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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES XVII
MISCELLANEOUS AGENCIES
No. 32. NORTH CAROLINA

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

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor

SERIES XVII. MISCELLANEOUS AGENCIES

NO. 32. NORTH CAROLINA

Raleigh, North Carolina
The Survey of Federal Archives
1940

The Survey of Federal Archives

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PREFACE

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

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

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

In North Carolina the work of the Survey was under the direction of Dr. C. C. Crittenden, Regional Director, with Miss Mattie Erma Edwards as assistant, from its inception until June 1937. Since that time it has been under the supervision of Miss Emily Bridgers. This Inventory of the records of the Miscellaneous Agencies in North Carolina was prepared in the Raleigh office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Emily Bridgers, Supervisor
Survey of Federal Archives
in North Carolina

Raleigh, North Carolina
October 15, 1940

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PART I. THE EMERGENCY CONSERVATION WORK

THE EMERGENCY CONSERVATION WORK

INTRODUCTION

Emergency Conservation Work was authorized by Act of Congress approved March 31, 1933.[1] It was extended by the Emergency Relief Appropriation Act of 1935. The purposes of the 1933 act were to provide healthy work primarily for unemployed young men (juniors) whose families were on the relief rolls, and "to provide for the restoration of the country's depleted natural resources and the advancement of an orderly program of useful public works." By Executive Order of the President, No. 6101, dated April 5, 1933, the name Civilian Conservation Corps was adopted April 5, 1933, for the Emergency Conservation Work organization, a Director of Emergency Conservation Work was appointed, and four departments of the Government were designated to work in cooperation with him. The Director, assisted by an advisory council composed of one representative each for the secretaries of the four cooperating departments, was made responsible for a program providing for the concentration in camps of properly qualified young men and their employment in forestry and flood control work, in work for the prevention of soil erosion, and in work on conservation projects of a similar nature. Later regulations governing eligibility of men were broadened to include older experienced men living in the vicinity of CCC camps (LEM - local experienced men), war veterans, and, on July 1, 1933, Indians.

By Act of Congress approved June 28, 1937,[2] as amended, the Emergency Conservation Work agency was succeeded by the Civilian Conservation Corps. The new law made provision for vocational training in addition to employment of "youthful citizens of the United States who are unemployed and in the need of employment." Since that date priorities of need have not been proscribed but there has been no question of necessarily limiting selections to applicants whose families are on the relief rolls. Effective July 1, 1939, functions and personnel of the Civilian Conservation Corps were transferred to the Federal Security Agency under authority of Reorganization Plan No. 1, part 2, sections 201 and 207, effective July 1, 1939.

Since most of the work is accomplished through existing agencies of the Government, functioning in specific phases of the work in cooperation with existing state agencies, set-up of the national office demands a comparatively small personnel. It is the function of the Director to establish policies and standards, to make decisions on questions of jurisdiction, to fix the number of camps, to allot camps to the various cooperating agencies, and to re-allot and withdraw camps. Under the Director, the organization originally included only several assistant directors, a chief statistician, a chief clerk, and special counsel. In 1934, the National Director

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1. 48 Stat. L., 22.
2. 50 Stat. L., 319.

established as a part of the organization a safety division under a safety engineer responsible for safety in all camps and on all projects. Committees of safety were established in the various camps, and field inspectors, reporting to the National Director, were assigned to cover from the national office all CCC agencies in the field.

Originally the Department of Labor was responsible for selection of men to be enrolled, except veterans, who were selected by the Veterans' Administration, and Indians on Indian reservations, who were selected by the Office of Indian Affairs. It was the duty of this department to publish junior quotas, determine eligibility standards and selection policies, and initiate the selection process. State unemployment relief agencies were invited to act as selecting agencies for the Corps, and in each state a representative of the Department of Labor was appointed to act as executive officer of the respective state relief administration. These men, known as State Directors of Selection, were authorized to break down the state quota into local quotas and to delegate actual selection to the local public welfare agencies. Since July 1937, selections (except veterans and Indians in camps on Indian Reservations) have been the responsibility of the Office of the Director, Division of Selection. State welfare agencies have continued to act as selecting agencies. The Washington office of the Veterans' Administration, in cooperation with the Director and the War Department, issues regulations governing the selection of veterans. Application blanks are furnished and selections are made by the Administration.

Under general supervision of the Director, responsibility for the establishment and administration of camps, and for the initiation, supervision, and control of the work project program is variously divided among designated Federal departments as follows:[3]

The Department of War is responsible for the physical examination, enrollment, equipment, and conditioning of men, for transportation of enrollees, for camp construction, command, supply, administration, sanitation, medical care, hospitalization, pay, welfare, and education at camps, and for all CCC disbursements and accounting both for camps and for projects. Under the Army set-up for handling work incident to the CCC, the commanders of the nine army corps areas of the United States are responsible for carrying out plans worked out by the General Staff of the United States Army in conjunction with representatives of the other agencies involved. In some instances the corps area general staff functions; in others, a separate CCC staff has been set up. Each corps area is organized into district commands, and each district is in charge of a district commander who is normally responsible for administration, supply, medical service, sanitation, and welfare within the district. Selected officers of the Regular Army personnel and a limited number of officers from the junior grades of the Reserve Corps were originally made responsible for administration of the camps and supervision of the territorial districts into which the camps were grouped. Later, as emergency pressure slackened, responsibility was

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3. For a comprehensive discussion of the organization and early activities of the CCC, see Report of the Director of Emergency Conservation Work, Embracing Activities from April 5, 1933, Through June 30, 1935 (Washington: U.S. Government Printing Office, 1935).

more and more turned over to Reserve officers and to leaders developed from among the enrollees themselves. Responsibilities and duties are divided as follows among the various departments of the Army:

Housing, clothing, feeding, and transportation are the responsibility of the Quartermaster General.

The Office of the Assistant Secretary of War is charged with general supervision of procurement. Actual purchasing is the duty of the Quartermaster Corps. Many items are purchased centrally through agencies, and awards are made on bids from every section of the country, but some items are purchased locally in towns nearest the camps.

Medical supervision is the duty of the Medical Department of the Army, which is responsible for physical examination of selectees, health of enrollees, health conditions of camps, instruction in personal hygiene, emergency dental care, hospitalization and patient transportation.

The Chief of Finance of the Army is responsible as fiscal agent for the CCC for all disbursements and for accounting. He handles, also, all accident claims.

The Office of the Adjutant General is responsible as a clearing house for communications to and from the field relating to administrative matters, for a continuous record of locations of CCC units, and for the initiation and supervision of welfare and educational programs for the Corps. In May 1933 a special section of the Adjutant General's office was established to handle all matters pertaining to the CCC. The educational program was prepared through the Office of Education, acting in an advisory capacity to the Army in connection with this program. In addition, the Office of Education selects and appoints camp educational advisers, whose duty it is to counsel with the enrollee, guide him, arrange suitable study materials for him, and help him toward greater vocational effectiveness.

The Office of the Chief of Chaplains cooperates in the organization of chaplains and volunteer clergymen for work in the camps. Religious work is carried on by Regular Army chaplains, Reserve chaplains, volunteer clergymen, and contract clergymen. Normally one chaplain is assigned to several camps.

Signal communication service is in charge of the Army Signal Corps.

The Departments of Agriculture and the Interior are responsible for execution and supervision of all work projects, with the exception of projects assigned to the Army and supervised by Army Engineers. In cases where camps are allotted for work to other Government agencies, execution and supervision of the project normally remains with these departments, acting for the particular agency involved. Responsibility is divided between the two departments as follows:

The Department of the Interior is responsible for selection, planning, execution, and supervision of all projects on national parks and monuments and on national military parks, and for execution and supervision of all projects on state parks. Initiation and planning of projects on state parks rests with state agencies working in collaboration with the State Park Division of the National Park Service. Acceptance for the state of such projects when completed rests with state agencies. Until March 25, 1935, when the Soil Conservation Service was established as a Service of the Department of Agriculture, this department had charge of soil erosion projects. Responsibilities and duties are divided as follows among the various offices of the department:

The National Park Service is responsible for work on national parks and monuments, on national military parks, and on state parks. In April 1933 the State Park Division was set up to extend Emergency Conservation Work camps to state parks and to county and metropolitan areas throughout the nation.

The Bureau of Biological Survey (transferred from the Department of Agriculture in 1939) is responsible for projects in its field.

The Bureau of Indian Affairs is responsible for conservation work projects on Indian lands, and for camp operations.

The Bureau of Reclamation has been responsible since April 1934 for reclamation projects, which have taken the form chiefly of protection of water resources for Government irrigation projects, and of improvement of the Government's investment in its reclamation projects.

The General Land Office is in charge of attacks on coal-bed fires.

The Division of Grazing has been responsible since January 1935 for projects on range improvements of the public domain.

The Department of Agriculture is responsible for selection, planning, execution, and supervision of all projects on national forests and other Federal reservations administered by the department, and (after March 25, 1935) for projects for soil erosion and flood control. Execution and supervision of all projects on state and private forest lands is the responsibility of this department. Initiation and planning of such projects rests with state agencies, working in collaboration with the Forest Service. Acceptance for the state of such projects when completed rests with state agencies. Responsibilities and duties are divided as follows among the various offices of the department:

The Forest Service is responsible for projects for forest protection, development, and improvement, projects for development of forest recreational facilities and wildlife development, and projects to maintain summer range facilities for sheep and cattle in national forests.

The Soil Conservation Service, established by authority of the 74th Congress, is responsible for soil erosion and flood control projects.

The Bureaus of Animal Industry and of Agricultural Chemistry and Engineering are responsible for projects in their various fields.

In the territorial set-up, North Carolina is in the Fourth Corps Area, composed of Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. Headquarters for the area are at Fort McPherson, Atlanta, Georgia. The office of the Corps Area Commander is in the Post Office Building, Atlanta, Georgia. A special staff section in command of the Fourth Corps Area CCC Officer handles all CCC matters. Working with him are the following officials and sections: Liaison Representative, Educational Adviser, Surgeon, Adjutant General, Quartermaster, Finance Officer, other corps area staff sections, and post commanders. When the Survey was made, the majority of camps in North Carolina were in District A, reporting to CCC district headquarters at Fort Bragg, North Carolina. Camps in the extreme northwestern corner of the state reported to CCC District C headquarters at Fort Oglethorpe, Georgia; those in the extreme southwestern corner, to CCC District B headquarters at Fort McPherson, Georgia. In the agency history which precedes each of the following CCC sections, mention is made of the district in which the camp was located only if the district was B or C. If no reference is made to the district, the camp was located in District A.

Enrollment of juniors began in North Carolina April 26, 1933. Young men were enrolled until July 28, 1933, when the original basic state quota had been met. Since that date replacements have been made approximately every three months, in April, July, October, and January. New basic quotas are filled as announced. Selection of juniors is a function of the North Carolina State Board of Charities and Public Welfare, the Commissioner of Public Welfare serving as State Director of Selection. A State Supervisor of Selection reports to the State Director. This Supervisor is responsible for the proper functioning of the selection process in the State. Local selection is a function of county welfare agencies, whose duty it is to receive applications, make selections, certify eligibility, and transport selectees from county concentration points to initial acceptance stations designated by the Army. Selectees are requested but are not required to register with the North Carolina State Employment Service. Originally, selection of juniors was a function of state and local Social Service Divisions of the State Emergency Relief Administration functioning under the supervision of the State Director of Selection who was a member of the staff of the State Administrator of the State Emergency Relief Administration.

Since March 1935 selection of local experienced men (LEM's) on the basis of special knowledge of the work to be done has been the responsibility of the technical services in charge of the respective work projects. Prior to that date, it was delegated by the Department of Labor to the commanders of the various camps. As stated above, veterans are selected by the Veterans' Administration from eligible applicants. Selection of Indians is wholly the responsibility of the Office of Indian Affairs. Surgeons, nurses, etc., and necessary facilitating personnel for camps are selected and contracted by the Army. Technical and facilitating personnel and day-by-day artisans for work on projects are engaged by the Government service in charge of the project. In the case of projects on state and private land prosecuted under supervision of the Department of Agriculture, such men are engaged by the Forest Service on recommendation of the State Department of Conservation and Development.

Procedure for delivery of men to the Army is as follows:

Upon notification to the State Director of Selection of the number of men requisitioned by the Corps Area Commander in Atlanta, the State Supervisor of Selection, acting on the basis of reports from county welfare agencies of the number of eligible men available, notifies county welfare authorities of county quotas. County welfare agencies transport selectees from county concentration points to the nearest designated Army station. If rejected, men are furnished county transportation back to concentration points; if accepted, they are sent by the Army to the nearest Army camp functioning as a reconditioning camp. From reconditioning camps, men are sent by the Army to the various work camps, where they are the responsibility of the Army during non-work hours, and, during work hours, of the Using Service of the agency which operates the projects to which they are assigned.

The Using Service consists of a Superintendent of the Using Service, and, variously, of two or more trained technical men, such as engineers, landscape specialists, architects, and foresters, known as foremen, two or more nontechnical foremen, leaders from among the juniors, blacksmiths, truck drivers, etc.

The program was inaugurated in North Carolina June 1, 1933. Camps were assigned to forest protection and preservation, soil erosion control, military, national, and state park projects, military reservations, national monuments, wildlife conservation, and TVA projects. The number of camps is necessarily variable. By May 27, 1937, camps had been assigned in this State by the Department of Agriculture to the Bureau of Biological Survey, to the Bureau of Animal Industry, to the Soil Conservation Service, and to the Forest Service; and by the Department of the Interior to the National Park Service. In addition, projects have been assigned to the Department of War, with headquarters at Fort Bragg, and to the TVA, the Department of Agriculture acting as contractor. All of the camps were not included in the Survey and very few of the projects. A sufficient number of each was included, however, to afford an adequate idea of the kind of records maintained.

All projects other than those on state and private lands are the direct concern of the bureaus and services of the Federal Government to which they are assigned. Projects on state and private land are prosecuted by the Forest Service and the Soil Conservation Service, and on state land by the National Park Service, in collaboration with the State Forester as Park Authority acting for the State Department of Conservation and Development. Initiation, selection, and planning of projects, and acceptance of completed projects rests with the State Forester.

State district foresters serve as project inspectors reporting to the State Forester. Operation of projects of the Forest Service is the responsibility of the State Director of the North Carolina Unit of the CCC. When the Survey was made, this official was known as the Director of NCECW. He reports to the Regional Forester, Region 8 of the Forest Service, in Atlanta, Georgia. Under him is a purchasing agent responsible for purchase of supplies and equipment.

Inspection headquarters of the National Park Service are located at High Point, North Carolina. The Inspector reports to the Regional Officer, Region 1 of the National Park Service, in Richmond, Virginia. The office of the Superintendent of State Parks works in direct cooperation with the Inspector. The Park Service does not undertake work on private land.

Provision has been made or is under way for the permanent maintenance of improvements made by the CCC on state and private land, particularly those having to do with forest fire control. Fire lines, towers, telephone lines, and other structures are maintained through a cooperative fire control program in which the Federal Government, the State, the counties, and landowners participate.[4] It is expected that the State Highway Commission will take over some of the truck trails and maintain them as public roads, while others will be maintained by the counties and the State Department of Conservation and Development.[5] Maintenance of state parks is by direct appropriation and receipts from park operations.

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4. See this publication, Series IX, The Department of Agriculture, No. 32, North Carolina, Part 2, pp. 220-221.

5. Typed report on Emergency Conservation Work in North Carolina, by J. S. Holmes, State Forester, dated March 26, 1937.

Only serials in custody of CCC camps are included under the ECW. Other ECW records are included in the serials of those Government establishments in whose custody they were found. Sections, notably, on the Forest Service, the Soil Conservation Service, the National Park Service, the Office of Indian Affairs, the Emergency Relief Administration, the Civil Works Administration, The Works Progress Administration, the National Youth Administration, CCC District A Headquarters, and Fort Bragg should be consulted for further information on the location of CCC records. It is the practice of the War Department to forward to district headquarters all records relative to an individual enrollee upon separation of the enrollee from the service. If an enrollee is transferred from one camp to another, individual records follow him. When a camp is disbanded, records are forwarded to the district office, which in turn forwards important records to Washington for permanent safe-keeping. Upon completion of a project the responsible using service forwards records to the supervising office of the service concerned.

Camp records are kept to a large extent on forms furnished by the War Department and the CCC or adapted to the requirements of the various districts or camps. The following is a descriptive list of the forms found most frequently in the files of camps in North Carolina:

CCC AND ECW FORMS

INDIVIDUAL RECORD CCC Form 1

Shows general information on applicant, including name, address, date of birth, birthplace, name and address of nearest relative, date of last employment, citizenship, and data on previous employment, if any, in the CCC; oath of enrollment, giving name, period of enrollment, signature of enrollee, place where enrolled, date of oath, and signature and title of enrolling officer; description of applicant, giving height, weight, color of eyes and hair, complexion, and previous occupation; indorsements giving record of former service, if any, in CCC, each of which gives period of service, place, type of work, manner of performance, date of last payment, voucher number and month, and name of disbursing officer; record of allotments, giving name and address of allottee, and amount of allotment; remarks relative to enrollee's absences, misconduct of any nature, honors, demotions, hearings, indebtedness to the Government, occupational qualifications, and any other important information; record of discharge or transfer, showing reason and authority; record of transportation, if furnished, showing place of entrainment and destination; and signature and title of commanding officer. Upon discharge of enrollee, original of this form is submitted to district headquarters. If enrollee is reenrolled, a short form is permanently attached to CCC Form 1 showing CCC company number, camp, location, name of enrollee, serial number, date of honorable discharge, date of reenrollment, period for which reenrolled, signature of company commander, and enrollee's signature in acceptance of reenrollment under same conditions as previous enrollment. (Submitted to district headquarters upon discharge of enrollee.)

RECORD OF PHYSICAL EXAMINATION CCC Form 1A

Shows name and serial number of applicant, record of preliminary physical examination if given at other than place of acceptance for enrollment, giving height, weight, vision and eye conditions, hearing and ear conditions, and certification of recruiting officer to belief that applicant meets physical requirements for enrollment, medical examiner's itemized

report of physical examination, remarks, place, date, signature and title of medical examiner, record of inoculations, giving date of each and result of smallpox inoculation, and space for report on physical examination on discharge or transfer of enrollee from War Department control. (Submitted to district headquarters upon discharge of enrollee.)

APPLICATION FOR ENROLLMENT Labor (ECW) Form CCC 2
Shows date, name and address of applicant, name and address of local agency which received the application, age of applicant, place and date of birth, citizenship, education, experience in community or club activities, employment record, work for which best qualified, amount and kind of outdoor work experience, kind of job desired subsequent to completion of CCC enrollment, history of former CCC enrollment, if any, name, address, and relationship of allottee, amount of allotment, statement of applicant's intent to abide by rules and regulations governing work and camps, applicant's signature, and certification of Department of Labor through the North Carolina Department of Public Welfare that applicant has been properly selected for enrollment and directed to report to Army authorities at designated place. (Prepared in triplicate: white copy follows enrollee until discharge, when it is forwarded to district headquarters; blue copy sent to State Department of Public Welfare; pink copy retained by local welfare department.)

CERTIFICATE OF DISCHARGE FROM CIVILIAN CONSERVATION CORPS CCC Form 2
Shows name of enrollee, date and place of enrollment, reason for discharge, date and place of birth, age when enrolled, nature of usual occupation when enrolled, physical description, date of certificate, name and title of issuing official, and record from CCC Form 1 of enrollee's service in the CCC.

PERSONNEL RECORD OF ENROLLEE Form Sub. for CCC Form 2
Data secured by camp educational adviser, showing name of enrollee, race, CCC company, home address, birthplace, age, religion, civil occupation, birthplace of father and of mother, education, interests, studies desired, educational record in camp, giving subject, number of weeks assigned for course, hours per week, and enrollee's monthly grades, and space for record of kind of discharge, date, and signature of adviser.

CCC CENSUS OF ENROLLEES
Shows company number, camp number, location, date, signatures of company commander and project superintendent, and list of enrollees, giving the following information on each: age, educational level, length of service in CCC, state from which enrolled, place of origin, race, whether junior enrollee, veteran, or local experienced man, number of dependents, how long unemployed before joining the CCC, amount of monthly allotment, weight, height, chest expansion, physical condition, rating as a worker, type of job in private industry for which fitted by CCC service and training, and whether type of job and industry for which fitted by the CCC are the same now as prior to training.

VOUCHER TO EXCHANGE FUND, CCC COMPANY General Voucher Form 18
Shows company, location, date, voucher (pasted flat to form), custodian's certification that he has paid to or received from given firm or party a specified sum for a given purpose and that sum has been duly entered in exchange records, and certification of firm or party that amount has been received or paid for purpose stated.

VOUCHER TO COMPANY FUND, CCC General Voucher Form 20
Shows same information relative to company fund that General Voucher Form 18 shows relative to exchange fund.

COMPANY FUND VOUCHER, CCC Form K-1
Shows company number, camp, post office, date, name of person to whom company fund custodian has paid money or from whom he has received money, amount, custodian's certification to correctness of transaction and to entry in council book pertaining to company fund, list of invoices, giving date, description, and amount of each, custodian's signature, rank, and organization, and receipt of person receiving or making payment.

VOUCHER, OFFICERS' MESS, CCC Form K-10
Shows company, camp, location, officers' certification to payment of board as shown, name of each officer, together with number of meals or days for which payment was due, cost per meal or day, total amount of board paid for month, and signature, recapitulation giving total from boarders, total paid to company fund, total retained by officers' mess, certification of mess officer, and receipt of commanding officer for funds reimbursed to company fund.

CAMP EXCHANGE VOUCHER, CCC Form K-50
Shows same type of information relative to funds paid out or received into camp exchange funds that Form K-1 shows relative to funds paid out or received into company fund.

MONTHLY SUMMARY, LOST-TIME ACCIDENTS Report Form ECW 1, Safety Division
Submitted by company commander through channels to the War Department by calendar months. Shows state, company number, camp number, date, list of accident causes showing Technical Service responsibility and Army responsibility for injuries and for deaths due to each cause, and signature of commanding officer.

MONTHLY WORK PROGRESS REPORT Form ECW 7
Form not available.

CCC DISTRICT A FORMS

MONTHLY STRENGTH REPORT District A AGO Form 1
Shows month, company, strength of company last day of previous month, gains during month by transfer, by enrollment, and by reinstatement, losses by transfer, by discharge distributed under classified headings, and by death distributed under classified headings, distribution of enrollees by states and type (juniors, veterans, local experienced men), number of technical (using service) personnel last day of current month, number of regular Army enlisted men on duty with company, number of skilled and of unskilled laborers on duty with company last day of previous month, gains and losses, number on duty last day this month, number of man-days employed, and number on pay roll this month, and signature of commanding officer.

CERTIFICATE OF DISABILITY OR PHYSICAL IMPAIRMENT SUSTAINED WHILE MEMBER OF THE CIVILIAN CONSERVATION CORPS District A CCC AGO Form 1A (1)
Shows enrollee's statement of whether he has sustained such disability or

physical impairment, detailed description of such disability or physical impairment including exact nature, extent, and probable duration, and signature. (Prepared in own handwriting by each enrollee upon discharge.)

MONTHLY REPORT OF RELIGIOUS ACTIVITIES District A AGO Form 12
Shows company, camp, station, strength of command distributed by commissioned officers, warrant officers, enlisted men, CCC enrollees, Protestants, Catholics, and Jews, record of number of services of specified type held during each week, weekly attendance at each type, and signature of commanding officer. (Submitted in single copy to District A headquarters by second day of each month.)

TRIMONTHLY STRENGTH REPORT District A AGO Form 15
Shows date, company number, and number of members of the CCC by states in which enrolled, distributed by juniors, veterans, and local experienced men. (Prepared as of midnight of the 10th and 20th days of each month and submitted in single copy to District A headquarters.)

STATUS OF COMPANY FUND District A AGO Form 18
Camp commander's report to commanding officer of District A, showing date of report, status date, inventory value of company mess, computation of total and of net worth in ration savings and in other funds, balance to be impounded, amount previously impounded and dropped from company fund, amount of check enclosed payable to trust fund at CCC headquarters, 4th Corps Area, and signature of company commander.

MESS STATEMENT District A AGO Form 19
Shows date, assets, liabilities, value of mess at close of business, bills payable (itemized on attached sheet), and company commander's certification and signature.

MONTHLY RECORD OF DAILY EMPLOYMENT OF CCC PERSONNEL District A AGO Form 20
(Also titled DISTRIBUTION OF ENROLLED PERSONNEL)
Shows, for each day, strength of company, authorized camp overhead, special camp overhead, sick in camp, sick in hospital, number of men absent without leave, number absent with leave, wood detail, number detailed for Army detached service, number retained by camp commander for camp duty, conditioning, administrative action, and other causes, number available for work project, number accepted by project superintendent, remarks, company number, project number, month, year, explanatory remarks, and certification of project superintendent and company commander. (Two certified true copies prepared by the camp commander at end of each month: one copy given to project superintendent, one copy forwarded to district commander; original report filed with company records.)

SEMIMONTHLY STRENGTH REPORTS District A AGO Forms 23A and 23B
Shows company, camp, daily report of strength, and signature of commanding officer.

MOTOR VEHICLE INSPECTION REPORT MTO Form 13, District A
Shows company, location, USCCC vehicle number, monthly itemized report on condition of vehicle and equipment, general remarks, and name of inspecting motor officer.

ITINERARY AND CLEARANCE REPORT MTO Form 14, District A
Shows company, location, driver's name, officer's name, USCCC vehicle number, date and time of departure, speedometer reading, destination, itinerary of offices to be visited, special instructions, signature of camp commander, date and time machine was checked in at CCC motor pool, speedometer reading, signature of motor pool attendant, officially initialled list of offices visited, date and time car checked out for camp from CCC motor pool, speedometer reading, travel instructions, signature of issuing official, and signed certificate of driver in acknowledgment of receipt of clearance letter and intention to follow instructions.

NOTICE OF HEARING District A RH Form 1
Shows name of enrollee, company and camp to which attached, place and date of notice, offense charged against enrollee, place and time of hearing before company commander, statement of rights of accused and possible penalty, if found guilty, signature of commanding officer, and accused's acknowledgment of receipt of notice or, if accused declined to acknowledge receipt, company commander's certification that copy of notice was left in the possession of the accused.

RECORD OF HEARING District A RH Form 2
Shows company, place, and date, name, serial number, and company of accused, name and status of person by whom represented, description of offense, statement of regularity of proceedings, plea of accused, names of witnesses, testimony of witnesses and of accused, findings, previous punishments, punishment adjudged, signature of company commander, and space for forwarding indorsements. (Prepared in triplicate: original and one copy forwarded to District A headquarters, which forwards original to Corps Area headquarters; one copy retained by organization to which enrollee belongs.)

TRANSCRIPT OF TESTIMONY District A RH Form 3
Of witness against the accused. Shows name, rank, serial number, and address of witness, questions by the company commander, answers by the witness, record of cross examination, certification by presiding officer that transcript is true and correct, giving case and day of hearing, and identifying exhibit letter.

TRANSCRIPT OF TESTIMONY District A RH Form 4
Of company commander. Shows name of officer, rank, organization to which attached, company, transcript of statement under oath, own certification to correctness of transcript, and identifying exhibit letter.

TRANSCRIPT OF TESTIMONY District A RH Form 5
Of witness for the accused. Shows same type of information as District A RH Form 3.

TRANSCRIPT OF TESTIMONY District A RH Form 6
Of accused. Shows unsworn statement of accused, presiding officer's certification, and identifying exhibit letter.

TRANSCRIPT OF TESTIMONY District A RH Form 7
Of accused. Shows accused's testimony under oath, name of questioner, cross examination, certification of presiding officer, and identifying exhibit letter.

RECORD OF PREVIOUS PUNISHMENT District A RH Form 8
Shows name and serial number of enrollee, hearing number, date, offense, and penalty, record of admonitions to enrollee for offenses not deemed serious enough for the holding of a hearing, giving date and offense, and company commander's recommendation and signature.

CCC DISTRICT B FORMS

MONTHLY STATISTICAL REPORT Report Form DC 1
Shows camp number, company, month, year, name of area in which project is located, local name of camp, number of commissioned officers and contract personnel on duty with company, number of civil employees, number of skilled and unskilled laborers employed during the month, number of days on which skilled and unskilled labor was employed during month, gains during the month by transfer from other districts, by enrollment, by reenrollment, by reinstatement, losses during month by transfer out of district, by discharge (reason indicated), by death (cause given), and commanding officer's signature, rank, and grade. (Forwarded to district headquarters not later than the third day of the month following that which report covers.)

MONTHLY RECORD OF DAILY EMPLOYMENT OF CCC PERSONNEL Form DC 2
Shows same information as District A AGO Form 20.

DAILY STRENGTH AND SICK REPORT Form DC 3
Shows data abstracted from company morning report, as follows: report of strength by states from which selected, giving strength previous report, gains, losses, present strength, daily average for rations, plus or minus correction for percentage, and net number of rations due organization; number of locally enrolled experienced men, giving state from which each was selected, total meals served and rations claimed, number of sick enrollees in quarters, in Government hospital, and in civil hospital, number turned over to using service, number on pass Saturday noon to Monday a.m., number on leave, absent without leave, on detached service, and absent in hands of civil authorities; remarks; and company commander's signature, name, rank, and organization. (Submitted daily to District B headquarters.)

RECORD OF HEARING; TRANSCRIPTS OF TESTIMONY; RECORD OF PREVIOUS PUNISHMENT
DC Forms 13, 14, 15, 16, 17, 18, 19
In case of enrollee against whom charges have been preferred. Show same information as District A RH Forms 2, 3, 4, 5, 6, 7, and 8, above.

CCC DISTRICT C FORMS

DISTRIBUTION OF ENROLLED PERSONNEL
Shows monthly report of daily distribution, as follows: strength of company, number of enrollees used on project, not used due to bad weather, not used due to other causes, used for regular company overhead, retained by camp commander for special details and Army detached service, for wood detail, for conditioning, not released to using service due to bad weather, absent with leave, absent without leave, sick in camp, sick in hospital, recuperating from emergency work, and on pass, initials of project superintendent and of company commander, number of authorized working days, camp number, company number, state, month, signatures of project superintendent

and company commander, explanatory remarks, and certification of project superintendent and company commander. (Two certified true copies prepared by camp commander at end of each month: one copy given to project superintendent, one copy forwarded to district commander; original report filed with company records.)

LOCATION AND STRENGTH REPORT, AND CHANGES AMONG PERSONNEL DURING MONTH
Shows state in which project is located, CCC district, camp number, name of area in which CCC is at work, location of camp site (railroad, telegraph office, post office), date of occupation of camp, post at which company was organized, enrolled strength, detailed record of number of members of the CCC gained, lost, and dead during month, list of commissioned officers and contract personnel attached to CCC company, giving name, grade, and branch of service of each, list of enlisted men attached to CCC company, giving name, serial number, grade, rating, and organization of each, number of civilian personnel on duty with company distributed under occupational headings, man-days skilled and unskilled laborers were employed during month, changes among officers, enlisted men, and technical personnel during the month, giving name, rank, and branch of service of each officer, character of company (veteran or junior), number of white and of colored, number enrolled by states, check list for correctness of report, and company commander's certification and signature. (Mailed to District C headquarters, together with trimonthly strength report, on last day of each month.)

MONTHLY REPORT OF RELIGIOUS ACTIVITIES
Shows camp number, strength of command in commissioned, enlisted, and CCC personnel, number of services each week, nature of service, number of attendances at each, denomination census, and signature of commanding general. (Sent monthly to the chaplain of the camp.)

