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INVENTORY OF FEDERAL ARCHIVES
IN THE STATES

SERIES XV
THE WORKS PROGRESS ADMINISTRATION
No. 32. NORTH CAROLINA

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

LIBRARY
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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 XV. THE WORKS PROGRESS ADMINISTRATION

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 Works Progress Administration in North Carolina was prepared in the Raleigh office of the Survey.

Raleigh, North Carolina
October 21, 1940

Emily Bridgers, Supervisor
Survey of Federal Archives
in North Carolina

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INTRODUCTION

The Works Progress Administration was established by Executive Order of the President No. 7034, dated May 6, 1935, under authority granted by the Emergency Relief Appropriation Act of 1935¹ and continued by Emergency Relief Appropriation Acts of succeeding years. It was empowered, in general, to operate useful work projects designed to provide maximum employment in all localities, to coordinate the entire Work Program, working with specified Federal departments and other Work Program agencies in carrying out the purposes of the Emergency Relief Appropriation Act, and to coordinate necessary and useful data-compiling and research activities. An immediate purpose of the organization was to take over the Work Program of the Emergency Relief Administration and to execute this program "in such a manner as to remove from the relief rolls to work on work projects the maximum number of persons in the shortest time possible."² By Executive Order No. 7086, of June 26, 1935, under authority of the Emergency Relief Appropriation Act of 1935, the National Youth Administration, for the benefit of unemployed youth, was established within the Works Progress Administration.

The program operated through a Federal Works Progress Administration; under a Federal Works Progress Administrator appointed by the President, and through state organizations headed by state administrators directly responsible to the National Administrator.³ Regional field representatives acted as liaison agents between state and state district organizations and the National Administrator. They were responsible for advice and instructions to state and district offices, and appointment of state and district personnel in key positions was subject to their approval. For statistical purposes the United States was divided into eleven areas. Area statisticians in area offices collected and assembled statistical information.

When the Survey was made, North Carolina reported to Regional Office No. 3 in New Orleans, Louisiana, and to Area Statistical Office No. 4 in Atlanta, Georgia. The state organization functioned through the State Works Progress Administration, with offices in Raleigh, and basic operating organizations of the eight districts into which the state was divided. Under a reorganization of the state and district offices which had been

1. United States Statutes at Large, XLIX, 115. (Cited hereafter as Stat. I.)

2. Works Progress Administration Bulletin 18, Organization for Intake and Certification, July 23, 1936.

3. For a detailed description of procedures governing organization and operation of State and District Works Progress Administrations when the Survey was made, see the original Handbook of Procedures for State and District Works Progress Administrations (Washington: U.S. Government Printing Office, 1936). (Cited hereafter as Handbook.)

effected February 1, 1936,⁴ the set-up was in general as follows:

A state administrator, appointed by the National Administrator, was at the head of the organization. He was responsible for "decisions on all matters of policy and for the efficient and economical operation of the entire State Administration, including all divisions of the State office and all districts for transmission to districts of instructions received from the Federal Administration, and for all matters relating to administrative personnel."⁵ He was also charged with "the general coordination of the Work Program in the State, including the scheduling of the projects of all agencies participating in the Work Program."

Directly under the state administrator were a deputy administrator; an office manager, a director of information service, and four directors, each of whom was in charge of one of the administrative divisions of the state office organization. Under each director were assistant directors in charge of administrative sections of their respective divisions.

The Division of Employment, which was administered by a director of employment and an associate director, was responsible for the "duties in relation to intake and certification of eligible workers for matters relating to hours and wages, exemptions from the security wage, labor classifications, assignment, reassignment and separations, complaints and adjustments having to do with the welfare of workers, and labor relations." In matters relating to labor the division coordinated its work with the divisions concerned with the operation of work projects and maintained "liaison between the Works Progress Administration and the following agencies: (1) United States Employment Service; (2) other government agencies participating in the Work Program in matters pertaining to labor requirements; and (3) local relief agencies." It was responsible, in cooperation with the operating divisions, for the scheduling of labor projects. Prior to the reorganization, the functions of this division were divided between the former Division of Labor Management and a Division of Intake and Certification.

The Division of Finance and Statistics, under a director of finance and statistics, was "charged with the control of pay rolls, recording of sponsors' contributions, the maintenance of records of materials and equipment, and general liaison with the state offices of all Federal financial agencies." It was "responsible for carrying out policies and instructions relative to timekeeping on projects, pay roll procedure, individual earnings records," for project and administrative expense accounting, and for control of accident compensation. "With respect to statistics, this division (carried on) the general statistical and research work necessary for operating purposes," and prepared reports required by the Federal Works Progress Administration. It necessarily worked in close relationship with the

4. In accordance with WPA Bulletin 37, Organization of State and District Offices of the Works Progress Administration (Superseding Bulletins 2 and 5), dated December 30, 1935, and later incorporated in the Handbook.

5. Handbook, Chap. III, sec. 1. Succeeding uncredited quotations are from this chapter and section of the Handbook.

Department of the Treasury which was "charged by Executive Order No. 7034 with the general supervision of procurement, accounting, and disbursing functions carried on in connection with the expenditure of funds authorized by the Emergency Relief Appropriation Act of 1935."⁶ In the reorganization, under a change of title, this division had superseded the former Division of Finance and Reports. Though subsequently pay checks were mailed from the State Disbursing Office of the Treasury Department, when the Survey was initiated checks were being distributed to workers by so-called paymasters. This division was later known as the Finance Division when a state statistician was placed in charge of statistical reports and other statistical matters pertaining to the WPA program.

The Division of Operations, under a director of operations, was responsible for a well-rounded program of useful state and local construction projects, for promotion and planning of such projects, and for supervising their execution to insure efficient operation. It cooperated with the Division of Employment "in matters relating to the scheduling of projects, reduction of hours of work, labor classification and assignments, reassignments and separations." It maintained "liaison with the State Procurement Officer of the Treasury Department in all matters concerning specifications, requisitions and other transactions having to do with the securing of materials." In addition, it was charged with the formation of policies promoting safety on all work projects. Prior to the reorganization, the activities of this division, with the exception of safety, had been assigned to the former Division of Projects and Planning, which operated in sections devoted to types of projects, such as construction, women's work, professional and service, the education program, recreation, etc.

The Division of Women's and Professional Projects was supervised by a director of women's and professional projects. It performed "the same functions with respect to women's, professional and service, research and educational projects" as did the Division of Operations "with respect to construction projects, except for the relationship with the safety organization and liaison with the Treasury Procurement Office." The activities of this division had formerly been assigned to the old Division of Projects and Planning, and women's activities had been under the direct review of a state director of women's activities who was on the staff of the state administrator. This division was later known as the Professional and Service Division.

Originally the Education Program was in charge of an assistant director of the Division of Projects and Planning, which took over the Emergency Relief Education Program of the Emergency Relief Administration. Under the reorganization it was transferred to the Division of Women's and Professional Projects and placed in charge of an assistant director of that division. In August 1936, while the Survey was in progress, it was made a state-wide project and was operated as a separate division of the state office. The new Division of Education Projects was in charge of a state director, assisted by an assistant to the director, various field representatives, a state supervisor of general adult education, and a supervisor

6. Handbook, Chap. XIX, sec. 1.

of nursery school and parent education. It was responsible for the promotion and planning of education projects and for supervising the execution of such projects to insure their efficient operation. For administrative convenience, the project was broken up into various area, county, and local project units and two area supervisors from the office of the state director operated wherever needed in the State. From its inception the Education Program was sponsored by the North Carolina State Department of Public Instruction. Subsequent to the Survey, in the summer of 1939 the Education Program was placed under supervision of the Professional and Service Division, an Adult Education Project and a Nursery School Project operating under respective state supervisors.

Recreation, also, was originally in charge of a state supervisor of recreation of the Division of Projects and Planning, which took over from the Emergency Relief Administration supplementary part-time recreational work carried on in cooperation with established organizations. Under the reorganization, however, the Works Progress Administration Recreation Program was assigned to the supervision of the Division of Women's and Professional Projects. From March to November 1936 it was in charge of a state supervisor of recreation who reported to the director of the division. In November 1936 it was made a state-wide project which was operated as a separate division of the state office. Under the director of recreation, the project was responsible for the promotion and planning of recreation projects and for supervising the execution of such projects to insure their efficient operation. Subsequent to the Survey, in the summer of 1939 the Recreation Project, under a state supervisor, was placed under direction of the Professional and Service Division.

Organization of the district offices was similar to that of the state office. A district director, appointed by the state administrator, was responsible for the administration of the program in each district. Functioning under his supervision were district supervisors of the various divisions, who were appointed by the directors of the administrative divisions of the state organization. District offices were "charged with the direct execution and supervision of projects in the field,"⁷ with the exception of state and Federal projects, which were administered from the state office and by representatives of the Washington office, respectively. An assistant district director acted as director of operations with supervision over a safety engineer and over field engineers and supervisors who operated out of district offices. Records of such assistant district directors are listed with those of the District Divisions of Operations. Subsequent to the Survey, district directors became district managers who served also as directors of operations.

In some cases, where the volume of work warranted, branch offices were opened under supervision of district offices, or engineers or supervisors were stationed in the locality of a project. The latter did not, as a rule, set up formal offices. Various county offices, however, maintained labor inventories and performed functions assigned to them by their district offices. County supervisors for the various divisions normally operated out of such county offices. In the fall of 1936, while the Survey was in

7. Handbook, Chap. III, sec. 2.

progress, the State was redistricted and districts were sub-divided into areas of several counties each.⁸ Project supervisors of construction jobs in the field were then responsible to area engineers, who normally operated out of district offices. Various area offices, normally in charge of area timekeepers, performed functions assigned by the district office. Project timekeepers were responsible to area timekeepers. District project supervisors of the Division of Women's and Professional Projects and area supervisors who operated from district or area offices, were responsible to the supervisor of women's and professional projects of their respective districts. Directly under area supervisors of this division were, in order, county supervisors, project supervisors, and project foremen. The Division of Recreation Projects operated directly through district and county supervisors. The Division of Education Projects operated through district and area supervisors and project supervisors. In the following inventory, agency histories in all cases show the office under which the agency was originally established or, in the case of certifying agents, the district office to which certifications were made in February 1936.⁹

Administrative and financial responsibility for projects was divided between the sponsoring agency, the supervising agency, and the Treasury Department. The sponsoring agency was expected to make contributions to the project in the form of "labor, equipment, materials, the use of land; buildings, and other facilities, transportation of materials and workers, consulting engineering, architectural or other services, cash, and land purchased specifically for the project."¹⁰ In the case of projects of a non-construction or non-engineering type, sponsors sometimes acted in an advisory capacity only. In rare cases, chiefly for projects which operated throughout the State, the sponsoring agency supplied a state director and/or local supervisors. With this exception the supervising agency was in all cases the Works Progress Administration. Functions of the Treasury Department related to reports and statistics, such as purchasing, accounting and disbursing.

With the exception of certain projects which operated on a nation-wide basis and certain projects which operated on Federal property, projects were proposed by state and local public agencies, which acted as sponsors. Specific proposals for the projects were first reviewed by local and state WPA offices and were then forwarded for review by the Washington office prior to submission for the President's approval. Due to the division of responsibility, the set-up of projects was elastic, but in general they fell under three heads: local, state, and Federal.

Within the limits of instructions from Washington, as explained above, responsibility for promoting, scheduling, executing, and supervising the local project program was divided between state and district Works Progress Administration offices. Local projects were sponsored by towns, counties,

8. These areas should not be confused with the area divisions which replaced district divisions throughout the State effective September 1, 1937. See page 145.

9. For information relative to the eight original districts and subsequent redistrictings, see pages 144-146.

10. Handbook, Chap. VI, sec. 8.

or local civic organizations, and operated in a town or a county. Local project foremen reported normally to project supervisors, who reported to county or district supervisors of respective divisions. After December 1, 1936, county supervisors reported to their respective area supervisors. As explained above, in the case of construction projects, project supervisors after December 1, 1936, reported directly to area engineers. The local program in general embraced construction projects employing men, and sewing, canning, lunch room, bookbinding, and clerical projects employing women. Goods produced by projects, such as clothing, mattresses, etc., were normally sent to commodity warehouses from which they were distributed according to the requests of the various county welfare departments.

So-called state projects were sponsored by agencies of the State. They were normally operated on a state-wide basis and were of the professional and service class, comprising such projects as the Education and Recreation projects, various surveys, etc. Responsibility for promotion and scheduling rested with the State Works Progress Administration. Administrative and financial set-up varied with the project. In general, state projects were in charge of state supervisors who reported to the director of the Division of Women's and Professional Projects of the State Works Progress Administration. State project field organizations, which varied widely, reported directly to their respective state supervisors. In some instances, for administrative convenience, a state-wide project was broken up into area, county, or local project units.

