINATION OF EMPLOYMENT, July 1935 to date. Form 403, record of all employees who have been dropped from pay roll, showing project number, location, identification number, name, address, and case number of student, reason for leaving, and effective dates. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. R. 603. (8896)

559. WORKER'S CHANGE OF ADDRESS, July 1935 to date. Showing number and location of project, employee's name and identification number, old and new addresses, date moved, supervisor's signature with necessary notations. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. R. 603. (8898)

560. OCCUPATIONAL CHANGES, Sept. 1935 to date. Form 404, record of change in employment status, showing project number and location, worker's identification number, name, address, relief case number, and effective dates of transfer. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 603. (8900)

561. APPLICATION FOR EMPLOYMENT, Nov. 1935 to date. Showing name, address, age, date of birth, height, weight, physical condition, family status, relief district, case number, race, experience, educational qualifications, work preference, specific ability or talent, such as scout leading, musical ability, athletics, library work, and art. Filed alphabetically. (Daily, official.) 8 x 10 loose sheets, 1 ft., in drawer of steel filing case. R. 603. (8906)

562. CORRESPONDENCE, Nov. 1935 to date. Between supervising timekeeper, district director, project supervisor, and State Finance Officer, regarding employee's time and pertinent matters. (Daily, official.) 8 x 10 loose sheets, 1 ft., in drawer of steel filing case. R. 603. (8909)

563. PAST EMPLOYEES, Nov. 1935 to date. Record of boys and girls who have been employed on NYA in district 2, showing name and address, full history of their domestic status, educational qualifications, and experience, type and quality of work on NYA, and reason for leaving. Filed alphabetically. (Occasionally, official.) 8 x 10 loose sheets, 2 ft., in drawer of steel filing case. R. 603. (8908)

564. PENDING ASSIGNMENTS, Nov. 1935 to date. Record of employees certified but not yet assigned, showing descriptions of applicant, experience, education, family status, explanation for delay in assignment, and probable outcome of case. Filed alphabetically. (Occasionally, official.) 8 x 10 loose sheets, 1 ft., in drawer of steel filing case. R. 603. (8907)

565. REQUISITIONS FOR SUPPLIES, Nov. 1935 to date. Showing supplies, equipment, sewing materials, handicraft and machine tools, and space that has been requisitioned for the district and project offices of District 2. Filed numerically. (Occasionally, official.) 8 x 10 loose sheets, ½ in., in drawer of steel filing case. R. 603. (8913)

566. REQUISITIONS FOR WORKERS, Nov. 1935 to date. WPA Form 401, submitted to State Employment Office by the operating agency, showing requisition number, date, description of project, number of workers desired, occupation, wage class, sex, special conditions, date, hour, and place to report, and signatures of foreman and requisitioning officer. Filed numerically. (Occasionally, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 603. (8897)

567. COOPERATING AGENCIES, July 1936 to date. Data on all public and semipublic agencies operating on a nonprofit basis and making contributions in the way of employment to the NYA, showing number of the project benefited by this cooperation, name and address of agency, number of male and female youths employed, relief status, and total number of employees. (Monthly, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. R. 603. (8904)

568. DISTRICT AND PROJECT EMPLOYMENT RECORD, July 1936 to date. Compiled by supervisors and District Office for State Office, showing number of youths employed, relief and nonrelief, male and female, white or colored, number of unskilled, skilled, intermediate, professional, and technical classifications, supervisory, and full time employees, number of assignees reporting and failing to report during the last month, and reasons for absence; also forms 403 prepared during the last month with explanation of circumstances involved. Filed chronologically. (Monthly, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 603. (8903, 8905)

569. MEMORANDA TRANSMITTAL LETTERS, Jan. 1937 to date. Forms 402, 403, and 404, prepared in this office and sent to the State Office, accompanied by transmittal letters, showing detailed description of various forms submitted, dates, project affected, and signatures of project supervisor and District Director. Filed chronologically. (Occasionally, official.) 9 x 11 folders, ½ in., in drawer of steel filing case. R. 603. (8911)

570. WEEKLY TIME REPORT, Jan. 1937 to date. Showing project number, total number of relief and nonrelief employees on one-third and full time basis, and total number on NYA and WPA. Above information is shown for each county, with totals and other requisite data. Filed chronologically. (Weekly, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. R. 603. (8912)

571. CLASSIFICATION OF WORKERS, Mar. 1, 1937 to date. Record compiled by project supervisors for the District Office, where a summary is prepared for the State Office, showing district and project

numbers, total number working on each project, and number engaged in specific activities. Filed numerically. (Monthly, official.) 9 x 11 folders, ¼ in., in drawer of steel filing case. R. 603. (8902)

572. SPONSOR'S CONTRIBUTION REPORTS, Apr. 1, 1937 to date. Showing name of cooperating agency, location, person in charge, and nature of contribution, such as rent, supervision, and material. Units are listed and total monthly amount from each project within the district is shown. (Monthly, official.) 9 x 11 folders, 1/12 in., in drawer of steel filing case. R. 603. (8910)

DISTRICT 3 OFFICE
(A) Congress Bank Bldg., 506 S. Wabash Ave.
(B) 75 W. Van Buren Street

This office was established July 1, 1935 at 1319 S. Michigan Avenue, and in September 1936 moved to 111 W. Jackson Blvd. In November 1936, the operating office was transferred to 75 W. Van Buren Street, and the administrative office to 506 S. Wabash Avenue; on January 1, 1937, the office records located at 75 W. Van Buren St., were moved to 25 E. Lake Street. District 3 embraces the city of Chicago, and its duties are to provide employment for those youths who can qualify. It is under the supervision of a District Director, who is accountable to the State Director in all administrative matters. No records are sent directly to Washington. Reports are all submitted to State Office at Chicago.

573. FRIDAY FORCE REPORT, Jan. - Mar. 1936. Time report telephoned in from certain projects, showing project number, hours of full time relief workers, totals, and signatures of timekeeper and District Director. Filed chronologically. (Never.) 8 x 10½ folders, 2 in., in drawer of steel filing case. R. 618 (Bldg. A). (7312)

574. APPLICATIONS, YOUTHS ASSIGNED, Jan. 1936 to date. NYA Form D5, showing name, address, age, height, weight, date of birth, physical condition of applicant, number in family, relief district, case number, previous employment, interests, special abilities, education, office machines experience, work preference, and signature of applicant. Filed alphabetically. (Occasionally, official.) 10 x 12 folders, 10 ft., in drawer of steel filing cases. 5th floor (Bldg. B). (7337, 7338)

575. ASSIGNMENT SLIPS, Jan. 1936 to date. WPA Form 402 showing employees name and address, identification number, date, case number if certified, relief district, relief status, date to start work, classification, salary, project number, location, and signature of approving official. Filed numerically. (Frequently, official.) 4 x 6 slips, 7 ft., in 7 wooden card cabinets. R. 618 (Bldg. A). (7314)

576. CARD INDEX TO PERSONNEL RECORDS, Jan. 1936 to date. Showing name and address of applicant, identification number, and type of work to which adapted. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in cardboard cabinet. 5th floor (Bldg. B). (7339)

577. DAILY REPORTS OF FIELD REPRESENTATIVES, Jan. 1936 to date. Showing date, time, interviews, phone consultations, particular problems, recommendations, notations for District Office, and signatures of field representatives. Filed chronologically. (Frequently, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. R. 603 (Bldg. A). (7295)

578. TRANSPORTATION RECORDS, Jan. 1936 to date. Record of car tokens and tickets received and disbursed, showing quantity, name of person receiving transportation, and date and amount of signed receipts. Entered chronologically. (Daily, official.) 10 x 12 loose-leaf books, 3 in., in safe. 3d floor (Bldg. B). (7347)

579. FORM 403 QUESTIONNAIRES, Jan. 1936 to date. Sent to persons to whom Form 403 had been issued, and form the basis of a statistical record, showing reason for absence, employment status, name of employer, wage, and whether NYA experience was of any assistance. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 604. (Bldg. A). (7326)