MONTHLY STATEMENT OF COMPANY FUND
Shows company commander's monthly statement of the condition of the company fund, giving cash on hand, bank balance, total fund, assets, liabilities, balance or deficit, computation of balance to be impounded, and certification of company commander. (Completed in duplicate: one copy posted; original with QMC Form 86 and supporting invoices (all bills payable) presented to inspector-instructor at time of inspection of company fund.)

REPORT OF MOTOR VEHICLE MAINTENANCE AND OPERATION
Shows make, type, and CCC car number, company number, monthly report of total consumption of listed fuels, total mileage, total miles run empty, total number of passengers transported, total number of tons hauled, total passenger miles, total ton miles, number of days operated, speedometer reading at end of month, report of care and condition of vehicle, number of accidents during month, obligations for labor, parts, servicing, and towing, remarks, and signature, rank, and title of person making report.

TRIMONTHLY STRENGTH REPORT
Shows company commander's report to District C headquarters, giving by state the number of local experienced men, of veterans, and of juniors, total strength of company, and certification of company commander.

MISCELLANEOUS FORMS

AVERAGE COST OF RATION COMPONENT
Shows report to District A headquarters of the average price to be paid during given month on ration items as listed.

LOCATOR CARD
Shows name of enrollee, rating, identification number, and home address; change cards issued when an enrollee is transferred, placed on detached service, or separated from service.

LONG DISTANCE TELEPHONE RECORD
Shows place, date, person called, person calling, kind of message, length of call, charges, other rates, hour called, operator, brief statement of information passed, certification that report on call is correct and call was necessary for the effective transaction of public business and that a less expensive means of communication could not have been used to advantage, signature and rank of approving officer, and name and rank of party responsible for call.

MONTHLY STATEMENT OF U.S. TRANSPORTATION REQUESTS Form 2
Shows issuing officer, number of request, date of issue, point of origin, destination, road, junction, and number of pass.

MONTHLY REPORT OF SICK AND WOUNDED Form 51 MD
Shows company, camp, location, date, variations in command, mean strength of command for the month in officers, enlisted men, contract surgeons, CCC whites, CCC colored, foresters, and educational advisers, number of patient days in hospital and in quarters distributed by officers, enlisted men, and CCC enrollees, number of treatments administered to out patients (Army, CCC, foresters, all others), number of physical examinations for enrollment, number for discharge, number of all others, number of smallpox vaccinations, number of typhoid inoculations, and number of all other immunizations administered, record of deaths, giving name of person, age, place, date, and cause of death, general remarks, including names of all patients remaining in hospital or quarters at midnight of last day of month, and camp surgeon's certificate.

PAY ENVELOPE
Shows name of enrollee, pay due, amount brought forward, camp exchange, laundry, and dance charges, total deductions, and balance due.

REQUISITION FOR MILK PRODUCTS, ONIONS AND IRISH POTATOES
Shows company number, period, date, tentative requirement figures on supplies, and certification, name, rank, and organization of requisitioning official. (Submitted on or before first day of each month 60 days in advance of period for which required.)

REQUISITION FOR NON-PERISHABLE SUBSISTENCE STORES
Shows company number, period, date, list and quantities of subsistence stores necessary, and certification, name, rank, and organization of requisitioning official. (Submitted on or before the first day of each month 60 days in advance of month for which items are required.)

REQUISITION FOR PERISHABLE SUBSISTENCE STORES
Shows same information relative to perishable subsistence stores as form above shows for non-perishable subsistence stores.

WAR DEPARTMENT FORMS

FINAL STATEMENT Form 370
Of funds due enrollee; properly certified to by his immediate commander and given to every enrollee upon his discharge from the CCC or upon retirement. Shows name, serial number, and company of enrollee, place of acceptance for enrollment, date of enrollment, place and date of discharge, retirement, or death, reason for discharge or retirement, number of years in Corps, amount due enrollee for additional pay, for clothing, for deposits (as per itemized list on outer folder), for pay detained, or for any reason, date last paid and name of finance officer, amount due to U.S. by enrollee for loss, breakage, etc., for absence without leave, and for other causes, remarks relative to enrollee's desertion, absences, illnesses, etc., and certification of camp commander; and fold for use of finance officer, showing name of finance officer, name, rank, and company of enrollee, insurance class, allotment class, computation of total amount due enrollee, total amount due U.S., balance due soldier, record of payment, and receipt of enrollee. (Carbon copy submitted to district headquarters upon discharge of enrollee.)

DAILY MORNING REPORT WD AGO Form 1
Form not available. Shows strength of company in commissioned and in enrolled personnel.

DAILY SICK REPORT WD AGO Form 5
Form not available. Report of sick enrollees confined to quarters during day, showing patient's name, serial number, time of admission to infirmary, line of duty, and rating.

DAILY DUTY ROSTER WD AGO Form 6
Form not available.

REPORT OF SURVEY WD AGO Form 15
Shows class of property, stock record account and station, accountable officer, date, list of articles giving stock number, quantity, total cost, and recommendation for disposition, date and circumstances of survey and reference to certificates and affidavits submitted, affidavit of responsible person that articles were lost, destroyed, damaged, or worn out in manner stated, certificate of accountable officer that he is without fault in matter and that articles listed are worthless for public use, findings of surveying official, signature of officer witnessing destruction or of salvage officer, and record of action or review of the appointing authority, his superiors, and the corps area commander.

STATEMENT OF CHARGES WD AGO Form 36
Against enlisted men for property. Shows supply arm or service to which property pertains, final statements or pay rolls on which such charges show, name of each enlisted man and list of articles charged to him, giving size and price of each and cause of charge, total charge against men for each type of article listed, record of whether articles were replaced, name and

grade of person who filled in statement, company commander's certification of statements and charges, salvage officer's receipt for damaged articles, and record of debit or credit voucher to stock record account, giving name, grade, organization or agency, and station of accountable officer.

EFFICIENCY REPORT WD AGO Form 67
Shows name of officer reported upon, serial number, grade, organization to which attached, and official status with respect to official making the report, period covered by the report, stations at which officer has served, list of duties performed with duration in months and manner of performance, rating as to degree of success attained handling officers and men, in performance of field and administrative and executive duties, as an instructor, in training troops, and in the tactical handling of troop units appropriate to his grade, officer's outstanding specialities of value in the military service, rating on specified physical and mental qualifications, statement of reporting officer's willingness to have officer serve under his command, description of temperamental, moral, or physical weakness, if any, which adversely affects the officer's officiency, date on officer's willingness to cooperate, mention of him in official communications, disciplinary measures, if any, to which subjected, if not on duty commensurate with present grade, why, whether qualified for all the duties of his arm or service and grade, fitness to perform duties of next higher grade, highest command qualified to hold in peace, general estimate by reporting officer, length of time and how well latter has known officer, remarks, whether or not deficiencies have been brought to attention of officer and improvement noted, and certification of reporting officer showing signature, grade, and organization, organization commanded, place, and date.

INVENTORY AND INSPECTION REPORT WD, IGD, Form 1
Shows kind and location of property, accountable officer, date of inspection, inspector, inventory by responsible officer giving name of article, quantity, total cost price, whether condition is due to fair wear and tear (if not, survey report attached), inspector's report, giving instructions for disposition of each article (to be continued in service, destroyed, turned in for reclamation of component parts or for salvage, sold, turned in to depot or arsenal), remarks, and certificates of the various responsible officials.

RETURN OF FUNDS AND STATEMENT OF BALANCE (Act of June 4, 1920) Office Chief of Finance, Form 45-B (old 9-B)
Shows station, date, name and location of disbursing officer to whom funds were forwarded, balance on hand last statement, amount received in trust since last statement, amount forwarded herewith in cash and by check, record of paid vouchers, total amount returned to disbursing officer, balance chargeable to agent officer, and signature and official designation of agent. (Accomplished in duplicate by agent and forwarded to disbursing officer.)

ACKNOWLEDGMENT OF RETURN OF FUNDS AND STATEMENT OF BALANCE (Act June 4, 1920) Office Chief of Finance, Form 45-C (old 9-C)
Shows station, date, USA agent from whom funds were received, amount of cash, checks, and correct paid vouchers, amount of incorrect vouchers returned to agent, cash balance in hands of agent, statement of balance trust

funds for which agent is accountable per Form 9-B (see Form 45-B above), amount to be carried to account current for month, and disbursing officer's signature and official designation. (Accomplished in duplicate by disbursing officer and forwarded to agent.)

REPORT OF TRANSPORTATION REQUESTS AND BILLS OF LADING QMC Form 200 (old Form 135)
Shows month, year, number of each on hand from last report, received during month, issued and canceled during month, transferred during month, remaining on hand at end of month, reporting officer's certification, signature, and rank, and date of report.

DRIVER'S TRIP TICKET AND PERFORMANCE RECORD QMC Form 237 (old 545)
Shows driver's name, USA registration number, dispatcher's name, in and out speedometer readings, total, time out, time in, name and address of person or agency to which report was made, date and time of report, estimated time for job in hours, type and capacity vehicle desired, cargo description and weight, starting point of haul, destination of haul, name of person requesting transportation, statement of whether there was an accident, signature of driver, signature and rank of official who made report, and performance record.

REQUISITION QMC Form 400
Shows approving office addressed, requisition number, date, supply period, shipping instructions, signature, rank, organization, and address of requisitioning official; and list of articles, giving for each article stock number listed in Federal Stock Catalogue, size, quantity on hand plus quantity approved on previous requisitions and not yet received, quantity consumed during previous period, quantity asked for by requisitionist, and spaces for quantity approved by the approving officer and basis for requition.

SHIPPING TICKET QMC Form 434
Shows consignor, date of shipment or delivery, shipping instructions, authority or requisition number, transportation cost, to whom chargeable, list of articles, giving for each article quantity ordered and shipped, stock number listed in Federal Stock Catalogue, unit, unit cost, and total cost, and name, rank, and organization of person issuing ticket.

SHIPPING TICKET (Extra Sheet) QMC Form 435
Shows consignor, list of articles continued from QMC Form 434, and packer's memorandum, giving list of articles, package number of each, kind of container, number of items, weight of package, cubic measure, and inspector's report on condition of articles shipped.

RATION RETURN QMC Form 460 (old 72)
Shows name of person making return, place, period covered, net number of rations due, corrections for percentages (additions, deductions), rations required, company commander's certification, and adjutant's approval.

MONTHLY MESS ACCOUNT QMC Form 469
Shows organization, month, year, value of ration, amount of allowance from company fund for month and for day, and value of stock at end of previous

month; the following information for each day: number of men rationed for day and to date, total value of ration for the day, daily allowance from company fund, day's income from boarders or other sources, total credit for day, total credit to date, purchases from commissary, from post exchange, and from other sources, for day and to date, total purchases for day and to date, savings from QM for day, deficit due QM for day, standing with QM, and standing for mess to date; recapitulation giving value of stock on hand at end of present month, value at end of previous month, increase or decrease in value of stock, standing of mess on last day of month, and gain or loss in mess for month; and mess sergeant's certification, record of audit by officer in charge of mess, and stock record verified as of every ten-day period by officer in charge of mess, giving list of articles, unit measure of each, and balance forward, amount received, total account, amount used, and balance on hand and value.

MEMORANDUM RECEIPT, DEBIT OR CREDIT QMC Form 487
For equipment and military supplies issued or turned in. Shows place, date, name of supply branch, number, stock number, and name of article, and signature of responsible official.

INCOMING TALLY SHEET QMC Form 489 (old 55)
Shows station, warehouse number, date of receipt, carrier, car number and car seals, if by rail, truck number, if by truck, name of boat, if by boat, material and kind of container, giving number, amount, and size or kind of each package, name of tally clerk, and (on back of sheet) report on packages received in damaged condition, giving package number, weight, articles, and extent of damage to contents, and report of receiving clerk on transportation officer's action in making damage notation on bill of lading prior to surrender to carrier, and carrier's stand relative to liability.

OUTGOING TALLY SHEET QMC Form 490 (old 56)
Shows same information on outgoing material that appears on front of QMC Form 489 relative to incoming material.

Project symbols used in the following section are as follows:

Symbol	Explanation
NC	North Carolina
F-	National Forest
NP-	National Park
P-	Private Forest or Park
S-	State Forest
SCS-	Soil Conservation Service
SP-	State Park
JW	Junior White
JC	Junior Colored
VW	Veteran White

ALBEMARLE

CCC COMPANY, 3421-JW
CCC Headquarters Bldg.

This company was located in Stanly County on August 20, 1935. It was assigned to work in Morrow Mountain State Park on project NCSP-3 under supervision of the National Park Service.

1. MEMORANDA AND CAMP CORRESPONDENCE, Aug. 20, 1935 to date. Correspondence, instructions, financial records, and all other records relative to the administration of the camp, and records of each enrollee. (Frequently, official.) 8 x 10½ folders, 40 ft., in 10 drawers of filing case, on 6 enclosed shelves, in 2 wooden boxes, and in Army field desk. Orderly room. (7)

ASHEVILLE

CCC COMPANY, 3402-JW
Company Headquarters Bldg.
11 miles SW. of Asheville on the Brevard Rd.

This company was located in Buncombe County in July 1935. It was assigned to work on project NCF-22 in the Pisgah National Forest under supervision of the Pisgah National Forest supervisor at Asheville. When the Survey was made, it was the custom in the company office to destroy so-called useless papers.

2. ADMINISTRATIVE RECORDS, 1935 to date. Personnel, finance, and accident records, pay rolls, notifications, and reports on motor transportation, attendance at religious services, gas and lubrication, gains and losses in camp personnel, and daily inspections. Filed by subject. (Daily, official.) 8 x 10 and 9 x 12 folders, 3 ft., in 4 drawers of steel filing case. One-room office. (222)

BALSAM GROVE

CCC COMPANY, 428-JW
Company Headquarters Bldg.

This company was located in Transylvania County in June 1933 under supervision of CCC District B headquarters at Fort McPherson, Georgia. It was assigned to work in the Pisgah National Forest on project NCF-14 under supervision of the Pisgah National Forest supervisor at Asheville, North Carolina. When the Survey was made, it was the custom of the office to destroy so-called useless papers after six months.

3. CORRESPONDENCE, REPORTS, AND GENERAL RECORDS, 1933 to date. Army and using service records relative to camp and project administration and activities, including the following records: correspondence with parents of enrollees, allottees, business firms, and individuals; daily, weekly, and monthly reports to District B headquarters on operation and activities of the camp, including Report Form DC 1, monthly statistical report, and Form DC 3, daily strength and sick report; administrative bulletins, orders, and regulations for conduct of camp; custodian's reports on disposition of property; religious attendance reports, showing date, weekly attendance at Sunday School and at services held by civilians, and distribution of enrollees by the Catholic, Protestant, and Jewish faiths; and Form 10A, minutes of company exchange council, showing date of meeting, list of those present, absentees, record of examination of statement of camp exchange, amount of dividend voted to company fund, and signatures of commanding and exchange officers and members. Forms attached. Filed by Dewey Decimal System. (Daily, official.) 12 x 16 vols., loose-leaf books, bundles, and folders, 4 ft., in drawers of metal filing case, 300 folded document holders, 2 wooden boxes, wooden transfer case, wooden card cabinet, and on 3 wooden shelves. Office. (1, 2)

4. LABOR REPORTS, 1933 to date. Copies of daily work sheets furnished to using service, showing date, company strength, camp overhead, number of sick in hospital, number of sick in camp, number absent with leave, absent without pay, absent without leave, and turned over to Forest Service; consolidated at end of month and copies sent to District Commander and project superintendent. Form attached. Filed by Dewey Decimal System. (Daily, official.) 8½ x 11 folders, 1 ft., in metal filing cabinet. Office. (3)

5. MAPS AND CHARTS, 1933 to date. Maps and charts of Europe, the United States, etc., the camp area, and the Pisgah National Forest showing areas, roads and trails, construction projects, and other physical data. (Frequently, official.) 2 x 4 maps and charts, on wall. Office. (4)

BARNARDSVILLE

CCC COMPANY, 409-JW
Headquarters Bldg.
2½ miles NE. of Barnardsville

This company was located in Buncombe County in May 1933. It was assigned to work on project NCF-8 in the Pisgah National Forest under supervision of the Pisgah National Forest supervisor at Asheville. When the Survey was made, no records had been destroyed.

6. ADMINISTRATIVE RECORDS, 1933 to date. Correspondence, work pay rolls, records of discharged members, individual records of enrollees, pass books for checking out on leave, officers' mess fund records, canteen vouchers, instructions relative to the radio, and kitchen police records. Filed alphabetically. (Daily, official.) Variously sized vols., folders, and envelopes, 10 ft., in steel and oak filing cases, steamer trunk, and on 6 wooden shelves. Office. (2)

BREVARD

CCC COMPANY, 3448-JW
Camp Sledge Office Bldg.

This company was located in Transylvania County on July 8, 1935, under supervision of CCC District B headquarters at Fort McPherson, Georgia. It was assigned to work on private forest land on project NCP-66 under supervision of the Forest Service.

7. GENERAL CORRESPONDENCE, July 8, 1935 to date. Correspondence with District B headquarters relative to operation and activities of camp, together with orders and bulletins of instruction; correspondence with firms with which the camp does business, and related records; correspondence with parents of enrollees; and all required reports to District B headquarters, including reports of funds and expenditures, monthly reports of religious activities, reports on number of enrollees released to using service each day, and reports on the educational program. Filed by Dewey Decimal System. (Constantly, official.) 8½ x 11 folders, 1 ft., in wooden box and 3 metal filing cases. Office. (21)

8. LABOR REPORTS, 1935 to date. Form DC 2, monthly record of daily employment of CCC personnel. Form attached. Filed by Dewey Decimal System. (Daily, official.) 12 x 16 folders, 6 in., in metal filing case. Office. (20)

BURLINGTON

CCC COMPANY, 3413-JW
Headquarters Bldg.

This company was located in Alamance County on August 6, 1935, and assigned to work on project NCSCS-13 in the Soil Conservation Demonstration Project program of the Soil Conservation Service, under supervision of the office at Burlington. When the Survey was made, it was the custom of the camp office to file all papers.

Records of the Camp Commander

9. CORRESPONDENCE, 1935 to date. With District A headquarters. (Daily, official.) 8½ x 11 sheets, 1 ft., in letter basket. Center room. (78)

10. MEMORANDUMS, 1935 to date. Camp exchange records, company correspondence, and letters from the War Department. (Daily, official.) 8½ x 11 forms, 9 ft., in 3 drawers of filing case. Center room. (70)

11. PAY CARDS, 1935 to date. From which company pay roll is made, showing name and classification of enrollee. Filed alphabetically. (Frequently, official.) 6 x 8 cards, 1 ft., in card cabinet. Center room. (68)

12. QUARTERMASTER BILLS, 1935 to date. Register of monthly bills. (Frequently, official.) 1½ x 4½ and 3 x 6 forms, 3 ft., in drawer of filing case. Center room. (75)

13. QUARTERMASTER BILL REGISTRY, 1935 to date. Record of articles purchased, showing firm name and address, date of purchase, amount, and date of payment. (Frequently, official.) 8½ x 14 vols., 2 ft., in drawer of filing case. Center room. (76)

14. MOTOR RECORDS, 1935 to date. Motor truck inspection and fuel consumption records. (Daily, official.) 8 x 10 vols., 3 ft., in 2 wooden boxes. Center room. (69)

15. COUNCIL BOOK, 1935 to date. Record of all company property and expenditures. (Monthly, official.) 4 x 8 vols., 3 ft., in drawer of filing case. Center room. (74)

16. GOVERNMENT REQUESTS FOR TRANSPORTATION, 1935 to date. (Occasionally, official.) 8 x 15½ vols., 2 ft., in safe. Center room. (79)

17. REPORT OF CHANGE CARDS, 1935 to date. Showing record of transfer of men to other camps. (Occasionally, official.) 3 x 5 cards, 9 in., in card cabinet. Center room. (71)

18. DIARY, 1935 to date. Daily diary of camp transfers and all important events. (Daily, official.) 9 x 12 vols., 6 in., on desk. Center room. (73)

19. DAILY REPORT OF CIASSES IN EDUCATION, 1935 to date. Showing instructor, subjects taught, and number of enrollees attending class. (Daily, official.) 8½ x 11 forms, 1 ft., in file. Center room. (72)

20. REGISTER, 1935 to date. Of officers, out and in. (Daily, official.) 8½ x 14 vols., 2 ft., on desk. Damaged by faulty containers, dirty. Center room. (80)

21. SANITARY INSPECTION REPORT, June 1, 1936. Showing daily camp inspection during month by camp doctor. (Daily, official.) 9½ x 11 folders, 1 ft. 6 in., on shelf. Center room. (77)

Records of the Educational Program

22. EDUCATIONAL PROGRAM, 1935 to date. Charts showing student's name, class, and activities in first aid, journalism, softball, baseball, and tennis. (Daily, official.) 24 x 36 charts (2), 1 in., on wall. SE. corner room. (81)

23. MISCELLANEOUS FILE, 1935 to date. Records of class attendance, miscellaneous letters, news articles, vouchers, daily reports, specimens of handwriting, and correspondence instruction records. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of filing case. SE. corner room. (84)

24. LIBRARY RECORD, 1935 to date. Showing title of book, name of borrower, date borrowed, and date returned. (Frequently, official.) 8½ x 14 vol., 2 in., on desk. SE. corner room. (82)

25. DAILY CLASS RECORDS, 1935 to date. Of subjects taught, students, and attendance. (Daily, official.) 8½ x 11 folders and 8½ x 14 vols., 2 ft. 2 in., in drawer of filing case and on desk. SE. corner room. (83, 85)

Records of the Infirmary

26. DAILY SICK REPORTS, 1935 to date. WD AGO Form 5. (Daily, official.) 3 x 9 forms, 1 ft., on shelf. SW. corner room. (93)

27. REPORT OF INFIRMARY, 1935 to date. Form 51 MD, monthly report of sick and wounded. Form attached. (Daily, official.) 8½ x 11 vols., 2 in., on desk. SW. corner room. (94)

28. QUARTERS CARD, 1935 to date. Chart showing complete data on patient and diagnosis of case. (Frequently, official.) 3 x 9 loose forms, 9 in., in pigeonhole. SW. corner room. (90)

29. DAILY SICK BLOTTER, 1935 to date. Showing name of patient, nativity, race, diagnosis, date, time, age, and treatment. (Daily, official.) 4 x 9 vols., 1 ft., on desk. SW. corner room. (89)

30. RECORD OF VENEREAL PROPHYLACTICS, 1935 to date. Showing date patient wasadmitted, name, time of exposure, time of treatment, first aide's name, and patient's initials. (Frequently, official.) 4 x 9 vols., 1 ft., on shelf. SW. corner room. (86)

31. ALCOHOL RECORD, 1935 to date. Record of ethyl alcohol consumed. (Daily, official.) 4 x 9 vols., 1 ft., on shelf. SW. corner room. (87)

32. NARCOTICS RECORD, 1935 to date. Showing name of patient, amount issued, and date. (Daily, official.) 4 x 9 vols., 1 ft., on desk. SW. corner room. (88)

33. RECORD OF VACCINES, 1935 to date. For each enrollee. (Occasionally, official.) 8½ x 11 loose sheets, 2 ft., in 2 wall files. SW. corner room. (92)

34. WEEKLY REPORT, June 8, 1936. Of boys in quarters during the week. (Daily, official.) 8½ x 11 vol., 2 in., on desk. SW. corner room. (91)

Records of the Supply Sergeant

35. INVENTORY, 1935 to date. Consolidated inventory of all equipment in camp. (Frequently, official.) 4 x 9 vols., 2 in., on desk. S. center room. (96)

36. CLOTHING AND EQUIPMENT CARD, 1935 to date. Showing list of articles issued to each individual. (Quarterly, official.) 8½ x 11 vols., 1 ft., on desk. S. center room. (95)

37. MEMORANDUM RECEIPTS, 1935 to date. Receipts for supplies issued by Quartermaster Supply Officer at Fort Bragg, North Carolina. (Daily, official.) 4 x 9 vols., 2 in., in loose-leaf binder. S. center room. (97)

BUXTON

CCC COMPANY, 3423-JW
Camp Office Bldg., Cape Hatteras Beach

This company was located on Cape Hatteras Beach in 1935 for beach erosion work in project NCSP-6. When the Survey was made, it was the custom of the company office to destroy so-called useless papers.

38. GENERAL RECORDS, Aug. 1935 to date. Personnel records and copies of administrative reports. Filed by the War Department Correspondence File. (Daily, official.) 8½ x 11 pockets, 3 ft., in 3 drawers of wooden filing case. Office. (7)

39. CORRESPONDENCE, Aug. 1935 to date. Also copies of pay rolls, reports, enrollment rosters, and personnel record of each enrollee. Filed by the War Department Correspondence File. (Daily, official.) 8½ x 11 folders, 3 ft., in 500 cardboard folded document holders. Office. (8)

NATIONAL PARK SERVICE, (NCSP-6)
Park Service Office Bldg., Cape Hatteras Beach

This office, with supervision of the work of the work of CCC Company 3423-JW, was established in the fall of 1935 for beach erosion work, sand fixation, and investigations in Cape Hatteras (Phipps Memorial) State Park. When the Survey was made, it was the custom of the office to preserve all records.

40. GENERAL FILES, Sept. 1935 to date. Project records. (Daily, official.) 11 x 17 loose-leaf books, 2 ft., on desk. Office. (9)

41. CORRESPONDENCE, Sept. 1935 to date. Also record of expenditures and pay rolls of supervisory personnel. Card index. (Daily, official.) 8½ x 11 pockets, 4 ft., in 4 drawers of wooden filing case. Office. (10)

CANTON

CCC COMPANY, 3455-JW
Army Headquarters Bldg., RFD 2

This company was located in Haywood County in 1935 under supervision of CCC District D headquarters at Fort Oglethorpe, Georgia. It was assigned to

work on project NCF-25 in the Pisgah National Forest under supervision of the Pisgah National Forest supervisor in Asheville, North Carolina. When the Survey was made, the office did not regard any papers as useless.

42. MISCELLANEOUS RECORDS, 1935 to date. Correspondence, work reports, and enrollee, personnel, and expense records. Filed by Dewey Decimal System. (Daily, official.) 9 x 12 folders, 3 ft. 6 in., in wood and 2 steel transfer cases. Orderly room. (14)

43. ENGINEERING RECORDS, 1935 to date. Filed by Dewey Decimal System. (Daily, official.) 9 x 12 folders, 2 ft., in wooden transfer case. Orderly room. (13)

DANBURY

CCC COMPANY, 3422-JW
Orderly Room Bldg.

This company was located in Stokes County on August 24, 1935. It was assigned to work in Hanging Rock State Park on project NCSP-5 under supervision of the National Park Service. When the Survey was made, it was the custom of the company office to preserve all records.

44. GENERAL REPORTS, Aug. 24, 1935 to date. Inspection reports, quartermaster reports, accident reports, special orders, and forms as follows: District A AGO Form 1, monthly strength report; District A AGO Form 12, monthly report of religious activities; District A AGO Forms 23A and 23B, semimonthly strength reports; and WD, IGD, Form 1, inventory and inspection report. Forms attached. (Daily, official.) 9 x 11 folders, 1 ft., in wall file. Orderly room. (1)

45. PERSONNEL RECORDS, Aug. 24, 1935 to date. Individual records of each enrollee, including forms as follows: CCC Form 1, individual record; CCC Form 1A, record of physical examination; Labor (ECW) Form CCC 2, application for enrollment; District A CCC AGO Form 1A (1), certificate of disability or physical impairment sustained while member of the CCC; District A RH Form 1, notice of hearing; District A RH Form 2, record of hearing; District A RH Forms 3, 4, 5, 6, 7, transcript of testimony; and District A RH Form 8, record of previous punishment. Forms attached. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in wooden boxes. Orderly room. (3)

46. FINANCE RECORDS, Aug. 24, 1935 to date. Bank statements, paid bills, and executed vouchers. (Daily, official.) 9 x 11 folders, 4 in., in wall file. Orderly room. (2)

47. MISCELLANEOUS RECORDS, Aug. 24, 1935 to date. Menus, inventories of food on hand, requisitions for subsistence stores, requests for bids, ration allowances, and account of food used daily. Forms attached. (Daily, official.) 9 x 11 folders, 6 in., in wall file. Damaged by careless handling, dirty. Orderly room. (4)

DURHAM

CCC COMPANY, 3414-JW
Headquarters Bldg.
1 3/4 miles NE. of Durham
on E. Club Blvd. Extension

This company was located in Durham County on August 27, 1935. It was assigned to soil erosion control work in project NCSCS-14.

48. CORRESPONDENCE AND REPORTS, Aug. 1935 to date. Correspondence with District A office, and reports. Filed numerically. (Daily, official.) 9 x 12 folders, 8 in., in wooden filing drawer. Office. (179)

49. PERSONNEL RECORDS, Aug. 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of wooden filing case. Damaged by faulty containers. Office. (181)

50. VOUCHERS AND INVOICES, Aug. 1935 to date. Vouchers and invoices for provisions, material, etc.; originals sent to Fort Bragg. Filed chronologically. (Daily, official.) 10 x 12 vols. and folders, 1 ft. 4 in., in drawer of wooden filing case. Damaged by faulty containers. Office. (180)

SOIL CONSERVATION SERVICE, (NCSCS-14)
Superintendent's Office Bldg.
1 3/4 miles NE. of Durham
on E. Club Blvd. Extension

This office, with supervision of the soil erosion control work of CCC Company 3414-JW, was established in August 1935 as a suboffice of the Soil Conservation Demonstration Project office at Burlington, North Carolina.

51. TOOL CHECK FILE, Aug. 15, 1935 to date. For location check of tools in use. Filed alphabetically by name of foreman. (Daily, official.) 3 x 5 cards, 2 in., in paper card cabinet. Office. (183)

52. GENERAL FILE, REPORTS AND RECORDS, Aug. 19, 1935 to date. Copies of daily, weekly, monthly, and semiannual reports, and records relative to work equipment, materials, requisitions, and receipts; originals sent to office of State Coordinator of Soil Conservation demonstration projects in High Point, North Carolina. Filed by subject. (Daily, official.) 9 x 12 folders and envelopes, 1 ft. 4 in., in drawer of filing case. Office. (185)

53. REPORTS AND RECORDS OF FORESTRY WORK, Nov. 1935 to date. Copies of daily and final reports on forestry work; originals sent to High Point. Filed by subject. (Daily, official.) 9 x 12 folders, 6 in., in drawer of filing case. Office. (184)

54. COOPERATIVE AGREEMENTS, Sept. 9, 1935 to date. Copies of cooperative agreements between farmers and the Federal Government and of maps of each farm, originals of which are sent to High Point, and original copies of daily record of work on farm. Filed alphabetically. (Daily, official.) 9 x 12 folders and envelopes, 1 ft. 4 in., in drawer of filing case. Office. (182)

ELIZABETHTOWN

CCC COMPANY, 4482-JW
Camp Headquarters, 9 miles from Elizabethtown
and 1 mile from White Lake

This company was located in Bladen County in June 1935. It was assigned to work on private land on project NCP-68 under supervision of Forest Service officials at Raleigh. When the Survey was made, officials stated that no papers were considered useless.