Federal projects were sponsored by the Federal Works Progress Administration and operated on a nation-wide basis. In North Carolina they were normally organized on a state-wide basis and were administered by a state director responsible to the national director in Washington. Offices of such state directors were usually located in Raleigh, but in some instances they were located at the convenience of the state director. District offices, directed by district supervisors who reported to the state director of the project, carried on the work in the field. When Federal projects were undertaken in cooperation with a Federal department or agency, such department or agency became the cooperating sponsor. The State Works Progress Administration acted as agent in carrying forward Federal projects, which were normally of the white collar class, such as the Federal Writers', Music, Art, and Theatre projects, the Historical Records Survey, the Survey of Federal Archives, and various other research, records, and survey projects. It was the duty of the Division of Women's and Professional Projects to cooperate with, and assist, state directors in expediting such projects within the State, and to see that they were carried on in accordance with the regulations of the State Works Progress Administration. Discretionary powers of approval of Federal projects remained with the Federal Works Progress Administration.

Pursuant to the provisions of the Emergency Relief Appropriation Act of 1939, approved June 30, 1939,¹¹ operation of Federal projects sponsored by the Works Progress Administration was discontinued. In North Carolina the work of many of the projects, such as the Art, Music, Historical Records, and Writers' projects, was continued by projects of the Work Projects Administration of North Carolina. The Federal Theatre program was abolished.

11. Stat. L., LIII, 927.

Project records were not in most cases surveyed but a sufficient number of such records were surveyed to give a fairly accurate idea of what the files, according to the nature of the project, were apt to contain.

In January 1936, certification of the needy was delegated by the Works Progress Administration to county welfare officers, and when the Survey was initiated, workers were certified by such officers to the respective District Division of Employment and to the North Carolina State Employment Service as eligible for employment on Works Progress Administration projects. They were then required to register with the North Carolina State Employment Service by which they were classified and referred to project work. Prior to January 1936, the Division of Intake and Certification of the State Works Progress Administration had been responsible for effecting the transfer of persons from relief rolls of the Emergency Relief Administration to work on work projects. Such persons, certified by the Emergency Relief Administration to the North Carolina State Employment Service and the Labor Management offices of the Works Progress Administration, were registered with the North Carolina State Employment Service, in affiliation with the United States Employment Service, and were by that service referred for project work by means of USES Form 325, assignment slip, work program.

Requisitions for project workers were forwarded through the District Division of Employment to the North Carolina State Employment Service. By means of specified form reports the North Carolina State Employment Service kept the District Division of Employment informed of registrations, classifications, referrals, and assignments. Reassignment was the responsibility of the District Division of Employment. This was effected through WPA Form 402, reassignment slip. Termination of employment was effected through WPA Form 403, notice of change in work status. When, subsequent to the initiation of the Survey, classification and referral to project work also became the duty of the District Division of Employment, to which workers were referred by county welfare agencies, WPA Forms 402 and 403 were retitled, the former being used to notify workers to report for work on projects, the latter as a notice of termination of employment.

Assignment of nonrelief persons to projects was originally made through the State Employment Service Office. Later such assignments were made through the District Division of Employment from the registered rolls of the State Employment Service.

Use of forms in administrative and project offices was extensive. The numbers and titles of those most frequently found in the files are listed in the following inventory. A description of the principal forms in use by the Works Progress Administration throughout the nation when the Survey was made may be found in the original Appendix D of the Handbook of Procedures for State and District Works Progress Administrations.¹² Several of the more important of these forms were revised and retitled while the Survey was in progress, notably WPA Form 701, the title of which was changed from "statement of allotment detail for work project" to "statement of project estimate detail," and time report forms, which were transferred from a semimonthly to an hourly basis. The original titles are used in the

12. Washington: United States Government Printing Office, 1936.

following inventory. Copies of many of the forms used by district and local offices in North Carolina are on file in The National Archives.

It should be further noted that when certification of the needy was transferred to county welfare officers, various case records were released by the Emergency Relief Administration to the custody of county welfare agencies or to the Works Progress Administration. Certain North Carolina Emergency Relief Administration blank forms were also turned over to the State Board of Charities and Public Welfare which stamped them and used them for case records. Chief of these were Forms NCERA-SS 3 and 6, showing summaries of all available information on families aided by the Emergency Relief Administration, and the occupational classification and certification forms, chiefly FERA Forms 144, 144A, 600, 601, and 602. Records on such forms prior to January 1936 were made by the North Carolina Emergency Relief Administration, those subsequent to that date, by the county welfare agencies of the State Board of Charities and Public Welfare.

Under authority of Reorganization Plan I, part 3, sections 301 and 306, effective July 1, 1939, the Works Progress Administration, with the exception of the National Youth Administration and its functions, was transferred, with its functions and personnel, to the Federal Works Agency and the name changed to Work Projects Administration. With its functions and personnel, the National Youth Administration was transferred from the Works Progress Administration to the Federal Security Agency, under provisions of Reorganization Plan I, part 2, sections 201 and 206.

ALBEMARLE

COUNTY OFFICE
Stanly County Courthouse
Main and 2d Sts.

The Stanly County office was established in Albemarle on November 12, 1935, under supervision of the district office in Greensboro. It was served by an assignment clerk and an assistant district paymaster in Wadesboro.

1. GENERAL FILE, Nov. 12, 1935 to date. Correspondence, reports, tabulated data on projects in the county, and other routine material. Filed alphabetically by subject. (Constantly; official.) 8 x 11 3/4 and 9 x 11 3/4 folders and envelopes, 2 ft., in 6 drawers of desk. R. 21. (8)

ASHEVILLE

DISTRICT OFFICE
City Bldg., City-County Plaza

This office was established in Asheville in 1935 with jurisdiction over the Eighth District.

Records of the District Director

2. GENERAL CORRESPONDENCE (CLOSED), 1935. With state officials of the WPA; also applications for positions, and related correspondence. Filed alphabetically. (Rarely, official.) 9 x 14 folders, 1 ft., in drawer of steel filing case. R. 605. (191)

3. CORRESPONDENCE, 1936 to date. With district office and field staff. Filed alphabetically. (Daily, official.) 9 x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 605. (190)

4. BULLETINS, 1935 to date. Bulletins, Presidential Executive orders; WPA letters, and administrative orders from the federal office of the WPA, bulletins and administrative orders from the state office, and bulletins on working procedure for projects in the district. (Daily, official.) 9 x 14 folders and 11 $\frac{1}{2}$ x 12 vols. (10), 2 ft., in drawer of filing case and on desk. R. 605. (189)

Records of the Division of Employment

5. GENERAL CORRESPONDENCE RELATING TO PROJECTS AND EMPLOYEES, Nov. 1935 to date. Letters of complaint from employees regarding project supervisors; Form DED 1, request for assignment or reassignment of workers; DO Form 11, inter-office memorandum; and WPA Form 402, reassignment slip, for nonrelief skilled labor and workers who failed to report for assignment. Arranged alphabetically by county and filed by project. (Frequently, official.) Various sized folders, 7 ft., in 7 drawers of filing case. R. 610. (198)

6. EMPLOYMENT DIVISION FILES, Nov. 1935 to date. FERA Form 144, Work Division occupational classification record; FERA Form 144A, individual occupational classification record; FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification of eligibility; USES Form 325, assignment slip, works program; USES Form 350, applicant's identification card; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip; and official instructions from the state office. Arranged by county and filed alphabetically. (Daily, official.) Various sized cards, folders, and vols. (6), 84 ft., in 6 drawers of steel filing case and 94 drawers of steel card cabinets. R. 610. (197)

7. EMPLOYMENT DIVISION OFFICES, 1935 to date. Record of transfer of workers in the district: Form NC-ED 23, confidential information; Form NC-ED 24, daily county tabulation of reasons for issuing FERA Form 602; Form NCWPA-ED 34, notice of rejection; Form NCWPA-ED 37, weekly referral report; Form NCWPA-ED 60, notice to farmer of release from project. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft. 5 $\frac{1}{2}$ in., in 4 drawers of steel filing case. R. 612. (200)

8. EMPLOYMENT PROBLEMS, 1935 to date. Executive orders, WPA bulletins, and letters and administrative orders from the Federal Administrator. Arranged chronologically. (Frequently, official.) 10 x 12 loose-leaf books, 9 in. R. 612. (199)

Records of the Division of Finance and Statistics

9. FINANCE, 1935 to date. Correspondence and instructions; reports on administrative projects; Treasury Form A-6, requisition for purchase; Form Eng. 27 and WD 11 (combined, revised), request for monthly apportionment; and WPA Form 251, personnel application. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 3 ft. 7 in., in 4 drawers of steel filing case. Room adjoining R. 608. (196)

10. COUNTY PROJECT RECORDS, 1935 to date. Correspondence relating to county projects; card file of administrative pay roll; DO Form 4, request for supplies and forms; WPA Form 210a, travel authorization, common carrier; WPA Form 210c, travel authorization, personally owned automobile (mileage basis); WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 503, pay roll for personal services, work projects (semimonthly basis); and Treasury Form A-5, notice of miscellaneous encumbrance. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 30 ft. 8 $\frac{1}{2}$ in., in drawers of filing case. R. 608. (194)

11. DIGEST OF FIELD WORK IN THE DISTRICT, 1935 to date. WPA Form 507, individual earnings record. Arranged by county and filed alphabetically. (Constantly, official.) 5 x 8 cards, 9 ft. 7 in., in 12 drawers of steel filing case. R. 606. (192)

12. COUNTY WORKS PROGRESS ADMINISTRATION RECORDS, 1935 to date. USES Form 325, assignment slip, works program; WPA Form 401, requisition for workers; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Filed alphabetically. (Daily, official.) 4 x 6 work slips and 10 x 12 folders, 8 ft. 8 in., in 2 drawers of steel filing case. R. 606. (193)

13. BULLETINS, 1935 to date. Brief summaries of various phases and departments of WPA work. (Frequently, official.) 10 x 12 loose-leaf books (18), 3 ft. 10 in., on table. Room adjoining R. 608. (195)

14. CORRESPONDENCE, COMPENSATION ADJUSTER, 1935 to date. Correspondence with field clerks and engineers, NYA correspondence, bulletins, and DO Form 11, inter-office memorandum. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 512. (178)

15. REPORT OF ACCIDENTS, 1935 to date. Forms NC K-1 and NC K-2 Comb., injury report; report of accidents and claims; and project report book, showing list of physicians, hospitals, projects, and foremen in each county. Indexed. (Daily, official.) Various sized cards and vols., 1 ft., in 2 card cabinets and on table. R. 512. (181)

16. ACCIDENT AND CLAIM REPORTS, 1935 to date. Form Comp. 6, claim adjuster's semimonthly report; Form Special CA-16, request for treatment of injured employees of the Works Progress Administration; Form Special CA-17, request for examination of Works Progress Administration employee when claim is in doubt; WPA Form 511, pay roll for accident compensation;

and WPA Form 711, semimonthly physical progress report. Filed by county. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 512. (180)

17. COMPENSATION PAY ROLLS, 1935 to date. WPA Form 511, pay roll for accident compensation; also, for purposes of identification, copies of the following: WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 503, pay roll for personal services, work projects (semimonthly basis); and WPA Form 509, pay roll for personal services, work projects (supervisory employees). Filed by county. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 512. (179)

Records of the Division of Operations

18. GENERAL CORRESPONDENCE, Aug. 12, 1935 to date. Correspondence and bulletins relative to administration, compensation, employment, engineering, finance, operations, safety, etc., reports on projects, notices of suspension of projects, reports on Federal expenditures, and notices of allocations for projects approved. Filed by department. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 5 ft. 6 in., in 4 drawers of steel filing case. R. 602. (185)

19. PROGRESS AND PLANNING DEPARTMENT FILES, Aug. 13, 1935 to date. WPA Form 301, project proposal; WPA Form 306, project application; Form FD 33, weekly employment report; and weekly reports of district employment heads. Filed by county. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ pockets and bundles, 6 ft., in 6 drawers of steel filing case. Room adjoining R. 602. (184)

20. OPERATIONS DIVISION FILES, Oct. 1935 to date. General correspondence, reference cards on requisitions, contract books giving terms of equipment rental contracts, and forms: Treasury Form A-6, requisition for purchase; Treasury Form A-8, receiving and inspection report; Form WPA Eng. 2, semimonthly report on project in operation; Form WPA Eng. 2W, semimonthly report on project in operation for women; Form WPA Eng. 3, report on project approved but not in operation; and WPA Form 708, report of completed or discontinued project. Filed by county. (Frequently, official.) Various sized cards and folders, 4 ft., in 6 drawers of filing case. R. 601. (182)

21. SAFETY DEPARTMENT INSPECTION FILES, Sept. 8, 1935. Safety bulletins, reports of first aid classes, reports on buildings used by WPA projects, and WPA Form 355, certificate of approval (trucks). Arranged by county and filed numerically by project. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of filing case. R. 602. (183)

22. PHOTOGRAPHIC NEGATIVES, n.d. Still photographic negatives, nitrate (201). Films in jackets, in desk drawer. R. 602. (P-3)

Records of the Division of Women's and Professional Projects

23. CORRESPONDENCE, 1935 to date. Correspondence relative to authorization of projects, Presidential letters, letters recommending projects,

transmittal sheets, and forms: WPA Form 301, project proposal; WPA Form 306, project application; WPA Form 310, notice of Works Progress Administration project operation; WPA Form 701, statement of allotment detail for work project; DO Form 28, notice of suspension of project; DO Form 48, report on financial status of project; Treasury Form A-3, advice of allotment; and Treasury Form A-6, requisition for purchase. Arranged by county and filed by project. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. Rs. 603 and 604. (187)

24. VOCATIONAL PROJECTS, 1935 to date. Records of submitted projects and of all women's and professional projects, both active and inactive, in the district, including the sewing, lunch room, commodity, writers', teachers', Buncombe theatre, nursing, indexing, and vocational education projects; and forms: Form NCWPA-WD 13-1, sewing projects, unit cost report; Form NCWPA-WD 13-3, book mending projects, unit cost report; DO Form 43R, weekly lunch room report; Form SSD 64, report of project nurse; and Form WD-R 1, daily attendance record, NCWPA Recreation Project. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 604. (188)

25. BULLETINS, 1935 to date. ERA bulletins, bulletins from the state director of the Division of Women's and Professional Projects, state conference bulletins, Executive orders, and project and miscellaneous bulletins. Filed alphabetically by county. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 604. (186)

BAKERSVILLE

CERTIFYING AGENT

Mitchell County Courthouse, Main St.