580. GENERAL CORRESPONDENCE, Jan. 1936 to date. With State NYA officials, relating to administrative matters. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 602 (Bldg. A). (7296)

581. INDEX TO REQUISITIONS, Jan. 1936 to date. Showing requisition and purchase order numbers, dates estimated, actual costs, description of material, and date received. Entered numerically. (Frequently, official.) 10 x 14 loose-leaf books, 2 in., on desk. 3d floor (Bldg. B). (7328)

582. MONTHLY REPORT, Jan. 1936 to date. Covering employment of white and colored, male and female employees, showing location, relief status, classification, number employed by WPA at one-third wage, number of forms 402, 325, and 403 issued, and totals. Filed chronologically. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 604 (Bldg. A). (7331)

583. LOCAL TRANSPORTATION RECEIPT, Jan. 1936 to date. WPA Form C141, showing receipt and district numbers, date, location, type of transportation, number issued, purpose, and signatures of recipient and issuer. Filed numerically. (Frequently, official.) 10 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. 3d floor (Bldg. B). (7348)

584. MONTHLY COMPUTATION SHEET, Jan. 1936 to date. NYA Form D13 showing project number, location, sponsor, date, names of project workers, identification numbers, and date. Filed chronologically and numerically. (Frequently, official.) 8½ x 14 sheets, 2 ft., in drawer of steel filing case. R. 618 (Bldg. A). (7334)

585. MONTHLY TRANSPORTATION RECORD, Jan. 1936 to date. Copies WPA Form AD31, showing number of car tokens and L tickets received and issued with dates. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. 3d floor (Bldg. B). (7349)

586. NOTICE OF CHANGE IN WORK STATUS, Jan. 1936 to date. WPA Form 403, showing employee's name, address, identification number, date, whether certified, case number, relief district, relief status, present occupation, code, project number, location, reason for change in work status, signatures of foreman or supervisor and approving official, and effective date. Filed numerically. (Frequently, official.) 4 x 6 slips, 4 ft., in 4 wooden card cabinets. R. 618 (Bldg. A). (7315)

587. PERSONNEL RECORD OF YOUTHS ON NYA PROJECTS, Jan. 1936 to date. NYA Form 2YY showing names, age, sex, height, weight, project, address, telephone, decendancy, religion, relief status, case number, date of assignment, identification number, type of work, rate, part or full time work, schooling, personality, disabilities, and special abilities; also names of timekeeper and relief station. Filed alphabetically. (Frequently, official.) 5 x 8 cards and 10 x 12 folders, 140 ft., in 4 drawers of steel card cabinets and cases. 5th floor (Bldg. B). (7340, 7346)

588. PROJECT FILE, WORK LOCATIONS, Jan. 1936 to date. Showing project number and location, name of supervisor, description of work being done, and number and types of employees. Filed numerically. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 steel card cabinets. 5th floor (Bldg. B). (7341)

589. PROJECT MAP OF CHICAGO, Jan. 1936 to date. Showing location, number, name, address, and telephone number of each current NYA project. (Frequently, official.) 4 x 8 map, 1 sheet, on wall of room. R. 604 (Bldg. A). (7333)

590. RECLASSIFICATION SLIPS, Jan. 1936 to date. WPA Form 404 showing employee's name, address, identification number, certification, case number, relief district, relief status, classification, code, wage rate, project number and address, recommended change, explanation, signatures of foreman or supervisor and approving official, and effective date. Filed by project and identification numbers. (Frequently, official.) 4 x 6 slips, 2 ft., in 2 wooden card cabinets. R. 618 (Bldg. A). (7316)

591. REQUEST FOR APPLICANT'S DUPLICATE IDENTIFICATION CARD, Jan. 1936 to date. Form C156, showing name, address, identification number, signature, height, and weight of applicant, reason for request, signature of

timekeeper, and number and location of work project. Filed alphabetically. (Frequently, official.) 6 x 8½ slips, 3 in., in drawer of steel filing case. R. 618 (Bldg. A). (7321)

592. REQUISITIONS, COMPLETED, Jan. 1936 to date. Copy of requisition sent to Treasury Department for materials or equipment, with copy of purchase order and receiving report. Filed numerically. Indexed. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. 3d floor (Bldg. B). (7351)

593. REQUISITION FOR WORKERS, Jan. 1936 to date. WPA Form 401 showing requisition number, date, name and location of operating agency and employment office, and number, description, and location of project; also explanation of workers required, showing occupational titles, wage class and rate, number of workers, sex, special requirements, space, date, and hour to report, and names of foreman and requisition officer. Filed numerically. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. 5th floor (Bldg. B). (7342)

594. SIGNATURE CARDS OF SUPERVISORS, Jan. 1936 to date. ADF Form 516 NYA, showing names and titles of supervisors and alternates, date, and signature of field superintendent. Filed numerically. (Frequently, official.) 4 x 6 cards, 1 ft., in cardboard card cabinet. R. 618 (Bldg. A). (7322)

595. STATEMENT OF CLAIM DETAIL FOR PAY SHORTAGE, Jan. 1936 to date. Showing worker's name, address, identification number, assigned date, pay roll period, date, project and gang numbers, location, time, nature of claim, detail of periods in question, remarks, pay roll sheet, page, and line, and by whom investigated. Filed alphabetically. (Frequently, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. R. 618 (Bldg. A). (7320)

596. STATISTICAL CARDS, Jan. 1936 to date. Showing project and case numbers, relief district, ability, education, skills, experience, spare time activities, class, age, nationality, religion, education, occupation, present job, size of family, and date assigned. Filed alphabetically and numerically. (Frequently, official.) 4 x 6 cards, 8 ft., in wooden card cabinet. R. 604 (Bldg. A). (7332)

597. TIME CARDS, Jan. 1936 to date. WPA Forms ADF 500a, 502 and 047 showing worker's name, address, relief status, identification, project, gang, and telephone numbers, occupation, assigned date and hours, rate per hour, monthly earnings, work number, net hours worked, adjustment next month, and excess. Filed numerically. (Older records, never; recent records, frequently, official.) Variously sized cards, bundles and clip binders, 45 ft., in 3 wooden card cabinets, in drawers of steel filing case and wooden shelves. R. 618 (Bldg. A). (7317-7319, 7323)

598. TRANSMITTAL LETTERS, Jan. 1936 to date. Copies sent to the WPA Division of Employment, District 3, accompanying assignment slips, Form USES 325 or WPA 402, showing name, address, and identification numbers of persons assigned, signature of timekeeper, and project number. (Seldom, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. 5th floor (Bldg. B). (7336)

599. VOCATIONAL APTITUDE TEST CARDS, Jan. 1936 to date. Showing name, address, telephone number, age, sex, height, weight, descendancy, and religion of applicant; also results of vocational aptitude test, vocational interests, and project personnel recommendation. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 drawers of steel card cabinets. 5th floor (Bldg. B). (7335)

600. WEEKLY REPORTS, Jan. 1936 to date. Showing district and project numbers, relief status, total on NYA and WPA, totals of respective classifications in the county, total relief and nonrelief assignments, and total 403 Forms issued. Filed chronologically. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. 604 (Bldg. A). (7330)

601. WORKER'S CHANGE OF ADDRESS, Jan. 1936 to date. Showing worker's name and identification number, old and new address, sponsor of project, project number and location, and signature of project superintendent. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 6 in., in drawer of cardboard card cabinet. R. 618 (Bldg. A). (7313)

602. WPA REQUISITIONS PENDING AND CLOSED, Jan. 1936 to date. WPA Form AD95, copies of requisitions for office supplies sent to WPA stock room at 1304 Indiana Ave. and Treasury Department, with copies of receiving reports, showing date, quantity ordered and sent, and description of supplies. Filed numerically. (Frequently, official.) 10 x 12 folders, 5 in., in drawer of steel filing case. 3d floor (Bldg. B). (7329, 7350)

603. WORK LOCATION REPORTS, Jan. 1936 to date. Form 7YY, showing date, project, name and type of center, address, phone, community number, names of supervisor, assistant supervisor, and timekeeper, contribution, cooperating sponsor, days and hours of operation, name and address, classification, and job of NYA youth assigned, and recommendations. Filed numerically. (Frequently, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. R. 602 (Bldg. A). (7294)

604. YOUTHS REQUESTED, ASSIGNED, AND UNASSIGNED, Jan. 1936 to date. Forms 2YY, 3YY, and D5, showing relief status, request to assign, name of youth, name and location number of project, type of work, salary rate, dates of filing requisition with labor management, return date of issuance of WPA Form 402 to project supervisor, and complete history of applicant. Filed alphabetically. (Daily, official.) Variously sized cards, sheets, and folders, 5 ft. 6 in., in drawers of steel card cabinet and filing cases. 5th floor (Bldg. B). (7343-7345)

DECATUR

DISTRICT 4 OFFICE
Metzler Building, 380 E. Cerro Gordo St.