55. GENERAL CORRESPONDENCE AND INDIVIDUAL RECORDS OF COMMISSIONED OFFICERS AND ENROLLEES, 1935 to date. Correspondence with 4th Corps Area headquarters in Atlanta, Georgia, CCC District A headquarters at Fort Bragg, North Carolina, and individuals and firms; records relative to individual officers, including special orders, assignment, release, transfer, leaves of absence, and assignment to special duties, and WD AGO Form 67, efficiency report; and records relative to individual enrollees, including form reports of investigation by welfare authorities, entrance papers, and application, physical examination, and disciplinary action forms, as follows: CCC Form 1A, record of physical examination; Labor (ECW) Form CCC 2, application for enrollment; Form Sub. for CCC Form 2, personnel record of enrollee, secured by camp educational advisor; District A RH Form 1, notice of hearing; District A RH Form 2, record of hearing; District A RH Forms 3, 4, 5, 6, 7, transcript of testimony; and District A RH Form 8, record of previous punishment. Forms attached. Correspondence filed by subject; individual records filed alphabetically. (Daily, official.) 12 x 15 folders, 6 ft., in steel filing case. Orderly room. (79-D)

56. FINANCIAL RECORDS, 1935 to date. Council books, weekly narrative progress reports, monthly pay rolls, transportation requests, and forms as follows: pay envelopes; District A AGO Form 18, status of company fund; District A AGO Form 19, mess statement; Form K-10, voucher, officers' mess, CCC; and Form 2, monthly statement of U.S. transportation requests. Forms attached. Filed alphabetically and chronologically. (Constantly, official.) Variously sized vols. and folders, 1 ft., in locked steel box. Orderly room. (79-E)

57. STOCK RECORDS, 1935 to date. WD AGO Form 15, report of survey; WD, IGD, Form 1, inventory and inspection report; and QMC Form 487, memorandum receipt. Memo receipt attached. Memo receipts filed numerically, reports chronologically. (Daily, official.) 4 x 8 receipts and 9 x 12 loose-leaf books, 4 in., on open wooden shelf. Orderly room. (79-C)

58. GENERAL FILE, 1935 to date. Company roster, quarterly list of commissioned and enrolled personnel, invitations for bids on monthly subsistence supplies, accident records showing kind, seriousness, and cause of each accident, responsibility, and whether accident occurred in line of duty, and forms as follows: District A AGO Form 1, monthly strength report; District A AGO Form 12, monthly report of religious activities; District A AGO Form 15, trimonthly strength report; District A AGO Form 20, monthly record of daily employment of CCC personnel; District A AGO Forms 23A and 23B, semimonthly strength reports; MTO Form 13, District A, motor vehicle inspection report; and Report Form ECW 1, Safety Division, monthly summary, lost-time accidents. Forms attached. Filed chronologically. (Daily, official.) 9 x 12 covers, 2 ft., in drawer of steel filing case. Orderly room. (79-F)

59. MORNING REPORTS AND RATION RETURNS, 1935 to date. Log of daily happenings; ration return showing number of meals served monthly and average daily strength of company; and WD AGO Form 1, daily morning report. Filed chronologically. (Monthly, official.) 4 x 8 pockets, 2 in., in desk. Orderly room. (79-A)

60. LOCATION CARDS, 1935 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in wooden card cabinet. Orderly room. (79-B)

Records of Educational Adviser

61. WOOD WORKING RECORD, 1935. Of the making of furniture such as tables, chairs, magazine stands, etc. (Daily, official.) 8 x 10 folders, 1 ft. 6 in., in drawer of steel filing case. Orderly room. (78)

62. REPORT ON SCHOOL ROOM ACTIVITIES, June 1935 to date. Showing progress of boys in reading, writing, arithmetic, English, etc.; also record of outstanding work of boys, coaching in leadership, and classes for illiterates. (Daily, official.) 6 x 8 vols., 1 in., in desk. Orderly room. (76)

63. RECREATIONAL ACTIVITIES, 1935 to date. Record of instruction in swimming, life-saving, singing, etc., and schedules of daily activities in baseball, basketball, tennis, handball, and other games. (Daily, official.) 6 x 8 vols. and loose sheets, 1 in., in drawer of steel filing case. Orderly room. (77)

64. REPORTS ON TRAVELING LIBRARY, 1935. Loan cards covering books and magazines. (Daily, official.) 4 x 5 cards, 2 in., in desk. Orderly room. (79)

FOREST CITY

SOIL CONSERVATION SERVICE, (NCSCS-24)
Camp Office Bldg., 2 miles N. of Forest City

This office, with supervision of the work of CCC Company 5423-JC, was established on July 15, 1935, as a suboffice of the Huntersville Project

office of the Soil Conservation Demonstration Project at Charlotte. When the Survey was made, officials stated that no papers were considered useless.

65. AGREEMENTS, July 15, 1935 to date. Correspondence, reports, charts, and Government-farmer agreements, as follows: foreman's daily, work classification, bimonthly personnel, semimonthly injury, and monthly consolidated injury reports; charts and agreements between farmer-clients and the Government relative to work to be undertaken on farms; and related correspondence and other records of the five camp departments: forestry (wildlife), engineering, agreement, superintendent, and soils. Name index. (Daily, official.) 9 x 12 folders, 4 ft., in 4 drawers of filing case. Office. (13)

FRANKLIN

CCC COMPANY, 3445-JW
Army Headquarters Bldg.
West's Mill Community, State Highway 286

This company was located in Macon County on May 13, 1935, under supervision of CCC District B headquarters at Fort McPherson, Georgia. It was assigned to work in the Nantahala National Forest on project NCF-20. When the Survey was made, it was the custom of the office to retain all records pending Government authority for disposal.

66. GENERAL RECORDS, July 1935 to date. Correspondence, monthly pay roll reports, and discharges of enrollees. Filed alphabetically. (Constantly, official.) 12 x 18 folders, 4 ft., in steel filing case. Office. (47)

67. RECORDS, REPORTS, AND CORRESPONDENCE, July 1935 to date. Records of finance, records pertaining to education and supplies, instructions to army officers, personnel, enrollment and fire records, personnel efficiency reports, plans of work, general supervisory records, inspection and progress reports, and safety bulletins. Filed by subject. (Daily, official.) 14 x 21 folders, 2 ft. 3 in., in wooden filing case. Office. (45)

68. RECORDS OF INDIVIDUAL ENROLLEES, July 1935 to date. From the time they enter camp until they leave. Filed alphabetically. (Seldom, official.) 6 x 12 envelopes, 1 ft. 6 in., in wooden filing case. Office. (48)

FOREST SERVICE (NCF-20)
Forest Service Headquarters Bldg.
West's Mill Community, State Highway 286

CCC Company 3445 was assigned to work in the Nantahala National Forest in May 1935, under supervision of the Nantahala National Forest Supervisor

in Franklin. When the Survey was made, it was the custom of the office to retain all records pending Government authority for disposal.

69. HEAVY EQUIPMENT RECORDS, July 1935 to date. Weekly truck inspection reports, work records, daily report of distribution of men, and daily record of use of working equipment. Filed chronologically. (Daily, official.) 9 x 14 report sheets, 10 in., in wooden filing case. Office. (46)

FRANKLINTON

CCC COMPANY, 3418-JW
Orderly Room Bldg.

This company was located in Franklin County on August 6, 1935. It was assigned to work on private land on project NCSCS-19 under supervision of the office of the Soil Conservation Demonstration Project of the Soil Conservation Service at Franklinton. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

70. ENROLLMENT RECORDS, Apr. 15, 1934 to date. Enrollment, service, and educational records of each worker. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of desk. Orderly room. (1)

71. CORRESPONDENCE, Aug. 6, 1935 to date. General correspondence and reports, orders and instructions, and weekly and monthly reports to Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in drawer of wooden desk. Orderly room. (2)

72. CORRESPONDENCE AND BILLS, Aug. 6, 1935 to date. Bills rendered by local merchants to the food and canteen department, and related correspondence with Washington. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in pasteboard file. Orderly room. (3)

73. PAY ROLLS, Aug. 15, to date. Semimonthly regular and supplementary pay rolls. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 1 ft., in drawer of desk. Orderly room. (5)

74. VOUCHERS, Aug. 6, 1935 to date. For office materials. (Monthly, official.) 9 x 12 folders, 2 ft., in pasteboard file. Orderly room. (4)

75. LEDGER, Aug. 6, 1935 to date. Showing daily canteen accounts. (Daily, official.) 10 x 14 loose-leaf books, 1 ft., on table. Orderly room. (6)

GASTONIA

SOIL CONSERVATION SERVICE, (NCSCS-11)
Camp Headquarters, 1 mile W. of Gastonia

This office, with supervision of the work of CCC Company 3411-JW, was established in 1935 under supervision of the Huntersville Project office of the Soil Conservation Demonstration Project of the Soil Conservation Service at Charlotte. When the Survey was made, officials stated that no papers were considered useless.

76. GENERAL RECORDS, 1935 to date. Contracts, equipment reports, maps, cost reports, and correspondence. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in steel and wooden transfer cases. Project superintendent's office. (95)

LEXINGTON

CCC COMPANY, 3408-JW
Orderly Room Bldg.
Approximately 2 miles from Lexington

This company was located in Davidson County in August 1935. It was assigned to work on project NCSCS-7 under supervision of the office of the Soil Conservation Demonstration Project of the Soil Conservation Service at Lexington, North Carolina. When the Survey was made, it was the custom in the company office to destroy so-called useless papers.

77. PERSONNEL RECORDS, Aug. 1935 to date. All records relative to individual enrollees, including the following: Labor (ECW) Form CCC 2, application for enrollment; District A RH Form 1, notice of hearing; District A RH Form 2, record of hearing; District A RH Forms 3, 4, 5, 6, 7, transcript of testimony; and other records and forms covering reenrollments, fines, change of allotment, etc. Some of forms attached. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in wooden box. Office. (3)

78. GENERAL REPORTS, Aug. 1935 to date. Inspection, quartermaster, strength, accident, and religious service reports, and special orders. (Daily, official.) 9 x 11 folders, 1 ft., in wall pockets. Office. (1)

79. FINANCE REPORTS, Aug. 1935 to date. Bank statements, paid bills, executed vouchers, and related papers. (Daily, official.) 9 x 11 folders, 6 in., in wall pockets. Office. (2)

80. MESS RECORDS, Aug. 1935 to date. Menus, inventories of food on hand, requisitions for subsistence stores, requests for bids, ration allowances, and account of food used daily. (Daily, official.) 9 x 11 folders, 6 in., in wall pockets. Dirty. Office. (4)

MANTEO

CCC COMPANY, 436-JW
Camp Headquarters Bldg.
Roanoke Island Camp, 1 mile N. of Manteo

This company was located on Roanoke Island in 1934. It was assigned to work in a private park on project NCP-63 under supervision of the Forest Service. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

81. MISCELLANEOUS RECORDS, 1933 - 1934. Chiefly letters of instruction and reports; transferred from Durham. Card index. (Occasionally, official.) 8½ x 11 pockets, 2 ft., in drawer of wooden filing case. Office. (25)

82. GENERAL RECORDS, 1934 to date. Correspondence, reports, and records relative to administration, personnel, accounts, building and grounds, materials and supplies, and miscellaneous matters. (Daily, official.) 8½ x 11 pockets, 5 ft., in 4 drawers of steel filing case. Office. (26)

83. PERSONNEL RECORDS, Nov. 1934 to date. Copies of pay rolls, and complete file on each enrollee, including record of performance while in camp, record of physical condition, and record of participation in the educational program. Filed by War Department Correspondence File. (Frequently, official.) 8½ x 11 pockets and loose-leaf books, 6 ft., in 2 wooden and 1 steel drawer of filing case. Office. (27)

MONROE

CCC COMPANY, 3416-JW
Headquarters Bldg.

This company was located at Monroe in 1935. It was assigned to work in the Brown Creek watershed on project NCSCS-16 under supervision of the office of the Soil Conservation Demonstration Project of the Soil Conservation Service at Wadesboro, North Carolina. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

84. REPORTS AND CORRESPONDENCE, June 1935 to date. Reports, correspondence, and other camp records. Filed by subject. (Daily, official.) 10 x 14 folders, 3 ft. 6 in., in 3 steel transfer cases. Office. (3)

MOUNT STERLING

CCC COMPANY, 415-JW
Camp Headquarters

This company was located in Mount Sterling on May 26, 1933, under supervision of CCC District C headquarters at Fort Oglethorpe, Georgia. It was

assigned to work on project NCNP-7 in the Great Smoky Mountains National Park under supervision of the North Carolina Division Office of the National Park Service at Bryson City. When the Survey was made, it was the custom at the camp to preserve all records except unofficial correspondence, which was destroyed.

85. CORRESPONDENCE, 1933 to date. With the district office, enrollee selecting agencies, and supply dealers. Filed by Dewey Decimal System. (Daily, official.) 8½ x 11 folders, 3 ft., in 3 drawers of wooden filing case. Orderly room. (4)

86. MONTHLY REPORTS, 1933 to date. Distribution of enrolled personnel; location and strength report, and changes among personnel during month; monthly report of religious activities; monthly statement of company fund; report of motor vehicle maintenance and operation; trimonthly strength report; Report Form ECW 1, Safety Division, monthly summary, lost-time accidents; QMC Form 200, report of transportation requests and bills of lading; War Department, Chief of Finance, Form 45-B, return of funds and statement of balance; War Department, Chief of Finance, Form 45-C, acknowledgment of return of funds and statement of balance; and Form 2, monthly statement of U.S. transportation requests. Forms attached. Filed by form number. (Frequently, official.) 11 x 14 envelopes, 1 ft. 6 in., in wooden cabinets. Orderly room. (2)

87. VOUCHERS, 1933 to date. General Voucher Form 18, voucher to exchange fund, CCC company, General Voucher Form 20, voucher to company fund, CCC. Forms attached. Filed chronologically. (Frequently, official.) 2 x 9 and 11 x 14 envelopes and folders, 5 ft., in wooden filing case and large wooden cabinet. Orderly room. (3)

88. INDIVIDUAL RECORD OF ENROLLEES, 1933 to date. Complete record of each boy in camp including CCC Form 1, individual record, and CCC Form 1A, record of physical examination. Forms attached. Filed alphabetically. (Daily, official.) 11 x 14 folders, 1 ft., in drawer of wooden filing case. Orderly room. (5)

89. DIARY OF CAMP 415, 1933 to date. Kept by first sergeant, showing record of progress in camp. Entered chronologically. (Occasionally, official.) 4½ x 7 vol., 1 in., on desk. Orderly room. (6)

NEWTON

CCC COMPANY, 3415-JW
Camp Headquarters Bldg.

This company was located in Newton in 1935. It was assigned to work on project NCSCS-15 under supervision of the office of the Soil Conservation Demonstration Project of the Soil Conservation Service at Lexington, North Carolina. An annual census of enrollees was sent to Washington for the first time for the year 1936. Some of the enrollees in the company came

into the CCC in 1933 and many of the records of the camp, therefore, date back to 1933. When the Survey was made, it was the custom in the company office to send out-of-date records and papers not in use to the District A office at Fort Bragg.

90. FINANCIAL RECORDS, 1933 to date. Weekly and monthly. (Daily, official.) 9 x 12 folders, 2 ft., in steel transfer case. Office. (24)

91. PERSONNEL RECORDS, 1933 to date. Filed in individual folder for each enrollee. (Daily, official.) 9 x 12 folders, 2 ft., in steel transfer case. Office. (17)

92. QUARTERMASTER RECORDS, 1933 to date. (Monthly, official.) 9 x 12 folders, 6 in., in steel transfer case. Office. (18)

93. VOUCHER FILE, 1935 to date. Filed by month. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 steel transfer cases. Office. (21)

94. REPORTS, 1935 to date. District A AGO Form 12, monthly report of religious activities; District A AGO Form 20, monthly record of daily employment of CCC personnel; WD AGO Form 1, daily morning report; WD AGO Form 5, daily sick report; and WD AGO Form 6, daily duty roster. (Daily, official.) 9 x 12 folders, 6 in., in steel transfer case. Office. (20)

95. DAILY MESS REPORTS, 1935 to date. Daily report of food consumed. (Daily, official.) 10 x 15 vols., 1 ft. 6 in., in steel transfer case. Office. (23)

96. TRANSPORTATION, 1935 to date. MTO Form 13, District A, monthly motor vehicle inspection report; MTO Form 14, District A, itinerary and clearance report; and QMC Form 237, driver's trip ticket and performance record. Forms attached. (Frequently, official.) 9 x 12 vols., 6 in., in steel transfer case. Office. (19)

97. ANNUAL CENSUS REPORTS, 1936 to date. Form report showing CCC census of enrollees. Form attached. (Occasionally, official.) 9 x 12 folder, single sheet, in steel transfer case. Office. (22)

OXFORD

CCC COMPANY, 3412-JW
(A) Headquarters Bldg.
(B) Educational Bldg.
1 mile W. of Oxford

This company was located in Granville County August 3, 1935, and assigned to work on private land on project NCSCS-12 in the Cedar Creek Project of the Soil Conservation Service under supervision of the office at Franklinton, North Carolina. When the Survey was made, it was the custom of the camp office to file so-called useless papers.

Records of the Camp Commander

98. GENERAL CORRESPONDENCE, Aug. 3, 1935 to date. Including incoming and outgoing mail, telegrams, and correspondence with 4th Corps Area officials. (Occasionally, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. Office (Bldg. A). (73)

99. ORDERS AND REGULATIONS, Aug. 3, 1935 to date. Company inspection orders, government and local subsistence bids, company memoranda, district and company special orders, and finance, safety, supply, and War Department and district regulations. Filed by subject. (Occasionally, official.) 9 x 12 folders, 9 in., in 2 drawers of metal filing case. Office (Bldg. A). (76)

100. GENERAL REPORTS, Aug. 3, 1935 to date. Officers' reports of change, accident reports, reports of proceedings in case of death, sanitary reports, reports on transportation requests issued, transportation and inspection reports, inventory and inspection reports, daily stock record reports, district inspection reports, company and district memoranda, company special orders, and other forms, including the following: CCC Form 1, individual record; CCC Form 1A, record of physical examination; Labor (ECW) CCC Form 2, application for enrollment; CCC Form 2, certificate of discharge from CCC; Form Sub. for CCC Form 2, personnel record of enrollee; locator cards; District A AGO Form 1, monthly strength report; District A AGO Form 12, monthly report of religious activities; District A AGO Form 15, trimonthly strength report; District A AGO Form 20, monthly record of daily employment of CCC personnel; WD AGO Form 1, daily morning report; and WD, IGD, Form 1, inventory and inspection report. Some of forms attached. (Occasionally, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. Office (Bldg. A). (74)

101. FINANCIAL REPORTS, Aug. 3, 1935 to date. Company and civilian pay rolls, quartermaster price lists, bills, reports of gasoline issued, property inventories, bills of lading, finance regulations, purchase instructions, record of daily cost of menus, and other forms, including the following: Form K-1, company fund voucher, CCC; Form K-50, camp exchange voucher, CCC; War Department Form 370, final statement; WD AGO Form 36, statement of charges; QMC Form 400, requisition; QMC Form 434, shipping ticket; QMC Form 435, shipping ticket (extra sheet); QMC Form 469, monthly mess account; QMC Form 489, incoming tally sheet; and QMC Form 490, outgoing tally sheet. Forms attached. (Occasionally, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. Office (Bldg. A). (75)

102. BLACKBOARD CHART, Aug. 3, 1935 to date. Showing name of each officer and subordinate, and serial number reference to individual card of each, giving location (hospitalized, on leave, absent without leave, etc.), and barrack's number. (Constantly, official.) $3\frac{1}{2}$ x 6 wall chart. Office (Bldg. A). (77)

Records of the Educational Adviser

103. CORRESPONDENCE, June 1935 to date. From district and corps area educational advisers, and Office of Education, Washington, D. C. Filed

by classification. (Constantly, official.) 9 x 12 envelopes, 2 in., on shelf in wooden cabinet. R. 2 (Bldg. B). (83)

104. REPORTS, Jan. 1935 to date. Of enrollment and attendance. (Occasionally, official.) 9 x 12 envelopes, 1 in., on shelf in wooden cabinet. R. 2 (Bldg. B). (80)

105. PERSONNEL RECORDS, June 1935 to date. Showing name of enrollee, serial number, race, company number, home address, birthplace, age, religion, civil occupation, birthplace of parents, highest grade completed in school, personal interests, educational periods in camp, and form of discharge; permanent record forwarded to district headquarters. (Constantly, official.) 9 x 12 envelopes, 1 in., on shelf in wooden cabinet. R. 2 (Bldg. B). (82)

106. CLASS ROLL BOOK, Jan. 1934 to date. Permanent class record. (Constantly, official.) 6 x 9 vol., 1 in., on shelf in wooden cabinet. R. 2 (Bldg. B). (81)

107. CHARTS, May 1936. Showing number of class meetings, number of subjects taught, number and percentage of men participating in Educational Program, and company strength at close of month; filed monthly. (Constantly, official.) 8½ x 11 charts, on wall. R. 2 (Bldg. B). (78)

108. EDUCATIONAL CLASS ENROLLMENT CHARTS, May 1936. Showing regular attendance, drops in attendance, and names of those who have left camp; completed charts are filed in wooden cabinet at end of each month. (Constantly, official.) 12 x 36 wall chart. R. 2 (Bldg. B). (79)

109. CAMP BULLETIN, Feb. 1936 to date. Mimeographed news letters on camp activities; published by the boys in camp under supervision of the educational director. (Daily, official.) 9 x 12 vols., 6 in., on shelf in wooden cabinet. R. 2 (Bldg. B). (84)

RALEIGH

FOREST SERVICE DIRECTOR OF NORTH CAROLINA EMERGENCY CONSERVATION WORK
Commercial Bank Bldg., Wilmington and Martin Sts.

This office was established in Raleigh in June 1933. The director, who reports to the Regional Forester in Atlanta, Georgia, is responsible for the operation of projects on state and private forest lands. He works in direct collaboration with the State Forester who is responsible for initiation, selection, and planning of projects and for acceptance of completed projects on state and private lands. Attached to his office is a purchasing agent, known as the fiscal agent, who is responsible for purchase of supplies and equipment for projects, and an inspector who inspects projects and acts as liaison officer between the director and workers in the field. The office was located in the Agriculture Building from June 1933 to August 1934, and in the Raleigh Building from August 1934 to September 1935, when it was moved

to the Commercial Bank Building. So-called useless papers are destroyed after three years.

N.B. Subsequent to the Survey, this office was moved to the State Departments Building on the corner of West Edenton and North Salisbury Streets.

110. GENERAL CORRESPONDENCE, 1933 to date. Of the director, with the regional office and project officials relative to progress of camp work, personnel of camps and office, approval of work projects, transfer of equipment from one camp to another, general supervision, safety precautions, and all other matters pertaining to the operation of the camps. Filed alphabetically. (Daily, official.) 9 x 12 folders, 18 ft., in 9 drawers of metal filing case. R. 508. (2153)

111. CORRESPONDENCE, July 1935 to date. Of the inspector, with camp officials relative to care of equipment and prosecution of the work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 509. (2155)

112. CORRESPONDENCE, 1933 to date. Of the fiscal agent, with the regional office, camp officials, and the general public relative to operation, upkeep of equipment, materials, reports, finances, general supervision, care and handling of property, and other phases of camp work. Filed by subject. (Daily, official.) 9 x 12 folders, 18 ft., in 9 drawers of metal filing case. R. 507. (2147)

113. PROJECT CARD COST FILE, 1933 to date. Showing kind of project, such as truck trail, telephone line, lookout tower, or building, detailed cost of labor and material, location of work, and name of camp doing the work. Filed by camp. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 509. (2156)

114. BIDS FILE, 1933 to date. Records of bids let to firms and individuals for supplies, materials, tools, equipment, trucks, etc. Arranged by subject and filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 507. (2149)

115. VOUCHERS, 1933 to date. Invoices and vouchers for purchase of tools, equipment, repair parts for trucks, tractors and automobiles, lumber, hardware, and all other materials used in field work. Filed numerically. (Daily, official.) 9 x 12 folders, 18 ft., in 9 drawers of metal filing case. R. 507. (2148)

116. PROPERTY CARD FILE, 1933 to date. Showing item of equipment, such as axe, shovel, pick, or other hand tool for use in CCC camp, name of camp using the item, and disposition made of it after it becomes useless. Filed alphabetically. (Daily, official.) 5 x 7 cards, 2 ft., in 2 card cabinets. R. 507. (2150)

117. REPORTS, 1933 to date. Project superintendents' monthly truck and tractor reports, showing cost of operation of trucks and tractors, including amount of gas and oil consumed, mileage, and cost of repairs. Forms attached. Arranged alphabetically by name of camp and filed chronologically. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 507. (2152)

118. LEAVE RECORDS, 1933 to date. Record of sick leave and annual leave without pay of civilian employees of the various camps and the state office, showing name and address of employee, time of leave, date of return, length of absence, and signature of approving officer. Filed alphabetically. (Weekly, official.) 5 x 8 loose sheets, 2 ft., in 2 card cabinets. R. 507. (2151)

119. COUNTY MAPS, n.d. Showing progress and type of work by CCC camps in the various counties of the State, type of timber, area of same, and proximity to camps; used in planning location and work of camps. Filed alphabetically by county. (Daily, official.) 48 x 72 maps (75), 2 ft., attached to rods and kept in wooden cabinet. R. 506. (2154)

120. KODAK PICTURES, n.d. 3 x 5 and 4 x 6 finished kodak pictures (500), in card file. R. 509. (P-2)

RAVENSFORD

CCC COMPANY, 426-JW
Headquarters Bldg., Round Bottom

This company was located in Swain County in 1934 under supervision of the CCC District C headquarters at Fort Oglethorpe, Georgia. It was assigned to work in the Great Smoky Mountains National Park on project NCNP-19. When the Survey was made, it was the custom of the camp to preserve all papers.

121. INDIVIDUAL FILE, 1933 to date. Showing a complete record of each individual in camp. (Daily, official.) 9 x 12 packages, 1 ft. 8 in., in steel filing case. Office. (22)

122. VOUCHERS, 1933 to date. For all company bills; also check book, canceled and received checks, council book, and receipts for funds expended. (Daily, official.) 6 x 8 vols. and bundles, 1 ft., in steel safe. Office. (23)

123. COMMUNICATIONS AND CORRESPONDENCE, 1934 to date. Correspondence, District C bulletins, special orders, circular letters, and forms showing long distance telephone record. Form attached. Most of 1936 records filed alphabetically. (Frequently, official.) Variously sized loose papers and folders, 4 ft. 1 in., in steel filing case. Office. (25, 11)

124. WAR DEPARTMENT FILE, 1934 to date. General office records, regulation charges, safety books, and circular letters. Alphabetical index on folder. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in steel filing case. Office. (21)

125. REPORTS, 1934 to date. Inspection and accident reports, reports of gains and losses, weekly report of pay roll, monthly report of religious activities, and WD AGO Form 15, report of survey. Form attached. Alphabetical index on folder. (Frequently, official.) 10 x 12 folders, 2 ft., in steel filing case. Office. (24)

126. COMPANY FILE, 1934 to date. Special orders, records of hearings, finance forms, discharge sheets, bills of lading, transfers, telegrams, Reserve Officers' sheets, and mileage vouchers, and War Department Form 370, final statement. (Frequently, official.) 10 x 12 folders, 2 ft., in steel filing case. Office. (18)

127. PAY ROLLS,1934 to date. 3 x 4 alphabetical card index, 5 in. (Frequently, official.) 4½ x 8 loose papers, 4 in., in open wooden file. Office. (16)

128. BILLS, 1934 to date. Bills incurred in administration of camp and sheet of work bills. Filed chronologically by date of receipt. (Frequently, official.) 14 x 24 loose papers, 1 in., on wall hook. Office. (17)

129. EXCHANGE RECORD, 1934 to date. Record of CCC exchange accounts payable, and check book. (Daily, official.) 8 x 12 vols., 4 in., on wooden table. Office. (19)

130. MISCELLANEOUS RECORDS, 1934 to date. Invoices, bids, record of gas and oil consumed, reports, and QMC Form 200, report of transportation requests and bills of lading. Form attached. Alphabetical index on folder. (Frequently, official.) 10 x 12 folders, 2 ft. 1 in., in steel filing case. Office. (20)

131. REFERENCE RECORDS, 1934 to date. Relative to enrollees. Filed alphabetically. (Frequently, official.) 7 x 14 loose papers, 2 ft. 6 in., in wooden box. Office. (10)

132. LOCATOR CARDS, DISCHARGED MEN, 1934 to date. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 4 in., in steel file. Office. (14)

133. DAILY SICK REPORT, 1934 to date. WD AGO Form 5. (Daily, official.) 4½ x 9 loose-leaf books (2), 2 in., on table. Office. (12)

134. DAILY MENU, 1936. (Daily, official.) 8 x 11 loose papers, 1 in., on metal wall hook. Office. (15)

NATIONAL PARK SERVICE, (NCNP-19)
Officer Quarters

This office was established in 1934 in charge of the work of CCC Company 426-JW in landscape gardening, road and walkway building, and other work of project NCNP-19 in the Great Smoky Mountains National Park, under supervision of the park offices in Bryson City, North Carolina, and Gatlinburg, Tennessee. When the Survey was made, it was the custom of the project superintendent to file all papers.

135. GENERAL RECORDS, 1934 to date. Correspondence, gas receipts, side camp records, work orders, regulations, supplemental cost records, tool check, truck labor cost weekly reports, and records relative to organization

of projects, new set-up, transfer of property, and dynamite and explosives. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 5 in., in wooden filing case. Park Office. (6)

136. WEEKLY REPORTS, 1934 to date. Project superintendent's weekly report, weekly gas receipts, and purchase orders. Filed chronologically. (Weekly, official.) 9 x 10 loose papers, 3 in., on 3 wall files. Park Office. (9)

137. MISCELLANEOUS WALL FILES, 1934 to date. Supplemental reports, delivery tickets, foremen's daily reports on projects, daily work reports, list of trucks and equipment, and Form ECW 7, monthly work progress report. (Daily, official.) 10 x 16 loose sheets, 1 ft., on 5 wall files. Park Office. (7)

138. WORK REPORT, 1936. Daily work report and list of trucks and equipment in use. (Daily, official.) 10 x 16 loose papers, 3 in., in wooden wall cabinet. Park Office. (8)

ROBBINSVILLE

CCC COMPANY, 3447-JW
CCC Headquarters, 2 miles NW. of Robbinsville

This company was located in Graham County in 1935 under supervision of the CCC District B headquarters at Fort McPherson, Georgia. It was assigned to work in the Nantahala National Forest on project NCF-24. When the Survey was made, it was the custom of the office to preserve all records.

139. CORRESPONDENCE, 1935 to date. Filed chronologically. (Daily, official.) 12 x 14 folders, 2 ft., in steel filing case. Office. (22)

140. ADMINISTRATIVE RECORDS, 1935 to date. Correspondence, reports, and general records, including expense records, pay rolls, special orders, etc. Filed chronologically. (Daily, official.) 12 x 14 folders, 2 ft., in steel filing case. Office. (21)

141. PERSONNEL RECORDS, 1935 to date. Of enrollees. Filed chronologically. (Frequently, official.) 12 x 14 folders, 2 ft., in steel filing case. Office. (20)

142. MEAL AND CANTEEN REPORTS, 1935 to date. Filed chronologically. (Daily, official.) 12 x 14 folders, 2 ft., in steel filing case. Office. (23)

FOREST SERVICE, (NCF-24)
Forest Service Office, 2 miles NW. of Robbinsville

This project was undertaken in 1935 for work in the Nantahala National Forest under supervision of the Nantahala National Forest supervisor at

Franklin, North Carolina. CCC Company 3447-JW was assigned to work on the project. When the Survey was made, it was the custom of the office to preserve all records.

143. GENERAL FILE, Sept. 3, 1935 to date. Correspondence, educational program records and exhibits, property transfers, financial records, ECW information, stand improvement records, fire reports, work plans, monthly progress reports, foreman's daily reports, and other related records. Filed chronologically. (Daily, official.) Variously sized papers in folders, 1 ft. 6 in., in wooden filing case. Office. (24)

SMOKEMONT

CCC COMPANY, 411-JW
Headquarters Bldg., Kephart Prong

This company was located at Kephart Prong, Smokemont, in May 1933 under supervision of CCC District C headquarters at Fort Oglethorpe, Georgia. It was assigned to work on project NCNP-5.