This office was established in Bakersville on February 1, 1936, when certification records of the Emergency Relief Administration for Mitchell County were released to the Works Progress Administration and placed in custody of the county welfare agent for reference in certifying clients to the district office in Asheville. When the inventory was taken, it was the custom in the office to destroy so-called useless papers.

26. EMERGENCY RELIEF ADMINISTRATION SOCIAL SERVICE RECORDS, 1932 - 1934. Filed alphabetically. (Monthly, official.) 6 x 8 cards, 4 ft., in steel transfer case. Damaged by careless handling, scattered. R. 1. (7)

27. EMERGENCY RELIEF ADMINISTRATION AND SOCIAL SERVICE RECORDS, NON-CERTIFIED, 1932 - 1935. ERA and county social service records of non-certified applicants. Filed alphabetically. (Monthly, official.) 10 x 12 covers, 2 ft., in drawer of steel transfer case. R. 1. (9)

28. MITCHELL COUNTY RECORDS, 1932 to date. Copies of ERA and county social service records of workers certified to work on WPA and Rural Resettlement projects, including FERA Form 600, certification of eligibility,

and FERA Form 601, notice of case change. Forms attached. Filed alphabetically. (Daily, official.) 10 x 12 covers, 2 ft., in steel transfer case. R. 1. (10)

29. RECORDS AND REPORTS, 1932 to date. Copies of ERA and county social service records and reports on applicants for enrollment in the CCC, including Labor (ECW) Form CCC 2, application for enrollment in the CCC; original of Labor (ECW) Form CCC 2, sent to the CCC office in Asheville, and duplicate to the State Board of Charities and Public Welfare in Raleigh. Form attached. (Daily, official.) 10 x 12 covers, 2 ft., in steel transfer case. R. 1. (11)

30. COMMODITY DISTRIBUTION, Feb. 10, 1936 to date. Copies of distribution orders issued by the county welfare officer for food, clothing, and other special commodities; monthly reports of the county welfare officer to the district supervisor of commodity distribution in Charlotte; FSCC Form 230, monthly report to the State Board of Charities and Public Welfare of commodity distribution; and FSCC Form 231, monthly report to the same agency of inventory losses in connection with commodities distributed. Forms attached. Filed alphabetically. (Monthly, official.) 6 x 8 loose sheets, 1 ft., in steel transfer case. R. 1. (8)

31. INDEX, Feb. 1, 1936 to date. To surplus commodity records, clothing made in WPA sewing room, and county outside poor. Filed alphabetically by subject. (Daily, official.) 3 x 5 cards, 6 in., in wooden box. R. 1. (12)

BAYBORO

CERTIFYING AGENT Relief Office Bldg.

The office of Certifying Agent for Pamlico County was established in Bayboro in 1936 when various social service records of the Emergency Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent for reference in certifying clients to the district office in New Bern.

32. OLD CASES OF THE EMERGENCY RELIEF ADMINISTRATION, 1933 - 1935. Home relief orders for persons receiving aid. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 12 folders, 1 ft., in metal filing case. Relief Office. (24)

33. CASES CERTIFIED TO THE WORKS PROGRESS ADMINISTRATION, 1933 to date. Records of persons certified for work with the WPA. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 12 folders, 1 ft., in metal filing case. Relief Office. (25)

34. CORRESPONDENCE, 1936 to date. Mileage reports of the county welfare officer, CCC case records, records relative to dependent children, paroles, certification, child labor, medical data on clients, hospital

cases, and the county poor, requests for relief, and instructions. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, 1 ft., in wooden filing case. Relief Office. (23)

35. MONTHLY REPORTS, 1936 to date. Commodity reports, clothing reports, general monthly reports, inventory clothing reports, inventory commodities clothing orders, and monthly reports of general relief extended to clients and of cases eligible to receive surplus commodities. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 1 ft., in wooden filing case. Relief Office. (22)

COUNTY OFFICE
Relief Office Bldg.

The Pamlico County office was established in Bayboro in 1935 under supervision of the district office in New Bern.

36. CORRESPONDENCE AND REPORTS, 1936 to date. Reports of time lost by workers, time credited, record of delivery of pay checks, purchase records, miscellaneous reports, and the following forms: WPA Form 301, project proposal; WPA Form 707, semimonthly report on work projects; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contributions (pay roll); WPA Form 711, semimonthly physical progress report; WPA Form 720, report of materials received, used, and on hand; and Treasury Form A-1a, advice of change in allocation. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, 2 ft., in wooden box. WPA Office. (27)

37. ASSIGNMENT RECORDS, 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.) 3 x $4\frac{1}{2}$ bundles, 4 ft., in metal filing case and wooden boxes. WPA Office. (26)

BEAUFORT

CERTIFYING AGENT
Carteret County Courthouse Annex, Turner St.

The office of Certifying Agent for Carteret County was established in February 1936 when certification records of the Emergency Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent for reference in certifying clients to the district office in New Bern.

38. OLD EMERGENCY RELIEF ADMINISTRATION CASES, 1932 - May 1935. Case cards and histories of clients ineligible for work with the WPA. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft. 9 in., in 4 drawers of filing case. Welfare Office. (84)

39. SKELETON HISTORY OF UNEMPLOYABLES, Jan. - Dec. 1933. ERA records of former county cases which did not receive direct relief from the ERA but which were eligible for commodities. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 9 in., in 4 drawers of filing case. Welfare Office. (85)

40. EMERGENCY RELIEF ADMINISTRATION CASE RECORDS, CERTIFIED TO WORKS PROGRESS ADMINISTRATION, May - Dec. 1935. History of case from first application. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 9 in., in 4 drawers of filing case. Welfare Office. (83)

41. HISTORY OF RURAL RESETTLEMENT CASES, 1935. Histories of cases which were active in 1935. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft. 9 in., in 4 drawers of filing case. Welfare Office. (86)

COUNTY OFFICE

Carteret County Courthouse Annex, Turner St.

The Carteret County office was established in 1935 under supervision of the district office in New Bern, to which original copies of records were sent.

42. CORRESPONDENCE, 1935 to date. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 in., in wooden box. WPA Office. (96)

43. TIME REPORTS, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). (Frequently, official.) 14 x 17 sheets, 1 ft., on desk. WPA Office. (95)

44. COPIES OF APPROVED PROJECTS, 1935 to date. WPA Form 301, project proposal. Filed numerically. (Frequently, official.) 10 x 12 folders, 8 in., in wooden box. WPA Office. (94)

BREVARD

CANNING PROJECT OFFICE OF SUPERVISOR Elementary School Bldg.

This office was established in 1936, under direction of the district office in Asheville, for the purpose of supervising the canning of vegetables and fruits by farm workers for use during the school term in serving lunches to relief children. At the time of the Survey, office space was furnished by the Parent-Teacher Association.

45. ASSIGNMENTS, 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.) 10 x 14 loose papers, 3 in., in document holder. Basement room. (25)

46. TIME SHEET, current. WPA Form 502, time report for personal services, work projects (semimonthly basis); forwarded to district office semimonthly. (Frequently, official.) 16 x 20 sheet, in document holder. Basement room. (26)

LUNCH ROOM PROJECT
OFFICE OF TRANSYLVANIA COUNTY SUPERVISOR
Elementary School Bldg.

This office was established in 1936 under direction of the district office in Asheville for the purpose of serving free lunches to needy school children. Funds from the sale of lunches to nonrelief children were used for the purchase of supplies. Other supplies were furnished by the people of Transylvania County and the Canning Project. When the Survey was made, lunch rooms in the county were located in Brevard, Rosman, and Pisgah Forest.

47. ASSIGNMENTS, 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.) 12 x 18 folders, 3 in., in document holder. Basement room. (24)

48. TIME SHEET, current. WPA Form 502, time report for personal services, work projects (semimonthly basis); forwarded to the district office semimonthly. (Daily, official.) 16 x 18 sheet. Basement room. (23)

SEWING ROOM PROJECT
OFFICE OF TRANSYLVANIA COUNTY SUPERVISOR
Clayton Bldg., Main and Caldwell Sts.

This office was established in Brevard in 1935 under direction of the district office in Asheville. When the inventory was taken, additional records of the project which were filed in the Transylvania County Courthouse were not surveyed.

49. GENERAL CORRESPONDENCE, 1935 to date. Letters and bulletins of instruction from the district office relative to the management of county sewing rooms. (Frequently, official.) 12 x 18 folders, 6 in., in wooden card cabinet and on wooden shelves. 1st room, 1st floor. (22)

BRYSON CITYEDUCATION PROGRAM
OFFICE OF SWAIN COUNTY SUPERVISOR
City Hall, Main St.

This office, under direction of the district office in Asheville, was established in 1935 when education activities of the Emergency Relief Administration were transferred to the Works Progress Administration. Until January 1936 the office was located in the Swain County Courthouse.

50. CORRESPONDENCE, Jan. 1934 to date. With ERA and WPA officials. (Frequently, official.) 10 x 12 folders, 6 in., in open wooden file. R. 1. (24)
51. CORRESPONDENCE, Jan. 1934 to date. With adult students regarding the adult education program. (Frequently, official.) 12 x 15 folders, 6 in., in open wooden file. R. 1. (23)
52. BILLS, Jan. 1934 to date. Bills and invoices. (Rarely, official.) 12 x 14 folders, 1 in., in steel filing case. R. 1. (29)
53. REPORTS, Jan. 1934 to date. Teachers' semimonthly service reports to the district supervisor, showing daily schedules. (Monthly, official.) 10 x 12 folders, 3 in., in steel filing case. R. 1. (28)
54. TEACHERS' EXAMINATIONS, Jan. 1934 to date. Examinations given all adult education teachers during the past two years. (Frequently, official.) 10 x 12 folders, 3 in., in open wooden file. R. 1. (26)
55. CENSUS, Jan. 1934 to date. Records of a county-wide census and health survey made by Emergency Relief teachers and NYA students and sponsored by the County Health Department and the County Board of Education; information tabulated in this office and released to sponsors. (Frequently, official.) 12 x 15 bundles, 3 ft., on wooden shelves. R. 1. (27)
56. MISCELLANEOUS MATERIAL, Jan. 1934 to date. Literature on Emergency Education program, recreation programs, and programs of teachers' meetings, promotion cards, diplomas, songs, and programs. (Frequently, official.) 12 x 15 folders, 1 ft. 4 in., in steel filing case and wooden filing box. R. 1. (30)
57. DRAWINGS, Jan. 1, 1934 to date. Drawings by adult students, indicating progress made by such students. (Frequently, official.) 12 x 15 folders, 4 in., in wooden file. R. 1. (25)

BURGAWCOUNTY OFFICE
First Citizens Bank and Trust Company Bldg., Fremont St.

The Pender County office was established in Burgaw in 1935 under

direction of the district office in Fayetteville. When the Survey was made, it was the custom of the office to destroy by official permission so-called useless papers.

58. GENERAL FILES, 1935 to date. Correspondence, reports, contracts; and vouchers; Treasury Form A-6, requisition for purchase; USES Form 325, assignment slip, works program; WPA Form 401, requisition for workers; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip; and WPA Form 502, time report for personal services, work projects (semimonthly basis). (Frequently, official.) 10 x 12 folders, 6 ft., in 3 drawers of filing case. Front room, 2d floor. (3)

CHAPEL HILL

COUNTY OFFICE

Old Chi Phi House, Fraternity Row

The Orange County office was established in October 1935 under the supervision of the Works Progress Administration branch office in Durham through which records were transmitted to Raleigh. When the inventory was taken, projects in Orange County consisted chiefly of those for repairing and improving roads and for adult education.

59. GENERAL FILES AND CORRESPONDENCE, 1935 to date. USES Form 325, assignment slip, works program; USES Form 350, applicant's identification card; WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 710a, certification of sponsor's contribution (pay roll). Some of forms attached. Entered alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 loose-leaf books, 2 ft., in drawer of steel filing case. NW. end room, 1st floor. (13)

60. PAY ROLLS AND TIME SHEETS, 1935 to date. Pay roll records showing time made by each worker and rate of pay. Arranged by project and entered chronologically. (Daily, official.) 8 $\frac{1}{2}$ x 11 loose-leaf books, 2 ft., in drawer of steel filing case. NW. end room, 1st floor. (14)

FEDERAL ART PROJECT

STATE OFFICE

Sutton Bldg., Franklin St.