This office was established January 1, 1936, although some phases of the youth aid program were previously carried on in this territory by the WPA. The counties in this district are: Macon, Vermilion, Champaign, Piatt, Bond, Christian, Clark, Coles, Cumberland, De Witt, Douglas, Edgar, Effingham, Fayette, Ford, Iroquois, Kanakakee, Livingston, McLean, Montgomery, Moultrie, and Shelby; also has jurisdiction over the University of Illinois. NYA activities are carried on in high schools, colleges, and universities. Reports are sent to Washington.

605. GENERAL ADMINISTRATION, PROJECT AND PERSONNEL FILES, Jan. 1, 1936 to date. Correspondence, administrative orders, statistical records, instruction bulletins from Washington headquarters, individual records for each project, and complete case history of each member of working staff. Entered and filed alphabetically. (Daily, official.) 8½ x 11 folders, and 14 x 17 loose-leaf books, 8 ft. 4 in., in 4 drawers of steel filing cases and on desk. Office. (152-154)

EAST ST. LOUIS

DISTRICT 7 OFFICE
Metropolitan Bldg., 435 Missouri Ave.

This office was established in October 1935 in its present location. District 7 serves fifteen different projects. Original copies of records are sent to Chicago and forwarded from there to Washington. Records are in good condition.

606. ADMINISTRATIVE FILE, MISCELLANEOUS, Oct. 1935 - May 1936. Correspondence with the State Office in Chicago, and applications for employment of youths from various counties and cities. Filed alphabetically and chronologically. (Daily, official.) 9½ x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 402. (59)

607. EDUCATION, SCHOOL AND COLLEGE AID, Oct. 1935 - May 18, 1936. Bulletins in regard to student's age, name, and education; also correspondence with principals of schools and colleges in this district relating to progress of students. Filed alphabetically. (Weekly, official.) 9½ x 12 folders, 1 ft., in drawer of steel filing case. R. 402. (61)

608. REQUISITIONS, Jan. 1 - May 18, 1936. WPA Forms 95, A7, A6, A1-8, covering requisition for purchase, purchase order, office supply order, and receiving and inspection report, showing material or equipment needed, shipping instructions, destination and required delivery date. Filed alphabetically. (Daily, official.) 9½ x 12 folders, 1 ft., in drawer of steel filing case. R. 402. (62)

609. WORKERS ON PROJECTS, Feb. - May 18, 1936. Record showing name of county, name, address and identification number, age, sex, race, color, and physical condition of youths, date and project to which assigned. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 2 wooden drawers and pasteboard box. R. 402. (60)

HERRIN

DISTRICT 5 OFFICE
Zwik Bldg., 4½ North Park Ave.

This office was established in July 1935, and occupied offices in the Cummings Building at Harrisburg until February 11, 1937, when it was moved to the present location. Its jurisdiction covers Alexander, Clay, Crawford, Edwards, Franklin, Gallatin, Jackson, Jasper, Johnson, Williamson, White, Wabash, Saline, Wayne, Pope, Hardin, Massac, Union, Pulaski, Richland, Lawrence, and Hamilton counties. Useless papers are destroyed in accordance with regulations. Records are in good condition.

610. RADIO PROGRAM RELEASES, Sept. 1935 - Feb. 1936. In mimeographed form, containing human interest stories, dialogues, and news items of national activities of NYA, to be broadcast weekly over a local radio station. Filed chronologically. (Rarely, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. 2d floor. (65)

611. BULLETINS AND MEMORANDA, Sept. 1935 to date. Mimeographed copies of all official bulletins, memoranda, and circular letters of WPA State Office, regarding procedure and governing administration of this office. Filed numerically. (Daily, official.) 8½ x 10½ bundles, 6 ft., on steel cabinets. 2d floor. (61)

612. INDIVIDUAL ATTENDANCE RECORD, Dec. 1935 to date. NYA Form 200, record of each worker for each pay period, showing official project and identification numbers, occupation, name and address of worker, signature of employee for each day worked, and hours of reporting and leaving. Filed chronologically. (Daily, official.) 9 x 11 folders, 6 ft., in drawer of steel filing case and 2 cardboard transfer cases. 2d floor. (54)

613. GENERAL CORRESPONDENCE, Jan. 1936 to date. Correspondence chiefly with State Director and project supervisors, relating to time rolls, claims, undelivered checks, and reclassification of workers. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. 2d floor. (62)

614. PENDING FILE, Jan. 1936 to date. Form 402, individual card record of each certified employee who has never been assigned to any project, showing name, county, identification and work project numbers, educational qualifications, and personal history. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of wooden card cabinet. 2d floor. (60)

615. REPORT ON LIQUIDATION OF SPONSORS' PLEDGES, Feb. 1936 to date. WPA Form 7106, showing official and work project numbers, amount of pledge, payments for materials, equipment, pay rolls, and unliquidated balance of pledge; also originals of letters countersigned by sponsor, certifying payments for pledges on each project in operation. Filed numerically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. 2d floor. (28)

616. COUNTY PROJECTS, July 1936 to date. Correspondence concerning supervision of personnel in field and on work assignments, by project superintendents, district and state officers, and WPA State Administrator. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. 2d floor. (58)

617. MONTHLY REPORT ON CLASSIFICATION OF WORKERS, July 1936 to date. Monthly report for each county project within district, showing number of youths working, segregated according to the 40 various classifications of NYA activities. Filed chronologically and numerically. (Occasionally, official.) 9 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. 2d floor. (32)

618. MONTHLY REPORT FOR SECURITY WAGE WORKERS, July 1936 to date. Copies signed by district director, showing number of youths employed by NYA at one-third security wage, designation according to sex and race, and totals of unskilled, intermediate, professional, and technical workers. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. 2d floor. (56)

619. NOTICE OF CHANGES MADE BY PAY ROLL DEPARTMENT ON TIME REPORTS, July 1936 to date. ADF Form 526, copies received from Division of Finance and Statistics for any changes made on time reports, showing reasons for changes. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (56)

620. NUMBER OF YOUTHS LEAVING NYA WORK PROJECTS, July 1936 to date. Form 11, monthly report to State Office for entire district, showing number of youths leaving, reasons, number placed by employment service

in private employment or normal government work. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. 2d floor. (31)

621. REQUESTS FOR NYA LABOR, July 1936 to date. From prospective sponsors, indicating description and estimated duration of work to be performed, name of supervisor, location, tentative starting date, number and types of workers, and resume of sponsor's contribution. Filed numerically. (Occasionally, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. 2d floor. (30)

622. STUDENT AID REPORTS, July 1936 to date. From schools and other institutions, on students participating in NYA program, showing their progress and time employed. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. 2d floor. (59)

623. TOOL AND EQUIPMENT INVENTORY, July 1936 to date. WPA Form 712, record of each type of equipment charged to this district, showing source and final disposition, quantity received and disposed of, items issued to county projects, and balance on hand. Filed alphabetically. (Daily, official.) 8 x 10 cards, 2 in., in drawer of steel filing case. 2d floor. (53)