144. OLD RECORDS, 1933 - 1935. Correspondence with Quartermaster, monthly regulation reports, pay rolls, monthly records of daily employment, and records relative to former enrollees. (Seldom, official.) 12 x 17 folders, cards, and loose papers, 4 ft., in 2 pasteboard boxes. Supply room. (6)

145. PAY ROLLS, 1933 to date. Pay rolls and records of members slated for discharge. Alphabetical index on folder. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case. Office. (8)

146. INDIVIDUAL RECORDS, 1933 to date. Records of individual enrollees. Card index. (Frequently, official.) 10 x 12 folders, 1 ft., in steel filing case. Office. (2)

147. MISCELLANEOUS FILE, 1933 to date. Monthly regulation reports, monthly accounts summary, and records relative to work details, motion pictures, and gains and losses of men in camp. Alphabetical index on folder. (Frequently, official.) 10 x 12 folders, 8 in., in steel filing case. Office. (5)

148. GENERAL RECORDS, June 1935 to date. Funds records and vouchers, receipts, record of changes in administrative officers, weekly contract reports, and time sheets of civilian employees. (Daily, official.) 9 x 12 folders, 1 ft. 9 in., in steel filing case. Office. (3)

149. MISCELLANEOUS RECORDS, 1935 to date. Correspondence with the Quartermaster, telegrams, locator cards, enrollment records, special orders, monthly record of daily employment, memorandums showing time off, orders for immediate action, certificates of discharge from the CCC, and

long distance telephone records. (Daily, official.) 8½ x 11 loose papers, 3 ft., on 18 hooks in locked wooden filing cabinet. Office. (7)

150. PAY CARDS, 1935 to date. Showing name and address of allottee and amount of allotment. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 in., in wooden box. Office. (1)

151. RECORD OF CHECK-OUTS, June 8, 1935 to date. Showing time of departure, destination, and time of return; also some general correspondence. Filed alphabetically. (Weekly, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. Office. (4)

NATIONAL PARK SERVICE, (NCNP-5)
Park Office Bldg., Kephart Prong

This office was established in May 1933 to supervise the work of CCC Company 411-JW in landscape gardening, road building, etc., in the Great Smoky Mountains National Park, under direction of the North Carolina Division Office at Bryson City and park headquarters at Gatlinburg, Tennessee. When the Survey was made, officials stated that no papers were considered useless.

152. GENERAL RECORDS, 1933 to date. Of shovel operations, daily gasoline consumption, truck inspections, daily work, and truck drivers' expenses, and foremen's time slips and absence reports. Filed alphabetically. (Daily, official.) 8 x 10 folders, 1 ft., in steel filing case. Office. (18)

153. COPIES OF REPORTS, 1933 to date. Weekly, monthly, and semiannual reports to park offices at Gatlinburg, Tennessee, and Bryson City, North Carolina. (Seldom, official.) 9 x 10 envelopes, 1 ft. 2 in., in steel filing case. Office. (23)

154. WORK PROGRAM REPORTS, 1933 to date. Monthly reports of work program 1933 to date, weekly reports of work progress April 1 to date, and monthly cost and progress reports. Alphabetical index in front of filing case. (Frequently, official.) 10 x 12 loose papers, 4 in., in cardboard filing case. Office. (19)

155. GAS AND OIL REPORTS, 1933 to date. Monthly and weekly reports of consumption and cost of gasoline and oil. (Frequently, official.) 10 x 12 envelopes, 4 in., in wooden box. Office. (20)

156. GAS AND SHOP REPORTS, 1933 to date. Daily reports of gasoline consumption, shop repair reports, and superintendent's weekly work report. (Frequently, official.) 9 x 12 loose papers, 4 in., in wooden box. Office. (21)

157. PERMANENT GAS BOOKS AND FOREMEN'S LEAVE BOOKS, 1933 to date. Permanent gasoline record, and record of foremen's leaves of absence. (Frequently, official.) 8 x 12 vols. (5), 6 in., in metal trunk. Office. (16)

158. MISCELLANEOUS RECORDS, BILLS, AND MILEAGE RECORDS, 1933 to date. Correspondence, receipts for gasoline and oil, foremen's fire hazard reports, truck drivers' examinations, and purchase orders (1933-1934), and bills and mileage records (1935-1936). (Seldom, official.) 10 x 14 loose papers, 1 ft., on shelves of wooden cabinet. Office. (17)

159. DAILY TIME RECORDS, 1935. Showing the number of hours each man worked and amount of work accomplished; also travel vouchers. (Frequently, official.) 10 x 14 loose papers, 8 in., in metal trunk. Office. (22)

160. GENERAL RECORDS, Jan. 1935 to date. Correspondence, monthly reports, automotive equipment records, operating cost records, investigating officers' reports of accidents, and motor transportation records. (Daily, official.) 9 x 12 folders, 2 ft., in 2 cardboard filing boxes. Office. (15)

CCC COMPANY, 3452-JW
Headquarters Bldg., Camp Grounds

This company was located in Smokemont in May 1933 under supervision of CCC District C headquarters at Fort Oglethorpe, Georgia. It was assigned to work in the Great Smoky Mountains National Park on project NCNP-14. When the Survey was made, it was the custom of the office to file all papers.

161. DEAD FILE, 1933 - 1934. Old personnel records and bulletins of a former camp located here. Alphabetical index on folder. (Rarely, official.) 9 x 10 folders, 1 ft. 3 in., in steel filing case. Orderly room. (14)

162. GENERAL RECORDS, 1933 - 1935. Transportation requisitions, and record of camp library. Index on loose sheet in first folder. (Frequently, official.) 9 x 12 folders, 1 ft. 9 in., in steel filing case. Orderly room. (11)

163. PERSONNEL RECORDS, 1933 - 1935. Personnel records, including records of physical examinations and certificates of selection. Index on loose sheet in first folder. (Frequently, official.) 9 x 12 folders, 1 ft. 3 in., in steel filing case. Orderly room. (13)

164. VOUCHERS, Aug. 1935 to date. Company fund and camp exchange vouchers, and paid bills. Index on loose sheet in first folder. (Frequently, official.) 9 x 10 folders, 1 ft. 3 in., in steel filing case. Orderly room. (9)

165. CAMP EXCHANGE RECORDS, 1935 to date. Posted daily. Indexed. (Daily, official.) 8 x 12 and 12 x 17 vols. (2), 5 in., on desk. Orderly room. (10)

166. LETTERS OF INSTRUCTION, Jan. 1, 1936 to date. From 4th Corps Area headquarters; also bulletins. (Frequently, official.) 5 x 9 loose papers, 1 ft. 2 in., on wooden wall board. Orderly room. (12)

NATIONAL PARK SERVICE, (NCNP-14)
Park Officials Office Bldg., Camp Grounds

This project was established in May 1933 for work by CCC Company 3452-JW in landscape gardening, road building, etc., in the Great Smoky Mountains National Park, under supervision of the North Carolina Division Office of the Great Smoky Mountains National Park at Bryson City, North Carolina. When the Survey was made, officials stated that no records were considered useless.

167. EXPENSE BOOK, 1933. Showing office expenses and list of timber crew with hours worked and number of feet cut by each; record discontinued. (Seldom, official.) 9 x 14 folders, 1 in., on wooden shelf. Office. (33)

168. FOREMEN'S DAILY REPORTS, 1933 to date. Showing number of men working each day, number absent, number of hours worked, number of tons of stone crushed and placed on road, and weather conditions. (Daily, official.) 8 x 13 folders, 2 ft. 1 in., in drawer of steel filing case. Office. (25)

169. TIME REPORT FOR PROJECT WORK, July 1933. Monthly time book showing name of each man, and number of hours worked and amount of work accomplished by each. (Frequently, official.) 9 x 14 vols., 1 in., on shelf. Office. (26)

170. RECORDS OF WORK CREWS, 1933 to date. Showing work record of each crew. Alphabetical index on folder. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Office. (28)

171. SUPERINTENDENT'S WEEKLY REPORT, 1933 to date. Showing project name, location, description, and weekly progress. (Frequently, official.) 10 x 35 loose sheets, 2 in., on wooden wall file board. Office. (31)

172. MONTHLY WORK PROGRESS REPORTS, Oct. 1933 to date. Form ECW 7, monthly work progress report. (Frequently, official.) 10 x 35 loose sheets, 2 in., on wooden wall file board. Office. (30)

173. REPORTS AND BILLS, 1933 to date. Superintendent's report of work, and repair bills for trucks and cars owned by the Park Service. Alphabetical index on front of folder. (Seldom, official.) 7 x 10 folders, 1 ft., in drawer of steel filing case. Office. (27)

174. GAS AND OIL, Aug. 1933 to date. Record of gasoline and oil consumed. (Frequently, official.) 10 x 15 loose sheets, 1 in., on wooden wall file board. Office. (29)

175. TRUCK DRIVERS' MILEAGE BOOKS, 1933 - 1935. Showing driver's daily record of mileage. (Daily, official.) 4 x 8 vols., 8 in., on shelf. Office. (24)

176. SUPPLEMENTAL MONTHLY REPORTS, Mar. - Apr. 1934. Of cost and progress. (Frequently, official.) 10 x 35 loose papers, 2 in., on wooden wall file. Office. (32)

177. DAILY GAS REPORT, Sept. 1935 to date. By truck drivers, showing daily gasoline consumption of each truck. (Daily, official.) 8 x 12 loose papers, 6 in., on wall hook. Office. (35)

178. MISCELLANEOUS, Oct. 1, 1935 to date. General correspondence and specifications. (Frequently, official.) 10 x 12 loose papers, 6 in., in cardboard file. Office. (34)

CCC COMPANY, 3452-JW
Headquarters Bldg., Deep Creek Side Camp

This camp was established in March 1936 as a side camp of CCC Company 3452-JW.

179. CANTEEN CHECKS ISSUED, Mar. 1, 1936 to date. Record showing signature of member in acknowledgment of receipt of canteen check, number of each check, and date of issue. (Frequently, official.) 7 x 12 vol., 1 in., on table. Orderly room. (40)

180. MONTHLY MESS ACCOUNT, Mar. 1, 1936 to date. QMC Form 469; forwarded monthly to base camp. (Frequently, official.) 20 x 24 loose sheet, on wooden shelf. Orderly room. (42)

181. FOOD BILLS, July 1936. Posted to wall chart monthly. (Daily, official.) 3 x 5 loose papers, 1 in., on 5 wire wall hooks. Orderly room. (43)

182. DAILY MENUS, Mar. 1936 to date. (Daily, official.) 8 x 10½ loose papers, ½ in., on metal wall hook. Orderly room. (41)

183. DAILY WORK REPORT, Mar. 1936 to date. Showing list of enrollees, hours worked by each, and kind and location of work. (Daily, official.) 4 x 8 vols., ¼ in., on wooden shelf. Orderly room. (44)

184. RELEASE OR ABSENCE, Mar. 1, 1936 to date. Record of men absent from camp, showing name of each, cause of absence, date left, and date returned. (Frequently, official.) 5 x 8 loose papers, ¼ in., on wooden shelf. Orderly room. (45)

185. SICK REPORT, Mar. 1, 1936 to date. Showing name of sick enrollee, date of illness or accident, kind of work engaged in, if hurt, and doctor's certificate. (Frequently, official.) 4 x 8 vol., 1 ., on table. Orderly room. (39)

NATIONAL PARK SERVICE, (NCNP-14)
Headquarters Bldg., Deep Creek Side Camp

A group of approximately 50 boys from CCC Company 3452-JW was located in the Deep Creek Camp in March 1936 for the purpose mainly of keeping fire trails open.

186. INDIVIDUAL FOREMAN'S RECORD, Mar. 1936 to date. Foreman's monthly report of activities, showing project classification and work detail. (Frequently, official.) 8 x 11 folders, ¼ in., on wooden shelf. Orderly room. (49)

187. DAILY WORK REPORT, Mar. 1, 1936 to date. Work record of each foreman and enrollee, showing name, hours worked, and kind and location of work. (Daily, official.) 4 x 7 loose papers, 1 in., on wooden table. Orderly room. (50)

188. WEEK-END FIRE DETAIL, Mar. 1, 1936 to date. Weekly report on fire detail showing members, truck driver, and leader. (Frequently, official.) 8 x 11 loose papers, 1 in., on wooden wall board. Orderly room. (47)

189. RECORD OF TRUCKS, Mar. 1, 1936 to date. Showing name and number of each driver, mileage registered by truck, amount of gasoline and oil consumed, type of work performed, and for whom. (Daily, official.) 5 x 8 vol., 1 in., on wooden shelf. Orderly room. (48)

190. TELEPHONE RECORDS, Mar. 1, 1935 to date. Showing record of each telephone call made and received by Park office and CCC officials. (Frequently, official.) 8 x 10½ loose sheets, ¼ in., on metal telephone hook. Orderly room. (46)

SOUTHPORT

FOREST SERVICE, (NCP-62)
Project Superintendent's Office Bldg.
Near city limits of Southport on so-called Middle Road

This office, in charge of the work in a private forest by CCC Company 427-JW, was established in 1933 under supervision of Forest Service officials in Raleigh. When the Survey was made, it was the custom of the office to file all papers.

191. GENERAL FILE, 1933 to date. Correspondence, chiefly with Raleigh Federal and state forest officials, requisitions for tools and other supplies, expense accounts, equipment and supply credit and debit accounts, accident reports, and general information on the forest conservation program and work and on the educational program. Filed alphabetically. (Daily, official.) 9½ x 12 folders, 1½ in., in cardboard filing case. Office. (71)

192. REPORTS, 1933 to date. Daily, weekly, and compiled monthly reports on work progress and accidents, and transportation reports, showing mileage, fuel consumption, and tonnage handled by trucks. (Rarely, official.) 10 x 15 clipboards (4), 1 ft. 8 in., on wall. Office. (73)

193. PROPERTY, 1933 to date. Tabulations and reports on property transfers and property lost by enrollees. (Daily, official.) 9½ x 12 folders, 1 in., in filing case. Office. (72)

194. MAPS, 1934 to date. Originals and copies of maps showing forest tracts improved, contemplated improvements in fire lanes, truck trails, prevention of erosion, and reforestation, and laws relating to forest fire prevention in Brunswick County. (Daily, official.) 1½ x 36 roll, 1½ in., in wooden box. Office. (70)

TROY

CCC COMPANY, 2410-VW
Camp Headquarters

This company was organized in July 1933. It was first located at Lake Lure, North Carolina, and was moved from there to Troy. It was assigned to work on project NCF-17 under supervision of the Forest Service. When the Survey was made, it was the custom of the office to preserve all papers.

195. CORRESPONDENCE, 1933 to date. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 1. (2)

196. PERSONNEL RECORDS, 1933 to date. Records of individual enrollees, showing name, address, previous employment history, and classification. (Daily, official.) 9 x 12 folders, 16 ft., in 8 drawers of filing cases. R. 1. (1)

197. PAY ROLLS, 1933 to date. Showing name of payee, classification, and amount due. (Daily, official.) Variously sized envelopes and cards, 10 ft., in 8 drawers of 2 card cabinets and 115 folded document holders. R. 1. (3)

WASHINGTON

CCC COMPANY, 3403-JW
Headquarters Bldg., 15th and Respass Sts.

This company was located in Washington on August 10, 1935. It was assigned to work in a private park on project NCP-67 under supervision of the Forest Service. When the Survey was made, it was the custom of the office to file all papers.

198. CORRESPONDENCE, Aug. 1, 1935 to date. Relative to rules and regulations and camp activities, and letters to District A headquarters. Filed by subject. (Daily, official.) 9½ x 12 folders, 5 ft., in steel drawer of filing case, wooden boxes, and on 2 board files. Orderly room. (120)

199. REPORTS, Jan. 1, 1936 to date. Certificates of monthly inspections, pay rolls, and form reports as follows: District A AGO Form 1,

monthly strength report; District A AGO Form 15, trimonthly strength report; District A AGO Form 20, monthly record of daily employment of CCC personnel; District A AGO Forms 23A and 23B, semimonthly strength reports; and surgeon's daily sanitary report on inspection of mess hall, latrine, barracks, recreation hall, canteen, infirmary, and grounds, showing recommendations and signatures of camp surgeon and company commander. Surgeon's form report and District A AGO Form 15 attached. Filed by subject. (Daily, official.) 9½ x 12 folders, 6 in., in steel drawer of filing case. Orderly room. (119)

Funds and Supply Records

200. CORRESPONDENCE, Mar. 1935 to date. With Quartermaster regarding purchases, burial expenses, etc. Labeled by subject. (Daily, official.) 9 x 15 board files, 2 in. Orderly room. (117)

201. OFFICERS' MESS FUND VOUCHERS, Aug. 1935 to date. Statements of supplies and meals served. Filed chronologically. (Daily, official.) 9½ x 15 folders, 4 in., in wooden box and pigeonhole over desk. Orderly room. (123)

202. CAMP EXCHANGE VOUCHERS, Aug. 1935 to date. Monthly receipted statements for supplies purchased from camp exchange funds, statement of collections paid to camp exchange, and vouchers showing date, name of person (or firm) from whom money has been received or to whom paid, amount, description of obligation, and necessary signatures and certification; to support entries in camp exchange council book. Form attached. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 3 in., in wooden box and pigeonhole over desk. Orderly room. (130)

203. CANTEEN RECORDS, Sept. 1, 1935 to date. Daily inventory of canteen supplies. (Daily, official.) 13 x 15 vols., 4 in., in cabinet. Orderly room. (116)

204. STATUS OF COMPANY FUNDS, Feb. 5, 1935 to date. District A AGO Form 18, status of company fund. Form attached. (Daily, official.) 9 x 15 board file, 2 in. Orderly room. (124)

205. MESS RECORDS, Mar. 8, 1936 to date. Local bid awards, average cost of ration component, requisitions for perishable and non-perishable subsistence stores, mess statements, Fort Bragg bid awards, menus showing cost of meals, individual firm accounts, bills register, and other related records. Folders labeled by subject. (Daily, official.) 9½ x 12 folders and envelopes, 6 in., in pigeonholes over desk. Orderly room. (127)

Personnel Records

206. RECORD OF ENROLLEES, 1935 to date. Including the following forms: CCC Form 1, individual record; CCC Form 1A, record of physical examination; Labor (ECW) CCC Form 2, application for enrollment; CCC Form 2, certificate of discharge from CCC; and Form Sub. for CCC Form 2, personnel record of enrollee. Filed alphabetically by name of enrollee. (Frequently, official.) 9½ x 12 folders, 1 ft., in drawer of filing case. Orderly room. (121)

207. COMPANY MORNING REPORTS, June 1935 to date. Showing record of daily happenings in camp, daily pay status of each enrollee, and daily summary of company strength; used as basis for entries on pay roll. Filed chronologically. (Daily, official.) 6 x 8 pamphlets (18), 6 in., in field desk. Orderly room. (129)

208. DAILY SICK REPORT, June 1935 to date. WD AGO Form 5. Filed chronologically. (Daily, official.) 6 x 7 pamphlets, ¼ in., in field desk. Orderly room. (122)

209. MONTHLY RECORD OF DAILY EMPLOYMENT OF CCC PERSONNEL, Aug. 10, 1935 to date. District A AGO Form 20. Filed chronologically. (Daily, official.) 9½ x 12 folders, 1 in., on desk. Orderly room. (128)

210. COMPANY ORDERS, Dec. 2, 1935 to date. Concerning discharge, promotion, and other matters relating to enrollees. (Daily, official.) 9 x 15 board file, 2 in. Orderly room. (126)

211. RECORD OF HEARINGS, Jan. 1936 to date. Company record of minor hearings, such as those on absence without leave, etc. Labeled by subject. (Daily, official.) 9 x 15 board file, 2 in. Orderly room. (118)

212. MOTOR TRANSPORTATION ANNEX, n.d. Mimeographed form relative to CCC motor vehicles; issued by District Motor Transport Officer and published by order of District Commander. (Daily, official.) 9 x 15 board file, 2 in. Orderly room. (125)

Records of Educational Program and Religious Work

213. CORRESPONDENCE, Sept. 1935 to date. With district educational adviser. Filed by incoming and outgoing. (Daily, official.) 9½ x 15 folders, 1 in., in cabinet. Office. (136)

214. CAMP EDUCATIONAL REPORTS, Sept. 1935 to date. Monthly reports on academic and vocational work, job training, counsel and guidance, general activities, safety programs, etc.; signed by educational adviser, company commander, and project superintendent. Filed chronologically. (Monthly, official.) 9½ x 15 loose-leaf books, ½ in., in wooden cabinet. Educational room. (138)

215. MONTHLY REPORT OF RELIGIOUS ACTIVITIES, Sept. 1935 to date. District A AGO Form 12. Filed chronologically. (Weekly, official.) 9½ x 15 loose-leaf books, ½ in., in wooden cabinet. Educational room. (137)

FOREST SERVICE, (NCP-67)
Headquarters Bldg., 15th and Respass Sts.

This office, in charge of work in a private forest in Beaufort County, was established in August 1935 under supervision of Forest Service officials in Raleigh. Records in the files prior to August 1935 were

transferred from a camp at Windsor, North Carolina. When the Survey was made, it was the custom of the office to file all papers.

216. GENERAL RECORDS, June 1933 to date. Correspondence, monthly, accident, supply, and finance reports, requisitions, purchase orders, work plans, LEM applications, circular letters, welfare regulations, camp personnel records, project sheets, safety regulations, and records concerning lookout towers, telephone lines, road machines, trucks, etc. Filed by subject matter. (Daily, official.) 9½ x 15 folders, 4 ft., in 2 drawers of filing case. Office. (132)

217. DAILY GARAGE REPORT, June 1933 to date. Garage reports on work on trucks. Filed chronologically. (Daily, official.) 8½ x 11 papers, 1 ft., in wooden cabinet and on board files. Office. (135)

218. WEEKLY TRUCK REPORTS, June 1933 to date. Showing gas and oil consumption, cost of repair parts, and labor cost; also weekly mileage reports. Filed chronologically. (Daily, official.) 8½ x 11 papers, 1 ft., in wooden cabinet and on board files. Office. (131)

219. CARD INVENTORY, 1935 to date. Of supplies and tools, showing amount, date received, and quantity on hand. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in card cabinet. Office. (133)

220. FOREMAN'S DAILY WORK REPORT, Apr. 1936 to date. Form 19, showing week, camp number, county, project number, priority number, license numbers of trucks used, unit numbers, leaders, assistant leaders, day and date, total travel time to and from work, lunch time, net work time in hours, total number of men including truck driver and leaders, subject of field training, length of class period, number of men attending, type of work, number of men by work stages, material used, truck miles consumed in transportation of men and materials, truck hours consumed in construction, tractor hours consumed in construction, and totals under each head for week. Form attached. Filed chronologically. (Daily, official.) 8½ x 11 papers, 1 ft., in wooden cabinet and on board files. Office. (134)

PART 2. THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

INTRODUCTION

The Federal Emergency Administration of Public Works was established by the President under authority of Title II of the National Industrial Recovery Act, approved June 16, 1933.[1] Its existence was extended until June 30, 1937, under the Emergency Relief Appropriation Act of 1935, approved April 8, 1935.[2] Future operations were continued under authority of subsequent legislation, notably the Public Works Administration Appropriation Act of 1938, approved June 21, 1938,[3] which provided for the continuance of PWA operations until June 30, 1941, but under which the PWA could receive new applications for loans or grants for such projects only as could be started prior to January 1, 1939, and substantially completed prior to June 30, 1941.

As set forth in the National Industrial Recovery Act, the purpose of the agency was to "prepare a comprehensive program of Public Works; and through administration of such a program to create employment and aid industry by the construction of useful public works of enduring social value." The program was thus calculated to reduce unemployment and to restore purchasing power through the construction of useful public works and the encouragement of long range planning in the field of public works. On July 8, 1933, the President appointed the Secretary of the Interior as Administrator of the program. An expert legal, finance, and engineering staff was organized in Washington where the work was centralized. State engineers, later known as state directors, were appointed in each state, and the program was put into effect as rapidly as applications for funds for non-Federal projects could be examined and approved. At the end of two years, the work was decentralized and state staffs were enlarged.

Under the program, an outright gift of 30 per cent of the cost of desirable public improvements could be made, under given conditions, to local city, county, and state governments and public bodies, such as school districts and drainage districts, operating under their jurisdiction. This grant did not have to be repaid. If the locality had the legal authority to borrow money and wished to do so, it could borrow the remaining 70 per cent of the cost from the Administration, at a specified rate of interest. This loan had to be repaid. When the Survey was made, the 30-70 per cent basis had been changed to a 45-55 per cent basis. Loans were usually secured by general obligation bonds, revenue bonds, and special assessment bonds. The applicant's bonds were normally either purchased by the Administration or sold in the open bond market.

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1. 48 Stat. L., 195.
2. 49 Stat. L., 115.
3. 52 Stat. L., 816.

In addition to grants and loans, known as non-Federal allotments, allotments for work on Federal projects could be made to Federal departments and independent establishments, who usually let private contracts for the work.

With the exception of applications for low-cost housing, which were filed with the Housing Division in Washington, applications for all non-Federal allotments were filed with state directors. In state offices they were examined for local coordination, planning, social and economic desirability, engineering and financial soundness, and legality. If approved, they were forwarded to Washington for further examination and final approval. A contract was then executed between the Administrator, acting for the United States, and the applicant. Contracts were let by the applicant to private contractors, through competitive bidding. The latter contracts were also subject to review, criticism, and correction by the respective state director, who also saw that PWA regulations imposed for the protection of labor, contractors, and borrowers were enforced and that the work was brought to a satisfactory conclusion. Engineer-inspectors in each state observed the progress of project construction in order to assure that such construction was in accordance with approved plans and specifications.

When the Survey was made, contractors secured 90 per cent of the workers employed on a project through the regular relief channels of the Works Progress Administration, or obtained a waiver of the 90 per cent rule to permit them to apply for qualified unemployed labor to local labor unions or agencies designated by the United States Employment Service. In North Carolina the North Carolina State Employment Service was so designated. Wage rates were set by the Administration in accordance with prevailing wage scales.

Effective November 1, 1937, state offices were grouped into regional offices and PWA activities in North Carolina were placed under supervision of the Regional Director's Office for Region No. 3, in Atlanta, Georgia. In the summer of 1940 this office also was abolished and matters pertaining to field activities in North Carolina are now prosecuted in the Washington office. It is expected that all projects approved under the program in North Carolina will be completed during the present year.

Under Reorganization Plan No. I, part 3, sections 301 and 305, effective July 1, 1939, functions and personnel of the Federal Emergency Administration of Public Works were transferred to the Federal Works Agency and the name changed to Public Works Administration.

ASHEBORO

INSPECTION DIVISION
RESIDENT ENGINEER-INSPECTOR
Randolph County Courthouse

A resident engineer-inspector was located in Asheboro in November 1935 to inspect and supervise the construction of five new schools and additions to two in Randolph County and to require contract compliance of owners and contractors. When the Survey was made, reports were sent through the office of the state engineer-inspector in Durham. All records were filed for reference pending completion of the docket when all documents would be

forwarded to Washington. The inspector occupied temporary office space for a short period in Ramseur, North Carolina, and was located for short periods in the Town Hall and in the Legal Building in Asheboro.

221. DOCKET NC 7496, RANDOLPH COUNTY SCHOOLS, Nov. 26, 1935 to date. Contracts, documents, specifications, drawings, maps, blueprints, contractors' reports and estimates, insurance records, miscellaneous reports and records, and general correspondence and instructions. Instructions and files indexed; approved contract documents and miscellaneous supplies and equipment inventoried. (Frequently, official.) 30 x 40 folders, envelopes, pockets, covers, and loose-leaf books, 14 ft., in 4 drawers of filing case, transfer case, and 2 card cabinets. Jury room, 2d floor. (12)

BURGAW

INSPECTION DIVISION
RESIDENT ENGINEER-INSPECTOR
Pender County Jail, Wilmington St.

A resident engineer-inspector was located in Burgaw in 1935 to inspect and supervise PWA construction projects in Pender County and to require contract compliance of owners and contractors. When the Survey was made, reports were sent through the office of the state engineer-inspector in Durham. Original records were sent periodically to Washington. So-called useless papers were destroyed by official permission.

222. ORDERS AND DOCUMENTS, WATER WORKS PROJECT, 1934 to date. Copies, originals of which are sent to Washington. (Frequently, official.) 10 x 12 loose papers, 3 ft. 6 in., in 2 wooden boxes. Temporary office, 2d floor. (10)

223. MISCELLANEOUS OFFICIAL BUSINESS, 1934 to date. Pay rolls, bills, copies of miscellaneous correspondence, contracts, and official reports. (Frequently, official.) 14 x 16 sheets, 7 ft., in pasteboard letter file. Temporary office, 2d floor. (9)

BURLINGTON

INSPECTION DIVISION
RESIDENT ENGINEER-INSPECTOR
National Bank Bldg., Main St.

A resident engineer-inspector was located in Burlington on November 20, 1935, to inspect and supervise construction under PWA docket NC 1090-R and to require contract compliance of owners and contractors. When the Survey was made, reports were sent through the office of the state engineer-inspector in Durham. All records were filed for reference pending completion of the docket when all documents would be forwarded to Washington.

224. PUBLIC WORKS ORDERS, 1932 to date. Instructions and rules from Washington relative to work. (Daily, official.) 11 x 12½ ring binder, 3 ft., in desk drawer. PWA office, SE. corner, 3d floor. (62)

225. BLUEPRINTS, 1932 to date. For school buildings. (Daily, official.) 23 x 30 and 29 x 40 blueprints, 33 ft., on rack and shelves. PWA office, SE. corner, 3d floor. (61)

226. CORRESPONDENCE, Dec. 1935 to date. Relative to execution of docket. Filed alphabetically. (Daily, official.) 8 x 10½ and 8 x 11½ loose papers, 3 ft., in drawer of filing case and wire letter basket. PWA office and inner room, SE. corner, 3d floor. (67, 58)

227. DETAILED ESTIMATES AND DELIVERY TICKETS, 1935 to date. Complete report on work items, showing footage, labor costs, cost of materials, and grand total estimate; also delivery tickets for materials delivered to job. (Daily, official.) 3½ x 5 and 9½ x 12½ forms, 5 ft., in drawer of filing case and in desk drawer. PWA office, SE. corner, 3d floor. (63, 64)

228. DOCUMENTS, Dec. 1935 to date. Filed alphabetically. (Daily, official.) Variously sized loose papers, 2 ft., in drawer of filing case. Inner room of PWA office, SE. corner, 3d floor. (65)

229. SPECIFICATIONS, Dec. 1935 to date. Rules and regulations governing project construction. (Daily, official.) 9 x 14 folders, 1 ft., on table. PWA office, SE. corner, 3d floor. (60)

230. MISCELLANEOUS, Jan. 1936 to date. Pay roll blanks, time sheets, contractors' invoices, project estimates, construction reports, weekly questionnaires, and construction breakdown. Filed alphabetically. (Daily, official.) Variously sized forms, 2 ft., in drawer of filing case. Inner room of PWA office, SE. corner, 3d floor. (66)

231. CURRENT INVOICE FILE, May 1936 to date. Contractors' invoices for materials furnished. (Monthly, official.) 8 x 11½ forms, 3 ft., in desk drawer. PWA office, SE. corner, 3d floor. (59)

CHAPEL HILL

OFFICE OF THE STATE DIRECTOR
Phillip's Hall
Campus of University of North Carolina

The Public Works program was initiated in North Carolina late in July 1933 when a state advisory board of three members was appointed, together with a state engineer, who was designated to serve as the executive head of the organization in North Carolina, under supervision of the Washington

office of the PWA. Duties of the organization as officially[1] outlined were as follows: (1) To confer with state, county, and city officials as to the objectives of the PWA; (2) to receive and review applications for Federal aid in the establishment and improvement of the public facilities of state, county, and municipal governments; (3) to analyze the merits of the various projects, for which applications had been submitted, as to social desirability and necessity; (4) to review and examine into the financial standing of the applicants and determine the legal status of proposed expenditures; and (5) to make recommendations from facts discovered upon which Washington might base final decisions. Since North Carolina revenue bonds at that time could not be issued legally, funds could be allotted in North Carolina, under rules promulgated by the PWA, "only to those political units which were able to issue general obligation bonds" or which "were able to supply funds upon which a direct grant could be based. It was a stipulation that the Government would buy bonds at par bearing four per cent interest, at the same time allowing a grant to the borrower of 30 per cent of the cost of labor and materials entering into any approved project."