This office was established in Chapel Hill in November 1935. Subsequent to the Survey, the project was set up in 1939 as a state-wide project of the Work Projects Administration of North Carolina and the office was moved to Raleigh.

61. CORRESPONDENCE, Nov. 1935 to date. With individuals, art organizations, project units, the WPA and other Federal agencies concerning the finances, personnel, organization, and operation of Federal Art project units in North Carolina. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of filing case. Front room on left, 2d floor. (3)

62. PROJECT RECORDS, Nov. 1935 to date. Approval and allocation of funds for projects, project reports, and records of organization, operation, finances, and personnel. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft., in drawer of filing case. Front room on left, 2d floor. (4)

FEDERAL THEATRE PROJECT
OFFICE OF REGIONAL DIRECTOR
Murphy Bldg.

This office was established in Chapel Hill in October 1935 with jurisdiction over North Carolina, South Carolina, and Virginia. All records were filed in the office for transmittal to Washington when the project closed.

63. CORRESPONDENCE, Oct. 1935 to date. Correspondence concerning rules and regulations governing expense of Federal Theatre projects, and reports of Federal Theatre projects in other states; copies of all correspondence sent to the Washington, D. C., office of the project. Arranged by state and filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 3 ft., in 2 drawers of steel filing case. R. 113. (2)

64. GENERAL FILE, Oct. 26, 1935 to date. Requisitions for materials, supplies, services, and workers, and WPA Form 330, request for approval of project unit. Arranged by state and filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 4 ft., in 2 drawers of filing case. R. 113. (1)

CHARLOTTE

CERTIFYING AGENT
City Hall Bldg., 600 E. Trade St.

The office of certifying agent for Mecklenburg County was established in Charlotte in 1936 when certification records of the Emergency Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent for reference in certifying clients to the district office in Charlotte. In the files were various records which had originated in the office of the Associated Charities and had been released by that office to the Emergency Relief Administration. When the inventory was taken, the records were filed in the ERA office in the City Hall. This office had formerly been located in the Chatham Building, 302 South College Street.

65. MISCELLANEOUS CARDS AND REPORTS OF OPENED AND REOPENED UNEMPLOYMENT RELIEF, 1909 - 1935. Case histories and record of investigation and certification of clients, including statistical data, ERA Work Division occupational classification cards, financial records, physicians' reports, record of weekly needs estimated by family, relief recommended, relief granted, date of welfare worker's contact with applicant, FERA Form 600, certification of eligibility, and Form NCERA-SS 3, face sheet. Forms attached. 5 x 8 card index, 17 ft. (Daily, official.) 14 x 24 folders, 80 ft., in 40 steel transfer cases. ERA Office. (457, 458)

66. ENROLLMENT IN CIVILIAN CONSERVATION CORPS, 1933 to date. Card record of enrollment of boys for CCC camps. Filed alphabetically and numerically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in 2 paste-board boxes. ERA Office. (459)

DISTRICT OFFICE
Chatham Bldg., 302 S. College St.

This office was established in Charlotte on July 1, 1935, with jurisdiction over the Seventh District. When the Survey was made, administrative organization was apparently in a state of transition, divisions still retaining the names under which they operated prior to January 1936, while officials for the most part had been given the new titles. In the following inventory records are listed under old division headings. The "office" to which reference is made is in every instance the office of the respective division or official.

Records of the District Director

67. CORRESPONDENCE, Aug. 1935 to date. Correspondence with officials in Washington and Raleigh, inter-office and district correspondence, and telegrams. Arranged by name of correspondent, county, or subject, and filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 4 ft. 9 in., in 4 metal transfer cases. Office. (258)

68. ADMINISTRATIVE CORRESPONDENCE, 1935 to date. Correspondence with officials in Washington and Raleigh, and inter-office correspondence; also minutes of state staff meetings and telegrams. Filed by department head or county. (Daily, official.) 9 x 12 letters, 6 ft. 2 in., in 8 metal transfer cases. Office. (260)

69. THE EVERY DAY FILE, 1935 to date. Daily file of routine records, project orders, and bills authorized for payment. Filed chronologically. (Constantly, official.) $9\frac{1}{2}$ x 12 loose-leaf book, $1\frac{1}{2}$ in., on secretary's desk. Office. (259)

70. PHOTOGRAPHIC NEGATIVES, n.d. Still photographic negatives, nitrate (approximately 1000), showing improvements on construction projects. 6 in., in transfer case. R. no. not given. (P-4)

Records of the Division of Finance and Reports

71. ADMINISTRATIVE CORRESPONDENCE, 1935 to date. Also telegrams. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ letters, 1 ft. 10 in., in metal transfer case. Office. (286)

72. FINANCE CORRESPONDENCE, 1935 to date. Correspondence with state and district officials, and inter-office correspondence. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft., in metal transfer case. Office. (280)

73. ADMINISTRATIVE LETTERS FROM NATIONAL ADMINISTRATOR, 1935 to date. Copies of letters of instruction from the National Administrator. Filed alphabetically by subject. (Daily, official.) 9 x 10 $\frac{1}{2}$ loose-leaf book, 2 in., on statistician's desk. Office. (273)

74. TRANSMITTALS, 1935 to date. Form attached. (Daily, official.) 9 x 11 loose forms, 1 ft. 8 in., in metal transfer case. Office. (278)

75. PROJECTS APPROVED, 1935 to date. Sponsor's contract and WPA Form 701, statement of allotment detail for work project; for each project in operation in district. Form attached. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ papers, 3 ft., in metal transfer case. Office. (282)

76. ALLOTMENT FILE, 1935 to date. Treasury Form A-3, advice of allotment; Treasury Form A-3a, advice of change in allotment; for each project in district. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ forms, 1 ft. 6 in., in metal transfer case. Office. (283)

77. INACTIVE FILE, 1935 to date. Data on inactive projects in the district: Treasury Form A-3, advice of allotment; Treasury Form A-3a, advice of change in allotment; and WPA Form 701, statement of allotment detail for work project. Form attached. Filed alphabetically by county. (Never.) 8 x 10 $\frac{1}{2}$ forms, 1 ft. 8 in., in metal transfer case. Office. (281)

78. RECORDS OF PAY ROLLS, 1935 to date. WPA Form 503, pay roll for personal services, work projects (semimonthly basis); WPA Form 504, pay roll for personal services, work projects (hourly basis); WPA Form 506, pay roll for personal services and owner-operated equipment, work projects; WPA Form 508, time report for owner-operated equipment; and WPA Form 509, pay roll for personal services, work projects, supervisory or administrative employees on semimonthly basis chargeable to work projects. WPA Forms 508 and 509 attached. Filed alphabetically by county. (Daily, official.) Various sized forms, 26 ft. 6 in., in metal transfer case. Office. (284)

79. MECKLENBURG COUNTY PAYMASTER'S FILE, 1935 to date. Undelivered checks, record of checks returned to Raleigh, and related inter-district correspondence. Arranged by county and filed alphabetically by name of payee. (Daily, official.) Various sized folders, 1 ft. 10 in., in metal transfer case. Office. (287)

80. TRAVEL VOUCHERS, 1935 to date. Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem, and related financial reports, correspondence, and telegrams. Form attached. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 3 ft., in metal transfer case. Office. (276)

81. EARNINGS CARDS, 1935 to date. WPA Form 507, individual earnings record. Arranged numerically by project number and filed alphabetically by name of worker. (Daily, official.) 5 x 8 cards, 9 ft. 4 in., in 12 drawers of metal filing case. Office. (288)

82. RECORD OF COMPENSATION, 1935 to date. Record of all accidents, and WPA Form 511, pay roll for accident compensation. Form attached. Filed alphabetically by county. (Daily, official.) Various sized loose sheets, 4 ft. 6 in., in metal transfer case. Office. (279)

83. ADMINISTRATIVE REQUISITIONS, 1935 to date. Treasury Form A-6, requisition for purchase. Form attached. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ forms, 1 ft. 4 in., in metal transfer case. Office. (285)

84. PROJECT RECORDS, 1935 to date. Project histories set up by statistician for use of administrative staff. Arranged by county and filed by project number. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in metal transfer case. Office. (275)

85. LABOR ANALYSIS, 1935 to date. Record of workers' labor qualifications. Arranged by county and filed alphabetically by name of worker. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 10 in., in metal transfer case. Office. (277)

86. BULLETINS, 1935 to date. Administrative bulletins from the state office. Arranged alphabetically by subject. (Daily, official.) 9 x 11 loose-leaf books, 3 in., on statistician's desk. Office. (274)

Records of the Division of Intake and Certification

87. CORRESPONDENCE MISCELLANEOUS, 1935 to date. Records of the associate supervisor of the new Employment Division, formerly director of the old Division of Intake and Certification. State, district, field, and inter-office correspondence, administrative orders, bulletins, complaints, and case referrals to the Family Service Association and the Salvation Army. Filed alphabetically by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ letters, 1 ft. 1 in., in metal transfer case. Office. (261)

88. EMERGENCY RELIEF ADMINISTRATION DISTRICT CORRESPONDENCE, June 1935 - Feb. 1936. (Never.) 8 x 10 $\frac{1}{2}$ letters, 9 in., in metal transfer case. Office. (262)

Records of the Division of Labor Management

89. LABOR MANAGER'S CORRESPONDENCE, 1935 to date. State, district, and inter-office correspondence and bulletins, administrative orders, memoranda,

and project records, including inventories, reports, general information, and Form WPA Eng. 2, semimonthly report on project in operation. Form attached. Filed alphabetically by subject; bulletins filed numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ letters and forms, 2 ft. 5 in., in metal transfer case. Office. (291)

90. ASSIGNMENT SUPERVISOR'S CORRESPONDENCE, Oct. 1935 to date. Correspondence with state officials and project foremen, and inter-office correspondence. Arranged by county and filed alphabetically by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ letters, 1 ft. 3 in., in metal transfer case. Office. (289)

91. ASSIGNMENT SUPERVISOR'S FILE, Oct. 1935 to date. Labor records of projects in operation and discontinued, showing number of workers on each project and wage-class and sex of each worker, labor analysis, and WPA Form 401, requisition for workers. Arranged by county and filed numerically by project number. Form attached. (Daily, official.) 8 x 10 $\frac{1}{2}$ and 10 $\frac{1}{2}$ x 16 forms and loose sheets, 8 in., in metal transfer case. Office. (290)

92. REQUISITION AND CORRESPONDENCE, Mar. 1936 to date. Assignment supervisor's NYA records, including correspondence, project records, and WPA Form 401, requisition for workers. Arranged by county and filed numerically by project number. Form attached. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 4 in., in metal transfer case. Office. (292)

93. MISCELLANEOUS FILE, 1935 to date. Mecklenburg County supervisor's correspondence, lists of projects showing workers on each, alphabetical list, by street, of families visited, requisitions, and lists of distribution orders. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 7 in., in metal transfer case. Office. (294)

94. ASSIGNMENT SLIPS, 1935 to date. WPA Form 402, reassignment slip. Form attached. Arranged by county and filed alphabetically by name of worker. (Daily, official.) 4 x 5 forms, 10 ft. 1 in., in metal card cabinet. Office. (302)

95. CLIENTS' REFUSALS OF ASSIGNMENTS, Oct. 1935 to date. Form IM7-1, client's reason for not accepting assignment. Form attached. Arranged by county and filed alphabetically by name of client. (Daily, official.) 4 $\frac{1}{2}$ x 6 forms, 9 in., in metal transfer case. Office. (293)

96. PERSONAL FILES, 1935 to date. Office engineer's personal files, including correspondence with Washington and state officials, inter-office and incoming correspondence, names and addresses of foremen, record of first aid purchases, photograph invoices, materials records, project general file, records of projects not in operation, and bulletins. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 3 in., in metal transfer case. Office. (295)

97. CORRESPONDENCE, 1935 to date. Progress officer's correspondence and reports concerning applications for projects. (Never.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 3 in., in metal transfer case. Office. (296)

98. ENGINEERING DATA, 1935 to date. General records, including correspondence, labor analyses, and sponsor and supply records; Form WPA Eng. 2, semimonthly report on project in operation; and Form WPA Eng. 3, report on project approved but not in operation. Forms attached. Arranged by county and filed numerically by project number. (Daily, official.) 5 x 8 and 8 x 10 $\frac{1}{2}$ cards, 8 in., in metal transfer case. Office. (300)

99. PROJECT DATA, TRANSFERRED FROM THE EMERGENCY RELIEF ADMINISTRATION, 1933 - 1935. Reports on work of ERA projects in original WPA District 7. Filed by project number. (Never.) 8 x 10 $\frac{1}{2}$ papers, 2 in., in metal transfer case. Office. (297)