624. WEEKLY EMPLOYMENT REPORT, July 1936 to date. Copies of WPA Form 421, showing project and section numbers, and full and part time employment of certified and noncertified workers for a given week. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. 2d floor. (33, 52)

625. TIME REPORTS FOR PERSONAL SERVICES, Aug. 1936 to date. WPA Form 502, copies of time reports, listing certified and noncertified persons under separate headings, showing time worked during given pay period, and any facts affecting pay status. Report is certified that persons whose names appear were duly appointed or employed, and have performed services during period stated; that no persons whose names appear were credited for any period of absence in excess of that allowed by law, and that total amount of this report is chargeable to project thereon stated. Filed chronologically. (Semimonthly, official.) 12 x 17 folders, 6 in., in drawer of steel filing case. 2d floor. (57)

626. MEMORANDA OF CHECKS PAID TO ENROLLEES, Sept. 1936 to date. Form 503, showing work project number, hours worked, amount, sponsor, occupation, and classification. Filed numerically. (Semimonthly, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. 2d floor. (63)

627. REPORTS ON TOOLS AND EQUIPMENT, Sept. 1936 to date. Form P33, showing description and quantities of tools used, issued, and missing from inventory on WPA projects. Report is verified by project superintendent. Filed numerically. (Occasionally, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. 2d floor. (29)

628. REQUISITIONS FOR PERSONNEL, Sept. 1936 to date. WPA Form 401, received from State Office for project workers, showing requisition number, date, number of workers desired, description of project, occupation, wage class, sex, place and person to whom assignee will report, and signature of requisitioning officer. Filed numerically. (Occasionally, official.) 4 x 6 slips, 3 ft., in 2 drawers of wooden card cabinet. 2d floor. (64)

629. INDIVIDUAL TIME RECORD, Nov. 1936 to date. ADF Form 500 showing total hours worked in each pay period, rate of pay, maximum monthly earnings, occupation, and remarks. All pay roll forms are compiled from information contained in this record, which includes every worker in district 5. Filed numerically. (Daily, official.) 5 x 8 cards, 4 ft., in 2 drawers of wooden card cabinets. 2d floor. (55)

PEORIA

DISTRICT 6 OFFICE
Commercial Merchants Bank Bldg., 301 S. Adams St.

This office was established September 1935 at its present location with a staff of 21 field workers, whose activities are devoted to the Project and School Aid programs. NYA activities in 23 counties in the west-central portion of Illinois are under the jurisdiction of this district 6 office. The School Aid Program aims to place needy students from 16 to 25 years of age, on an hourly basis, in work directly connected with their respective schools, with net earnings not to exceed $6.00 monthly. These students are under the direct supervision of county school superintendents in sparsely populated areas and under school principals in the more thickly settle districts. The Project Program deals with young people from 18 to 25 years of age, who are eligible for employment in public and semipublic agencies. The rate of pay varies, and these employees are engaged in what is termed one-third time work. The participants in these two programs are either recommended or personally apply for positions, and are not accepted until their cases have been investigated by the field workers, who approve or reject such applications, depending upon the need of the individual or his family. The general procedure of this office is directed by the State Office at Chicago. No records are sent to Washington. All reports are forwarded to the State Office.

630. CORRESPONDENCE, Sept. 1935 to date. Between State Office, project supervisors, and field workers, pertaining chiefly to assignments and termination of appointments, supplies, equipment, maintenance, and administrative matters. A small part of this file is devoted to correspondence with parents of workers connected with the NYA. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. R. 1115. (1251, 1254)

631. EMPLOYEES' ATTENDANCE RECORD, Sept. 1935 to date. Received daily from different projects throughout the district, showing project number, location, pay roll periods, and name, address, sex, color, identification number, occupation, classification, and assignment date of relief or nonrelief workers. The starting and quitting time for both A.M. and P.M. are shown, with total hours worked and signature of employee. Filed chronologically. (Daily, official.) 9 x 11 folders, 3 ft., on floor in wooden closet and in drawer of steel filing case. R. 1115. (1248)

632. INDIVIDUAL TIME RECORD, Sept. 1935 to date. Form 500, showing worker's serial number, name, address, eligibility, identification, project and gang numbers, designated pay roll period, normal hours assigned, allowable time, maximum working hours, occupation, hours worked, rate per hour, amount paid, and remarks. Filed numerically. (Daily, official.) 5½ x 8½ cards, 1 ft. 6 in., in wooden boxes. R. 1115. (1247)

633. NOTICE TO REPORT FOR WORK, Sept. 1935 to date. WPA Form 402, showing employee's name, address, identification and case numbers, sex, race, eligibility, time and place to report for duty, wage class, and other information descriptive of the occupational status of individual. Filed alphabetically. (Daily, official.) 4 x 6 slips, 1 ft., in wooden box. R. 1115. (1257)

634. PAY ROLL, Sept. 1935 to date. WPA Form 502, showing employee's name, designation, hourly rate of pay, daily earnings, total earned for pay period, allowable working hours, and other information necessary to arrive at the individual earnings of each employee. Filed chronologically. (Never.) 14 x 17 loose sheets and bundles, 2 ft. 6 in., in wooden cabinet. R. 1115. (1255, 1256)

635. RECEIVING AND INSPECTION REPORT, Sept. 1935 to date. Treasury Department Form A-8, acknowledgement of supplies, material, equipment, and services received in this office, showing purchase order, requisition, official project and allotment numbers, receiving point, date, vendor, or his agent's name, description, item number, and quantity of articles received, and signature and address of receiving officer, certifying that the articles were received, inspected, accepted, or rejected. If any materials are rejected, reasons are fully stated on reverse side of this report. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 3 in., in drawer of steel filing case. R. 1115. (1250)

636. REQUISITION FOR OFFICE SUPPLIES FOR WORK PROJECT, Sept. 1935 to date. AD Form 95, showing name and address of project supervisor, shipping instructions, requisition, official and work projects, authorization, advices, location symbol number, type of work and appropriation symbols, store's department code number, quantity, description, district and state office's unit costs, and total cost of articles; also names of persons filling, wrapping, and pricing packages, respective dates,

number of packages, and signatures of project supervisor, and finance and verification officers. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. R. 1115. (1252)

637. REQUISITION FOR WORKERS, Sept. 1935 to date. WPA Form 401, showing requisition number, operating agency, wage class, number of workers, sex, and special requirements. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. R. 1115. (1259)

638. MONTHLY WORK REPORT, Oct. 1935 to date. Covering persons employed by NYA and WPA at one-third wage, and supervisory employees on NYA on full-time, showing names and addresses of those failing to report for duty, reasons, relief status, sex, race, occupational classification, and breakdown by size of town. Filed chronologically. (Monthly, official.) 9 x 11 folders, 4 in., in drawer of steel filing case. R. 1115. (1253)

639. NOTICE OF TERMINATION OF EMPLOYMENT, Oct. 1935 to date. WPA Form 403 showing name and address of employee, identification and case numbers, sex, race, occupation, location of project, reason for termination of employment, and date. Filed alphabetically. (Occasionally, official.) 4 x 6 slips, ½ in., in wooden box. R. 1115. (1260)

640. RECLASSIFICATIONS, Dec. 1935 to date. WPA Form 404 showing employee's name, address, identification and case numbers, date, sex, race, project, work classification, recommendation for transfer to another project, wage class, and explanation for reclassification. Filed alphabetically by counties. (Occasionally, official.) 4 x 6 slips, 1 in., in wooden box. R. 1115. (1258)

641. WEEKLY ASSIGNMENT REPORTS, Dec. 1936 to date. Submitted every Friday, showing district and project numbers, number of relief and nonrelief workers, totals of NYA and WPA employees, total assignments issued and employees reporting during week, those failing to report, and total number of 403 forms issued during week. Filed chronologically. (Weekly, official.) 9 x 11 folders, 6 in., in steel filing case. R. 1115. (1249)

642. DAILY REPORT OF SUPERVISORY PERSONNEL, Feb. 1937 to date. Report on activities of office personnel and field workers, designating date, starting and stopping time, and total hours worked each day. Those working outside the office are required to specify places visited, persons contacted, and reasons. Filed alphabetically. (Daily, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. R. 1115. (1261)

ROCKFORD

DISTRICT 1 OFFICE
U. S. Post Office, 401 S. Main St.