On March 1, 1934, the state advisory board having been relieved of further duty, responsibility for the PWA program in North Carolina devolved upon the state engineer and his staff, which consisted of a legal adviser, engineers, and clerks. Applications for projects had by then been approved and the construction program had been put into effect. This program as it developed in North Carolina consisted "principally of the construction of new water and sewer systems, extensions and improvements to existing systems, new school buildings and additions to existing buildings, county and municipal buildings, hospitals, state institution buildings, one low-cost housing project and a wide variety of municipal improvements." Plans, specifications, and contract documents were reviewed, criticised, and corrected in the state office, where designs were examined for safety and feasibility and contracts were examined to see that they complied with state laws and PWA regulations for the protection of labor, contractors, and borrowers. Contracts, awarded on a competitive basis, were subject to the approval of the state engineer whose duty it was to see that regulations governing wages and labor relations were complied with and that the work was brought to a satisfactory conclusion. Requisitions for funds from the sale of bonds or from direct Government grant went through the state office.

Later the state engineer was appointed state director and the state organization was enlarged to meet responsibilities transferred to the field when certain work formerly performed by the Washington office was decentralized. An office of engineer-inspector for North Carolina and South Carolina had been established in Columbia, South Carolina, in 1934. The office for North Carolina was moved to Durham in 1936. (See Durham.) Meanwhile, in June 1935, the Legal Section in North Carolina was increased to three attorneys, headed by a Regional Counsel; a Finance Section with three

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1. The Survey is indebted to Mr. Stanley H. Wright, State Director of the PWA (May 1937), for information on the history and functions of the office.

finance-examiners was established; and the Engineering Section and clerical force were increased. Loans and grants had been changed from a 30-70 per cent to a 45-55 per cent basis but the interest rate of four per cent remained the same.

Director

232. CORRESPONDENCE, 1935 to date. With legal counsel in North Carolina, South Carolina, and Georgia relative to legal questions involved in applications for grants, and with applicants. Arranged by state and filed numerically by docket number. (Daily, official.) 8 x 11 folders, 6 ft., in 3 drawers of steel filing case. R. 320. (18)

233. STATUS RECORDS, 1935 to date. Showing legal status of all cases involving PWA projects in North Carolina, South Carolina, and Georgia. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in 2 drawers of steel filing case. R. 320. (19)

Engineering Section

234. WEEKLY AND DAILY REPORTS, 1933 - 1935. Copies of daily and weekly job activity reports of the Inspection Division; original reports forwarded to Washington, D. C. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders and variously sized bundles, 26 ft., in drawer of steel filing case and in storeroom. Rs. 320 and 307. (26)

235. RECORD OF AWARD OF CONTRACTS AND SUB-CONTRACTS, 1933 to date. Showing amount involved, date of award, name of contractor, and location of job. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders, 4 ft., in 2 drawers of steel filing case. R. 320. (23)

236. DETAILED COST ESTIMATES, 1933 to date. Showing breakdown of cost; prepared by contractor for each contract awarded under the PWA program and used for preparation of estimates for payment. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders, 2 ft., in drawer of steel filing case. R. 320. (24)

237. PLANS, MAPS, AND BLUEPRINTS, 1933 to date. Of construction projects such as schools, water and sewer systems, etc. Filed numerically by docket number. (Daily, official.) 3½ x 5 sheets, 10 ft. 6 in., suspended in 3 steel filing cabinets. R. 318. (17)

238. PERIODIC ESTIMATES, 1933 to date. Printed form records of periodic payments to contractors for work completed on projects in North Carolina. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders, 6 ft., in 3 drawers of steel filing case. R. 320. (21)

239. BOND AND INSURANCE RECORDS, 1933 to date. Pertaining to contractors' performance bonds and public liability compensation insurance for workmen. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders, 2 ft., in drawer of steel filing case. R. 320. (22)

240. INSURANCE FILES, 1935 to date. Records pertaining to insurance carried by contractors. Filed numerically by project docket number. (Daily, official.) 8 x 12 folders, 1 ft., in drawer of steel filing case. R. 318. (15)

241. APPLICATIONS, 1935 to date. Applications, copies of which are sent to Washington, showing legal, financial, and engineering data on proposed projects, and record of their examination by all PWA divisions, showing action by central office at Washington, if any, and applicant's acceptance or rejection of such action. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders, 16 ft., in 8 drawers of steel filing case. R. 320. (20)

242. CHANGE ORDERS, 1935 to date. Approvals of engineering change in projects and extra work orders. Filed numerically by docket number. (Daily, official.) 8 x 12 folders, 2 ft., in drawer of steel filing case. R. 318. (16)

243. MONTHLY PROJECT SUMMARY, 1935 to date. Of progress on each contract, showing physical completion and payments at end of each monthly period; original summary sent to Washington, and copy to the state engineer-inspector in Durham. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders, 2 ft., in drawer of steel filing case. R. 320. (25)

244. MISCELLANEOUS RECORDS, 1935 to date. Telephone call records and surplus documents held as a reserve. Filed numerically by docket number. (Daily, official.) 9 x 14½ folders, 2 ft., in drawer of steel filing case. R. 320. (27)

Files Clerk

245. GENERAL CORRESPONDENCE, 1935 to date. With Washington officials concerning the Works Progress Administration, the National Industrial Recovery Act, press releases, Planning Board inventory, the Inspection Division, the State Board of Health, positions, etc. 3 x 5 card index. (Daily, official.) 8½ x 11 folders, 16 ft., in 8 drawers of filing case. R. 322. (32)

246. CLERK-ACCOUNTANT'S REPORTS AND CORRESPONDENCE, 1933 to date. Requisitions, invoices, vouchers, and bills of lading for office supplies, and related reports and correspondence with Washington and contractors. Filed chronologically. (Daily, official.) 8½ x 11 folders, 16 ft., in 8 drawers of filing case. R. 322. (30)

247. REQUISITIONS, 1933 to date. Records pertaining to requisitions and requests for allotment of funds to finance projects. 3 x 5 card index. (Daily, official.) 8½ x 11 folders, 4 ft., in 2 drawers of steel filing case. R. 322. (28)

248. APPLICATIONS FOR ALLOTMENTS, 1933 to date. Records relative to applications for PWA funds for construction projects. 3 x 5 card index. (Daily, official.) 8½ x 11 folders, 16 ft., in 8 drawers of filing case. R. 322. (33)

249. CONTRACTS, 1933 to date. Between applicants, contractors, and the PWA for school buildings, sewer lines, water lines, streets, etc., showing data on materials used, labor, prices, expenditures, etc.; copies to Washington. 3 x 5 card index. (Daily, official.) 8½ x 11 folders, 64 ft., in 32 drawers of steel filing case. R. 322. (29)

250. PROJECT AUDITOR'S SUMMARIES, 1933 to date. Of funds received for projects in this district, showing project costs to date, unpaid project costs, construction expenses, cost estimates, etc. 3 x 5 card index. (Daily, official.) 8½ x 11 folders, 4 ft., in 2 drawers of steel filing case. R. 322. (34)

251. MISCELLANEOUS FILE, 1933 to date. Records relative to advertisements and awards, transmission of materials to Washington, the Inspection Division, sub-contracts, engineer and inspector certificates, special progress reports, employers' insurance, insurance reports, extra work orders, tabulation of bids, engineers' and architects' reports, etc.; also telegrams, and personnel folders showing education, experience, and other data on office personnel. 3 x 5 card index. (Daily, official.) 8½ x 11 folders, 16 ft., in 8 drawers of filing case. R. 322. (31)

Finance Section

252. COPIES OF APPLICATIONS FOR FUNDS, 1935 to date. And related records, with special reference to financial data and reports; originals sent to Washington. Filed numerically by docket number. (Daily, official.) 8½ x 14 folders, 10 ft., in 5 drawers of steel filing case. R. 322. (35)

Legal Section

253. GENERAL FILES, 1935 to date. Records relative to applications and reports, correspondence, requisitions, duplicate bond transcripts, general duplicates of the Legal Division, and NIRA dockets. Dockets filed numerically; 5 x 8 card index to other records; 3 x 5 cross index. (Daily, official.) 9 x 19 folders, 18 ft., in 9 drawers of steel filing case. R. 322. (36)

DURHAM

INSPECTION DIVISION
STATE ENGINEER-INSPECTOR
Federal Bldg., Riggsbee and Chapel Hill Sts.

The office of engineer-inspector for North Carolina and South Carolina was established in Columbia, South Carolina, in 1934. It was located in the National Loan and Exchange Building for approximately three months when it was moved to the Carolina Life Insurance Building. In March 1936 North Carolina was made a separate unit of the Inspection Division of the Federal Emergency Administration of Public Works and the office for North Carolina was moved to Durham. When the Survey was made, it was the duty of the

office to require owners who participated in funds through loans and grants on non-Federal projects to comply with the requirements of the finance agreement between the owner and the Administration, and to see that contractors carried out the terms of their construction contracts. A varying number of resident engineer-inspectors, reporting through the Durham office, were stationed at various points in the State. It was the duty of these engineers to inspect construction work and to require that it be done in accordance with the approved plans and specifications. Records of several of these engineers were surveyed. In the Durham office there were in addition to the state engineer-inspector an office engineer and associates, and several traveling engineer-inspectors. The office reported directly to the Director of the Inspection Division of the Administration in Washington, to whom all completed dockets were sent after final reports and dockets had been accepted by the borrower.

254. CONFIDENTIAL CORRESPONDENCE, 1933 to date. Of the state engineer-inspector with the Department of the Interior and with contractors and field engineers in North Carolina. Filed alphabetically by name of correspondent. (Daily, official.) 8½ x 11 folders, 4 ft., in 2 drawers of locked steel filing case. R. 216-E. (61)

255. DOCKET CORRESPONDENCE FILES, 1933 to date. General correspondence relative to docket with field representatives, contractors, borrowers, and the Director of Inspection in Washington; copies of all correspondence sent to Washington. Filed numerically by docket number. (Daily, official.) 8½ x 11 folders, 6 ft., in 3 drawers of steel filing case. R. 216-G. (67)

256. CONTRACT DOCKETS, 1933 to date. Copies of specifications and plans, contracts between contractors and borrowers, and miscellaneous project engineering information; copies to state director, field engineers, and the Director of Inspection in Washington. Filed numerically by docket number. (Daily, official.) 8½ x 10½ folders, 4 ft., in 2 drawers of steel filing case. R. 216-G. (69)

257. PLANS AND BLUEPRINTS, 1933 to date. Plans, blueprints, and drawings showing location of projects and construction details; copies in office of state director and Director of Inspection in Washington. Filed numerically by docket number. (Daily, official.) 8½ x 10½ folders, 4 ft., in 2 drawers of steel filing case. R. 216-F. (63)

258. WEEKLY QUESTIONNAIRE AND INSPECTORS' CONTROL FORMS, 1933 to date. Original records relative to docket or project status for use in determining the degree of cooperation of borrower and contractor; copies filed at scene of project. Filed numerically by docket number. (Daily, official.) 8½ x 10½ folders, 2 ft., in drawer of steel filing case. R. 216-G. (71)

259. PROPERTY FILES, 1933 to date. Original records relative to Government projects and supplies issued to field personnel, and miscellaneous notes and letters; copies of some of these records, such as those on non-expendable material, are sent to the Director of Inspection in Washington. Filed alphabetically. (Daily, official.) 8½ x 10½ folders, 2 ft., in drawer of steel filing case. R. 216-G. (73)

260. REPORT FILES, 1933 to date. Information relative to administrative control of docket inspection and progress of docket and cost; all copies sent to Director of Inspection in Washington. Filed numerically by docket number. (Daily, official.) 8½ x 10½ folders, 6 ft., in 3 drawers of steel filing case. R. 216-G. (65)

261. PAY ROLLS, Jan. 1936 to date. Project personnel pay rolls prepared by contractors in charge of work; originals kept by contractors, copies sent to this office and to the Director of Inspection in Washington. Filed numerically by docket number. (Daily, official.) 11½ x 17 folders, 8 ft., in 4 drawers of steel filing case. R. 216-G. (70)

262. MISCELLANEOUS REPORTS, 1933 to date. Copies of transfers of field personnel and miscellaneous personnel reports; originals sent to Director of Inspection at Washington. Filed by subject. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 216-G. (64)

263. PERSONNEL FILES, 1933 to date. PWA personnel appointment records, showing experience of appointee and PWA employment record; copies to Director of Inspection in Washington. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 216-G. (66)

264. REIMBURSEMENT VOUCHERS, 1933 to date. File copies of reimbursement vouchers and office administrative vouchers; original and one copy sent to Director of Inspection in Washington. Filed numerically. (Daily, official.) 8½ x 10½ folders, 2 ft., in drawer of steel filing case. R. 216-G. (72)

265. PAY ROLLS AND LEAVES OF ABSENCE, 1933 to date. Information relative to PWA personnel pay rolls and leaves of absence. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 216-F. (62)

266. BULLETINS, 1933 to date. Printed matter descriptive of the functions and administration of the PWA, duties of PWA personnel, etc. Filed numerically. (Daily, official.) 8½ x 10½ folders, 6 ft., in 3 drawers of steel filing case. R. 216-G. (68)

PART 3. THE FEDERAL HOME LOAN BANK BOARD

THE FEDERAL HOME LOAN BANK BOARD

HOME OWNERS' LOAN CORPORATION

INTRODUCTION

The Home Owners' Loan Corporation was created by the Home Owners' Loan Act of 1933, approved June 13, 1933,[1] for the major emergency purpose of granting direct long-term mortgage loans at low interest rates to urban and nonfarm rural home owners who were in danger of losing their homes. Under the terms of the act loans could be made during a three-year period, which would expire in 1936, on one- to four-family nonfarm homes valued at not more than $20,000.00 which were occupied by the owner or held by him as a homestead. They could be made up to 80 per cent of the appraised value of the house, provided no loan called for more than $14,000.00. The Corporation was to function under the supervision and direction of the Federal Home Loan Bank Board, the directors of which would serve also as directors of the Corporation. Operations were to be financed through $200,000,000.00 in capital stock paid for by the Secretary of the Treasury and the issuance, to an amount set by Congress, of Corporation bonds with interest guaranteed by the Government. Powers and functions of the Corporation were further secured and expanded by subsequent Congressional action.

Originally the Corporation functioned through a General Manager and a Treasurer, with necessary assistants, who were elected by the Board and who had their offices in Washington, and through a general manager and necessary assistants in each of the forty-eight states, the District of Columbia, and Hawaii. Assistants in each of the latter offices included general and local counsel and general and local appraisers. Branch offices in charge of assistant state managers were established in the various states at points of principal loan concentration. State offices reported directly to the Washington office, where policies were made and control account and operating reports were consolidated.

When loan closings began to mount additional specialized departments were created in Washington and various functions formerly performed by the national office were decentralized in 1934-1935 to eleven regional offices (later reduced to ten), each of which was in charge of a Regional Manager and his staff, to whom immediate administrative control and supervisory authority over the Corporation's activities in the states of the respective region were delegated and to whom state managers reported. Branch offices were retitled district offices. Appraisers and attorneys in each office assisted district managers. District offices, under supervision of the state office, interviewed applicants for loans and subsequently took all necessary steps to complete required transactions. Individual loan records

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1. 48 Stat. L., 128.

were maintained in both district and regional offices.

When the Survey was made, the state office for North Carolina was located in Salisbury. It reported to the HOLC regional office in Atlanta, Georgia. District offices were located in Asheville, Charlotte, Greensboro, Greenville, and Raleigh. In addition there were in each of the counties of the State a local appraiser and a local fee attorney, who verified titles and closed loans upon authority and instruction of the state or district offices. Since the original lending activities of the HOLC were nearing termination when the Survey was made, offices were preparing to devote themselves primarily to the collection and servicing of loans and to the reconditioning, management, and disposal of properties acquired through foreclosure.

Records of the district office at Greenville were not surveyed. With the exception of the local fee attorney at Durham, records of local attorneys and local appraisors were not included in the Survey.

Under Reorganization Plan No. I, part 4, section 402(c), effective July 1, 1939, the Corporation, with its functions and personnel, was transferred to the Federal Loan Agency.

ASHEVILLE

DISTRICT OFFICE
New Medical Bldg., Market and Walnut Sts.

This office was established on June 13, 1933, under supervision of the state office at Salisbury, to which completed loan procedures and obsolete records were sent. The office was located in the City Hall Building until August 16, 1933, when it was moved to the New Medical Building.

District Reconditioning Supervisor

267. REOPENED CASES IN PREPARATION FOR DISTRICT LOAN COMMISSION, 1935 to date. Preliminary case records including miscellaneous lien waivers, contractors' statements, completed reconditioning case documents, owner corporation agreements, advances for necessary repairs, contract bonds, estimate repair sheets, fee inspection assignments, and reconditioning assignments. Card index arranged alphabetically by county. (Daily, official.) 9 x 12 folders and loose sheets, 2 ft., in drawer of steel filing case. Mezzanine. (258)

268. WORK IN PROGRESS, 1935 to date. Records of preliminary work in progress, including Federal Housing Administration bulletins, paid fee inspection records, specimen specifications, correspondence with the state office, general correspondence, complaints, clerk's records, applications for employment, information on termite control, and building laws and ordinances; following inspection of completed work, reports relative to it, and contract payment, cases are placed in file of closed cases. Card index arranged alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Mezzanine. (260)

269. WORK IN PROGRESS (REPORTED COMPLETE), 1935 to date. Records of cases in which loans have been closed, contracts fulfilled, and reports completed, including records of cases awaiting check, daily suspension records, correspondence concerning vacancy permits, unsatisfactory work notices, and applications awaiting finance contractor Corporation agreements. Filed by loan number; card index. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Mezzanine. (257)

270. FILE OF CLOSED CASES, 1935 to date. Records of cases in which loans have been completed and repairs made and inspected, including blueprints, general correspondence, and record of liens for repairs. Filed by loan number; card index, showing name, address, loan number, and status of case. (Seldom, official.) 9 x 12 folders, covers, loose-leaf books, and papers, 10 ft., in 5 drawers of steel filing case. Mezzanine. (259)

271. REJECTED AND WITHDRAWN CASES, 1935 to date. General correspondence, receipts, work orders, inspector's reports, and checks. Card index arranged alphabetically by county. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of steel filing case. Mezzanine. (256)

272. ACQUIRED PROPERTY, 1935 to date. Records relative to property acquired in default of mortgage, including property management bulletins, district manager's recommendations as to disposition of property, repairs, reconditioning, and appraisal service, and Property Management Division blueprints. Card index arranged alphabetically by county. (Daily, official.) 9 x 12 folders, covers, and loose sheets, 1 ft., in drawer of steel filing case. Mezzanine. (255)

District Service Supervisor

273. CLOSED FILES, 1933 - 1935. Records of rejected and withdrawn loans, including transfer files, general correspondence, recommendations for loans and appraisals, loan register reports, rejected preliminary loan records, current reports, report forms, withdrawn production files, and miscellaneous records. Card index arranged alphabetically by county. (Rarely, official.) 9 x 12 folders and loose papers, 40 ft., in 33 drawers of steel filing cases. R. 212. (254)

274. INACTIVE SERVICING FILES, Feb. 1935 to date. Reports on loans serviced and adjusted satisfactorily; original records sent to regional office in Atlanta, Georgia, through state office. Index. (Daily, official.) 9 x 12 folders, 3 ft., in 3 drawers of steel filing case. NE. corner room, 1st floor. (251)

275. ACTIVE SERVICING FILES, Jan. 1, 1936 to date. Records relative to servicing of delinquent loans, including correspondence, reports, completed forms, out of district records, letters of transmittal, tax reports, and miscellaneous records. Indexes, as follows: (1) numerical, by loan number; (2) alphabetical, by name of client; (3) geographical, by county; and (4) numerical, by county. (Constantly, official.) 9 x 12 and 10 x 14 folders and envelopes, 5 ft., in 6 drawers of steel filing case. NE. corner room, 1st floor. (253)

276. DELINQUENT CASES IN SUSPENSE, 1936. Records relative to cases in which requests for servicing have been received and which are awaiting attention of interviewer or which are in the hands of a field representative. Alphabetical card index. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. NE. corner room, 1st floor. (252)

CHARLOTTE

DISTRICT OFFICE
Independence Bldg., N. Tryon and W. Trade Sts.

This office was opened in the Post Office Building in Gastonia, North Carolina, on January 1, 1934, under supervision of the state office in Salisbury. In April of the same year it was moved to the Commercial Bank Building in Charlotte where it was located until July 1934 when it was moved to the Independence Building. When the Survey was made, the office maintained a dead file for so-called useless papers.

Administrative Records

277. GENERAL CORRESPONDENCE, 1933 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 transfer cases. R. 1309. (14)

278. INVOICE RECORDS, 1933 to date. Copies of invoices from credit reporting company, telephone and telegraph company, and rental agency, pay roll vouchers, and miscellaneous recurring expense records. Filed alphabetically. (Daily, official.) 9 x 15 folders, 1 ft., in transfer case. R. 1309. (13)

279. APPLICATIONS FOR EMPLOYMENT, 1933 to date. Standard corporation form applications for employment, letters of reference, and related correspondence. Filed alphabetically. (Occasionally, official.) 9 x 15 folders, 2 ft., in transfer case. R. 1309. (1)

280. PERSONNEL RECORDS, 1933 to date. Of district employees, including the following records for each: application for employment, standard corporation form acceptance, oath of office, salary schedule, records of changes in status and salary, and related correspondence. Filed alphabetically. (Occasionally, official.) 9 x 15 folders, 6 in., in transfer case. R. 1309. (5)

Loan Records

281. PROPERTY LOCATION INDEX, 1933 to date. Showing name of borrower, property, address, loan number, and amount of loan. Arranged by location and filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 3 card cabinets. R. 1309. (2)

282. APPRAISAL INDEX, 1933 to date. Showing name and address of borrower, loan number, mailing address, appraised value of property, date of note, and monthly payment. Filed numerically. (Daily, official.) 3 x 5 cards, 3 ft., in 4 transfer cases. R. 1309. (17)

283. LOAN LOCATION INDEX, 1933 to date. Showing name and address of borrower, loan number, amount of loan, and cycle payment date. Arranged by county and filed numerically. (Daily, official.) 3 x 5 cards, 3 ft. 4 in., in 4 card cabinets. R. 1309. (15)

284. DOCKET LOCATION INDEX, Sept. 1933 to date. Showing name and address of borrower, loan number, amount of loan, cycle payment date, borrower's mailing address, appraised value of property, date of note, and monthly amortization payment. Two sets of cards: one filed numerically, one alphabetically. (Daily, official.) 3 x 5 cards, 16 ft., in 20 transfer cases. R. 1309. (7)

285. APPLICATION PROGRESS CARDS, 1933 - 1935. Showing name of applicant for loan, address, date of action on application, amount of loan approved, and name of closing attorney. Filed alphabetically. (Daily, official.) 5 x 9 cards, 5 ft., in 2 card cabinets. R. 1309. (6)

286. APPLICATION RECORDS, 1933 to date. Applications for loans, property appraisals, credit investigation records, bids on repairs, and related correspondence. Filed numerically. (Daily, official.) 9 x 15 folders, 48 ft., in 24 transfer cases. R. 1309. (4)

287. SETTLEMENT SHEET RECORDS, 1933 to date. Records of settlement at time final loan was refinanced, showing name of borrower, address, application number, loan number, amount of loan, amount paid on taxes and repairs, amount paid on former mortgage, interest rate, and monthly payments. Filed alphabetically. (Daily, official.) 8 x 11 sheets, 1 ft., in transfer case. R. 1309. (8)

288. FIRE AND WINDSTORM INDEX CARDS, 1934 to date. Showing name of borrower, address, loan number, amount of loan, and date of loss. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in card cabinet. R. 1309. (12)

289. SERVICING DOCKET RECORDS, 1934 to date. Correspondence, property inspection reports, and copies of reports regarding delinquent payments. Arranged by county and filed numerically. (Daily, official.) 9 x 15 folders, 14 ft., in 7 transfer cases. R. 1309. (9)

290. LOAN SERVICING INDEX, 1935 to date. Showing name of borrower, location of property, mailing address, date and amount of payment, and loan number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 8 in., in 2 card cabinets. R. 1309. (11)

291. DEBIT AND CREDIT MEMORANDA, 1935 to date. Delinquent loan records, including requests for servicing, reports, and other memoranda. Filed numerically. (Daily, official.) 5 x 9 folders, 10 ft., in 10 pasteboard boxes. R. 1309. (3)

292. ACQUIRED PROPERTY RECORDS, 1935 to date. Correspondence, appraisals, reconditioning reports, property inspection reports, repairs bids, and disposition reports. Classified by location and filed numerically. (Daily, official.) 9 x 15 folders, 2 ft., in transfer case. R. 1309. (16)

293. FIRE AND WINDSTORM LOSS RECORDS, 1935 to date. Correspondence, property inspection reports, and loss settlement reports. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in 2 transfer cases. R. 1309. (10)

DURHAM

FEE ATTORNEY
Trust Bldg., Main and Market Sts.

A fee attorney was appointed in Durham in 1933 to check titles to distressed property and to close loans upon authorization and instruction of HOLC offices in North Carolina. When the Survey was made, most of the work of the office came through the state office at Salisbury and the district office at Raleigh. All original records were sent to the office which had requested the service.

294. CORRESPONDENCE, 1933 to date. Filed alphabetically by applicant. (When necessary, official.) 9 x 12 folders, 4 ft., in 3 drawers of filing case. R. 102. (120)

GREENSBORO

DISTRICT OFFICE
Post Office and Federal Court Bldg.
W. Market, Eugene and W. Gaston Sts.

This office was established in Greensboro on March 26, 1934, under supervision of the state office in Salisbury. It was located in the Guilford Bank Building at South Elm and Washington Streets from July 11, 1934, to February 8, 1936, when it was moved to the above location. Its location from March 26 to July 11, 1934, was not ascertained. No papers were considered useless. Records were sent to Washington as requested or directed. Subsequent to the Survey, when the state office was moved from Salisbury to Greensboro in September 1936 records of this office were sent to the regional office in Atlanta, Georgia.

Cashier

295. LOAN INDEX, 1933 to date. Showing loan number, date of loan, appraised value of property, and original amount of loan. Two sets of cards: one filed alphabetically, one filed numerically. (Constantly, official.) 3 x 5 cards, 4 ft. 2 in., in 6 drawers of card cabinet. R. 417. (338, 339)

296. GENERAL CORRESPONDENCE AND INSTRUCTIONS, Mar. 25, 1935 to date. Relative to payment of loans and remittance to headquarters. (Constantly, official.) 9½ x 15 folders, 8 in., in drawer of filing case and pasteboard box. R. 417. (343)

297. RECAPITULATION OF DAILY AND WEEKLY REMITTANCES, Mar. 25, 1935 to date. Daily and weekly record of funds remitted to headquarters. (Constantly, official.) 8 x 11 folders, 2 in., in drawer of steel desk. R. 417. (341)

298. LOOSE CASH RECORDS, Mar. 25, 1935 to date. Record of daily remittances; made in triplicate: one copy retained in file; two copies sent to Atlanta where one was receipted and returned to Greensboro. (Daily, official.) 9½ x 11 loose-leaf books (2), 6 in., on shelf. R. 417. (342)

299. RECEIPT BOOKS, Jan. 2, 1936 to date. Loan payment receipts; audited every six months and forwarded to Washington. (Frequently, official.) 6 x 14 and 8 3/8 x 14 books, 1 ft. 6 in., in box on shelf. R. 417. (340)

District Service Supervisor

300. ACTIVE FILES, 1934 to date. Correspondence relative to work in Guilford, Forsyth, Randolph, Surry, and Wilkes Counties. Card index. (Constantly, official.) 10 x 15 folders, 4 ft., in 2 drawers of filing case. R. 413. (333)

301. GENERAL CORRESPONDENCE, 1934 to date. Relative to work in active files. Filed alphabetically. (Constantly, official.) 10 x 15 folders, 2 ft., in drawer of filing case. R. 413. (331)

302. ASSIGNMENTS, 1934 to date. Records relating to property to be examined for loans. Card index. (Constantly, official.) 5 x 8 folders, 6 ft., in pasteboard boxes. R. 413. (330)

303. RE CONTRACTS, Jan. 17, 1934 to date. Field service reports. (Constantly, confidential.) 10 x 15 folders, 3 in., in drawer of filing case. R. 413. (337)

304. SERVICING FILES, Feb. 1934 to date. Information on loans in Alamance, Alleghany, Ashe, Caswell, Davidson, Davie, and Forsyth Counties. Filed alphabetically. (Constantly, official.) 10 x 15 folders, 4 ft. 6 in., in 4 drawers of filing case. R. 413. (336)

305. 60-DAY NOTICE GIVEN, Feb. 1934 to date. Records relative to delinquent loans on which final recommendations have been made. Filed alphabetically. (Constantly, confidential.) 10 x 15 folders, 1 ft., in drawer of filing case. R. 413. (334)

306. INACTIVE FILES, 1934 to date. Correspondence relative to work in Guilford, Randolph, Rockingham, Stokes, Surry, Watauga, Wilkes, and Yadkin Counties. Card index. (Constantly, official.) 10 x 15 folders, 6 ft., in 3 drawers of filing case. R. 413. (332)

307. REGULAR SERVICING, Feb. 1934 to date. Inactive records and correspondence dealing with loans. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 2 ft., in drawer of filing case. R. 413. (335)

Service Interviewer and Acting Property Manager

308. APPLICATIONS FOR LOANS, June 13, 1933 - June 27, 1935. Correspondence concerning applications for loans which did not materialize, and related estimates. Card index. (Occasionally, official.) 9½ x 15 folders, 35 ft., in 19 drawers of filing cases. R. 410. (323)

309. APPLICATIONS FOR LOANS, June 13, 1933 - June 27, 1935. Correspondence relative to pending applications for loans, with related estimates. Card index. (Occasionally, official.) 9½ x 15 folders, 1 ft., in 2 drawers of filing case. R. 410. (329)

310. MISCELLANEOUS CORRESPONDENCE, June 26, 1933 to date. With individuals relative to loans, and with head office. (Constantly, official.) 9½ x 15 folders, 6 ft., in 3 drawers of filing case. R. 410. (328)

311. SERVICING FILES ON CLOSED LOANS, 1933 to date. Card index. (Seldom, official.) 10 x 15 folders, 6 in., in drawer of filing case. R. 410. (326)

312. APPRAISAL RECORD, Mar. 13, 1934 to date. Of first and second appraisals on finally approved cases. Card index. (Constantly, official.) 12 x 18 loose-leaf book, 1 ft., on table. R. 410. (324)

313. DUMMY FILES, Mar. 26, 1934 to date. Correspondence on closed loans; received after loans had been completed. Card index. (Seldom, official.) 9½ x 15 folders, 8 ft., in 4 drawers of filing case. R. 410. (327)

314. PRELIMINARY APPRAISAL, Mar. 3, 1935 to date. Records of appraisal of property on which a loan has been requested. Card index. (Constantly, official.) 8 x 12 vols. (2), 2 ft., on table. R. 410. (325)

RALEIGH

DISTRICT OFFICE
Federal Bldg., Martin and Fayetteville Sts.