100. PROJECT HISTORY (INACTIVE), Aug. 7 - Oct. 1935. WPA Form 301, project proposal. Form attached. (Never.) 8 $\frac{1}{2}$ x 11 forms, 4 in., in metal transfer case. Office. (298)

101. ENGINEERING RECORDS, 1935 to date. Signatures of foremen on engineering projects, record of sub-allotment transfers and distribution of funds, and WPA Form 720, report of materials received, used, and on hand. Form attached. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 7 in., in metal transfer case. Office. (299)

102. RECORD OF TOOLS, 1934 to date. Record of tools used on WPA projects, including correspondence, reports, and WPA Form 713, requisition on tool and equipment inventory. Some of these records originated with the ERA. Form attached. (Daily, official.) 8 x 11 $\frac{1}{2}$ folders, 1 ft., in metal transfer case. Office. (301)

Records of the Division of Office Management

103. CORRESPONDENCE AND REPORTS, Aug. 1935 to date. General correspondence and reports on district personnel, inventory of office equipment, expenditures, and WPA Form 251, personnel application. Form attached. Filed alphabetically by subject. (Daily, official.) 11 x 13 folders, 2 ft. 1 in., in metal transfer case. Office. (267)

104. INDIVIDUAL EARNINGS OF ADMINISTRATIVE FORCE, 1935 to date. WPA Form 507, individual earnings record. Form attached. Arranged by department and filed alphabetically. (Semimonthly, official.) 5 x 8 cards, 1 in., in pasteboard box. Office. (265)

105. INDIVIDUAL EARNINGS RECORD OF PERSONS NOW EMPLOYED, 1935 to date. WPA Form 507, individual earnings record of each person employed in the district. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in pasteboard box. Office. (264)

106. INDIVIDUAL RECORD OF ABSENCES, 1935 to date. Treasury Stock Form 2152, individual record of absence. Form attached. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in metal transfer case. Office. (266)

107. APPLICATION CARDS, Aug. 1935 to date. WPA Form 251, personnel application. Form attached. Filed alphabetically by occupation. (Seldom,

official.) 11 x 13 folders and cards, 7 in., in metal transfer case. Office. (263)

Records of the Personnel Division

108. MISCELLANEOUS FILE, 1935 to date. List of administrative personnel, showing name, title, address, and telephone number, county case loads, names and addresses of managers and supervisors of sewing rooms, fire-drill and safety reports, general correspondence and telegrams, and miscellaneous data and clippings. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders, forms, and letters, 2 in., in metal transfer case. Office. (269)

109. APPLICATIONS FOR EMPLOYMENT, 1935 to date. WPA Form 251, personnel application. Form attached. Filed alphabetically. (Some of records, seldom; others, frequently, official.) 8 x 10 $\frac{1}{2}$ folders and 8 $\frac{1}{2}$ x 11 forms, 5 ft., in 5 metal transfer cases. Office. (270, 271)

110. EX-EMPLOYMENT OF ADMINISTRATIVE STAFF OF ALL COUNTIES OF DISTRICT, 1935 to date. WPA Form 251, personnel application, former administrative employees. Filed alphabetically. (Seldom, official.) 8 $\frac{1}{2}$ x 11 folders, 6 in., in metal transfer case. Office. (268)

111. REPORTS, Aug. 1935 to date. Weekly inspection reports, names of foremen, city and county safety reports, and mileage reports. Mileage form attached. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, forms, and letters, 8 in., in 2 metal transfer cases. Office. (272)

Records of the Women's Work Division

112. GENERAL CORRESPONDENCE ON WOMEN'S PROJECTS, 1935 to date. Relative to women's projects and supervisors. Filed alphabetically by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders and loose sheets, 3 in., in metal transfer case. Office. (309)

113. SUPERVISOR'S PRIVATE FILE, 1935 to date. State and inter-office correspondence, reports, priority lists, allotments, office equipment and personnel records, and data on all projects. Filed by project, subject, or name. (Daily, official.) 8 x 10 $\frac{1}{2}$ forms and letters, 1 ft., in metal transfer case. Office. (303)

114. INTER-OFFICE COMMUNICATION, 1935 to date. Transmittals for inter-office communications showing date, to whom and from whom papers were sent, and subject and description. Form attached. Filed alphabetically by department head. (Daily, official.) 8 x 11 $\frac{1}{2}$ loose sheets, 5 in., in metal transfer case. Office. (306)

115. APPLICATIONS FOR PROJECTS APPROVED AND IN OPERATION, 1935 to date. WPA Form 306, project application; WPA Form 701, statement of allotment detail for work project; labor analyses; and related county, district, and state correspondence. Forms attached. Filed alphabetically by county. (Frequently, official.) 9 x 10 $\frac{1}{2}$ letters and forms, 1 ft. 11 in., in metal transfer case. Office. (305)

116. SUPERINTENDENT'S STOCK ROOM FILE, Aug. 1935 to date. General reports from sewing projects, receiving and disbursing orders, and Form WD-1, receipt from project manager for materials received for use in sewing rooms. Filed alphabetically by county. (Daily, official.) 9 x 10 $\frac{1}{2}$ forms, 6 in., in metal transfer case. Office. (307)

117. RECORD OF MATERIAL BOUGHT BY WASHINGTON OFFICE, Aug. 1935 to date. Treasury Form A-8, receiving and inspection report, and notations showing amount of material sent to each project. Form attached. Filed alphabetically by name of manufacturer from whom material was received. (Seldom, official.) 10 x 12 loose sheets, 2 ft. 4 in., in 2 metal transfer cases. Office. (311)

118. REQUISITION FOR PURCHASE, Oct. 1935 to date. Carbon copies of completed forms used in purchase or rental of materials, supplies, equipment, and services for women's projects, as follows: Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; and Treasury Form A-8, receiving and inspection report. Forms attached. Filed alphabetically by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders and loose sheets, 1 ft., in metal transfer case. Office. (310)

119. PROGRESS REPORTS, Oct. 1935 to date. Form WPA Eng. 2W, semimonthly report on project in operation for women. Form attached. Filed alphabetically by county. (Daily, official.) 9 $\frac{1}{2}$ x 10 $\frac{1}{2}$ folders, 1 ft. 9 in., in metal transfer case. Office. (308)

120. TREASURER'S ALLOTMENTS AND REQUISITIONS FOR WORKERS, 1935 to date. WPA Form 401, requisition for workers; and WPA Form 701, statement of allotment detail for work project. Forms attached. Filed alphabetically by county. (Daily, official.) 9 $\frac{1}{2}$ x 10 forms and letters, 6 $\frac{1}{2}$ in., in metal transfer case. Office. (304)

RECORDS IN CUSTODY OF PHOTOGRAPHER
Wilkinson Bldg., 129 $\frac{1}{2}$ N. Tryon St.

121. STILL PHOTOGRAPHIC NEGATIVES, n.d. Of WPA work in and around Charlotte. Nitrate (20), in envelopes in transfer case. 2d floor office of Jere Whitsett, photographer. (P-5)

CONSUMER'S PURCHASES PROJECT
DISTRICT OFFICE
Chatham Bldg., 302 S. College St.

This office was opened in Charlotte on April 1, 1936, as a unit of the Federal project for the urban study of consumer purchases. Southeastern regional headquarters was located in Atlanta, Georgia. A county office of the project in Gastonia, North Carolina, was closely affiliated with this office. Subsequent to the Survey the Charlotte office was closed.

122. CORRESPONDENCE AND REPORTS, Apr. 1, 1936 to date. Correspondence, reports on urban study of consumer purchases, and WPA Form 701, statement of allotment detail for work project. Form attached. (Daily, official.) Various sized cards, forms, and letter sheets, 4 in., in steel transfer case. Project Office. (312)

EDUCATION PROGRAM
DISTRICT OFFICE
City Hall Bldg., 600 E. Trade St.

An office for the relief of unemployed needy teachers was established in Charlotte in 1934 by the Emergency Relief Administration which took over work organized in August 1933 and directed, under authority of the Federal Emergency Relief Administration, by the State Department of Public Instruction. Work of the office was continued under the Education Program of the Works Progress Administration. The office was located in the Chatham Building, 302 South College Street, until March 1936 when it was moved to the City Hall Building.

123. CASE HISTORY CARDS OF TEACHERS, 1933 to date. Case histories of teachers, showing name, age, education, and experience. Arranged by county and filed alphabetically. (Frequently, official.) 5 x 6 cards, 1 ft., in steel card cabinet. Project Office. (318)

124. CORRESPONDENCE AND REPORTS, 1934 to date. Correspondence, financial records, Federal releases, county lists of workers showing identification and case numbers of each, expense accounts and current travel expense records, monthly reports, teachers' reports, reports on extension classes, newspaper clippings, and programs. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 4 steel transfer cases. Project Office. (319)

125. MISCELLANEOUS REPORTS, 1933 to date. Names of youth applicants for work, health certificates, students' weekly time reports, timekeepers' reports, and the following forms: Form WPA Ed. 2, project supervisor's monthly report; Form EE-9, teacher's time report; WPA Form 502, time report for personal services, work projects (hourly basis); and WPA Form 829, monthly report, by county, on the Education Program. Forms attached. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in steel transfer case. Project Office. (317)

FEDERAL THEATRE PROJECT
CHARLOTTE LITTLE THEATRE
College Apartment Bldg., 600 N. College St.

The office of the Charlotte Little Theatre (for children) of the Federal Theatre Project was established on February 10, 1936, under general supervision of the state office of the Federal Theatre Project in Raleigh.

126. CORRESPONDENCE AND REPORTS; Feb. 10, 1936 to date. Correspondence relative to plays, and WPA Form 502, time report for personal services, work projects (semimonthly basis). Form attached. Filed chronologically. 9 x 12 folders, 1 ft., in desk drawer. Project Office. (323)

FEDERAL WRITERS' PROJECT

DISTRICT OFFICE

Independence Bldg., 100 W. Trade St.

This office was established in Charlotte in December 1935 under supervision of the state office of the project in Asheville.

127. FIELD FILE, 1935 to date. Material collected by workers on points of interest in the district, traditions, folklore, county and city history, economic and social subjects, and related matter, for inclusion in state, county, and city guides. Filed alphabetically by name of worker. (Frequently, official.) 9 x 11 $\frac{1}{2}$ folders, 9 in., in steel transfer case. R. 1001. (84)

128. REFERENCE FILE, 1935 to date. Duplicate copies of material in field file, research references, letters from consultants, list of places of interest, record of subject assignments to workers, and project manuals. Card index. (Rarely, official.) 9 x 11 $\frac{1}{2}$ folders, 10 in., in steel transfer case. R. 1001. (85)

129. WORK FILE, 1935 to date. Carbon copies of material in field file; for use of editor. Filed alphabetically by subject. 9 x 11 $\frac{1}{2}$ folders, 3 in., in steel transfer case. R. 1001. (86)

130. EDITORIAL FILE, 1935 to date. Carbon copies of material which has been edited and submitted to the state director of the project; also administrative records. Subject card index. (Frequently, official.) 9 x 11 $\frac{1}{2}$ folders, 5 in., in steel transfer case. R. 1001. (87)

HISTORICAL RECORDS SURVEY AND SURVEY OF FEDERAL ARCHIVES

DISTRICT OFFICE

Piedmont Bldg., 222 S. Tryon St.

A joint district office of the Historical Records Survey and the Survey of Federal Archives was established in Charlotte in March 1936 under supervision of the state offices of the two projects in Raleigh. It occupied space in Independence Building from its establishment until May 18, 1936, when it was moved to the Piedmont Building, where the records were surveyed. The office was closed in the spring of 1937, and files were transferred to the Raleigh offices. So-called useless papers were destroyed.

131. MISCELLANEOUS CORRESPONDENCE, Mar. 1936 to date. Correspondence with Raleigh, Federal and county officials, workers in the district, and

others, and bulletins of instruction. Set up by project and filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 in. (exclusive of bulletins), in pasteboard transfer case. R. 309. (315)

132. WORKERS' SURVEY REPORTS; Mar. 1936 to date. For the Survey of Federal Archives: WPA Form 55SA, report on agencies; WPA Form 56SA, report on buildings; WPA Form 57SA, report on rooms; and WPA Form 58SA, report on serials. For the Historical Records Survey: WPA Form 10HR, the buildings form; WPA Form 12-13HR, volumes and unbound records form; WPA Form 14HR, the newspaper form; WPA Form 15HR, the maps and photographs form; WPA Form 16HR, the paintings and statuary form; WPA Form 17HR, the manuscript collection form; WPA Form 18HR, the individual record form; WPA Form 19HR, individual manuscript form; and WPA Form 20HR, church records form. Filed alphabetically by county under each survey. (Daily, official.) 9 x 12 folders, 2 ft., in pasteboard transfer case. R. 309. (314)

LIBRARY PROJECT
BOOK MENDING HEADQUARTERS
Elizabeth School, 1601 Park Dr.

Headquarters for book mending was established by the Library Project in Charlotte on March 17, 1936.

133. TIMEKEEPER'S REPORTS; Mar. 17, 1936 to date. (Semimonthly, official.) 8 x 18 forms, 6 in., in desk. Project Office. (322)

NEGRO WHITE COLLAR SURVEY
STATE OFFICE
Young (Colored) Women's Christian Association Bldg.
411 S. Brevard St.