This office was established here in October 1935, and has jurisdiction over the same area as that of WPA District 1, namely, the counties in northern and northwestern Illinois, as follows: Boone, Bureau, Carroll, De Kalb, Grundy, Henry, Jo Daviess, Kendall, Lake, LaSalle, Lee, Marshall, McHenry, Mercer, Ogle, Putnam, Rockford, Stark, Stephenson, Whiteside, and Winnebago. Although it was at first a part of the general Works Progress Administration program, it is now operating under separate funds, but in very much the same manner as the Works Progress Administration. Those working in NYA work may be college or high school students who are taking this means of assistance for their education, or they may be members of families in which another member is on WPA, and the NYA worker has supplementary part time work.

643. GENERAL CORRESPONDENCE, Aug. 19, 1935 to date. Between officials and others relating to the establishment of the program, NYA project personnel, bulletins, radio broadcasts, and administrative routine. Filed alphabetically and chronologically. (Daily, official.) 8 x 10 folders, 4 ft. 3 in., in drawers of steel filing cases. R. 224. (126-128, 132)

644. FINANCE, Oct. 1935 to date. Financial data on each project, entered on WPA Forms A3A-701, P17, and NYA statistical forms. Filed by counties and projects. (Occasionally, official.) 8 x 10 folders, 5 in., in drawer of desk. R. 224. (130)

645. PROJECT FILE, Oct. 1935 to date. Employment data, assignment forms, and related data. Filed numerically. (Daily, official.) 8 x 10 folders, 1 ft. 6 in., in drawer of filing case. R. 224. (131)

646. SUPERVISORY TIME REPORTS, Oct. 1935 to date. Copies of pay rolls kept for verification. Entered numerically. (Occasionally, official.) 8 x 10 vols., 4 in., in drawer of filing case. R. 224. (129)

PART 19

RAILROAD RETIREMENT BOARD

RAILROAD RETIREMENT BOARD

CHICAGO

EMPLOYMENT AND CLAIMS BUREAU
REGION 4 OFFICE
Civic Opera Bldg., 20 N. Wacker Drive

This office was established in August 1936. At present (March 1941), it is located at 176 W. Adams St. Its jurisdiction covers Illinois, Indiana, Ohio, Michigan, Wisconsin, Nebraska, and Minnesota.

647. PERSONAL HISTORY STATEMENT, Aug. 1935 to date. Form 6, statement in appointee's own handwriting, showing his department, name, address, birthplace, sex, marital status, race, complete record of past Government, military, or naval service, special qualifications, and education. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. R. 1567. (8084)

648. PROGRESS RECORD, Aug. 1935 to date. Weekly reports of pay roll investigations in tabular form, showing various types of applications and questionaires completed, incompleted, and on hand for each day of the respective week; also a resume of man-hours for each day. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 1567. (8073)

649. APPLICATIONS, Sept. 1935 to date. For annual, military, or leave without pay, annuity, death benefits, and employment, showing name, address, age, personal history, and employment status of applicant, and supporting data bearing on each particular case. Filed alphabetically and chronologically. (Daily, official.) 9 x 11 folders and 5 x 8 cards, 5 ft., in drawers of steel filing case and desk. R. 1567. (8049, 8076, 8078, 8080, 8083)

650. ATTENDANCE RECORD, Sept. 1935 to date. RRB Form P-3, copies of a weekly report submitted to Secretary of Railroad Retirement Board, showing attendance record of all employees assigned to this district. Filed chronologically. (Weekly, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. R. 1567. (8048)

651. DAILY REPORT OF OVERTIME WORK, Sept. 1935 to date. RRB Form P-24 submitted by investigators, indicating division, names of employees, positions, hours worked, remarks, and signature of District Manager. Filed alphabetically. (Daily, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. R. 1567. (8087)

652. GENERAL CORRESPONDENCE, Sept. 1935 to date. Between district namager of this office, field supervisors, and applicants, relative to pay roll investigations, applications, inquiries, and miscellaneous matters. Filed alphabetically. (Daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. R. 1567. (8085, 8086)

653. INVITATIONS, BIDS, AND ACCEPTANCE, Sept. 1935 to date. Form 33, short form contract for materials or service, circularized to manufacturers and dealers. Invitations enumerate articles or service, quantity, and price; bids are signed by authorized bidders in compliance with said invitations, and acceptance by the Government, requires signature of an executive. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 1567. (8074)

654. LETTERS OF TRANSMITTAL, Sept. 1935 to date. Receipted and returned to this office from Washington headquarters to be retained as permanent record. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 1567. (8050)

655. REPORTS TO RETIREMENT BOARD, Sept. 1935 to date. Form AA2 submitted by carriers concerning applications for annuities under the Railroad Retirement Act, showing name, address, and occupational history of applicant, and carrier's statement. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 1567. (8082)

656. REQUESTS FOR TRAVEL ORDERS, Sept. 1935 to date. Copies of Form S-24 showing name, title, distance to be traveled within designated state, per diem allowance in lieu of subsistence, and signature of district manager. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 1567. (8077)

657. STATEMENT OF LOCATION OF RAILROAD RECORDS, Sept. 1935 to date. Form B-33 submitted by field investigators, needed in connection with the application for retirement under the Act. Under remarks on this form may be found the names of division points or other localities where essential records are located. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 1567. (8071)

658. SUPERVISOR'S WEEKLY REPORT, Sept. 1935 to date. Form B-26 showing location, carrier, number of all types of supplemental reports to be completed, and total on hand at end of week. Attached to each report is summary of work accomplished and probable date of completion of present assignment. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 1567. (8072)

659. SUPPLEMENTAL INFORMATION TO APPLICATIONS FOR RETIREMENT, Sept. 1935 to date. Form C-1 furnished by this office to eligibles for retirement, to assist in establishing their railroad or other carrier service

record. Embodied in this report are the names of the last three railroads or carriers involved, last occupation, department or division, dates when service began and ended, and cause of termination. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 1567. (8079)

660. VOUCHERS FOR SERVICES RENDERED IN COMPILING REQUIRED INFORMATION, Sept. 1935 to date. Submitted by carrier for reimbursement, containing itemized statement of the expenses incurred, and sworn to by an official of the carrier. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 1567. (8075)

661. WEEKLY REPORT, Sept. 1935 to date. Form B-34, weekly report of pay roll investigators for each carrier, showing number of forms handled, and whether all information available at designated point is complete. (Daily, official.) 4 x 6 slips, 1 ft., in drawer of steel filing case. R. 1567. (8070)

662. CONTINUED SERVICE AFFIDAVIT, Sept. 1936 to date. RRB Form AA35, individual agreement with carrier that employee may continue in service, protected by the rules and regulations governing the service and retirement of said employee, signed by carrier and employee. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 1567. (8081)

PART 20

RECONSTRUCTION FINANCE CORPORATION



RECONSTRUCTION FINANCE CORPORATION

CHICAGO

LOAN AGENCY DIVISION
OFFICE OF LOAN AGENCY MANAGER
(A) Federal Reserve Bank Bldg., 164 W. Jackson Blvd.
(B) National Republic Bank Bldg., 134 S. La Salle St.

This office was established in February 1932. Since the survey was made, records located at 134 S. La Salle St., have been moved to 164 W. Jackson Blvd. The offices serve the Seventh Federal Reserve District, excluding the State of Michigan. Applications are received for such purposes as are prescribed in the RFC Act. The following records are sent to the Washington headquarters: Weekly reports of the activity pertaining to applications for loans from the RFC Mortgage Company; Monthly activitity reports of agencies operations; monthly reports of loans serviced by the Loan Liquidation Division; monthly reports on all legal cases in which the corporation is a party; monthly trial balances of reimbursable expenses; semimonthly reports on status of all applications on which commitments have been made, but for which disbursements have not yet been effected, and quarterly reports on all loans handled by the Loan Liquidation Division, which, in effect, are trial balances. Records are in good condition.