This office was established in Raleigh on July 17, 1933, under supervision of the state office at Salisbury. It was located in the Wachovia Bank Building from July 1933 to January 1934, and in the Commercial Bank Building from January to October 1934, when it was moved into the Federal Building. When the Survey was made, it was the custom of the office to file all papers.

315. GENERAL CORRESPONDENCE, July 17, 1933 to date. With state office relative to Corporation resolutions, rules and changes in general instructions, etc. Filed by rank of official. (Daily, official.) $9\frac{1}{4}$ x $11\frac{1}{2}$ folders, 4 ft., in 2 drawers of metal filing case. R. 306. (1002)

316. PERSONNEL RECORDS, July 17, 1933 to date. Relative to employment, retaining, salary increases, sick leave, and other personnel matters. Filed alphabetically by name of employee. (Daily, official.) 9 3/4 x $11\frac{1}{2}$ folders, 2 ft., in 2 drawers of metal filing case. R. 305. (999)

317. REJECTED APPLICATIONS, July 17, 1933 to date. Applications, final letters of rejection, reasons for rejections, and related correspondence with applicants and with the Corporation. 5 x 8 card index, 10 ft. (Frequently, official.) 11 x 15 folders, 28 ft., in 28 drawers of metal filing case. R. 302. (998)

318. REPAIR RECORDS, July 1933 to date. Data on repair jobs, showing jobs ordered, jobs completed, jobs in progress, jobs awaiting inspection, and jobs for which payment has been made. 3 x 5 card index, 1 ft. 6 in. (Daily, official.) 11 x 15 folders and cards, 24 ft., in 24 drawers of filing case and 6 pasteboard boxes. R. 300. (995)

319. DELINQUENT ACCOUNTS, Jan. 1, 1935 to date. Showing names, financial status, and personal data on delinquent borrowers. 3 x 5 index, 12 ft. (Daily, official.) 11 x 15 folders, 12 ft., in 12 drawers of metal filing case. R. 305. (1000)

SALISBURY

STATE OFFICE
Post Office Bldg., W. Innis and Church Sts.

This office was established in Salisbury in 1933. No papers were considered useless. Subsequent to the Survey, in September 1936 the office was moved to Greensboro.

320. CONFIDENTIAL CORRESPONDENCE, June 13, 1933 to date. Of the state manager. Arranged alphabetically. (Daily, confidential.) 8 x 11 folders, 16 ft., in 8 drawers of filing case. State Manager's office. (6)

321. PERSONNEL RECORDS, June 13, 1933 to date. (Daily, official.) 9 x 12 folders, 12 ft., in 4 drawers of steel filing case. Finance Division office. (5)

322. ACCOUNTS, June 1933 to date. Finance Division's record of money due and money paid to the Corporation. (Daily, official.) 9 x 12 folders, 20 ft., in 10 filing cases. Finance Division office. (4)

323. PENDING LOANS, June 1933 to date. Copies of all loans sent to Atlanta for approval before submission to the Legal Department. 3 x 5 card

index. (Daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of filing case. R. 301. (2)

324. CORRESPONDENCE, June 13, 1933 to date. Of the Legal Department, with Washington and Atlanta. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of filing case. Legal Department office. (10)

325. FORECLOSURES, June 13, 1933 to date. Records of the Legal Department relative to loans on property subject to foreclosure. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of filing case. Legal Department office. (7)

326. CLAIMS, June 13, 1933 to date. Legal Department's record of status of claims. (Daily, official.) 8 x 11 folders, 1 ft., in drawer of filing case. Legal Department office. (9)

327. ATTORNEYS' FEES, June 13, 1933 to date. Record of all fees paid to attorneys. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. Legal Department office. (8)

328. FORECLOSURES, June 13, 1933 to date. Record of foreclosures on property. 3 x 5 card index. (Daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of filing case. R. 301. (1)

329. VACANT AND ABANDONED PROPERTY, June 13, 1933 to date. Appraisal Division's records of property abandoned by the mortgagee. (Constantly, official.) 8½ x 11 folders, 8 ft., in 4 drawers of filing case. Appraisal Division office. (11)

330. SKELETON REPORTS OF HOME LOANS, July 1, 1933 to date. Record of closed loans in the five districts in North Carolina. 3 x 5 card index. (Constantly, official.) 8½ x 11 folders, 132 ft., in 66 drawers of filing cases and 18 card cabinets. R. 301. (3)

PART 4. THE FEDERAL HOUSING ADMINISTRATION

THE FEDERAL HOUSING ADMINISTRATION

INTRODUCTION

The Federal Housing Administration was created by the National Housing Act, approved June 27, 1934,[1] as amended, for the purpose of (1) increasing the flow of capital and stimulating employment by stimulating the demand for labor and materials, (2) encouraging improvement in housing standards and conditions, and (3) maintaining a ready market for insured mortgages. Under the terms of the act the Federal Housing Administrator was authorized (1) to insure lending institutions against losses suffered on account of loans made for the purpose of repairing, improving, or modernizing real property, (2) by means of a mutual mortgage insurance fund to insure first-mortgage loans made by approved lending institutions on structures designed for residential purposes or on low-cost housing projects, and (3) to supervise national mortgage associations, which should be empowered to buy and sell first mortgages and to issue debentures against insured mortgages. The Reconstruction Finance Corporation was authorized to make available to the Administrator such funds as he deemed necessary for the purpose of carrying out the provisions of the act.

The program was put into operation through a national office in Washington and field offices in each state. State directors of the National Emergency Council cooperated in the establishment of temporary offices in the field and in the creation of local citizen committees to campaign for better-housing. As of January 1, 1935, all temporary offices were converted into regular offices of the Administration. Originally the country was divided for administrative purposes into twelve regions, corresponding roughly to those established under the Federal Reserve System, with one or more district offices in each. North Carolina was in Region 5, with state headquarters at Asheville. Later, however, the country was divided into five zones, with a deputy administrator in charge of each. When the Survey was made, North Carolina was in Zone 2 and state headquarters had been moved from Asheville to Greensboro.

The Federal Housing Administration was transferred, with functions and personnel, to the Federal Loan Agency under authority of Reorganization Plan No. I, part 4, section 402(c), effective July 1, 1939.

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1. 48 Stat. L., 1246.

BURGAW

BURGAW BETTER HOUSING COMMITTEE
First Citizens Bank and Trust Company Bldg., Wright St.

This committee was organized in Burgaw in 1935, under the chairmanship of Mr. Leon H. Corbett, for the purpose of cooperating with the state director of the FHA in disseminating information concerning the National Housing Act and furthering a home modernization and repair program in Pender County. Headquarters were maintained in the Pender County Courthouse until June 1935 when they were moved to the above location. So-called useless papers were destroyed by official permission.

331. CORRESPONDENCE, 1935. (Rarely, official.) 8 x 11½ folders, 3 in., in pasteboard letter file. E. room, 2d floor. (5)

332. CENSUS OF NEEDED REPAIRS, 1935. Detailed description of needed repairs in the individual homes of Pender County. 3 x 5 card index, 4 ft. (Rarely, official.) 10 x 18 envelopes, 3 ft., in pasteboard box. E. room, 2d floor. (4)

DURHAM

DURHAM BETTER HOUSING COMMITTEE
Depositor's National Bank Bldg., Main and Cocoran Sts.

This committee was organized in Durham in January 1935 for the purpose of cooperating with the state director of the FHA in disseminating information concerning the National Housing Act and furthering a home modernization and repair program. Mr. G. Frank Warner served as executive secretary. Applications for loans and related correspondence were sent to the Greensboro office of the FHA. The Durham office was located in the Federal Building, on the corner of Riggsbee Avenue and Chapel Hill Street, until May 1935 when it was moved to the Depositor's National Bank Building. The office was closed August 1, 1936.

333. CORRESPONDENCE, Jan. 1935 to date. With applicants for loans for refinancing, building, and modernization of rural and city homes, and with the state office of the FHA. Filed alphabetically. (Daily, official.) 8 x 10 folders, 2 in., in drawer of steel filing case. R. 312. (121)

334. APPLICATIONS FOR LOANS, Jan. 1935 to date. Alphabetical card index to applications for loans. Arranged in active and inactive groups. (Daily, official.) 3 x 5 cards, 6 in., in wooden drawer. R. 312. (122)

GREENSBORO

OFFICE OF THE STATE DIRECTOR
GREENSBORO INSURING OFFICE
Old Post Office and Federal Court Bldg.
Elm and Market Sts.

This office, established in Asheville on June 27, 1934, as Federal Housing Administration headquarters for North Carolina, was moved to Greensboro in July 1935. It is responsible for passing upon the eligibility of the mortgages submitted to it by determining property valuations, risk factors, and the financial responsibility of the borrower. In Asheville it was located in the Flat Iron Building until November 1934 when it was moved to the Haywood Building. All files are retired and obsolete records are stored in the basement.

Administrative Records

335. GENERAL FILE, July 12, 1935 to date. Correspondence with United States Congressmen, field representatives of the Democratic Party, and fee consultants, contracts for telephone service, and lists of equipment. (Frequently, official.) 10 x 15 folders, 2 ft., in drawer of filing case. E. center room, 2d floor. (22)

336. ACCOUNTS PAYABLE, July 12, 1935 to date. Bills payable, schedules of disbursements and collections, requisitions for supplies, daily inventories of supplies and lists of absentees, and time sheets. (Frequently, official.) 10 x 15 folders, 2 ft., in drawer of filing case. E. center room, 2d floor. (19)

337. REPORTS AND TRAVEL ORDERS, July 12, 1935 to date. Reports of field work and travel records, including requests to Washington for transportation, local travel orders, official travel orders issued from Washington, and travel rules and regulations. (Frequently, official.) 10 x 15 folders, 2 ft., in drawer of filing case. E. center room, 2d floor. (24)

338. TRAVEL VOUCHERS, July 12, 1935 to date. Record of mileage and per diem for field workers. (Frequently, official.) 10 x 15 folders, 2 ft., in drawer of filing case. E. center room, 2d floor. (20)

339. VOUCHERS, July 12, 1935 - Dec. 1936. For travel of fee consultants and fee architects, showing mileage and per diem; obsolete. (Frequently, official.) 10 x 15 folders, 4 ft., in 2 drawers of filing case. E. center room, 2d floor. (21)

340. APPLICATIONS FOR POSITIONS, July 12, 1935 to date. FHA Form 7, application for position, showing date, name, address, and photograph of applicant, place and date of birth, marital status, citizenship, legal residence, personal description, number and ages of dependents domiciled with applicant, kind of position desired by applicant, applicant's willingness to travel and to accept temporary employment, location and salary desired, education, work for which particularly qualified, data on present Federal employ, if any, data on Civil Service examinations taken, if any,

court record, if any, bonding record, if any, date available for duty, name, address, relationship, and position of relatives, if any, in Government employ, annuity, if any, under Civil Service Retirement Act, whether wife, widow, or orphan of person in military or naval service, record of military or naval service, if any, references, employment history, signature of applicant, and name and address of person to whom emergency notification should be sent. Form attached. (Frequently, official.) 10 x 15 folders, 4 ft., in 2 drawers of filing case. E. center room, 2d floor. (17)

341. EMPLOYED PERSONNEL, July 1935 to date. Showing name of each employee, address, classification, date of appointment, salary, letters of recommendation, and record of sick and annual leaves. (Frequently, official.) 12 x 15 folders, 2 ft., in drawer of filing case. E. center room, 2d floor. (18)

342. FIELD PERSONNEL, July 12, 1935 to date. Name, classification, and all other necessary data concerning field workers. (Frequently, official.) 10 x 15 folders, 3 ft., in 2 drawers of filing case. E. center room, 2d floor. (23)

343. GENERAL FILE, July 1935 to date. Daily reports showing progress of each case in the office, record of expenditures for salaries, travel, and equipment, and mimeographed bulletins from Washington showing relative insuring office attainment quotas. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of filing case. NE. corner room, 2d floor. (16)

344. DAILY REPORTS OF FIELD REPRESENTATIVES, July 1935 to date. Covering contacts with applicants for loans, and with banks. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of filing case. NE. corner room, 2d floor. (15)

345. FINANCIAL INSTITUTIONS, July 12, 1935 to date. Lists of financial institutions with which the Administration does business, insured mortgage clinics, lending institutions, and agents of approved mortgagees, and field men's identification cards. (Frequently, official.) 10 x 15 folders, 4 ft., in 2 drawers of filing case. E. center room, 2d floor. (25)

Closed Case Records

346. CLOSED CASE RECORDS, Feb. 26, 1935 to date. Card record of cases rejected or withdrawn. Filed by case. (Constantly, official.) 4 x 6 cards, 2 ft., in card cabinet. E. center room, 2d floor. (30)

347. CLOSED CASE RECORDS, Mar. 1935 to date. Card record of formal commitment cases which expired without insurance, showing date committed, date committment expired or was withdrawn, name and address of applicant, address of property, mortgagee's name and address, date application was received, whether new or existing construction, and date application was in and out of each section of the Underwriters' Department. (Constantly, official.) 4 x 6 cards, 2 in., in card cabinet. E. center room, 2d floor. (29)

348. CLOSED CASE RECORDS, May 1935 to date. Card record of insured cases, showing name and address of applicant, property address, mortgagee's

name and address, date application was received, whether new or existing construction, date papers were in and out of each section of the Underwriters' Department, date committed and insured, amount of loan, term of years, date of maturity, and date binder was sent to Washington. Filed by name of bank. (Constantly, official.) 4 x 6 cards, 1 ft., in card cabinet. E. center room, 2d floor. (28)

349. INSURANCE CONTRACTS CLOSED, July 12, 1935 to date. Blueprints of insurance contracts with financial institutions and mortgagors in closed cases, including insured, withdrawn, and rejected cases. Filed numerically. (Occasionally, official.) 12 x 15 folders, 30 ft. 6 in., in 17½ drawers of filing cases. E. center room, 2d floor. (26)

350. PENDING INSURANCE CONTRACTS, July 12, 1935 to date. Blueprints of insurance contracts pending inspection and approval. Filed numerically. (Frequently, official.) 12 x 15 folders, 16 ft., in drawers of filing cases. E. center room, 2d floor. (27)

Mortgage Risk Section

351. SUSPENSE, current. Correspondence, reports, tabulations, charts, plat plans, and blueprints. Filed according to Mortgage Risk Section system. (Daily, official.) 8½ x 13 folders, 1 ft., in drawer of filing case. W. center room, 2d floor. (42)

352. HELD FOR PRELIMINARY EXAMINATION, current. Case records, including reports, tabulations, charts, plat plans, blueprints, and correspondence with mortgagor and mortgagee. Filed according to Mortgage Risk Section system. (Daily, official.) 8½ x 13 folders, 6 in., in drawer of filing case. W. center room, 2d floor. (43)

353. HELD FOR DATA AND OTHER REPORTS, current. Case records, including correspondence with mortgagor and mortgagee, reports, tabulations, charts, and plat plans of property location. Filed according to Mortgage Risk Section system. (Daily, official.) 8½ x 13 folders, 8 in., in drawer of filing case. W. center room, 2d floor. (44)

Underwriters' Department

354. ADDRESSES, 1935 to date. Of correspondents. (Daily, official.) 3 x 5 cards, 3 in., in card cabinet. NW. corner room, 2d floor. (37)

355. APPLICATIONS FOR LOANS (UNWORKED), current. Held for staff review; show location of property, mortgagor, mortgagee, information on condition of property and financial condition of applicant, and snap shot of building. (Daily, official.) 8½ x 13 folders, 2 in., in drawer of filing case. NW. corner room, 2d floor. (39)

356. APPLICATIONS FOR LOANS(WORKED), current. Reviewed by the staff and held pending review and approval by the chief underwriter. (Daily, official.) 8½ x 13 folders, 2 in., in drawer of filing case. NW. corner room, 2d floor. (40)

357. APPLICATIONS FOR LOANS (REVIEWED), current. Reviewed by the chief underwriter and ready for clearance. (Daily, official.) 8½ x 13 folders, 2 in., in drawer of filing case. NW. corner room, 2d floor. (41)

358. SUSPENSE, MISCELLANEOUS, current. Miscellaneous material for the use of the chief underwriter, including applications for loans, valuations, and general information on location of property, mortgagors, mortgagees, condition of property, and financial standing of applicants. (Daily, official.) 8½ x 13 folders, 1 ft., in drawer of filing case. NW. corner room, 2d floor. (38)

Valuation Section

359. GENERAL FILE, June 27, 1934 to date. Personnel records, including uncompleted applications, staff transfer records, record of valuators rejected or withdrawn, and correspondence with United States Congressmen and the Washington office. (Constantly, official.) 10 x 12 folders, 2 ft., in drawer of filing case. SW. corner room, 2d floor. (35)

360. VALUATORS, June 27, 1934 to date. Personnel file of valuators approved by Washington and the state office, including recommendations and personal data. (Seldom, official.) 10 x 12 folders, 1 ft. 3 in., in drawer of filing case. SW. corner room, 2d floor. (32)

361. ARCHITECTS, June 27, 1934 to date. Personnel records of architects approved or rejected by the Washington office, or under investigation. (Constantly, official.) 10 x 12 folders, 1 ft. 4 in., in drawer of filing case. SW. corner room, 2d floor. (34)

362. BLUEPRINTS, Nov. 1934 to date. Plans and specifications for building or remodeling, and duplicate copy of the related application. (Occasionally, official.) Variously sized prints, 45 ft., in steel vault. SW. corner room, 2d floor. (33)

363. RECORD FOR VALUATOR'S DESK, Feb. 1935 to date. Reports by Valuation Section showing location of property, neighborhood rating, total appraised value of property, and name of applicant for loan. (Constantly, official.) 3 x 5 cards, 1 ft. 6 in., in 2 card cabinets. SW. corner room, 2d floor. (36)

364. MAPS, Oct. 1935 to date. Of various cities in North Carolina, showing residential, business, and other sections. Alphabetical index. (Constantly, official.) Variously sized maps, 1 ft. 6 in., in map cabinet. SW. corner room, 2d floor. (31)

PART 5. THE NATIONAL EMERGENCY COUNCIL

THE NATIONAL EMERGENCY COUNCIL

INTRODUCTION

The National Emergency Council was created by Executive Order 6433-A, dated November 17, 1933, "for the purpose of coordinating and making more efficient and productive the work of the numerous field agencies of the Government established under, and for the purpose of carrying into effect, the provisions of" emergency and relief legislation. Members of the Council, who were designated by the President and served without compensation, were for the most part members of the Cabinet and administrators in Washington. An Executive Director was appointed by the President at a salary fixed by him. Volunteer field agencies which had functioned in effectuating the provisions of the emergency legislation were abolished and necessary functions formerly performed by them were assumed by the Council.

By Executive Order 6889-A, on October 29, 1934, the Executive Council and the functions and duties of the Industrial Emergency Committee were merged with the National Emergency Council. Specific functions of the National Emergency Council as listed in the Order were: (1) To provide for the orderly presentation of business to the President; (2) to coordinate interagency problems of organization and activity of Federal Agencies; (3) to coordinate and make more efficient and productive the work of the field agencies of the Federal Government; (4) to cooperate with any Federal agency in performing such activities as the President might direct, and (5) to serve in an advisory capacity to the President and the Executive Director of the National Emergency Council. The President reserved the right to prescribe from time to time additional functions and duties.

Rules and regulations for effectuating the Council's purposes were prescribed by the Executive Director and approved by the President. Field representatives, known as state directors, were appointed in each state. Major activities of such state directors were listed in the United States Government Manual as follows:

1. To operate clearing houses for information concerning Federal agencies; (a) answering and referring inquiries from within the State to Federal agencies within the State, if possible, or otherwise to Washington; and (b) providing factual information concerning Federal activities within the State.

2. To serve as chairmen of committees composed of the chief State representatives of the various Federal agencies; through which committees cooperative relationships are maintained between the Federal agencies.

3. To serve as liaison officers between the Federal agencies as a group and the State administrations in the cooperative development and administration of Federal and State programs.

4. To prepare confidential reports to the Executive Director every two weeks for the consideration of the National Emergency Council. These contain reviews of progress of each Federal agency in the State, including a critical appraisal of the effectiveness of the work and the extent to which needs are being met.

Subsequent to the Survey, the Council was abolished under Reorganization Plan No. II, part 3, section 301, effective July 1, 1939. Personnel and functions, with the exception of those relating to the Radio Service and the Film Service which were transferred to the Office of Education, Federal Security Agency, were transferred to the Executive Office of the President.

DURHAM

OFFICE OF THE STATE DIRECTOR
Federal Bldg., Chapel Hill and Riggsbee Sts.

This office was established in Durham in February 1935. Records of a former state director who died in office in June 1934 were not located. Subsequent to the Survey, when the National Emergency Council was abolished, the Durham office was closed and North Carolina was placed under supervision of the field office of the Office of Government Reports in Richmond, Virginia.

365. GENERAL RECORDS, 1935 to date. Information concerning Federal officials in the various states, digest of official information, orders, regulations, and decisions of various Federal agencies, Executive Orders, WPA rules, regulations, safety and other bulletins and index, PWA administrative orders, NYA memoranda, project grade books of the emergency art project, miscellaneous memoranda, and closed files. (Daily, official.) 8½ x 11 loose-leaf books and bundles, 5 ft., on wooden shelves and in boxes in closet. R. 207-D. (75)

366. CORRESPONDENCE, Feb. 1935 to date. And confidential reports to the Executive Director. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 7 ft., in 4 drawers of filing case. R. 207-A. (76)

367. PRESS RELEASES FOR THE UNITED STATES, May 16 - Nov. 1935. Mimeographed national census of the work progress of the WPA, showing projects approved, allotments made, and Treasury warrants countersigned, and incoming related correspondence. (Seldom, official.) 9 x 13½ loose-leaf books, 2 ft., in drawer of filing case. R. 207-A. (77)

368. PRESS RELEASES FOR NORTH CAROLINA, May 16 - Nov. 1935. Mimeographed state census of work progress of the WPA, showing projects approved, allotments made, and Treasury warrants countersigned for the State. (Seldom, official.) 9 x 13½ loose-leaf books, 1 ft., in drawer of filing case. R. 207-A. (78)

369. UNITED STATES EMPLOYMENT SERVICE REPORTS, Sept. 1935 to date. Records pertaining to proposal check sheets (WPA Form 302) used by the WPA in checking the accuracy of project proposals (WPA Form 301), including work schedules and labor analyses, labor summaries by counties and for the State, and weekly reports. Filed chronologically. (Daily, official.) 8 x 10½ loose-leaf books, 2 ft., in drawer of filing case. R. 207-A. (79)

370. MAPS AND CHARTS, Sept. 1935 to date. Maps of North Carolina showing WPA projects completed and in operation, and per cent ratio of PWA applications received, approved, and rescinded; Resettlement Administration maps showing 1935 case load, potential case load for 1936, and potential emergency case load for 1936; Home Owners' Loan Corporation maps showing number of loans made and amount expended in each county of the State; Forest Service charts showing location of national forests, and photographs; and charts showing comparative increase or decrease in business in the State during 1933 and 1935. (Daily, official.) 12 x 36 maps and 28 x 44 charts, 6 in., pasted on wall. R. 207-C. (81)

371. COORDINATION MEETINGS, Nov. 1935 to date. Mimeographed reports of coordination meetings of representatives of Federal departments and agencies under sponsorship of the National Emergency Council throughout the U.S. (Daily, official.) 8 x 10½ loose-leaf books, 2 ft., in filing case. R. 207-A. (80)

372. PRESS INTELLIGENCE BULLETINS, Jan. 1936 to date. From the Division of Press Intelligence of the National Emergency Council. Filed chronologically. (Occasionally, official.) 8 x 10½ loose-leaf books, 2 ft. 6 in., in bookcase. R. 207. (74)

PART 6. THE NATIONAL YOUTH ADMINISTRATION

THE NATIONAL YOUTH ADMINISTRATION

INTRODUCTION

The National Youth Administration was established June 26, 1935, by Executive Order 7086, under authority of the Emergency Relief Appropriation Act of 1935, approved April 8, 1935.[1] Its objective was the conservation of the skill and energy of the Nation's unemployed youth by providing work for needy unemployed youths, aid for needy students through part-time employment, and vocational guidance and training for youths, and the encouragement of the extension and promotion of existing constructive and socially desirable educational and recreational facilities.

To avoid duplication of certain functions, the National Youth Administration was established within the Works Progress Administration. A working arrangement with the latter organization was set up in Washington, under which an Assistant Director of the Federal Works Progress Administration was National Director of the National Youth Administration. When the Survey was made, the administrative set-up in North Carolina was as follows:

The program was administered through a state director who reported to the National Director. The state director, with offices in Raleigh, was aided by an advisory committee composed of leaders in the State in labor, business, agriculture, education, and youth and public agencies. It was the duty of the director to initiate, administer, and coordinate the youth program in the State, and to administer the student aid program through proper officials of the participating institutions. Directly under the director were an assistant director and a state project supervisor. In general, the assistant director handled public relations, community organization, radio programs, part of the vocational guidance program, and general routines of the State Youth Administration. The state project supervisor administered the work project program. Two assistant supervisors were in charge of guidance activities and of Negro activities. It was the duty of the assistant supervisor in charge of guidance activities to supervise junior placement services, administered in cooperation with the North Carolina State Employment Service, and to further in every way a systematic effort to give vocational guidance to youths and to train them for private employment.

All finance matters of the National Youth Administration were handled through the Division of Finance and Statistics of the State Works Progress Administration, and all workers for State Youth Administration projects were supplied through the regular channels of the Employment Division of the State Works Progress Administration. Originally USES Form 325 was used to assign youths to the works program, WPA Form 402 being used for purposes of

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1. 49 Stat. L., 115.

reassignment. Later, the latter form was retitled and was used to notify youths to report to work on projects. Changes in occupation or pay were effected through WPA Form 404, reclassification slip, and termination of employment, through WPA Form 403, notice of change in work status (or notice of termination of employment). Approval of work relief projects rested with the state director of the National Youth Administration and the state administrator of the Works Progress Administration. Although there was no official relationship between the National Youth Administration and the Education Division of the State Works Progress Administration, there was a working agreement and young people had access to available classes provided by the Education Division of the latter agency.

District supervisors administered the program in eight districts corresponding for administrative purposes to the districts of the State Works Progress Administration. District offices were located at Elizabeth City, New Bern, Raleigh, Fayetteville, Greensboro, Winston-Salem, Charlotte, and Asheville. Under each district supervisor were county supervisors who administered the program in the several counties of the districts. Project foremen, in charge of the several projects in each county, reported to their respective county supervisors. Subsequent to the Survey, when the State was redistricted by the Works Progress Administration, districts of the National Youth Administration were made to correspond.

Work projects were carried on under three main divisions: recreation and community development projects, rural projects, and public service projects. Emphasis in all projects was placed on vocational training of youth for private employment.

Funds for the student aid program were allotted to each state by the Washington office. It was the duty of the state director to certify public educational officers of the State, to allot school aid quotas after consultation with the State Superintendent of Education, and to transfer unused quotas from one school to another. The head of the participating school or college was responsible for certifying to the eligibility of his institution and of the students aided, for assigning and supervising work among eligible students, preparing time reports and forwarding them at proper intervals to the state director of the Division of Finance and Statistics of the State Works Progress Administration, and properly distributing to students checks received from the Treasury Disbursing office in Raleigh.

The Administration worked in close cooperation with all other established Federal, state, city, and county agencies. In some instances the Survey revealed that Youth Administration records were filed with those of other agencies. The section, notably, on the State Works Progress Administration should be consulted for further information on the location of Youth Administration records in the State.

Records in the district offices in New Bern, Raleigh, Greensboro, and Winston-Salem were not surveyed. Records of the majority of the county supervisors were not surveyed but a sufficient number were included in the Survey to indicate the nature of such records.

Effective July 1, 1939, the National Youth Administration was transferred, with its functions and personnel, from the Works Progress Administration to the Federal Security Agency under authority of Reorganization Plan No. I,

part 2, sections 201 and 206. The Emergency Relief Appropriation Act of 1939,[2] approved June 30, 1939, provided authority and funds for operations for the fiscal year 1940. When the transfer was made, personnel in North Carolina was increased and activities were broadened.

ASHEVILLE

OFFICE OF THE DISTRICT SUPERVISOR
City Bldg.

This office was established in Asheville on October 1, 1935, with supervision over the counties of District 8. When the Survey was made, all records were held in the office pending instructions from the state office.

373. CORRESPONDENCE, 1935 to date. Correspondence with the state director, the director of vocational work, and others, and reports on progress of projects. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case drawer. R. 604. (215)

374. PROJECTS, 1935 to date. Notebook with original projects as signed, records of location and progress of projects, requisitions, reports of supervisors, and WPA Form 502, time report for personal services, work projects, semimonthly basis. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case drawer. R. 604. (214)

BEAUFORT

OFFICE OF THE CARTERET COUNTY SUPERVISOR
Courthouse Annex, Courthouse Square

This office was established in Beaufort in 1936 under supervision of the District 2 office in New Bern. It was located in the residence of Miss Elizabeth Huntley from January to May 1936, when it was moved to the Courthouse Annex.

375. APPLICATIONS AND PROJECT RECORDS, 1936 to date. Applications for work on NYA projects, applications for funds, and project records. (Frequently, official.) 9 x 12 folders, 5 in., in envelopes on desk. R. 5. (97)

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2. 53 Stat. L., 927.

BREVARD

OFFICE OF THE TRANSYLVANIA COUNTY SUPERVISOR
County Courthouse, Main and Broad Sts.

This office was established in Brevard in 1936, under supervision of the District 8 office in Asheville.

376. LABOR REPORTS, 1936 to date. USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. (Frequently, official.) 5 x 7 printed forms, 1 in., on shelf. County Supervisor's Office. (12)

377. TIME SHEETS, 1936 to date. Individual time reports and WPA Form 502, time report for personal services, work projects, semimonthly basis. (Daily, official.) 13 x 17 printed forms, 3 in., in wooden card cabinet on wall. County Supervisor's Office. (13)

BURGAW

OFFICE OF THE PENDER COUNTY UNIT
Old Herring Store Bldg., Wright St.

The NYA program was extended to Pender County in 1935, under supervision of the District 4 office at Fayetteville. When the Survey was made, original records were sent to the state office and so-called useless papers were destroyed.

378. GENERAL FILE, APPLICATIONS, 1935 to date. Reports, letters of instruction, correspondence, and WPA Form 502, time report for personal services, work projects, semimonthly basis. (Frequently, official.) 12 x 14 envelopes, 2 ft., in steel filing case drawer. Temporary office of County Superintendent of Schools. (8)

CHARLOTTE

OFFICE OF THE DISTRICT SUPERVISOR
Court Arcade Bldg., 723 E. Trade St.

This office was established in Charlotte on September 16, 1935, with supervision over the counties of District 7.

379. CORRESPONDENCE AND REPORTS, 1935 to date. Correspondence, instructions for carrying out National Youth Administration work in college aid, student aid, and work projects for youths, reports regarding the number of youths being assisted through this organization, and records of work. Filed alphabetically. (Daily, official.) 13 x 17 folders, 4 ft., in 2 steel transfer cases. R. 116. (324)

CLINTON

OFFICE OF THE SAMPSON COUNTY UNIT
Herring Bldg., 121 Main St.

The NYA program was extended to Sampson County in December 1935, under supervision of the District 4 office at Fayetteville.

380. REPORTS, Dec. 1935 to date. Individual time reports of youths and WPA Form 502, time report for personal services, work projects, semimonthly basis, prepared by schools superintendent. Filed numerically. (Seldom, official.) 12 x 16 bundles, 1 in., in metal filing case drawer. Office of County Superintendent of Schools. (54)

DURHAM

JUNIOR PLACEMENT SERVICE
Masonic Temple Bldg., 105 S. Roxboro St.