This office was established in Charlotte in March 1936 and was discontinued in May of the same year. It was under supervision of the Federal director of the Survey of White Collar Negro Workers whose office was located at 242-250 Fifth Avenue, New York City. No papers were considered useless. When the project was closed, records were sent to Raleigh.

134. GENERAL CORRESPONDENCE, Mar. 25 - May 18, 1936. Correspondence with the New York office and copies of all outgoing mail. Filed alphabetically by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ letter sheets, 5 in., in metal transfer case. Project Office. (321)

135. APPLICATION CARDS, 1936. Showing name of applicant for work, age, sex, personal and work history, and qualifications. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in wooden box. Project Office. (320)

RECREATION PROJECT
OFFICE OF SUPERVISOR
City Hall Bldg., 600 E. Trade St.

This office was established in 1935 as a unit of the North Carolina WPA Recreation Project when the Works Progress Administration took over the recreational program formerly conducted by the Emergency Relief Administration.

136. MISCELLANEOUS CORRESPONDENCE AND REPORTS, 1933 to date. Correspondence, reports, addresses, applications, pay rolls, time reports; requisitions, schedules, and the following forms: Treasury Form A-8, receiving and inspection report; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contributions (pay roll only); WPA Form 720, weekly report of materials received, used, and on hand; Form WPA Eng. 2000, tool report; and Form WD-R-1, daily attendance record, NCWPA Recreation Project. Forms attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 10 in., in desk drawer. Project Office. (316)

SEWING ROOM PROJECT
OFFICE OF MECKLENBURG COUNTY SUPERVISOR
Chatham Bldg., 302 S. College St.

This office was established in Charlotte in November 1935 under direction of the district office in Charlotte.

137. GENERAL SEWING ROOM FILE, 1935 to date. Correspondence, applications, safety reports, and the following forms: Treasury Form A-8, receiving and inspection report; WPA Form 401, requisition for workers; WPA Form 502, time report for personal services, work projects (hourly basis); WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contributions (pay roll only); DO Form 44, semimonthly progress report of garments made; Form FD 33, weekly employment report; Form WD-2, District 7, report on materials; and Form NCWPA-WD 13-1, sewing projects, unit cost report. Forms attached. Some of records filed alphabetically by subject, others filed numerically. (Daily, official.) 9 x 12 folders, 9 ft., in 4 metal transfer cases, metal card cabinet, and desk drawer. Project Office. (313)

CLINTON

CERTIFYING AGENT
Caison Bldg., 202 Main St.

The office of certifying agent for Sampson County was established in Clinton in 1936 when certification records of the Emergency Relief Administration were released to the Works Progress Administration and placed

in custody of the county welfare agent for reference in certifying clients to the district office in Fayetteville. When the Survey was made, it was the custom of the office to file so-called useless papers until they were officially ordered destroyed or moved to the district office.

138. GENERAL CORRESPONDENCE, 1935 to date. Concerning applications for aid and requests for transfer. Filed alphabetically. (Daily, official.) 10 x 14 covers, 6 in., in drawer of metal filing case. Welfare Office. (42)

139. SURPLUS COMMODITIES, FOOD AND CLOTHING, Jan. 1936 to date. Record of clients receiving food and clothing from surplus commodities. Filed alphabetically. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of metal filing case. Welfare Office. (41)

140. FEDERAL EMERGENCY RELIEF ADMINISTRATION CASES, 1933 - 1935. Records of all cases assisted by the FERA. Filed alphabetically. (Daily, official.) 10 x 14 cards, 5 ft., in 2 drawers of metal filing case. Welfare Office. (43)

141. CERTIFICATIONS, 1935 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; and FERA Form 602, cancellation of certification of eligibility. Filed alphabetically. (Frequently, official.) 4 x 6 loose sheets, 2 ft. 3 in., in 2 pasteboard card cabinets. Welfare Office. (62)

142. CIVILIAN CONSERVATION CORPS APPLICATIONS AND DISCHARGES, 1933 to date. Applications and discharges of CCC boys from Sampson County. Filed alphabetically. (Daily, official.) 3 x 5 cards and 10 x 14 folders, 2 in., in metal filing drawer. Welfare Office. (40)

143. RURAL REFERENDA, 1935 to date. Cases applying for Rural Resettlement aid. Filed alphabetically. (Daily, official.) 10 x 14 folders, 1 in., in drawer of metal filing case. Welfare Office. (39)

COUNTY OFFICE

Herring Bldg., 121 Main St.

The Sampson County office was established in Clinton on May 6, 1935, under supervision of the district office in Fayetteville.

144. GENERAL FILE, May 1935 to date. National Reemployment Service information, correspondence, applications for transfer of certification, Safety Department correspondence, telegrams, requests for materials, and forms: Form DED 6, weekly employment record for WPA projects in each county; Form NCWPA-WD 9, lunch room monthly report; Form NCWPA-WD 13-2, lunch room project, unit cost report; Form NCWPA-WD 13-3, book mending projects, unit cost report; Form WD-4, receipt for WPA Government articles; Form WD-8, employment report; WPA Form 720, report of materials received, used, and on hand; and Treasury Form A-8, receiving and inspection report. (Daily, official.) 9 x 12 folders, 6 in., in pasteboard box. WPA Office. (58)

145. PAY ROLLS, Oct. 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Arranged by county and filed numerically by project number. (Occasionally, official.) 8 x 16 sheets, 2 in., in wooden cabinet. WPA Office. (61)

146. TIME SHEETS AND TIME BOOKS, Oct. 1935 to date. Record of time made by workers. Arranged numerically. (Daily, official.) 4 x 7 vols., 1 ft. 4 in., in wooden cabinet. WPA Office. (60)

147. REPORTS AND GENERAL INFORMATION, May 1935 to date. Information sent to project superintendents, and copies of reports from them. (Daily, official.) 9 x 12 folders, 6 in., in pasteboard box. WPA Office. (55)

148. RECORDS OF WORKERS, Oct. 1935 to date. Transfers and releases. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in pasteboard box. WPA Office. (59)

149. SEWING ROOM SUPERVISORS' FILE, GENERAL, May 6, 1935 to date. Correspondence, bulletins, invoices, narrative reports, workers' reports, and forms: Form NCWPA-WD 3, monthly sewing room report; Form NCWPA-WD 13-1, sewing projects, unit cost report; WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 710a, certification of sponsor's contribution (pay roll). (Daily, official.) 9 x 12 folders, 6 in., on desk. WPA Office. (56)

150. ASSIGNMENT SLIPS, June 1935 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. Filed alphabetically and numerically. (Daily, official.) 4 x 6 forms, 1 ft., in wooden box. WPA Office. (57)

COLUMBIA

COUNTY OFFICE Community Bldg., Main St.

The Tyrrell County office was established in Columbia in 1935 under supervision of the district office in Elizabeth City. Records surveyed were those of the county supervisor of woman's work.

151. CORRESPONDENCE, 1935 to date. Letters received from the district office. (Daily, official.) 9½ x 12 folders, 3 in., in desk. Office. (13)

152. CORRESPONDENCE, 1935 to date. Copies of supervisor's outgoing letters. (Daily, official.) 9½ x 12 folders, 1 ft. 3 in., in desk. Office. (14)

153. RECORDS OF SEWING AND BOOK MENDING PROJECTS, 1935 to date. Form NCWPA-WD 13-1, sewing projects, unit cost report; and Form NCWPA-WD 13-3, book mending projects, unit cost report. (Daily, official.) 9 x 12 folders, 2 ft. 9 in., in desk. Office. (11)

154. WEEKLY REPORTS OF GARMENTS, MATERIALS, AND EQUIPMENT RECEIVED, USED, AND ON HAND, 1935 to date. WPA Form 720. (Daily, official.) 8 x 12 loose papers, 6 in., in desk. Office. (12)

155. LABOR MANAGEMENT FORMS FOR WOMEN WORKERS; 1935 to date. USES Form 325, assignment slip, works program; WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. (Daily, official.) 4 x 6 forms, 1 ft., in pasteboard file boxes. Office. (15)

156. TIME REPORTS, 1936 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). (Daily, official.) 9 x 12 folders, 6 in., in desk. Office. (16)

CURRITUCK

COUNTY OFFICE

Currituck County Courthouse

The Currituck County office was established in Currituck in 1935 under supervision of the district office in Elizabeth City.

157. MISCELLANEOUS FILE, 1935 to date. Record of project activities, transmittals; reports, and forms: Form FD 33, weekly employment report; WPA Form 355, certificate of approval (trucks), issued by the Safety Department; WPA Form 711, semimonthly physical progress report; and WPA Form 712, tool and equipment inventory record. (Daily, official.) 9½ x 12 folders, 2 ft. 6 in., in steel transfer drawer. WPA Office. (5)

158. ACTIVE FILE OF WPA WORKERS, 1935 to date. USES Form 325, assignment slip, works program; and WPA Form 402, reassignment slip. Filed by project number. (Daily, official.) 4½ x 6 forms, 1 ft., in pasteboard box. WPA Office. (4)

159. INACTIVE FILE, 1935 to date. WPA Form 403, notice of change in work status. Filed alphabetically. (Daily, official.) 4½ x 6 forms, 9 in., in pasteboard box. WPA Office. (8)

160. TIME REPORTS, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Arranged chronologically. (Daily, official.) 14 x 17 loose-leaf books, 4 in., on table. WPA Office. (6)

161. CLASSIFICATION FILE, 1935 to date. FERA Form 144, Work Division occupational classification record. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in 4 pasteboard boxes. WPA Office. (7)

Records of the County Supervisor of Women's Work

162. OFFICIAL CORRESPONDENCE, 1935 to date. With WPA officials. Filed

alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in wooden box. Supervisor's Office. (3)

163. GENERAL CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 10 x 12 folders, $\frac{1}{2}$ in., in wooden box. Supervisor's Office. (2)

164. MISCELLANEOUS REPORTS, 1935 to date. Material inventories and forms: Form NCWPA-WD 13-1, sewing projects, unit cost report; Form NCWPA-WD 3, monthly sewing room report; and WPA Form 711, semimonthly physical progress report. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in wooden boxes. Supervisor's Office. (1)

DURHAM

BRANCH OFFICE

Federal Bldg., Chapel Hill and Rigsbee Sts.

This office was established in Durham on October 12, 1935, with supervision in Durham, Orange, and Person counties, under direction of the district office in Raleigh. Prior to February 10, 1936, it was located in the old post office building at the corner of Main and Corcoran Streets.

165. CORRESPONDENCE, Oct. 12, 1935 to date. Relative to projects. Arranged by project number and filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of filing case. R. 214-A. (56)

166. ENGINEERING DEPARTMENT RECORDS, 1935 to date. Correspondence and records relative to project dockets, including engineering reports, time and materials records, and the following forms: WPA Form 503, pay roll for personal services, work projects (semimonthly basis); WPA Form 707, semimonthly report on work projects; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contribution (pay roll); WPA Form 711, semimonthly physical progress report; and Treasury Form A-6, requisition for purchase. Filed alphabetically and by docket. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing case. R. 214-B. (59)

167. ENGINEERING REPORTS, Oct. 12, 1935 to date. Blueprints and maps of Durham, Orange, and Person counties, showing location of projects, engineering reports, cost data, Treasury Form A-6, requisition for purchase, and Treasury Form A-7, purchase order. Filed alphabetically and by project number. (Daily, official.) 9 x 12 folders, 8 in., in drawer of filing case. R. 214-A. (57)

168. ASSIGNMENTS AND TRANSFER FORMS, Oct. 12, 1935 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. Filed alphabetically under project number. 3 x 5 card index. (Daily, official.) 4 x 6 forms, 5 ft., in 4 filing cases. R. 216-J. (60)

169. TIME REPORTS, Oct. 12, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed by project number. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of filing case. R. 214-A. (58)

170. PAY ROLLS, Oct. 12, 1935 to date. WPA Form 503, pay roll for personal services, work projects (semimonthly basis). Arranged by project number. (Daily, official.) 14 x 18 loose-leaf books, 6 in., in wood cabinet. R. 214-A. (55)

CERTIFYING AGENT
211½ E. Main St.

The office of certifying agent for Durham County was established in 1936 when various social service records of the Emergency Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent for reference in certifying clients to the district office in Raleigh. When the Survey was made, the records were still in the office of the supervisor of applications of the Emergency Relief Administration.

171. CORRESPONDENCE, 1933 - 1935. With the state offices of the ERA and the WPA concerning applicants for work on projects. Filed chronologically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of filing case. ERA Office, 2d floor. (127)

172. CASE RECORDS, 1933 - 1935. Showing family group and employment record and financial status of applicants for relief. 3 x 5 alphabetical and numerical card indexes. (Daily, official.) 9 x 12 folders, 68 ft., in 34 drawers of filing cases. ERA Office, 2d floor. (126)

173. WORK QUALIFICATION CARDS FOR FAMILY GROUPS AND INDIVIDUALS, Jan. - Dec. 1935. FERA Form 144, Work Division occupational classification record. Filed alphabetically. (Daily, official.) 9 x 12 cards, 4 ft., in 2 drawers of filing case. ERA Office, 2d floor. (124)

174. CERTIFICATION OF ELIGIBILITY, May 1935 to date. FERA Form 600. Filed alphabetically. (Daily, official.) 6 x 9 forms attached to cards, 6 ft., in pasteboard file case. ERA Office, 2d floor. (125)

COMMODITY DISTRIBUTION PROJECT
DURHAM OFFICE

Old Pope Furniture Bldg., 1205 Angier Ave.