663. SPECIAL JOURNAL SHEETS, 1932 - 1933. Listing collateral variations which enter into dispensing figures on applications. (Never.) 12 x 14 folders and vols. (4), 2 ft., on steel shelves. R. 1252 (Bldg. A). (169)

664. FIELD MEN'S EXPENSE, SERVICE, AND EQUIPMENT VOUCHERS, 1932 - 1934. Telephone receipts, line slips, and general office expense accounts. (Daily, confidential.) 10 x 14 folders, 10 ft., in 5 drawers of steel filing cases. R. 1252 (Bldg. A). (174)

665. CLOSED CASES, Feb. 1932 - Apr. 1936. Pleadings, court notices, correspondence with litigants, decisions, and other data, concerning cases between RFC Banks and note makers. (Daily, confidential.) 10 x 14 folders, 10 ft., in 5 drawers of steel filing cases. R. 1252 (Bldg. A). (170)

666. COLLATERAL RECORD CARDS OF PAID-UP CLOSED BANK LOANS, Feb. 1932 - Apr. 1936. Showing amount of payments made on various loans, and fluctuation of collateral retained on loans. (Daily, confidential.) 5 x 8 cards, 42 ft., in 18 drawers of steel filing cases. Rs. 1251 and 1252 (Bldg. A). (157, 166)

667. CORRESPONDENCE, Feb. 1932 - Apr. 1936. Pertaining to information and orders emanating from Washington office, regarding RFC policies, discontinued subjects, paid loans, withdrawn and declined applications, credit information and miscellaneous subjects. Filed alphabetically. (Daily, confidential.) 10 x 12 folders, 256 ft., in 128 drawers of steel filing cases. Rs. 1251 and 1252 (Bldg. A), and 5th floor (Bldg. B) (140, 146, 154, 161, 167)

668. CROSS INDEX FILE OF ALL CASES OF THE RFC, CONCERNING COLLECTION OF NOTES, Feb. 1932 - Apr. 1936. Showing names of parties in the suit, court, or trial, amount of note, and disposition of case. (Daily, confidential.) 3 x 5 cards, 20 ft., in 10 drawers of steel filing cases. R. 1251 (Bldg. A). (150)

669. DECLINED AND WITHDRAWN DOCKETS OF APPLICATIONS FOR LOANS AND PURCHASES OF PREFERRED STOCK BY OPEN BANKS, Feb. 1932 - Apr. 1936. Copies of applications received from Federal Reserve Bank and Washington office, and related correspondence. (Daily, confidential.) 10 x 14 folders, 114 ft., in 57 drawers of steel filing cases. R. 1252 (Bldg. A). (173)

670. GENERAL BOND INFORMATION, Feb. 1932 - Apr. 1936. Reorganization plans of corporations whose bonds are held by RFC, letters of transmittal or agreements to accept specified amounts for bond coupons held by RFC, and related correspondence. (Daily, confidential.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing cases. R. 1251 (Bldg. A). (152)

671. INDIVIDUAL CREDIT FILES, Feb. 1932 - Apr. 1936. Covering notices to notemakers of debt to RFC; credit information assembled by field representative; correspondence regarding settlement of note; record of note payments; and compromise agreement on notes due RFC. (Daily, confidential.) 10 x 14 pockets, 80 ft., in 41 drawers of steel filing cases. R. 1251 (Bldg. A). (145)

672. MISCELLANEOUS LOANS, Feb. 1932 - Apr. 1936. Record of loans made to building and loan associations and to mortgage and insurance companies covering application for loan, copies of bylaws, amendments, and resolutions of board of directors, general statement of financial condition, copy of note, specimen of signatures of officers, schedule of collateral, opinion of counsel, list of all subsidiary companies, authorization and consent of state authorities, Washington office approval papers, letter of authority to Federal Reserve Bank to disburse moneys, and examiner's report. (Daily, confidential.) 10 x 14 folders, 8 ft., in 4 drawers of steel filing cases. R. 1251 (Bldg. A). (160)

673. MONTHLY REPORTS ON CLOSED BANK LOANS, Feb. 1932 - Apr. 1936. Statements on financial condition of closed banks furnished RFC by receivers of these banks according to agreement. (Daily, confidential.) 10 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 1252 (Bldg. A). (160)

674. NOTE COLLECTION, LEGAL FILES, Feb. 1932 - Apr. 1936. Pleadings and court notices of cases, general correspondence with notemakers, and legal records and data concerning all incompleted cases between RFC and notemakers, and between banks and notemakers, on notes which are now held by RFC. (Daily, confidential.) 10 x 14 folders, 42 ft., in 28 drawers of steel filing cases. R. 1251 (Bldg. A). (156)

675. PAID LOANS OF OPEN AND CLOSED BANKS, Feb. 1932 - Apr. 1936. Pertaining to purchases of preferred stock, and capital debentures repaid and repurchased by the banks, and contain the following forms: Application for loan; Examination papers; Stand-by agreements of debtors; Pledge of equity, real estate and chattels; Repayment record of loans, and Final disposal papers. (Daily, confidential.) 10 x 14 folders, 432 ft., in 216 drawers of steel filing cases. R. 1252 (Bldg. A). (162,163)

676. PERSONNEL RECORDS, Feb. 1932 - Apr. 1936. Covering pay rolls, attendance, recommendations, vacations, leaves of absence, and other related matters. (Daily, confidential.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing cases. R. 1251 (Bldg. A). (153)

677. SPECIAL EXAMINATIONS OF BANKS, Feb. 1932 - Apr. 1936. Examiners' work sheets and reports, lists of collateral and related correspondence with banks. (Daily, confidential.) 10 x 12 folders, 10 ft., in 5 drawers of steel filing cases. R. 1252 (Bldg. A). (172)

678. COLLATERAL CARD RECORD, June 1932 - Apr. 1936. Office record of the status and changes in collateral on various small loans taken over from banks by the RFC. (Daily, confidential.) 9 x 11 cards, 8 ft., in 4 drawers of steel filing cases. 5th floor (Bldg. B). (142)

679. LEGAL FILES, CENTRAL REPUBLIC TRUST COMPANY LOAN, June 1932 - Apr. 1936. Containing court notices, pleadings, out of court agreements, correspondence, memoranda of decision and outcome of case, and information pertaining to both open and closed cases, involving litigation in connection with various collateral items pledged to secure loan to Central Republic Trust Company. (Daily, confidential.) 10 x 14 folders, 24 ft., in 12 drawers of steel filing cases. 5th floor (Bldg. B). (137)

680. RECEIPTS FROM CUSTODIAN OF FEDERAL RESERVE BANK FOR CHECKS AND CASH RECEIVED, Sept. 1932 - Apr. 1936. One of these tickets is issued at each payment to the RFC and is given to custodian of the Federal Reserve Bank to be receipted. (Weekly, confidential.) 6 x 9 folders, 22 ft., in pasteboard boxes. R. 1252 (Bldg. A). (164)

681. PRELIMINARY NRA LOAN APPLICATIONS AND CAPITAL DEBENTURE LOAN CORRESPONDENCE, Jan. 1933 - Dec. 1934. File on each loan containing applications for loan under NRA rulings, applications for capital debenture loans, preliminary examination of applicants, and related correspondence. (Never.) 10 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 1252 (Bldg. A). (159)

682. FEDERAL RESERVE NOTE PAYMENT TICKETS, Mar. 1933 - Apr. 1936. Office record kept by cashier of each payment made by clients of RFC. (Weekly, confidential.) 5 x 8 slips, 44 ft., in 22 pasteboard transfer cases. R. 1252 (Bldg. A). (176)

683. RECORD OF TOBACCO WAREHOUSE RECEIPTS, Apr. 1, 1933 - 1936. Records pertaining to loans made to Northern Wisconsin Tobacco Pool, showing grade of tobacco, weight, loan and appraisal value and location of warehouse. (Never.) 3 x 8 cards, 11 ft., in 6 drawers of steel filing cases. R. 1251 (Bldg. A). (151)