On November 11, 1935, under an agreement between the National Youth Administration and the United States Employment Service funds were made available by the National Youth Administration for developing junior employment services within the offices of the employment services of the various states. North Carolina took immediate advantage of the opportunity. In January 1936 a Junior Placement Service, under the technical direction of the State Employment Service, was opened in the district employment office in Durham to interview young people, evaluate their work capacities, and offer them job advice and placement service. When the Survey was made, monthly reports of the number of active people handled, number of placements, number of re-interviews, and number of re-registrations were sent to the Washington office of the National Youth Administration. Subsequent to the Survey, junior counselors were appointed to the staffs of employment offices in most of the cities in the state.

Records of a Negro branch of the Service located in the Old Royal Knights of King David Building, 702 Fayetteville Street, Durham, were not surveyed.

381. CORRESPONDENCE, Jan. 15, 1936 to date. With Washington. Filed alphabetically. (Daily, official.) 8 x 10½ folders, 3 in., in steel drawer of filing case. SE. corner room, 2d floor. (113)

382. APPLICANT CARDS, Jan. 1936 to date. Records of white and colored boys and girls from 16 to 25 years of age who have registered for work. Filed alphabetically. (Daily, official.) 5 x 8 folders, 4 ft., in 3 steel drawers of filing case and pasteboard boxes. SE. corner room, 2d floor. (112)

RECREATION PROJECT
City Hall, Morris and Morgan Sts.

This office was estanlished on January 28, 1936, under supervision of the District 3 office in Raleigh. Girls were assigned to handicraft work and boys to playground work with children from unemployable families.

383. CORRESPONDENCE, Nov. 1935 to date. With the administrative office of the WPA in Durham. Filed numerically. (Semimonthly, official.) 8½ x 11 folders, 3 in., in drawer of wooden filing case. R. 15. (90)

384. PAY ROLLS AND WORKERS' CERTIFICATION CARDS, Nov. 1935 to date. Records pertaining to the certification of WPA clients, showing status, time made, and rate of pay; copies filed here, originals forwarded to local WPA office. Filed numerically. (Semimonthly, official.) 8½ x 11 folders, 3 in., in wooden drawer of filing case. R. 15. (89)

385. CORRESPONDENCE, Jan. 28, 1936 to date. With the Raleigh office relative to the status of workers and office administration. Filed numerically. (Daily, official.) 8½ x 11 folders, 4 in., in drawer of wooden filing case. R. 15. (92)

386. PAY ROLLS AND CERTIFICATION CARDS, Jan. 28, 1936 to date. Of project personnel; show case and identification number of each worker, name and address, sex, etc.; copies filed here, originals forwarded to the NYA office in Raleigh. Filed numerically. (Daily, official.) 8½ x 11 folders, 3 in., in drawer of wooden filing case. R. 15. (91)

ELIZABETH CITY

OFFICE OF THE DISTRICT SUPERVISOR
Kramer Bldg.

This office was established in Elizabeth City in 1936 with jurisdiction over the counties of District 1.

387. GENERAL FILE, 1936 to date. Correspondence with NYA officials, project applications, summary of work on each project, WPA Form 401, requisition for workers, and WPA Form 502, time report for personal services, work projects, semimonthly basis. (Daily, official.) 9½ x 12 folders, 1 ft., in steel filing case drawer. R. 216. (603)

388. ASSIGNMENT SLIPS, 1936 to date. WPA Form 402, reassignment slip; and WPA Form 403, notice of change in work status. (Daily, official.) 4 x 6 bundles, 8 in., in steel filing case drawer. R. 216. (604)

ELIZABETHTOWN

OFFICE OF THE BLADEN COUNTY UNIT
County Courthouse, S. Broad St.

The NYA program was extended to Bladen County in 1935, under jurisdiction of the District 4 office in Fayetteville.

389. GENERAL FILE, Sept. 1935 to date. Bulletins, time reports of students, in and out of school, engaged in the recreational program for children whose families work on the WPA, in janitorial, library, and lunch room service, building repair and improvement, school ground beautification, etc., and correspondence with the district supervisor. Arranged alphabetically and filed chronologically. (Daily, official.) 8 x 11 folders and 14 x 17 time sheets, 1 ft. 6 in., in metal filing case drawer and on cabinet shelf. Board of Education Office. (68, 69)

FAYETTEVILLE

OFFICE OF THE DISTRICT SUPERVISOR
Vanstory Bldg., 213 Old St.

This office was established in Fayetteville in 1936, with jurisdiction over the counties of District 4.

390. CORRESPONDENCE, 1936 to date. Correspondence with the state director and county supervisors. Filed by county. (Frequently, official.) 8 x 10 folders, 2 in., on desk. County Supervisor's Office. (70)

391. PROJECT FILES AND REPORTS, 1935 to date. Records of projects in district, showing number of girls and boys on each project, name, age, address, whether in or out of school, type of work assigned, rate of pay, and number of hours worked. Filed numerically. (Frequently, official.) 8 x 10 folders, 2 in., on desk. County Supervisor's Office. (69)

GOLDSBORO

OFFICE OF THE WAYNE COUNTY SUPERVISOR

This office was established in Goldsboro in January 1936, under supervision of the District 2 office at New Bern. For a short time in March-April 1936 the Wayne County supervisor shared with the Greene County supervisor an office in the Handley Building. The office was apparently closed in April since the worker who surveyed the records reported that the supervisor had no office and kept her records in her car. The section on Snow Hill should be consulted for additional information on records for Greene County.

392. GENERAL RECORDS, Jan. 1936 to date. Correspondence with state and district offices, and transmittals from the district office, showing names and case numbers of persons certified as eligible for work. (Daily, official.) 9 x 12 folders, 6 in., in brief case. (70)

393. ASSIGNMENT SLIPS, Mar. 1936 to date. USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. WPA Forms 402, 403, 404 attached. Filed by form number. (Frequently, official.) 4 x 6 slips, 1 ft., in card cabinet. (71)

GREENVILLE

OFFICE OF THE PITT COUNTY SUPERVISOR
Sheppard Memorial Library, Evans St.

This office was established in Greenville in 1936, under supervision of the District 2 office at New Bern.

394. CORRESPONDENCE, 1936 to date. Correspondence with county, district, and state supervisors, travel reports, bulletins, monthly reports on work units, and WPA Form 502, time report for personal services, work projects, semimonthly basis. (Daily, official.) 9 x 12 folders, 5 in., on table. First floor room. (16)

395. ASSIGNMENT RECORDS, 1936 to date. WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. (Daily, official.) 4 x 5 slips, 6 in., in pasteboard box. First floor room. (17)

KINSTON

OFFICE OF THE LENOIR COUNTY SUPERVISOR
Residence of the Supervisor
1000 N. Pollock St.

This office was established in Kinston in March 1936, under supervision of the District 4 office at Fayetteville.

396. CORRESPONDENCE, Mar. 1936 to date. Correspondence with District Supervisor and county workers, and miscellaneous office correspondence. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 in., in pasteboard box. Living Room. (335)

397. SEMIMONTHLY REPORTS, Mar. 1936 to date. Semimonthly report, giving name and location of projects visited, number of persons working on each, materials on hand and needed, number of garments completed, name of local

supervisor, brief narrative report of work, mileage, and comments. Filed chronologically. (Semimonthly, official.) 8½ x 11 folders, ½ in., in pasteboard box. Living Room. (332)

398. TIME REPORTS, Mar. 1936 to date. WPA Form 502, time report for personal services-work projects (semimonthly basis). Filed chronologically. (Semimonthly, official.) 7 x 14 folders, 6 in., in pasteboard box. Living Room. (329)

399. REPORT OF MATERIALS, Mar. 1936 to date. WPA Form 720, report of materials received, used, and on hand. Filed chronologically. (Semimonthly, official.) 8 x 10 3/4 folders, 1 in., in pasteboard box. Living Room. (333)

400. ASSIGNMENT SLIPS, Mar. 1936 to date. USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Arranged by project and filed alphabetically. (Frequently, official.) 4 x 6 slips, 5 in., in pasteboard box. Living Room. (331)

401. TRANSMITTAL SHEETS, Mar. 1936 to date. Transmittal sheets for assignment and reassignment slips, showing name of worker. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 1 in., in pasteboard box. Living Room. (330)

402. BULLETINS OF INSTRUCTIONS, 1936 to date. Bulletins of instruction embracing activities sponsored by the NYA. Filed by subject. (Daily, official.) Variously sized loose-leaf books, 2½ in., in desk. Living Room. (334)

LUMBERTON

OFFICE OF THE ROBESON COUNTY SUPERVISOR
County Courthouse, Elm St.

This office was established in Lumberton on April 26, 1936, under supervision of the District 4 office at Fayetteville.

403. APPLICATIONS OF IN-SCHOOL YOUTHS, Apr. 26, 1936 to date. Applications for NYA assistance for the purpose of attending school, and WPA Form 401, requisition for workers for Sanitation and Beautification of Robeson County Schools Project. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case drawer. Board of Education Office. (29)

404. TIME REPORTS, Apr. 11, 1936 to date. WPA Form 502. Filed chronologically. (Seldom, official.) 14 x 18 loose sheets, ½ in., in wooden filing case drawer. Board of Education Office. (27)

405. CHART ON "SURVEY OF OUT-OF-SCHOOL YOUTHS," Mar. 26, 1936 to date. Monthly survey of children out of school and needing aid, giving names and

ages of children; time report for personal services of each youth. Filed alphabetically. (Frequently, official.) 14 x 17½ charts, ½ in., in wooden filing case drawer. Board of Education Office. (28)

NEW BERN

OFFICE OF THE CRAVEN COUNTY SUPERVISOR
City Hall, Pollock and Craven Sts.

The office of supervisor for Craven County was established in New Bern in 1935 under supervision of the District 2 office at New Bern. The supervisor's office was discontinued at the end of the school term in the spring of 1936 but was reestablished in August of the same year. It occupied offices in the McClellan Building until October 1936 when it was moved to the City Hall.

406. ASSIGNMENT RECORDS, 1935 to date. WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip. Forms attached. Arranged in active and inactive groups and filed alphabetically. (Frequently, official.) 4 x 6 slips, 3½ in., in desk drawer and cardboard file box. NYA office, 3d floor. (327)

407. CORRESPONDENCE AND REPORTS, 1936 to date. Correspondence with district supervisor and state supervisor relative to work, and reports to state office, including monthly report on workers, showing name of each worker, race, sex, and description of project work accomplished, and Form NC-NYA-44, WP-16, monthly report on NYA work units, showing location and project identifying data, district and/or county supervisor, name and address of cosponsor, provision for direct supervision of unit, and brief description of each work unit, together with narrative history of work and other interesting matter (attached). Form attached. Filed chronologically. (Frequently, official.) 9 x 12 folders, ¼ in., in drawer of steel filing case. NYA office, 3d floor. (329)

408. TRANSMITTALS, 1936. Of semimonthly checks from the Finance Office, showing inclusive dates of pay period, name of each worker, check number and amount; also of forms from the district office showing name, address, and identification number of person to whom form refers, form number, signature of district supervisor, and date of transmittal. Arranged chronologically. (Frequently, official.) 9 x 12 folders, ½ in., in desk. NYA office, 3d floor. (328)

409. TRAVEL VOUCHERS, Sept. 1936 to date. Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. Form attached. (Seldom, official.) 8 x 10½ folded sheets, in desk drawer. NYA office, 3d floor. (331)

410. PAY ROLLS, Sept. 1936 to date. WPA Form 502, time report for personal services, work projects, together with project supervisor's statement

of personal contacts with each employed youth and daily activity report. Form attached. Filed chronologically. (Occasionally, official.) 14 x 17 sheets, ¼ in., in table drawer. NYA office, 3d floor. (330)

411. PERSONAL HISTORY RECORDS, Nov. 1936 to date. Form NC-NYA-18, WP-12-A, personal history record of youths employed on NYA work projects, showing information as follows: (1) personal data, giving NYA district and project numbers, date, city or county, name and address of youth, birthplace, date of birth, age, sex, race, nationality, civil status, number of years resident in the United States, physical handicaps, and whether resident with parents, relatives, friends, or in boarding house; (2) data on each member of the family, including first name of each, whether resident at home, whether born in the United States, age, condition of health, years of education, usual occupation, and relief status, if any; (3) data on education, giving name of school(s) attended, grade(s) completed, attendance dates, and kind of course at each school, reason for leaving school, preference in subjects, special study pursued alone, and current courses, if any, in day or night school; (4) and detailed occupational record giving usual occupation, if any, length of time pursued, list of positions held, showing name and address of employer or firm, line of business, nature of position held, weekly earning, and reason for leaving, and data on occupational preferences, training, and ambition. Form attached. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, ½ in., in desk drawer. NYA office, 3d floor. (324)

412. WORK RECORD, Nov. 1936 to date. NC-NYA-18, WP-12, work record of youths employed on NYA work projects, showing report of person having supervisory responsibility (sponsor, sponsor's supervisor, or supervisor paid by NYA or WPA), including youth's NYA identification number, project number, district number, name of youth, date employed, work classification, nature of work on which employed, quality of work, attitude toward work, cooperation with other workers, necessity for supervision of work, reason for promotion or demotion, current studies, recreational pursuits, or other interests in which engaged, if any, whether youth has left project and, if so, for what reason, if discharged, reason, if in private employment, whether apparently permanent, and contribution of NYA project training toward securing private employment. Form attached. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, ½ in., in desk drawer. NYA office, 3d floor. (325)

413. INDIVIDUAL INDEX CARDS, current. Showing name of each youth on the pay roll, address, identification number, project number, wage classification, and wage rate. Filed numerically. (Semimonthly, official.) 3 x 5 cards, ½ in., in cardboard file box. NYA office, 3d floor. (326)

RAEFORD

OFFICE OF THE HOKE COUNTY UNIT
County Courthouse, Main St.

The NYA program was extended to Hoke County in 1936 under supervision of the District 4 office at Fayetteville. When the Survey was made, it was the custom of this office to hold all so-called useless papers pending orders to destroy.

414. YOUTHS AND STUDENTS, 1935 to date. Correspondence, reports from principals, time sheets showing number of hours worked by NYA youths in Hoke County, and list of youths employed giving description of work and the amount accomplished by each group. (Weekly, official.) 8½ x 12 folders, 6 in., in metal filing case drawer. Office of County Superintendent of Schools. (12)

RALEIGH

OFFICE OF THE STATE DIRECTOR
Masonic Temple Bldg.
Fayetteville and E. Hargett Sts.

This office was established in Raleigh on June 26, 1935. It was located in the Commercial Bank Building until January 1, 1936 when it was moved to the Masonic Temple Building. Subsequent to the Survey, when the Administration was transferred from the Works Progress Administration to the Federal Security Agency the Raleigh office was again moved to the Commercial Bank Building.

When the Survey was made, the State Director of the National Youth Administration was also State Director of the Emergency Education Program of the Works Progress Administration. The Assistant Director of the program and the program's supervisor of nursery schools and parent education consequently maintained offices adjoining those of the National Youth Administration. Since this joint direction was later abolished, records of the Education Program are not included in the following section but are listed with those of the Division of Women's and Professional Projects of the state office of the Works Progress Administration.

415. MONTHLY REPORTS, 1934. On student-aid funds of the ERA. (Seldom, official.) 8½ x 14 loose papers, 6 in., in drawer of metal filing case. R. 210. (993)

416. GENERAL CORRESPONDENCE, Aug. 1935 to date. Correspondence with county supervisors and field representatives, transmittal sheets, telegrams, bulletins, and national office timekeeper and paymaster transmittals. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 210. (988)

417. MISCELLANEOUS RECORDS, Aug. 1935 to date. Relative to affidavits, applications, colleges, and county allotments. Filed alphabetically by subject. (Daily, official.) 12 x 14 folders, 2 ft., in drawer of metal filing case. R. 210. (992)

418. STATE DIRECTOR'S FILE, Sept. 19, 1935 to date. Correspondence with the Washington office, NYA directors in other states, the State Advisory Committee, field representatives, project supervisors, national and state officials of the WPA, ERA supervisors, camps, and institutions. Filed alphabetically by subject. (Daily, official.) 12 x 14 folders, 2 ft., in drawer of metal filing case. R. 210. (989)

419. GENERAL GUIDANCE WORK PROJECTS, Sept. 1935 to date. Records relative to student aid, graduate aid, public relations, below-college sample projects, and selection of youths. Arranged alphabetically by subject. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 210. (994)

420. TIME REPORTS, Sept. 1935 to date. Form NC-NYA-19, unit time report to project supervisor, showing project number and location, pay period, date, name of each youth employed on project, identification number, hours worked each day, and rate of pay, and signature of unit supervisor; and NYA Form 3, time report for student aid projects in colleges and city schools, showing state, WPA district number, county, name and location of high school or college, inclusive dates of pay period, name of each student, sex, classification, number of hours worked each day, total hours worked, rate per hour, amount paid, and signatures of timekeeper and responsible official. Forms attached. Arranged alphabetically by name of college and school. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 210. (990)

421. RELEASES, Aug. 1935 to date. General NYA and WPA letters, bulletins, and news releases concerning work projects, education, employment, Federal projects, labor management, pay rolls, and Negro activities, and Executive orders and safety bulletins. Arranged alphabetically by subject. (Daily, official.) 10 x 12 folders, 3 ft., in drawers of metal filing case. R. 210. (986, 987)

422. ASSISTANT STATE DIRECTOR'S FILE, Aug. 1935 to date. General correspondence, bulletins, applications, news releases, ERA communications, monthly letters, and records relative to field representatives, the WPA, youth camps, and administrative activities. Arranged alphabetically by subject. (Daily, official.) 12 x 14 folders, 2 ft., in drawer of metal filing case. R. 208. (984)

423. WORK PROJECT FILE, Feb. 1, 1936 to date. General information on work projects. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 208. (985)

424. NATIONAL YOUTH WORK, Feb. 5, 1936 to date. Applications for projects which have not been approved: NYA Form 5, work progress application, giving State NYA Director, date of application, cooperating sponsor or NYA office, application for funds over signature of responsible official

of the cooperating sponsor, date of signature, location of proposed project, amount requested, name and address of proposed supervisor, expected starting date and date of completion, description of project and character of work, summary of estimated costs in Federal funds and in sponsors' funds for labor, superintendence, travel, and material and equipment, occupational classification of persons needed, showing number in each classification, whether supplied by cooperating sponsor or NYA, relief man-hours, rate of pay, and earnings, non-relief man-hours, rate of pay, and earnings, and computed cost of material, equipment, and other direct cost items, showing description, whether supplied by cooperating sponsor or NYA, number of units, unit price, amount in NYA funds and in co-sponsors' funds, and total; NYA Form 5A, summary of work project application, attached. Form attached. Arranged alphabetically. (Daily, official.) 12 x 14 folders, 6 in., in drawer of metal filing case. R. 210. (991)

SNOW HILL

OFFICE OF THE GREENE COUNTY SUPERVISOR
County Courthouse

This office was established in Snow Hill in 1935, under supervision of the District 2 office at New Bern. For a short period in 1936 a supervisor for Greene County had headquarters in Goldsboro.

425. NATIONAL YOUTH ADMINISTRATION, 1935 to date. Correspondence relative to NYA records, and WPA Form 502, time report for personal services, work projects, semimonthly basis. (Occasionally, official.) 9 x 12 pockets, 2 in., in filing case. Board of Education Office. (33)

426. CLIENT RECORDS, 1936 to date. USES Form 325, assignment slip; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. (Occasionally, official.) 3 x 5 slips, 6 in., in filing case. Board of Education Office. (34)

WHITEVILLE

OFFICE OF THE COLUMBUS COUNTY SUPERVISOR
County Courthouse, N. Madison St.

The office of supervisor for Columbus County was established in Whiteville on November 12, 1935, under supervision of the District 4 office at Fayetteville. When the Survey was made, so-called useless papers were held pending instructions.

427. REPORTS AND CORRESPONDENCE, 1935 to date. Correspondence and copies of reports to the Raleigh office, including students' weekly and monthly reports, reports on work projects, summary reports, and student aid

reports. (Seldom, official.) 9 x 12 folders, 9 in., in metal drawer of filing case. County Superintendent's office. (28)

WILMINGTON

OFFICE OF THE NEW HANOVER COUNTY SUPERVISOR
City Hall, Third and Princess Sts.

This office was established in Wilmington in 1936 under supervision of the District 4 office at Fayetteville.

428. GENERAL FILE, 1936 to date. Correspondence, lists of youths employed in schools, lists of youths out of school employed in office or recreational work, and WPA Form 502, time report for personal services, work projects, semimonthly basis. (Daily, official.) 10 x 12 folders and pockets, 1 ft., in wooden filing case drawer. R. 1. (701)

PART 7. THE RECONSTRUCTION FINANCE CORPORATION

THE RECONSTRUCTION FINANCE CORPORATION

INTRODUCTION

The Reconstruction Finance Corporation was established by authority of the Reconstruction Finance Corporation Act, approved January 22, 1932.[1] It was organized February 2, 1932. Powers have been increased and operations affected by subsequent legislation, presidential proclamation, and Executive order. The texts of the laws are available from the Corporation in a pamphlet entitled "Reconstruction Finance Corporation Act, as Amended, and Other Laws and Documents Pertaining to Reconstruction Finance Corporation."

Functions of the Corporation, as described in the Government Manual (February 1940) are "to provide emergency financing facilities for financial institutions; to aid in financing agriculture, commerce, and industry; to purchase preferred stock, capital notes, or debentures of banks, trust companies, and insurance companies; to purchase nonassessable stock, capital notes, or debentures of national mortgage associations, mortgage loan companies, savings and loan associations, and other similar financial institutions; and to make loans as prescribed by law." Management is vested in a board of directors appointed by the President, by and with the advice and consent of the Senate. The capital stock of $500,000,000.00 is subscribed and paid in by the Secretary of the Treasury, and funds are on deposit with the United States Treasury.

The Corporation functions through a principal office located in Washington and loan agencies established in selected cities throughout the Nation. Federal Reserve Banks are authorized by law to act as depositories, custodians, and fiscal agents for the Corporation. When the Survey was made a loan agency at Charlotte, North Carolina, served North Carolina and South Carolina. The Federal Reserve Bank of Richmond in Richmond, Virginia, acting through its Charlotte Branch, which was also located in Charlotte, North Carolina, served as custodian for the two states.

The Corporation was transferred, with functions and personnel, to the Federal Loan Agency by order of Reorganization Plan No. I, part 4, section 402(c), effective July 1, 1939.

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1. 47 Stat. L., 5.

CHARLOTTE

FEDERAL RESERVE BANK OF RICHMOND
CHARLOTTE BRANCH
CUSTODIAN FOR RECONSTRUCTION FINANCE CORPORATION
First National Bank Bldg., 110 S. Tryon St.

This office was established on March 8, 1932, to act as Custodian of collateral securing loans made by the Reconstruction Finance Corporation in North Carolina and South Carolina. All records are filed in the office.

429. RECORDS OF NOTES AND PAYMENTS, 1932. Filed alphabetically. (Never.) 5 x 8 bundles, 20 ft., in 14 steel transfer cases. RFC office, 20th floor. (465)

430. APPLICATIONS, 1932 to date. Preferred stock and debenture applications. Arranged in active and inactive groups and filed alphabetically by name of applicant. (Inactive records, never; active records, daily, official.) 9 x 12 folders, 35 ft., in 48 steel transfer cases. Basement room and RFC office, 20th floor. (481, 480)

431. BANK APPLICATIONS, 1932 to date. Applications for loans, showing name of applicant, address, amount requested, and lending agency. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in steel transfer case. RFC office, 20th floor. (463)

432. DEAD FILE CUSTODIAN TICKETS, 1932 to date. Records of negotiable securities held in dual custody. Filed alphabetically. (Never.) 4 x 8 bundles, 66 ft., in 11 steel transfer cases and 28 fiber boxes. Basement room. (482)

433. MATURITY DEAD FILES, 1932 to date. Showing name and address of applicant for loan, loan due date, date of note, amount, and interest. Filed alphabetically. (Daily, official.) 4 x 8 bundles, 24 ft., in 18 steel transfer cases. RFC office, 20th floor. (461)

434. MATURITY FILES, 1935 to date. Records of maturity tickets, showing name, date of note, date due, rate of interest, address of maker, amount of note, amount of interest purchased, and effective date. Filed alphabetically. (Daily, official.) 9 x 17 folders, 28 ft., in 14 steel transfer cases. RFC office, 20th floor. (468)

435. NEGOTIABLE SECURITY FILES, 1933 to date. Stocks and bonds. Filed alphabetically. (Daily, official.) 9 x 17 folders, 2 ft., in steel transfer case. RFC office, 20th floor. (467)

436. COTTON PRODUCERS' NOTES, 1934 - 1935. Also cotton forms and warehouse receipts. Filed alphabetically. (Daily, official.) 4 x 8 bundles, 900 ft., in 450 fiber boxes. Basement room. (483)

437. COTTON PRODUCERS' NOTES, 1934 - 1935. Records relative to cotton producers' notes and lending agencies, with letters of transmittal. Filed alphabetically. (Daily, official.) 9 x 14 folders, 2 ft., in steel transfer case. RFC office, 20th floor. (475)

438. APPLICATIONS FOR LOANS, 1934 to date. And Commodity Credit Corporation Cotton Form M, request for release of cotton, showing name and address of applicant, amount of loan, and name of lending agency. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel transfer case. RFC office, 20th floor. (479)

439. MISCELLANEOUS RECORDS, 1935. Reconstruction Finance Corporation Form J, and lending agency letters of transmittal. Filed alphabetically. (Daily, official.) 9 x 17 folders, 2 ft., in steel transfer case. RFC office, 20th floor. (477)

440. WAREHOUSE CONTROL FILES NUMBER 7, 1935. Copies of RFC Form T-3-B, treasurer's collateral debit ticket, Commodity Credit Corporation warehouse control ticket showing RFC effective date, custodian loan number, custodian, date of note, due date, payer, lending agency, interest rate, amount, rate and amount of interest purchased, insurance and other charges advanced, and description of cotton pledged as collateral, giving name and location of warehouse, receipts, sales, weight, and price. Form attached. Filed alphabetically by name on ticket. (Daily, official.) 4 x 8 bundles, 17 ft., in 16 steel transfer cases. RFC office, 20th floor. (469)

441. RECORDS OF BANK NOTES, 1935. Records relative to bank notes forwarded for reconstruction and returned. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel transfer case. RFC office, 20th floor. (462)

442. MISCELLANEOUS OFFICIAL CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 14 folders, 7 ft., in 11 steel transfer cases. RFC office, 20th floor. (460)

443. TRANSFER FILE, 1935 to date. Applications for loans and official correspondence. Filed alphabetically. (Daily, official.) 9 x 14 folders, 80 ft., in 42 steel transfer cases. RFC office, 20th floor. (473)

444. NOTE FILES, 1935 to date. Collateral notes; supporting collateral tickets attached. Filed alphabetically. (Daily, official.) 4 x 8 bundles, 56 ft., in 28 steel transfer cases. RFC office, 20th floor. (476)

445. STATEMENTS, 1935 to date. Statements of warehouse paid truct receipts, and Commodity Credit Corporation cotton forms returned unpaid: CCC Form 41-A, invoice and draft covering release of cotton from note of notemaker, showing (1) invoice, giving number of bales, name and address of notemaker, amount of note, number of bales of cotton pledged as security, effective date of loan, name and location of storage warehouse, warehouse receipt number, weight of cotton, value of cotton released, showing number of pounds, price fixed, date price was fixed, and amount, number of pounds pledged to secure 11¢ loans, date price was fixed, and amount, freight charges, gross amount due on cotton released, accrued storage charges, net amount due, and signature of agent, and (2) sight draft in favor of the Commodity Credit Corporation, showing amount, date, name and address of payee, and signature of agent; form originally prepared in quadruplicate: original delivered to producer or agent for payment, duplicate for custodian bank, triplicate for Commodity Credit Corporation, quadruplicate for Reconstruction

Finance Corporation. Form attached. Filed alphabetically. (Daily, official.) 9½ x 14 folders, 4 ft., in 2 steel transfer cases. RFC office, 20th floor. (466)

446. DEAD TICKET FILE, 1935 to date. Liability, maturity, and collateral tickets, showing name, date and amount of ticket, interest, and address of ticket maker. Filed alphabetically. (Never.) 4 x 8 bundles, 28 ft., in 32 transfer cases. RFC office, 20th floor. (470)

447. COLLECTING LETTERS, 1936 to date. Records relative to notes forwarded for collection. Filed alphabetically. (Daily, official.) 8½ x 14½ bundles, 6 ft., in 14 steel transfer cases. RFC office, 20th floor. (464)

448. PAYMENT TICKETS, 1936 to date. Office copies of payment tickets: RFC Form T-4-A, credit ticket, treasurer, collateral and miscellaneous, showing class of loan, custodian loan number, name and address of custodian, record of payment and authority to credit on collateral note, giving date of note, payer, due date, date and amount of payments received on principal and on interest, collateral new balance, period for which interest has been paid, and interest rate on collateral, remarks, and miscellaneous credits. Form attached. Filed alphabetically. (Daily, official.) 9 x 14 folders, 28 ft., in 14 steel transfer cases. RFC office, 20th floor. (472)

449. COTTON REPORTS, 1936 to date. Cotton remittance letters and paid Commodity Credit Corporation Cotton CCC Form 41-A, invoice and draft. Filed alphabetically. (Daily, official.) 9 x 14 folders, 18 ft., in 9 steel transfer cases. RFC office, 20th floor. (474)

450. COTTON RELEASE REQUESTS, 1936 to date. Commodity Credit Corporation Cotton Form M, request for release of cotton. Filed alphabetically. (Daily, official.) 9 x 14 bundles, 4 ft., in 6 steel transfer cases. RFC office, 20th floor. (471)

451. LIABILITY RECORDS, n.d. Liability tickets on collateral notes. Filed alphabetically. (Daily, official.) 4 x 8 bundles, 21 ft. 6 in., in 24 steel transfer cases. RFC office, 20th floor. (478)

LOAN AGENCY

First National Bank Bldg., 110 S. Tryon St.

The Charlotte Loan Agency of the Reconstruction Finance Corporation was established in 1932 to provide emergency financing facilities to aid in financing agriculture, commerce, and industry in North Carolina and South Carolina, and to serve other purposes in the two states as authorized by Act of Congress approved January 22, 1932, as subsequently amended.