The office of the Commodity Distribution Project was established in Durham on December 30, 1935, when the Works Progress Administration in North Carolina took over from the Emergency Relief Administration the distribution

to needy persons of surplus commodities of clothing and food products supplied through the Federal Surplus Commodities Corporation. When the Survey was made, the Durham office served Durham, Granville, Orange, and Person counties, and reported to the district director of commodity distribution in Raleigh.

175. DISTRIBUTION OF FOOD PRODUCTS, Dec. 30, 1935 to date. Original forms, signed by clients, and duplicates: FSCC Form 11, consignee's report of loss and/or damage, showing commodity, FSCC order number, bill of lading number, car initial and number, delivering carrier, seal numbers, consignee, destination, date and time car was placed, date and time unloading began, date and time unloading was completed, whether or not railroad agent was notified of the loss or damage, whether or not loss or damage was noted on the bill of lading, extent and nature of damage or spoilage, apparent cause, whether or not heat or refrigeration service was satisfactory, whether contents of car were properly braced, disposition of goods, condition of seals and car, precautions taken to protect shipment, description of shipping containers, quantity received, extent of loss or shortage, description of method used in computing waste, unloading tally, signature of person in charge of unloading, and his sworn statement to truth of report; Form WSC-1, recipient list for surplus commodities; showing county, district, date, storeroom, location, name of recipient, address, case number, type, number in family, commodities received, number of packages of clothing received, signature of recipient, date of delivery, total delivered to clients listed, and signature and title of person who made the report; Form WSC-6, warehouse receipt for commodities charged to a county for a month, showing date, person from whom commodities were received, purchase order number, project number, FSCC number, car number, bill of lading number, disposition of commodities, quantity, unit, description, remarks, warehouse, county or district, and signature and title of person who made the report. Forms attached. Indexed. (Daily, official.) $5\frac{1}{2}$ x $8\frac{1}{4}$ and $8\frac{1}{2}$ x 10 loose-leaf books, 2 ft., in desk. 1st floor, NW. corner room. (130)

176. DAILY, WEEKLY, AND MONTHLY REPORTS, Dec. 30, 1935 to date. Copies of form reports to the District Director: Form WSC-7, perpetual inventory sheet, showing commodity, unit of measure, warehouse, location, date, amount of commodity on hand at beginning of day, quantity received during day, amount distributed, inventory adjustment, and balance on hand; Form WSC-9, monthly inventory, showing warehouse, location, date, description of items, stock on hand as per records, stock on hand as per physical inventory, difference between records and inventory, and signature and title of person who made the inventory; Form WSC-11, truck driver's weekly report, showing name of driver, station to which attached, truck number, period covered, and record of trips made, giving date, place of departure, time, speedometer reading, destination, time, speedometer reading, miles traveled, tons hauled, nature of load, gas and oil added, certification by driver that report is correct, and signature of driver; and Form WSC-17, monthly report of packing room operations, showing month, bulk commodity on hand first of month, received during month, packed during month, and on hand last of month, supplies on hand first of month, received during month, packed during month, and on hand last of month, quantity packed, quantity shipped, quantity on hand at end of month, hours of labor; and signature of senior stock clerk. Forms attached. Indexed. (Daily, official.) $8\frac{1}{2}$ x 10 loose-leaf books, 5 in., in desk. 1st floor, NW. corner room. (129)

EDUCATION PROGRAM
OFFICE OF DURHAM COUNTY SUPERVISOR
City Hall, Morgan and Morris Sts.

This office, under direction of a district supervisor in Raleigh, was established in Durham in 1935 when the Works Progress Administration took over the Emergency Education Program of the Emergency Relief Administration.

177. CORRESPONDENCE, 1934 to date. With the state supervisor of Emergency Education in Raleigh relative to the certification of unemployed teachers in Durham County. Arranged alphabetically. (Seldom, official.) $8\frac{1}{2}$ x 11 folders, 1 ft., in wooden box. Closet. (93)

178. MONTHLY RECORD OF PERSONNEL AND TIME SHEETS, Dec. 31, 1935 to date. Records relative to class enrollment, educational level of pupils, average attendance, and location of classes; copies to district supervisor, respective teacher, and State Department of Public Instruction. Filed alphabetically. (Monthly, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in box. Closet. (94)

FEDERAL THEATRE PROJECT
OFFICE OF SUPERVISOR OF DURHAM THEATRE PROJECT
Officers' Quarters, CCC Camp

This office was established in Durham in February 1936 under direction of the state office of the Federal Theatre Project in Raleigh. Subsequent to the survey of the records, the office was closed in June 1936.

179. CORRESPONDENCE, Feb. - June 1936. Correspondence with the state supervisor of the project, and members of and other persons connected with the project. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 in., on table. 1st floor, 1st room to left. (134)

180. THEATRE PROJECT FILES, Feb. - June 1936. Correspondence with regional and state project supervisors; Treasury Form A-8, receiving and inspection report; and WPA forms, including WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 in., on table. 1st floor, 1st room to left. (133)

FEDERAL WRITERS' PROJECT
OFFICE OF DURHAM COUNTY UNIT
Durham County Courthouse, E. Main St.

This office was established in Durham in December 1935 under direction of the Raleigh office of the project. Originally located in the old post office building, in February 1936 it was moved temporarily to the Federal Building, where it was located until February 28, when it was moved to the Durham County Courthouse.

181. CORRESPONDENCE, Dec. 1935 to date. Pertaining to administration of office and preparation of material for the state guide book. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 10 folders, $\frac{1}{2}$ in., in steel filing drawer. R. 103. (95)

182. STATE GUIDE COPY ON DURHAM AND VICINITY, 1935 to date. Material for the state guide book relative to the history of Durham, industrial development, educational facilities, points of interest, etc. Filed alphabetically by name of worker. (Daily, official.) $8\frac{1}{2}$ x 10 folders, 6 in., in steel filing drawer. R. 103. (96)

SEWING ROOM PROJECT

OFFICE OF DURHAM COUNTY SUPERVISOR

Old Smith Overall Factory, 609 Liberty St.

This office was established in Durham on October 11, 1935, under supervision of the district office in Raleigh.

183. CORRESPONDENCE, 1935 to date. With the district office pertaining to assignments, receiving and inspection reports, time sheets, requisitions, changes in work status; etc. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in desk. 1st room on right. (135)

184. GENERAL FILES, 1935 to date. Requests for sewing room materials, office supplies, fuel, etc., and forms: Form NCWPA-WD 13-1, sewing projects, unit cost report; and Form WD-4; receipt for WPA Government articles. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in desk. 1st room on right. (138)

185. PROGRESS REPORTS, 1935 to date. Report to district office of number of workers on project, sex, relief status, etc. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in desk. 1st room on right. (137)

186. PAY ROLLS, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 loose-leaf books, $\frac{1}{2}$ in., in desk. 1st room on right. (136)

SURVEY OF FARM LABOR

OFFICE OF SUPERVISOR

Dillard Bldg., 213 Morgan St.

This office was established in Durham in March 1936 for the purpose of summarizing for the Department of Agriculture data collected in a survey of agricultural labor.

187. CORRESPONDENCE, Mar. 1936 to date. With the Bureau of Agricultural Economics and the Department of Agriculture in Washington. Filed by county. (Daily, official.) $8\frac{1}{2}$ x 11 bundles, 5 in., in filing case. SW. corner room, 2d floor. (131)

188. SURVEY OF FARM LABOR, Mar. 1936 to date. Survey records from Cleveland, Madison, New Hanover, and Vance counties. Filed by county. (Daily, official.) 8 x 10 bundles, 5 ft., in filing case. SW. corner room, 2d floor. (132)

EDENTON

COUNTY OFFICE

McMullen and Bond Bldg., 102 E. King St.

The Chowan County office was established in Edenton on November 14, 1935, under supervision of the district office in Elizabeth City, to which all records were sent except those necessary for the transaction of business.

189. CORRESPONDENCE, Nov. 1935 to date. Of the Chowan County paymaster with WPA officials. (Occasionally, official.) 8 x 13 bundles, 1 in., in desk. R. 1. (89)

190. CORRESPONDENCE, 1935 to date. Of the Chowan County supervisor of women's work with the district supervisor of women's work. (Occasionally, official.) 8 x 11 folders, 1 in., in basket on desk. R. 1. (94)

191. GENERAL FILE, 1936 to date. Correspondence of the county supervisor of women's work with the district supervisor of finance relative to preparation of pay rolls for security wage workers; also bulletins and a few assignment slips. (Daily, official.) 8 x 11 bundles, $\frac{1}{2}$ in., on desk. R. 1. (80)

192. CORRESPONDENCE AND BULLETINS, 1936 to date. Paymaster's correspondence with the district safety inspector, safety bulletins, and accident reports. (Occasionally, official.) 9 x 12 folders, 1 in., in basket on desk. R. 1. (82)

193. PROJECT PROPOSAL AND REPORTS ON EACH PROJECT, Nov. 1935 to date. WPA Form 301, project proposal; WPA Form 710, certification of sponsor's contributions (other than pay roll); and Form DL-WW-1A, progress report. Forms attached. (Occasionally, official.) 8 x 11 folders, 6 in., in basket on desk. R. 1. (81)

194. RECORD OF ALLOTMENT BALANCE ON WORK PROJECTS, 1936 to date. Showing number of project and balance of allotment on each pay roll date. (Daily, official.) 8 x 11 folders, 1 in., in desk. R. 1. (91)

195. BIDS, 1936 to date. Bids and contracts for truck hire. (Daily, official.) 8 x 11 folders, 1 in., in desk. R. 1. (88)

196. COMPLETED PURCHASE ORDERS, 1936 to date. Treasury Form A-7. (Daily, official.) 8 x 11 folders, 1 in., in desk. R. l. (87)

197. RECEIPTS, 1936 to date. Form D1-WW-1A, progress report; Form WD-4, receipt for WPA Government articles; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contribution (pay roll); Treasury Form A-7, purchase order; and invoices and reports of visits by district, state, and national representatives. Some of forms attached. (Frequently, official.) $9\frac{1}{2}$ x 12 folders, $\frac{1}{2}$ in., in desk. R. l. (84)

198. REPORT OF MATERIALS, 1936 to date. WPA Form 720, report of materials received, used, and on hand; also an inventory of receipts. Form attached. (Occasionally, official.) 8 x 11 folders, 1 in., in basket on desk. R. l. (95)

199. SPONSOR'S TRANSMITTAL SHEET, 1936 to date. Form WD-4, receipt for WPA Government articles, from the sewing rooms. Form attached. (Frequently, official.) 9 x 12 folders, 3 in., in basket on desk. R. l. (83)

200. INVENTORY OF TOOLS, June 2, 1936 to date. Inventory of tools used in sewerage work, showing name of tool, number, and date returned. (Seldom, official.) 8 x 11 bundles, $1\frac{1}{2}$ in., in desk. R. l. (92)

201. WEEKLY AND MONTHLY REPORT ON MALARIA DRAINAGE PROJECT, 1935 to date. Showing items, amounts, project number, period ending, location, and data on materials and equipment. (Semimonthly, official.) $9\frac{1}{2}$ x 12 folders, 4 in., in desk. R. l. (79)

202. PROGRESS REPORTS, 1936 to date. Form D1-WW-1A, progress report, semimonthly and monthly. Form attached. (Occasionally, official.) 8 x 11 folders, 4 in., in desk. R. l. (85, 90)

203. RECEIVING AND INSPECTION REPORTS, 1936 to date. Treasury Form A-8; also correspondence relative to materials for armory under construction. Form attached. (Daily, official.) $8\frac{1}{2}$ x 11 paper packages and 8 x 11 folders, $4\frac{1}{2}$ in., in desk drawer and filing basket on desk. R. l. (96, 97)

204. REQUISITION FOR WORKERS, Nov. 1935 to date. WPA Form 401. Form attached. (Seldom, official.) 8 x 11 bundles, 3 in., in desk. R. l. (93)

205. REQUEST FOR REASSIGNMENT OF WORKERS, 1936 to date. Form D1-Eng. 14. (Occasionally, official.) 8 x 11 folders, 1 in., in basket on desk. R. l. (86)

ELIZABETH CITY

CERTIFYING AGENT

Virginia Dare Arcade Bldg., E. Main St.

The office of certifying agent for Pasquotank County was delegated by the

Works Progress Administration to the county welfare agent on January 1, 1936, when various case records of the Emergency Relief Administration were placed in custody of the welfare agent for use in certifying clients to the district office in Elizabeth City.