684. INSURANCE MATURITY RECORD, June 1933 - Apr. 1936. Covering insurance information pertinent to collateral held on loans made by RFC Mortgage Company and by RFC to banks, industrial companies, and others. (Daily, confidential.) 3 x 9 slips. 21 ft., in 11 drawers of steel filing cases. 5th floor (Bldg. B). (143)

685. PREFERRED STOCK AND DEBENTURES, Sept. 1933 - Mar. 1936. Record concerning purchase of preferred stock and debentures. File for each transaction contains the following information: application to have stock purchased; resolution and authorization papers; statement of proposed reorganization of banks; copy of State statutes, bylaws, and articles of incorporation; statements of directors; examiner's report; schedule of earnings for past 5 years; proposed form of debentures or stock certificates; opinion of bank's counsel; agreements to pay expenses; amendments to bylaws; pro forma balance sheet; access to records agreement; statement of non-ledger liabilities; approval of State Bank Department and Comptroller of the currency, and related correspondence on proposed loan. (Daily, confidential.) 10 x 14 pockets, 60 ft., in 36 drawers of steel filing cases. R. 1251 (Bldg. A). (148)

686. EXAMINER'S FILES ON DEPOSIT, LIQUIDATION BOARD LOANS, Dec. 1933 - 1936. Pertaining to loans made to receivers of closed banks, each containing application for loan from receiver, examiner's report on condition of banks, appraisal papers and paid-up account records. (Never.) 10 x 14 folders, 16 ft., in 8 drawers of steel filing cases. R. 1252 (Bldg. A). (175)

687. BOARD OF EDUCATION LOAN FILE, Jan. - Aug. 1934. Incomplete file of data concerning loan made to Chicago Board of Education. (Never.) Variously sized folders, 10 ft., in pasteboard transfer cases. R. 1252 (Bldg. A). (165)

688. EXPENSE VOUCHERS, Jan. 1934 - Apr. 1936. For employees' traveling expenses, services and equipment for use in office, and telephone bills. (Daily, confidential.) 10 x 14 vols., 10 ft., in 4 drawers of steel filing cases. R. 1251 (Bldg. A). (147)

689. APPLICATIONS FOR LOANS, Feb. 1934 - Apr. 1936. Complete history of all applications for loans made to various banks in this district by the RFC, including compromises with notemakers in banks, insurance for real estate forms; disbursed loans, resolutions of approvals, exceptions to notes, and examiner's schedule of exceptions. (Daily, confidential.) 10 x 14 forms, 48 ft., in 24 drawers of filing cases. R. 1251 (Bldg. A). (149)

690. DIRECT LOANS TO INDUSTRY, June 1934 - Apr. 1936. Files on withdrawn and declined loans to industry, containing application for loan, appraisal of company, company's financial statement, letters showing efforts made to obtain loan elsewhere, company's note, real estate and chattel mortgages, pledge of applicant's equity in real estate and chattels, standing agreements from debtors, articles of incorporation, agreement to submit monthly report, credit and statement records, transfer of accounts receivable papers, related correspondence, participation loan agreements, Dun and Bradstreet reports on all loans, and evidence of the title. (Daily, confidential.) 10 x 14 folders, and 12 x 14 pockets, 92 ft., in 56 drawers of steel filing cases. Rs. 1251 and 1252 (Bldg. A). (144, 177)

691. RECORD OF TENANTS IN REAL ESTATE OWNED PROPERTIES AND RENT COLLECTIONS, Nov. 1934 - Apr. 1936. Record of rents due and collected on properties whose titles are now held by or for RFC. (Daily, confidential.) 6 x 8 folders and cards, 2 ft., in drawer of steel filing case. 5th floor (Bldg. B). (139)

692. RECORD OF SECURITIES HELD BY CAMP AND COMPANY AND RECORD OF DIVIDENDS RECEIVED ON THEM, Nov. 1934 - Apr. 1936. Record applies to Central Republic Trust Company's loan. (Daily, confidential.) 10 x 14 folders, 1 ft., on counter. 5th floor (Bldg. B). (138)

693. COLLATERAL CHANGES, Dec. 1934 - Apr. 1936. Received from the Federal Reserve Bank custodian, advising agency of all payments or changes in collateral held on loans made by RFC. (Seldom, confidential.) 3 x 9 bundles, 11 ft., in 4 drawers of steel filing case. 5th floor (Bldg. B). (141)

694. NATIONAL BANK RECEIVERSHIP TERMINATION LOANS, Jan. 1935 - Apr. 1936. Journals of bills receivable received from receivers of closed banks which were granted loans, showing amount due various banks on all outstanding loans. (Never.) Variously sized vols., 5 ft., in 4 drawers of steel filing cases. R. 1252 (Bldg. A). (171)

695. RFC MORTGAGE COMPANY LOANS AND DECLINED AND WITHDRAWN APPLICATIONS FOR LOANS, Mar. 1935 - Apr. 1936. Files containing applications for loans by individual and corporation, appraisal papers, mortgage and mortgage note agreements, plat of suvey, evidence of title, lease, if it is a leasehold, letters showing applicant had applied for loan elsewhere, Hill's financial report on applicant, and examiner's report of applicant. (Daily, confidential.) 10 x 14 folders, 32 ft., in 20 drawers of steel filing cases. R. 1252 (Bldg. A). (158, 168)

PART 21

SECURITIES AND EXCHANGE COMMISSION



SECURITIES AND EXCHANGE COMMISSION

CHICAGO

REGION 4 OFFICE
ADMINISTRATIVE DIVISION
Continental Illinois National Bank Bldg., 231 N. La Salle St.

This office was established March 1, 1935, to administer the Securities Act of 1933 and the Securities Exchange Act of 1934, and has jurisdiction over Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, (except Kansas City), North Dakota, Ohio, South Dakota, and Wisconsin. All closed case files, reports of interpreters, weekly reports of violations and apparent violations of various sections of the Securities Act are sent to Washington.

696. ACCOUNT BOOKS AND BUSINESS RECORDS OF COMPANIES BEING INVESTIGATED, Mar. 1, 1935 to date. Books, financial statements, and other records of companies being investigated by this office. Records reveal not only stock and bond selling activities but operating activities as well. This Commission has necessary powers to subpoena said records. Filed numerically. (Daily, official.) 10 x 12 folders, 50 ft., in 23 cardboard cases. R. 879. (1040)

697. DIRECTORIES OF STOCK EXCHANGES IN REGION 4, Mar. 1, 1935 to date. Showing rules and regulations of stock exchanges located in this zone, some directories of major exchanges in other districts, and related correspondence. Filed alphabetically. (Weekly, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 877. (1034)

698. GENERAL CORRESPONDENCE, Mar. 1, 1935 to date. With Washington office, other regional offices, brokers, stock exchanges, and general public, pertaining to activities of this office not covered in other files. Filed alphabetically. (Daily, official.) 12 x 14 folders, and 3 x 5 cards, 6 ft., in 2 drawers of steel filing case. R. 877. (1042)

699. INTERPRETATIONS OF THE SECURITIES LAWS, Mar. 1, 1935 to date. Copies of interpretations of the Securities Acts; also correspondence with individuals and companies concerning interpretations. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 877. (1039)

700. INVESTIGATION DOCKETS, ACTIVE AND CLOSED CASES, Mar. 1, 1935 to date. Docket or file on each case contains: letters of complaint of violations of Securities Act sent to commissioners by investors, instructions from Washington office regarding procedure, copies of subpoenas of

defendants, witnesses, and records, copies of bills, motions, injunctions, pleadings and decree, and related correspondence; also progress and method of procedure in each stage of trials. Filed numerically. (Daily, official.) 12 x 14 folders, and 3 x 5 cards, 20 ft., in 10 drawers of steel filing cases. R. 877. (1038, 1041)