452. PERSONAL CORRESPONDENCE, 1932 - 1935. Pertaining to agency business. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 8 ft., in 4 steel transfer cases. Basement room. (486)

453. PREFERRED STOCK APPLICATIONS AND CORRESPONDENCE, 1932 to date. Applications for purchase of preferred stock, and related correspondence. Filed alphabetically. (Frequently, official.) 9 x 14 folders, 16 ft., in 8 steel transfer cases. R. 1907. (491)

454. REIMBURSABLE EXPENSE CORRESPONDENCE, 1932 to date. Correspondence relative to expense incurred by the office which is reimbursable by the applicant. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel transfer case. R. 1907. (494)

455. LEDGER BOOKS, 1932 - 1935. Record of cotton notes accepted by the Reconstruction Finance Corporation and the Commodity Credit Corporation. Indexed chronologically. (Occasionally, official.) 12 x 14 vol., 3 ft., in wooden desk. Basement room. (487)

456. REQUESTS FOR RETURN OF NOTES, 1932 to date. Requests for return of cotton producers' notes held by the Commodity Credit Corporation, showing name of borrower, amount of note, signers' names, and date, and related correspondence. Filed alphabetically. (Occasionally, official.) 9 x 12 folders and 12 x 14 bundles, 14 ft., in 5 steel transfer cases and on floor. R. 1907. (493)

457. FIELD REPRESENTATIVES, 1932 to date. Field representatives' reports on closed banks under their supervision. Filed alphabetically. (Occasionally, official.) 9 x 14 folders, 2 ft., in steel transfer case. R. 1907. (490)

458. MISCELLANEOUS RECORDS, 1932 to date. Miscellaneous insurance records of the former Closed Bank Division, monthly reports, and old expense vouchers. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 12 ft., in 6 steel transfer cases. Basement room. (484)

459. LOAN APPLICATIONS, 1932 to date. Applications for loans which have been paid and closed. Filed alphabetically. (Occasionally, official.) 9 x 14 folders, 220 ft., in 110 steel transfer cases. Basement room. (485)

460. LOAN APPLICATIONS, 1932 to date. From banks, building and loan associations, business firms, corporations, and individuals. Filed alphabetically. (Frequently, official.) 9 x 14 folders, 84 ft., in 42 steel transfer cases. R. 1907. (488)

461. LOAN APPLICATIONS, 1935 to date. From the Reconstruction Finance Corporation Mortgage Company, and related correspondence. Filed alphabetically. (Frequently, official.) 9 x 14 folders, 4 ft., in 2 steel transfer cases. R. 1907. (489)

462. MISCELLANEOUS CORRESPONDENCE AND PERSONNEL FILES, 1936 to date. Manager's miscellaneous correspondence, and personnel records. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 steel transfer cases. R. 1907. (492)

PART 8. THE TENNESSEE VALLEY AUTHORITY

THE TENNESSEE VALLEY AUTHORITY

INTRODUCTION

The Tennessee Valley Authority is a corporation owned by the Federal Government and financed by congressional appropriation. It was created as a permanent independent agency by the Tennessee Valley Authority Act of 1933, approved May 18, 1933,[1] and amended by Act of Congress of August 31, 1935.[2] Purposes of the Authority as listed in the Government Manual in 1936 were: (1) Maintenance and operation of Government-owned properties in the vicinity of Muscle Shoals, Alabama, and unified development and control of the water resources of the Tennessee River and its tributaries through the construction of dams to provide navigation, control floods and, as an important incident thereto, produce power; (2) utilization of the power for the purpose of determining the relative costs of public and private power operation, and distribution of this power to the greatest number of people; (3) experimentation to lower the cost of production, distribution, and application of the major elements of fertilizers, and promotion of the national defense by maintaining a plant ready to manufacture nitrates; (4) planning for the complete Tennessee River watershed, including erosion control, forestation, the further use of mineral resources, the promotion and coordination of industry and agriculture, surveys and plans for the proper use of land and other natural resources, and the general social and economic well-being of the valley.

The corporation is administered from headquarters in Knoxville, Tennessee, by a Board of Directors of three members who are appointed by the President, with the approval of the Senate, and to whom the President, by Executive Orders 6161 and 6162 of June 8, 1933, delegated certain powers granted to him by the original act. It is engaged, within the flexible framework of its general powers, in developing a broad program of regional conservation and development in the area of approximately 41,000 square miles within which it operates. Responsibility for the physical, social and economic well-being of the inhabitants, together with the power to condemn land and to evacuate and resettle single families or entire communities, involves responsible long time planning. Activities, as a result, range from measures for the integrated control of the entire Tennessee River system, through the agricultural and industrial development of the region, to provision for the general welfare of the inhabitants. Whenever necessary for full effectiveness, the Authority is authorized to cooperate with other national, state, and local agencies and institutions.

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1. 48 Stat. L., 58.
2. 49 Stat. L., 1075.

Since Western North Carolina lies only along the edge of TVA territory, it was not at first generally viewed as an integral part of the program. Two factors, however, have operated to bring the western counties of the State well within the program. One has been the Authority's power under the law to make surveys looking toward legislation to aid further "the proper use, conservation, and development of the natural resources of the Tennessee River drainage basin and of such adjoining territory as may be related to or materially affected by the development consequent to this Act, and to provide for the general welfare of the citizens of said areas....."3 A second has been the recognized necessity to control headwaters in addition to river streams and consequently to stop the destructive erosion of mountain sides. When the Survey was made the Authority had begun to expand the program in North Carolina. Soil conservation field workers, for example, were operating out of Bryson City; an engineering and reforestation erosion control program on private lands, with headquarters in Asheville, was in progress in seven western counties; observers responsible to an office in Asheville were conducting investigations into rainfall, river gaging, and evaporation in the French Broad River above the mouth of the Nolichucky River; and an office had been opened at Murphy preparatory to building the Hiawassee Dam, which was then known as the Fowler Bend Dam.

Construction of a high storage dam at the Fowler Bend site was authorized by the TVA Board of Directors on January 10, 1936. Preliminary investigations and foundation drilling had been in progress since August 1934. The site was located 75.8 miles above the mouth of the Hiawassee River, 20 miles downstream from Murphy; the estimated cost was $18,000,000.00 (including one generating unit); the expected date of closure of dam was February 1940 and the expected date of initial operation for power was August 1940. The dam was expected to "create a mountain lake 10 square miles in area with controlled flood storage capacity of approximately 360,000 acre-feet," and to "aid materially in the regulation of the Tennessee River for navigation and flood control."4

In addition to the above activities North Carolina State College at Raleigh was cooperating through its experiment station and test demonstration farms in the preliminary testing of TVA experimental plant foods; the TVA, through cooperation with other agencies, was rendering assistance in accelerating the efforts of local cooperatives, notably canneries, a feed mill, and a creamery, in western North Carolina; a sanitation survey and a far-reaching health program financed by the TVA had been announced to cover fifteen western counties; and the TVA schedule called for construction in the years 1942 to 1945 of a dam at Fontana, North Carolina, which would make TVA power available on a large scale to Western North Carolina.

Records of the offices at Asheville, Bryson City, and Murphy were included in the Survey.

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3. 48 Stat. L., 69.

4. Annual Report of the Tennessee Valley Authority for the Fiscal Year Ending June 30, 1937 (Washington: U.S. Government Printing Office, 1937), p. 14.

ASHEVILLE

ENGINEERING DATA DIVISION
FIELD INVESTIGATION SECTION
FRENCH BROAD BASIN AREA INVESTIGATIONS FIELD OFFICE
Arcade Bldg., Battery Park Ave.

This office, directly responsible to headquarters in Knoxville, Tennessee, was established in Asheville on September 20, 1934, to investigate silt load of rivers, collect rainfall data, collect evaporation data, and conduct flood history studies and investigations and miscellaneous engineering investigations in the drainage basin of the French Broad River above the mouth of the Nolichucky River and including the Nolichucky River. When the Survey was made, fifty-two observers on rainfall, river gaging, and evaporation were directly responsible to the office. So-called useless papers, such as out-of-date press releases and similar material, were destroyed.

463. HYDROLOGICAL INVESTIGATION AND PRECIPITATION DATA, Oct. 1934 to date. Correspondence with observers, weekly work reports, daily log of work accomplished, monthly progress reports, original rainfall reports, data sheets on silt load in French Broad Basin, river curves analyses, and precipitation station location reports. Filed numerically. (Daily, official.) 9 x 14 folders, 3 ft., in 2 steel drawers of filing case, wooden box, and desk drawer. R. 206. (176)

FORESTRY DIVISION
WATERSHED PROTECTION SECTION
NORTH CAROLINA SUBDISTRICT OFFICE
Arcade Bldg., Battery Park Ave.

This office was established in Asheville on July 1, 1935, to supervise an engineering and reforestation erosion control program on private lands in cooperation with the land owner and the Civilian Conservation Corps. When the Survey was made, the program covered Avery, Buncombe, Haywood, Henderson, Madison, Mitchell, and Yancey Counties. Companies from Civilian Conservation Corps camps at Arden, Mars Hill, and Bakersville were assigned to the work. Records were sent to headquarters at Knoxville, Tennessee. The office was located in the Buncombe County Courthouse from July 1 to October 1, 1935. No papers were considered useless.

464. EROSION CONTROL AND REFORESTATION PROGRESS RECORDS, July 1, 1935 to date. General correspondence, reports and reference material, expense accounts, project records, contracts sent to camps, contracts received, engineering and reforestation erosion control projects, summary of all phases of reforestation work, and project location atlas. Alphabetical index by county and project. (Daily, official.) Variously sized folders and loose-leaf binders (2), 3 ft. 6 in., in 4 steel drawers of filing case and 3 walnut and 2 steel card cabinets. R. 243. (177)

BRYSON CITY

SOIL CONSERVATION DIVISION
FIELD ENGINEER HEADQUARTERS
Citizens Bank Bldg., Everett St.

A temporary headquarters office for soil conservation field workers of the TVA was opened in Bryson City in July 1936 in charge of an assistant soil surveyor of the Bureau of Chemistry and Soils of the Department of Agriculture. With the exception of maps in current use, all records were sent to Knoxville, Tennessee, or Washington.

465. MAPS, 1935 to date. Soil survey and land use maps of Henderson County, planeometric maps of western North Carolina, and maps of the Cherokee Indian Reservation and the Great Smoky Mountains National Park showing cleared and uncleared land; eventually sent to Washington for safekeeping. (Seldom, official.) 3 x 36 map holders. R. 3. (105)

MURPHY

OPERATING ORGANIZATIONS
HIAWASSEE DAM
Cherokee County Courthouse

This office was located in Murphy on August 1, 1936, under direct supervision of the office at Knoxville, Tennessee, to which reports and other records were sent.

466. OCCUPATIONAL CARDS, 1933 to date. Showing occupation of each person registered with the TVA but not employed by the Authority. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of card cabinet. 1st room to right, 2d floor. (38)

467. EMPLOYED, 1933 to date. Form 355, showing data relative to TVA employees. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of card cabinet. 1st room to right, 2d floor. (42)

468. UNEMPLOYED, 1933 to date. Form 355, showing data relative to applicants who have not been given employment. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of card cabinet. 1st room to right, 2d floor. (31)

469. LABORERS, 1933 to date. Form 355, showing data relative to men registered for employment who are suited to more than one kind of work. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of card cabinet. 1st room to right, 2d floor. (40)

470. EMPLOYMENT TERMINATED, 1933 to date. Form 355, showing data relative to former employees of the TVA. (Seldom, official.) 3 x 5 cards, 1 ft., in drawer of card cabinet. 1st room to right, 2d floor. (39)

471. APPLICANTS, 1933 to date. Form 100, showing name, experience, salary, and qualifications of applicants for employment. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 drawers of card cabinet. 1st room to right, 2d floor. (37)

472. EMPLOYMENT TERMINATED, 1933 to date. Form 100, showing name, experience, salary, and qualifications of former employees of the TVA. Filed alphabetically. (Seldom, official.) 5 x 8 cards, 1 ft., in drawer of transfer case. 1st room to right, 2d floor. (36)

473. GENERAL CORRESPONDENCE, Aug. 1935 to date. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of desk. 1st room to right, 2d floor. (34)

474. CORRESPONDENCE AND FIELD NOTES, 1935 to date. Relative to TVA activities in western North Carolina. (Frequently, official.) 9 x 12 folders, 2 ft., in 6 pasteboard filing boxes. 1st room to right, 2d floor. (33)

475. CORRESPONDENCE AND BULLETINS, Aug. 1936 to date. Relative to TVA activities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. 1st room to right, 2d floor. (35)

476. ABSTRACTIONS, 1936. Abstracts of land in Cherokee County to be purchased for the construction of the Fowler Bend Dam. (Daily, official.) 9 x 18 loose sheets, on table. 1st room to right, 2d floor. (41)

477. MAPS, 1936. Of TVA projects. (Daily, official.) 24 x 36 loose sheets, 3 ft., in map racks. 1st room to right, 2d floor. (32)

PART 9. THE UNITED STATES CIVIL SERVICE COMMISSION

THE UNITED STATES CIVIL SERVICE COMMISSION

INTRODUCTION

On March 3, 1871, Congress authorized the President to prescribe regulations for the admission of persons into the civil service.[1] Twelve years later, by an act approved January 16, 1883,[2] the United States Civil Service Commission was created for the purpose of regulating and improving the civil service of the United States.

The principal activities of the Commission, listed in the United States Government Manual (July 1940), are as follows:

1. To provide for open competitive examinations for testing the fitness of applicants for the classified service.
2. To certify to appointing officers eligibles passing with the highest grades.
3. To apportion the appointments in the departments at Washington among the States, Territories, and the District of Columbia.
4. To provide for a period of probation before absolute appointment.
5. To administer the political-activity rule.
6. To maintain service records of all employees of the Federal civil service whether classified or unclassified.
7. To make investigations relative to the enforcement of the civil service rules.
8. To provide a system of competitive promotion in the classified service.
9. To establish, in cooperation with other Government agencies, training courses for employees in the classified service.
10. To administer the Classification Act.
11. To administer the Civil Service Retirement Act, the Canal Zone Retirement Act, and the Alaska Railroad Retirement Act.

The Commission is composed of three members, assisted by an Executive Director and Chief Examiner who is responsible for the executive and technical direction of the organization. For purposes of administration the country is divided into 13 civil-service districts which publicize and conduct examinations for Government agencies within the districts and Nationwide examinations for the Commission. Local boards of examiners, composed of employees detailed from Government services, function under supervision of the various district offices, which coordinate and direct their work.

Local boards in North Carolina operate under supervision of the District Manager's Office for District No. 4, in Washington, D. C. Records of the local boards at Charlotte, Durham, and Wilmington were included in the Survey.

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1. 16 Stat. L., 514.
2. 22 Stat. L., 403.

CHARLOTTE

LOCAL BOARD OF EXAMINERS
OFFICE OF SECRETARY
Federal Bldg., 401 W. Trade St.

The date of establishment of this office was not ascertained. All records are normally filed for one year, pending orders for removal to Washington.

478. RECORDS AND CORRESPONDENCE, 1934 to date. Records of examinations announced and examinations held, fingerprints, correspondence pertaining to applicants, and correspondence with the district manager. (Frequently, official.) 9 x 12 folders, 8 in., in steel transfer case. R. G-1. (431)

DURHAM

LOCAL BOARD OF EXAMINERS
OFFICE OF SECRETARY
Federal Bldg., Riggsbee and Chapel Hill Sts.

This office was established in Durham about 1910. It was located in the Old Post Office Building, Corcoran and Main Streets, from 1910 to April 1934, when it was moved to its present location. All records are sent upon completion to Washington. No records are considered useless.

479. CORRESPONDENCE, 1933 to date. Also announcements of pending examinations in all departments of the Federal Government under the Civil Service. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 in., in desk drawer. Window 10. (15)

WILMINGTON

LOCAL BOARD OF EXAMINERS
OFFICE OF SECRETARY
Custom House, 1 Market St.

This office was established in Wilmington about 1891. It was originally located in the Old Post Office Building at Front and Chestnut Streets. Pending the completion of a new post office building, it was moved on June 1, 1936, to the Custom House, where it was located when the Survey was made. Prior to the move, many records were destroyed by official permission. So-called useless papers are filed subject to instructions to destroy.

480. CORRESPONDENCE, 1935 to date. Correspondence with Washington and with Civil Service secretaries throughout the United States, and reports on character investigations. (Frequently, official, confidential.) 12 x 12 loose sheets, 3 in., in desk. R. 130. (125)

PART 10. THE UNITED STATES RAILROAD ADMINISTRATION

THE UNITED STATES RAILROAD ADMINISTRATION

INTRODUCTION

Federal possession and control of railroads commenced at noon on December 28, 1917, pursuant to a proclamation of the President dated December 26, 1917, by authority of joint resolution of the Senate and House dated April 6, 1917,[1] and December 7, 1917,[2] and of the Army Appropriation Act, approved August 29, 1916.[3] By joint resolution Congress had declared a state of war between the United States and Germany and between the United States and Austria-Hungary. The Army Appropriation Act had empowered the President in time of war, through the Secretary of War, to assume control of systems of transportation in order primarily to facilitate the transportation of troops, war material and equipment. A Director General of Railroads, named in the President's proclamation, headed an organization to perform the duties consequent upon possession, control, operation, and utilization of the railroads so taken over.

The Federal Control Act, approved March 21, 1918,[4] and amendments, appropriated $500,000,000.00 to be used by the President as a revolving fund for the purpose of paying the expense of Federal control, for the just compensation of owners, and for the provision of necessary equipment. Equipment so provided was to be used and accounted for as the President might dictate and disposed of as Congress might thereafter provide. Just compensation of the owners of a road was defined in the act as an annual sum "for each year and pro rata for any fractional year of such Federal Control, not exceeding a sum equivalent as nearly as may be to its average annual railway operating income for the three years ending June 30, 1917." This average was known as the "standard return." In unusual cases, where the standard return would not result in just compensation, the President was authorized to make a fair and just settlement. In the case of joint terminal facilities, compensation was determined by existing contracts with the carriers.

Transportation systems which were thus operated and coordinated under a single authority included all of the railroad systems of the United States, with the exception of short lines, together with appurtenances and property owned and operated by the various roads, such as bridges, buildings, grain elevators, and water works, various private car lines and electrically operated lines, Pullman Company car lines, and approximately twenty-five coastwise and inland steamship lines, docks, wharves, and floating equipment in use in harbors by railroads. Materials, supplies, and cash representing the working capital of the carriers were also taken over. A

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1. 40 Stat. L., 1.
2. 40 Stat. L., 429.
3. 39 Stat. L., 645.
4. 40 Stat. L., 451.

Standard Contract was provided by the Government for those systems which entered voluntarily into agreements for the use of their property. The American Railway Express Company acted under contract as agent for the Director General in handling the express business of the country.

Each of the carriers was required to submit to the Comptroller of the Railroad Administration monthly trial balances, general balance sheets, and income accounts. Current liabilities were paid by the Government and charged to the carriers through open account, and ordinary assets of carriers were collected and credited to them through open account. Expenditures by the Railroad Administration for additions and betterments, which were chargeable to capital account under the rules of the Interstate Commerce Commission, were also charged to the carriers on the Federal books.

Federal control was terminated at 12:01 a.m. on March 1, 1920, by proclamation of the President, dated December 24, 1919, and possession, control, and operation of transportation systems reverted to the owners.

Provision for the adjustment of all controversies growing out of or connected with Federal control was made in the Transportation Act, approved February 28, 1920.[5] Until June 30, 1939, affairs of the Railroad Administration were conducted by a Director General of Railroads and an Agent, who were appointed by the President, assisted by an Assistant Director General, a Comptroller, a Treasurer, and clerical assistants. On July 1, 1939, pursuant to section 2(b) of Reorganization Plan No. II, the office of Director General of Railroads was abolished and its functions and duties were transferred to the Secretary of the Treasury.

During the years of Federal control various records of the Administration were destroyed by authority of the Interstate Commerce Commission.[6] Subsequently the Government took steps to preserve those which remained. An Executive Order of the President dated January 27, 1937, ordered the transfer to the custody of the Interstate Commerce Commission of all files and records of the Railroad Administration which consisted of an additional set of freight-rate authorities and all surplus copies of general orders, bulletins, circulars, annual reports, and contracts issued by or drawn in favor of the Director General of Railroads. Under the same order, files and records of the Railroad Administration which consisted of original pay rolls and personnel records were to be transferred to the custody of the United States Civil Service Commission. Three days later, on January 30, the Archivist of the United States requisitioned for transfer to The National Archives the archives and records of the Railroad Administration in Washington, with the exception of such files and records as were needed for the transaction of its unfinished business. The Survey revealed that considerable bodies of records, chiefly financial, were still in custody of railroad offices. A few such records were found in the custody of the Atlantic Coast Line Railway offices in Wilmington, North Carolina.

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5. 41 Stat. L., 456.

6. Regulations to Govern the Destruction of Records of Steam Roads, issued by the Interstate Commerce Commission, effective July 1, 1914, and changes thereto.

WILMINGTON

ATLANTIC COAST LINE RAILROAD COMPANY

(A) General Office and Record Storage Bldg. (Auditor Miscellaneous Accounts and Record Storage)
(B) Record Storage Warehouse (Auditor Miscellaneous Accounts), 500 block of Nutt St.
(C) General Office Bldg. (Comptroller), Front and Red Cross Sts.
(D) General Office Bldg. (Executive), Front and Red Cross Sts.
(E) General Office Bldg. (Purchasing and Traffic), Front and Red Cross Sts.
(F) Record Storage Warehouse (Purchasing), 400 block of Nutt St.

This road passed under control of the United States Railroad Administration on January 1, 1918, and signed the Standard Contract on January 8, 1919. Serial reports would indicate that records in this office relating to the period of Federal control covered the period exactly from January 1, 1918, to February 28, 1920. Since, however, as explained above, the Government took over the working capital of the road, paying current liabilities and collecting ordinary assets, various records, such as claims records, for instance, must have antedated the period of Federal control, while others must have extended into the period of return to private ownership, with a consequent overlapping of corporate and Administration records. As required by the Administration periodic accounting and operation reports were forwarded to the Washington office. Various records of the period were, of course, destroyed by permission of the Interstate Commerce Commission. The road reverted to its owners on March 1, 1920. Final settlement of all claims against the Government was made on August 28, 1921, the original claim of $15,901,108.14 having been settled for $5,500,000.00.

Auditing and Accounting Divisions

481. REGISTER OF VOUCHERS, 1918 - 1920. Showing voucher and audit numbers, amount, date of payment, payee, purpose, and distribution. Alphabetical index (3 vols.), 6 in. (Never.) 12 x 24 vols. (6), 5 ft., on open steel shelves. Bindings broken. Auditor disbursements vault (Bldg. A). (899)

482. PAID VOUCHERS, 1918 - 1920. Paid and cancelled vouchers bearing payee's signature, and supporting papers. Filed numerically. (Never.) 8 x 8 bundles, 325 ft., on open steel shelf and in 780 pasteboard boxes. Auditor disbursements storage room (Bldg. A). (900)

483. CLAIM REGISTER, 1918 - 1920. Record of claims, showing warrant number, payee, amount, date of payment, freight revenue, loss or damage, claim suspense, sale of unclaimed freight, and over-entry freight. Entered by warrant number. (Never.) 10 x 22 loose-leaf book, 2 in., on open wooden shelf. Damaged by vermin and rodents, dirty, bindings broken. Auditor miscellaneous accounts storage room (Bldg. B). (904)

484. CASH BOOKS, 1918 - 1920. Record of Federal cash receipts and disbursements, showing description of item, audit number, car service balances, passenger and freight traffic balances, freight claims collectible, and

agents' remittances. (Never.) 20 x 24 vols. (3), 9 in., on open steel shelves. Auditor miscellaneous accounts vault (Bldg. A). (903)

485. DINING CAR STEWARDS' LEDGER, 1918 - 1920. Showing debit and credit balances of dining car stewards. Indexed alphabetically by name of steward. (Never.) 24 x 24 vols. (3), 9 in., on open steel shelf. Auditor miscellaneous accounts vault (Bldg. A). (902)

486. STATION AGENTS' LEDGER, 1918 - 1920. Showing monthly freight balances and passenger and miscellaneous debits and credits. Entered alphabetically by station name. (Never.) 24 x 24 vols. (3), 9 in., on open steel shelves. Auditor miscellaneous accounts vault (Bldg. A). (901)

487. GENERAL JOURNALS, 1918 - 1920. Showing general balance sheet items, and income and profit and loss items. Entered chronologically. (Seldom, official.) 18 x 24 vol., 4 in., on open steel shelf in vault. Bindings broken. Office of Comptroller (Bldg. C). (893)

488. JOURNAL ENTRIES, 1918 - 1920. Showing name of entry, and amount and date as transcribed in general journal; supporting papers attached. Subdivided into Federal and corporate records and filed numerically. (Seldom, official.) 9 x 12 bundles, 13 ft., in metal boxes in vault. Office of Comptroller (Bldg. C). (895)

489. BILLS COLLECTIBLE REGISTER, 1918 - 1920. Showing debtor, audit number, and amount and purpose of bill. Alphabetical index (3 vols.), 10 in. (Never.) 22 x 24 vols. (3), 1 ft., on open steel shelf. Bindings broken. Comptroller records vault (Bldg. A). (898)

490. GENERAL LEDGERS, 1918 - 1920. General accounts prescribed by the Interstate Commerce Commission showing general balance sheets, and income, profit, and loss accounts; auxiliary ledgers covering "per diem" and "interline tickets" previously destroyed by permission of the Interstate Commerce Commission. Index in separate vol. attached to inside of front cover. (Never.) 18 x 24 vol., 4 in., on open steel shelf in vault. Bindings broken. Office of Comptroller (Bldg. C). (892)

491. BALANCE SHEETS AND TRIAL BALANCE SHEETS, 1918 - 1920. Balance sheets of general ledgers and trial balance sheets of general and auxiliary ledgers. Bradded in monthly bundles. (Never.) 9 x 14 bundles, 1 ft. 6 in., in 4 pasteboard boxes. Comptroller records vault (Bldg. A). (897)

492. RECORD OF SECURITIES OWNED, 1918 - 1920. By the Atlantic Coast Line Railroad Company, showing kind of security and amount; original lists in the New York City office of the company secretary. (Seldom, official.) 10 x 12 pockets, 4 in., in metal boxes in vault. Office of Comptroller (Bldg. C). (894)

493. ANNUAL REPORTS, 1917 - 1920. Data used in compilation of annual reports on finances, operation, and statistics; also typewritten and printed copies of completed reports. (Seldom, official.) 10 x 14 file boxes, 1 ft., in cardboard boxes in vault. Office of Comptroller (Bldg. C). (896)

Executive Divisions

494. ESTIMATES AND AUTHORITIES, 1918 - 1920. Itemized data upon which estimates for new lines, extensions, additions, and betterments were based, completed estimates submitted to authorizing officer, and authority granted for expenditures. Subdivided by location and filed chronologically. (Rarely, official.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing case. Dirty, torn. Office of Chief Engineer (Bldg. D). (877)

495. PROFILES, 1918 - 1920. Linen tracings of projects, yards, and buildings. Arranged alphabetically and filed numerically. (Frequently, official.) 48 x 72 bundles, 1 ft. 10 in., in 5 drawers of steel filing cabinet. Dirty. Office of Chief Engineer (Bldg. D). (878)

496. COMPANY FUEL, 1918 - 1920. Detailed record of fuel purchased and amount of fuel chargeable to each account, showing cost of coal on hand, month, amount purchased, cost, amount consumed, cost, tons on hand at end of month and charges against all services. Subdivided by fiscal year and entered by month. (Rarely, official.) 10 x 12 vols. (2), 1 in., in desk drawer. Office of Fuel Agent (Bldg. D). (879)

497. EQUIPMENT NUMBERS CHANGED, 1918 - 1920. Record of class of equipment, date built, original classification, change in classification, date of change, and old and new numbers. Subdivided by class of equipment. (Frequently, official.) 18 x 22 loose-leaf books (2), 6 in., in steel cabinet. Dirty. Office of General Superintendent of Motive Power (Bldg. D). (884)

498. EQUIPMENT VALUATION, 1918 - 1920. Record of initial cost, inventory, and value and depreciation on all rolling stock. Subdivided by class of equipment. (Frequently, official.) 10 x 18 covers, 1 ft., in drawer of steel filing case. Dirty. Office of General Superintendent of Motive Power (Bldg. D). (883)

499. REAL ESTATE VALUATION, 1918 - 1920. Cost, inventory, value, and depreciation records. Filed by location of property. (Frequently, official.) 10 x 12 folded document holders, 20 ft., in 10 steel drawers in vault. Dirty. Office of Real Estate Agent (Bldg. D). (882)

500. DEEDS, 1918 - 1920. To all real property in cities and along rights-of-way. Filed by property location. (Frequently, official.) 5 x 10 folded document holders, 75 ft., in 50 drawers in vault. Brittle, dirty. Office of Real Estate Agent (Bldg. D). (881)

501. TAX RETURNS, 1918 - 1920. Carbon copies of tax returns to states, counties, cities, and towns; tax bills and vouchers to cover. Subdivided by state and location. (Seldom, official.) 8 x 10 covers, 7 ft., in 3 drawers of steel filing case in vault. Dirty. Office of Tax Agent (Bldg. D). (880)

502. CASH BOOKS, 1918 - 1920. General cash record of daily receipts showing date, source of receipt, and amounts. Subdivided by source of revenue and entered chronologically. (Rarely, official.) 16 x 22 loose-

leaf books (13), 4 ft., on open steel shelf in vault. Dirty. Treasurer's office (Bldg. D). (876)

503. CONTRACTS AND AGREEMENTS, 1918 - 1920. Of all kinds except those covering purchase of equipment and minor purchases of material. Card cross index by location and party. (Frequently, official.) 11 x 20 folders, 2 in., in 2 drawers of steel filing case in vault. Dirty. Treasurer's office (Bldg. D). (875)

504. INTERSTATE COMMERCE COMMISSION AUTHORITIES FOR DESTRUCTION OF RECORDS, 1918 - 1920. Resolutions of Board of Directors designating officer for general supervision of the destruction of records; authority issued by such officer for destruction of records; resolutions of Board of Directors designating a cremation committee and reports of cremation committee on records destroyed. Subdivided by departments and filed chronologically. (Seldom, official.) 10 x 12 folders and covers, 4 ft., in 2 drawers of steel filing case. Office of Vice-President in Charge of Accounting (Bldg. D). (874)

Purchasing Division

505. CONTRACTS, 1918 - 1920. Original contracts for the purchase of all material and supplies with the exception of equipment and fuel. Indexed by commodity and firm. (Never.) 5 x 10 envelopes, 3 ft., in 3 drawers of steel filing case in vault. Dirty. Office of Purchasing Agent (Bldg. E). (886)

506. PURCHASE INVOICES, 1918 - 1920. Duplicate copies of vouchers bearing consignee's signature acknowledging receipt of materials; original paid vouchers with supporting papers filed with auditor disbursements records. Filed numerically by order number and bundled monthly. (Never.) 8 x 10 bundles, 20 ft., in corrugated pasteboard boxes. Damaged by vermin and rodents, dirty. Purchasing Agent record storage room (Bldg. A). (890)

507. MANUFACTURED STOCK, 1918 - 1920. Report of materials manufactured in company shops, showing description, amount manufactured, amount issued, amount on hand, and cost of manufacturing. Indexed by class of goods. (Never.) 18 x 22 vol., 6 in., on open steel shelves in vault. Bindings broken. Office of Purchasing Agent (Bldg. E). (889)

508. MATERIAL AND SUPPLIES RECEIVED, 1918 - 1920. Abstract of daily receipts, receiving tickets, and record of material and supplies on hand at storehouse. (Never.) 18 x 18 vols. (13), 3 ft., on open steel shelves in vault. Bindings broken. Office of Purchasing Agent (Bldg. E). (887)

509. MATERIALS AND SUPPLIES ISSUED, 1918 - 1920. Record of material and supplies issued from storehouses, including abstract of daily issues and issue tickets. (Never.) 18 x 18 vols. (13), 3 ft. 3 in., on open steel shelves in vault. Bindings broken. Office of Purchasing Agent (Bldg. E). (888)

510. MATERIAL LEDGERS, 1918 - 1920. Daily stock record showing inventory at first of month and receipts, and daily and quarterly abstract of receipts and issues; also price comparison records. Indexed by class of material. (Never.) 22 x 24 vols. (10), 3 ft. 6 in., on open steel shelves in vault. Dirty. Office of Purchasing Agent (Bldg. E). (885)

511. FOREIGN LINE FREIGHT BILLS, 1918 - 1920. Freight credits for relieving agency accounts of foreign line freight charges on company material. Arranged alphabetically by name of receiving station and filed chronologically. (Never.) 10 x 12 envelopes, 5 ft., in 10 pasteboard boxes. Damaged by vermin. Purchasing Agent record storage room (Bldg. F). (891)