701. MISCELLANEOUS REPORTS, Mar. 1, 1935 to date. Reports on investors complaints to Commission received at this office, reports on services of court reporters, monthly report of activities in this office, reports of general investigations of companies, and instructions to personnel in field. Filed alphabetically. (Daily, official.) 12 x 14 folders, 2 ft., in drawer of steel filing case. R. 877. (1037)

702. SPEECHES MADE BY MEMBERS OF COMMISSION, Mar. 1, 1935 to date. Speeches concerning activities and policies of Commission and method of enforcement of Securities Laws. Filed alphabetically. (Monthly, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 877. (1043)

703. REGISTRATION STATEMENTS, Apr. 1936 to date. Copies of registration statements of all companies listed on any of New York Exchanges, showing type, kind, and size of capital structure of company, financial statements, if possible, salaries of officers, various fixed cost expenditures, plan of distribution of profits and rating powers of various classes of stock. Filed alphabetically. (Daily, official.) 12 x 14 folders and 3 x 5 cards, 41 ft., in 20 drawers of steel filing cases. R. 869. (1035)

PART 22

UNITED STATES CIVIL SERVICE COMMISSION

UNITED STATES CIVIL SERVICE COMMISSION

CHICAGO

DISTRICT 7 OFFICE
Post Office Bldg., 433 W. Van Buren St.

This office was established in 1883. From 1891 to 1903 headquarters were located at the temporary post office, at Randolph Street and Michigan Avenue; from 1903 to 1932, at the U. S. Court House, Adams and Dearborn Streets, and since then at its present location. Civil Service District 7 comprises Michigan, Wisconsin, and the northern part of Illinois. The functions of this office are to hold open competitive examinations in order to secure a sufficient number of qualified eligibles to meet the needs of the Civil Service, to establish eligible registers and certify eligibles to various branches of the Service in the district, and to disseminate information regarding the Service. Yearly inventories, taken in January are reported to the Washington office.

704. APPLICATION FILES OF APPOINTEES, 1883 - 1936. Reports on applications for civil service positions from 1883 to 1922. (Daily, official.) 4 x 6 cards and 15 x 18 books, 1405 ft., in 440 steel drawers of filing case and 32 wooden cabinets. R. 1186. (74)

705. INDEX FILES, 1904 - 1936. Showing names and addresses of applicants at this office, and data on pending and registered applications. (Daily, official.) 3 x 5 cards, 618 ft., in 206 card cabinets. R. 1124. (76)

706. FINGER PRINT INDEX CARDS AND RECORDS FILE 1920 - 1933. Covering employees and applicants. (Occasionally, official.) 10 x 12 folders, and 3 x 5 cards, 90 ft., in 30 drawers of filing case. R. 1174. (73)

707. GENERAL CORRESPONDENCE, 1926 - 1936. Pertaining to personnel, investigations, supplies, and other office procedure. (Daily, official.) 10 x 12 folders, 390 ft., in 62 filing case drawers. R. 1122. (75)

EAST ST. LOUIS

LOCAL BOARD OF EXAMINERS
Post Office Bldg., 700 Missouri Ave.

708. REGISTER OF ELIGIBLES FOR MAIL CLERKS AND CARRIERS, 1925 to date. Civil service register showing names, and grades of examination. Filed numerically. (Occasionally, official.) 8½ x 10 envelopes, 3 in., in drawer of desk. 1st floor. (47)

OREGON

LOCAL BOARD OF EXAMINERS
Post Office Bldg., 113 S. 4th St.

709. CIVIL SERVICE FILE, Jan. 1, 1926 to date. Correspondence, bulletins, and letters of instruction, regarding examinations. (Seldom, official.) Variously sized papers, 3 in., in box file. R. 1. (35)

ROCKFORD

LOCAL BOARD OF EXAMINERS
Post Office Bldg., 401 S. Main St.

This office is in the Civil Service District 7, with headquarters at Chicago. It was established about 1892, and has occupied the following buildings since its establishment: Old Register Fayette Building, 1892-1895; Old Federal Building, 1895 - 1931; 116-120 N. Water Street, 1931 - 1933, and since then in its present location. All papers are sent to the office of Civil Service District 7, Chicago.

710. GENERAL CIVIL SERVICE FILE, 1927 to date. Instructions, notices of examinations, correspondence with district office, blank forms, books of instructions, and other working material. (Seldom.) 10 x 12 folders, 6 in., in drawer of filing case. R. 103. (1)

PART 23

UNITED STATES EMPLOYEES' COMPENSATION COMMISSION



UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

CHICAGO

DISTRICT 10 OFFICE
Post Office Bldg., 433 W. Van Buren Street.

This office was established in 1927 and occupied the Transportation Building, 608 S. Dearborn Street, until July 1, 1933, when it moved to its present quarters. This agency was set up as an independent unit by Act of Congress, 1916. The jurisdiction of this district includes half of Michigan, small part of Indiana, most of Illinois, Missouri, and Oklahoma, and all of Wisconsin, Minnesota, North and South Dakota, Nebraska, and Iowa. The work includes the administration of the Longshoremen's and Harbor Workers' Compensation Act of 1927, as well as the investigation of claims under the Federal Employee's Compensation Act of 1916. The following records are sent to Washington: daily correspondence (original and duplicate), and monthly reports on injuries, personnel leave, and travel expenses.

711. FEDERAL EMPLOYEE'S RECORDS, 1927 - 1936. Correspondence handled by Federal investigator of this district, concerning investigations of employees. (Weekly, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 1215. (440)

712. GENERAL CORRESPONDENCE FILE, 1927 - 1936. Correspondence with companies regarding employees insurance under the Act of 1927, and index cards showing name, address, subject, number, date, and classification. (Daily, official.) 3 x 5 cards and 10 x 12 folders, 60 ft., in 50 drawers of steel filing cases. R. 1215. (441)

713. INJURY FILES, OPEN AND CLOSED CASES, 1927 - 1936. Termination report on compensation payments, together with employers' reports, statement of nature of compensation payments, and correspondence regarding claims; also slight injury cases, where no time was lost. (Seldom, official.) 10 x 12 folders, 34 ft., in 17 drawers of steel filing cases. R. 1215. (437-439)

714. WASHINGTON CORRESPONDENCE AND OFFICE MAINTENANCE RECORDS, 1927 - 1936. Correspondence with Washington office, and copies of monthly reports on injuries, personnel leave, and travel expenses. (Weekly, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1215. (463)

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Calendar of Robert Weidensall Correspondence	1940	34 p.
Calendar of Ezekiel Cooper Collection of Manuscripts	1941	97 p.
Guide to Depositories of Manuscript Collections in Illinois	1940	55 p.

American Imprints
Inventory - Checklists

1.	Missouri, 1808-1850	1937	225 p.
2.	Minnesota, 1849-1865	1938	219 p.
3.	Arizona, 1860-1890	1938	81 p.
4.	Chicago Ante-Fire, 1851-1871	1938	727 p.
5.	Kentucky, 1778-1810	1939	205 p.
6.	Kentucky, 1811-1820	1939	235 p.
7.	Nevada, 1859-1890	1939	127 p.
8.	Alabama, 1807-1840	1939	159 p.
9.	New Jersey, 1784-1800	1939	189 p.
10.	Kansas, 1854-1876	1939	773 p.
11.	Kellogg Collection of "Patent Inside" Newspapers of 1876	1939	99 p.
12.	Sag Harbor, Long Island, N. Y., 1791-1820	1939	61 p.
13.	Idaho, 1839-1890	1940	74 p.
14.	West Virginia, 1791-1830	1940	62 p.
15.	Iowa, 1838-1860	1940	84 p.
16.	List of Tennessee Imprints, 1793-1840, in Tennessee Libraries	1941	97 p.
	A Bibliography of Books, Pamphlets and Broadsides Printed at Canandaigue, New York, 1799-1850 (v 21, No. 4 of the Grosvenor Library Bulletin, Buffalo, N.Y.)	1939	47 p.
	Location Symbols for Libraries in the United States	1939	258 p.
	_____, Additions and Corrections January, 1941	1941	36 p.

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