206. PASQUOTANK COUNTY CASE RECORDS, 1932 to date. Case histories, and FERA Form 600, certification of eligibility. Form attached. Filed by case number. (Daily, official.) 8 x 12 folders, 8 ft., in 4 drawers of filing case. WPA Office. (239)

207. GENERAL FILE, 1933; 1936 to date. Case workers' correspondence with case work supervisor; and bulletins, together with certain ERA case records for 1933. (Daily, official.) 8 x 12 folders, 6 ft., in 3 drawers of filing case. WPA Office. (238)

COUNTY OFFICE

Virginia Dare Arcade Bldg., E. Main St.

This office, in charge of a paymaster for Camden and Pasquotank counties, was established in Elizabeth City in 1935 under direction of the district office in the same city, where all records were filed with the exception of those which were in daily use in the local office. When the inventory was taken the office served as headquarters for the supervisor of women's work in Camden and Pasquotank counties.

208. CORRESPONDENCE, 1935 to date. Correspondence with clients relative to complaints and applications for work, and cards showing address and last employment of client and names of members of family. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, (footage not given), in desk. WPA Office. (228)

209. GENERAL CORRESPONDENCE, 1935 to date. Correspondence with the district supervisor of women's work and project room supervisors, letters of resignation, and Treasury Form A-6, requisition for purchase of materials for the Pasquotank County sewing room. Form attached. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (236)

210. REQUESTS FOR REASSIGNMENT, 1935 to date. Form DL-Eng. 14, request for reassignment of workers. Form attached. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (229)

211. WAGE SCHEDULES, 1935 to date. Wage schedules for workers in the various counties of the State. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (230)

212. LUNCH ROOM PROJECT ACTIVITIES, 1935 to date. Form NCWPA-WD 13-2, unit cost report, and other records of the lunch room project. Form attached. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (232)

213. NURSING PROJECT, 1935 to date. Correspondence, progress reports, and WPA Form 720, weekly report of materials received, used, and on hand. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (235)

214. RECREATION PROJECT FILES, 1936 to date. Correspondence with the state supervisor of recreation projects and the Recreation Council, progress reports, records of materials purchased for playgrounds, and the following forms: Form WD-R-1, daily attendance record; NCWPA Recreation Project; and Form WD-R-2, weekly county attendance report, NCWPA Recreation Project. Forms attached. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (231)

215. SEWING PROJECT, 1935 to date. Correspondence, inventories, record of garments made, receipts for material received in the Pasquotank County sewing room, and the following forms: Treasury Form A-8, receiving and inspection report; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 720, report of materials received, used, and on hand; Form DL-WW-1A, progress report; and Form NCWPA-WD 13-1, sewing projects, unit cost report. Forms attached. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (233)

216. DISTRIBUTION ORDERS, 1935 to date. Distribution orders for special commodities issued to general welfare, hospital, city jail, fire department, and Nixonton Home for Children. Form attached. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (234)

217. ACCIDENT AND FIRES, 1935 to date. Correspondence relative to accidents and fires, and Form SSD-35, fire drill record, women's work. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $\frac{1}{2}$ in., in desk. WPA Office. (237)

DISTRICT OFFICE

Kramer Bldg., 506 E. Main St.

This office was established in Elizabeth City in 1935 with jurisdiction in the First District.

Records of the District Director

218. OFFICIAL CORRESPONDENCE, 1935 to date. With WPA officials. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in filing case. R. 305. (187)

219. GENERAL CORRESPONDENCE, 1935 to date. With WPA officials, district workers, and the public. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 312. (203)

220. TELEGRAMS, 1935 to date. To and from the state office. Filed alphabetically. (Seldom, official.) 10 x 11 $\frac{1}{2}$ folders, 2 in., in filing case. R. 312. (201)

221. APPLICATION BLANKS, 1935 to date. WPA Form 251, personnel application; submitted by applicants for positions in the district. Form attached. Filed alphabetically by name of applicant. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 312. (202)

Records of the Division of Employment

222. GENERAL CORRESPONDENCE, 1935 to date. General correspondence with the state employment director, county supervisors, district supervisors of Public Works Administration and contract projects, and relief clients. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 215. (179)

223. TRANSMITTAL SHEETS, 1935 to date. Form attached. Filed alphabetically. (Weekly, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 215. (181)

224. NONRELIEF PROJECT FILE, 1935 to date. Assignment records of non-relief project workers: WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Forms attached. Filed alphabetically by county. (Occasionally, official.) 5 x 8 folders, 1 ft. 1 in., in wooden file boxes. R. 213-K. (176)

225. RELIEF PROJECT FILES, 1935 - 1936. Labor supervisor's temporary file showing name of person on relief, record of work, sex, location of project on which employed, and date of transfer to another project or cancellation of eligibility. Filed alphabetically by county. (Daily, official.) 5 x 8 cards, 4 ft., in 6 pasteboard boxes on table. R. 213-K. (175)

226. OCCUPATIONAL CLASSIFICATION RECORDS, 1935 to date. FERA Form 144, Work Division occupational classification record. One set filed alphabetically, and one numerically. (Daily, official.) 9 x 12 cards, 14 ft., in drawers of steel filing case. Rs. 215 and 216. (180, 182)

227. RELIEF CASE RECORDS, 1935 to date. FERA Form 144A, individual occupational classification record; FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification of eligibility; WPA Form 402, notice to report for work on project; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Forms attached. Filed alphabetically. (Daily, official.) Various sized cards and forms, 48 ft., in 32 card cabinets. R. 214. (178)

228. FAMILY AND INDIVIDUAL RECORD CARDS, 1935 to date. Family and individual record cards, showing project to which each worker has been assigned; also a few reassignment cards. Filed alphabetically. (Daily, official.) 5 x 8 cards, 46 ft. 9 in., in 25 open card files. R. 213-K. (177)

Records of the Division of Finance and Statistics

229. GENERAL CORRESPONDENCE OF DISTRICT SUPERVISOR OF FINANCE AND REPORTS, 1935 - 1936. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 12 folders, $1\frac{1}{2}$ in., in steel filing case. R. 316. (204)

230. CORRESPONDENCE OF DISTRICT SUPERVISOR OF FINANCE AND STATISTICS, 1935 to date. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 12 folders, $1\frac{1}{2}$ in., in steel filing case. R. 316. (206)

231. GENERAL CORRESPONDENCE OF FINANCE OFFICE MANAGER, 1935 to date. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 17 folders, 1 ft. 3 in., in steel filing case. R. 316. (208)

232. PERSONAL RECORD CARDS, 1935 to date. Showing name of worker, earnings, and number of project to which assigned; also transfer cards showing names of workers transferred from one project to another. Arranged by county and filed alphabetically. (Daily, official.) 6 x 8 cards, 1 ft. 6 in., in pasteboard boxes. R. 317. (209)

233. PROJECT RECORDS, 1935 to date. Correspondence, reports, allotment ledger accounts, and the following forms: Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem; Treasury Form A-3, advice of allotment; Treasury Form A-4, voucher distribution; Treasury Form A-5, notice of miscellaneous encumbrance; Treasury Form A-6, requisition for purchase; Treasury Form D-53, pay roll routing slip; WPA Form 310, notice of WPA project operation; WPA Form 503a, pay roll for personal services, work projects (hourly basis); and WPA Form 710, certification of sponsor's contributions (other than pay roll). Forms attached. Arranged by project and filed numerically. (Daily, official.) 8 x 12 folders, 16 ft., in 13 drawers of steel filing case. R. 316. (207)

234. MISCELLANEOUS WORKS PROGRESS ADMINISTRATION WORK, 1935 to date. Transmittals for pay rolls and area statistical material, and forms: Standard Form 1064, schedule of disbursements, pay rolls and travel vouchers; WPA Form 508, time report for owner-operated equipment; WPA Form 509, pay roll for personal services, work projects (supervisory employees); WPA Form 511, pay roll for accident compensation; WPA Form 708, report of completed or discontinued project; and Form FD-20, status of pay roll funds. Forms attached. (Daily, official.) 8 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. 316. (205)

Records of the Division of Operations

235. GENERAL CORRESPONDENCE OF ASSISTANT DISTRICT DIRECTOR, 1935 to date. Also a few transmittal sheets. Filed alphabetically. (Daily, official.) 9 x 12 folders, (footage not given), in steel filing case. R. 305. (192)

236. CORRESPONDENCE, ASSISTANT DISTRICT DIRECTOR, 1935 to date. With local WPA officials. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in filing case. Division of R. 305. (196)

237. CORRESPONDENCE, 1935 to date. General correspondence relative to various building construction projects sponsored by the WPA, with related blueprints and plans. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing drawer. R. 305. (191)
238. GENERAL FILE, SUPERVISOR OF PROJECTS, 1935 to date. General correspondence with field workers, and the following forms: Treasury Form A-3, advice of allotment; WPA Form 701, statement of project estimate detail; and Form Eng. 16, project weekly employment report. Form attached. Filed alphabetically by project. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 1 ft. 8 in., in steel filing drawer. R. 306. (200)
239. PROJECT APPLICATIONS, 1934 - 1936. Record on WPA Form 306, project application, of ERA projects approved for completion by the WPA. Form attached. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 305. (193)
240. GENERAL FILE FOR DISTRICT, 1935 to date. Active records of purchase of materials and rentals of equipment: Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; Treasury Form A-8, receiving and inspection report; WPA Form 720, weekly report of materials received, used, and on hand; and WPA Form 721, material inventory record. Forms attached. Arranged by county and filed by project. Vol. index. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 305. (190)
241. TOOL RECORDS AND REPORTS, 1935 to date. Record of tools purchased or rented for use on WPA projects, including general reports from project supervisors, and forms: WPA Form 720, weekly report of materials received, used, and on hand; and Form WD-4, receipt for WPA Government articles; also store clerk's individual record of tools issued by WPA and ERA to various counties, giving name of tool, name of county, date, project number, and department of issue, and record of location of tools, giving number of each type in use, cost, and location and number of project. Filed alphabetically by county. Forms attached. (Daily, official.) Various sized folders and cards, 2 ft. 4 in. (some of footage not given), in steel filing case and transfile. R. 305. (194, 195, 197)
242. PROJECT APPLICATIONS, 1935 to date. WPA Form 306, project application, for WPA projects in the district; includes applications for projects which were not approved. Form attached. Filed alphabetically. (Weekly, official.) 10 x 12 folders, 2 ft., in drawer of filing case. R. 305. (198)
243. APPROVED AND UNAPPROVED PROJECTS, 1935 to date. Project records, including some correspondence, a list of prospective projects, various related papers, and the following forms: WPA Form 301, project proposal; WPA Form 306, project application; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contributions (pay roll only); and Form WPA Eng. 2, semimonthly report on project in operation. Forms attached. Arranged by county and filed alphabetically by project. (Daily, official.) $8\frac{1}{2}$ x 12 folders, 7 in., in drawer of steel filing case. R. 306. (199)

244. WORKING FILE ON ALL PROJECTS OPERATING IN DISTRICT, 1935 to date. Records of total allocation to and expenditures and balances of each project, including the following forms: WPA Form 301, project proposal; WPA Form 306, project application; and WPA Form 701, statement of project estimate detail. Forms attached. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing cabinet. R. 305. (186)

245. COMPLETED AND CANCELED PROJECTS, 1935 to date. Records of completed or canceled projects, including a few pay rolls and WPA Form 708, report of completed or discontinued project. Form attached. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 305. (189)

246. COMPLETED AND CANCELED REQUISITIONS, 1935 to date. Records of completed and canceled requisitions for purchase of materials for projects in the various counties: Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; and Treasury Form A-8, receiving and inspection report. Form attached. Arranged alphabetically by county. Vol. index. (Daily, official.) 9 x 12 vols. and folders, 1 ft. 6 in., in steel filing case. R. 305. (188)

Records of the Division of Women's and Professional Projects

247. CORRESPONDENCE, COUNTY SUPERVISOR AND GENERAL, 1936 to date. Pertaining to county supervisors in the Albemarle district. Filed alphabetically. (Daily, official.) 9 x 11 3/4 folders, 8 in., in filing case. R. 227. (184)

248. REPORTS ON PROJECTS, 1935 to date. Identification records, list of women with number one rating, correspondence, freight bills, names and locations of foremen and sewing rooms, state recreation survey reports, invoices, and the following forms: Treasury Form A-8, receiving and inspection report; WPA Form 351, foreman's accident report; WPA Form 352, safety inspection report; WPA Form 701, statement of allotment detail for work project; WPA Form 720, weekly report of materials received, used, and on hand; Form D2A, estimate for pay period; Form WPA Eng. 2, semimonthly report of project in operation; and Form ST-2-A, notice of temporary suspension of project, completion, discontinuance, or resumption of operations. Forms attached. Filed alphabetically by project. (Daily, official.) 9 x 11 3/4 folders, 8 in., in filing case. R. 227. (183)

249. MISCELLANEOUS PAPERS, 1935. Information for clerks, project foremen, and timekeepers, and the following forms: Standard Form 7, service record card; Treasury Form A-8, receiving and inspection report; WPA Form 301, project proposal; WPA Form 306, project application; WPA Form 502, time report for personal services, work projects (semimonthly basis); Form WPA Eng. 2W, semimonthly report on project in operation for women; Form WD-4, receipt for WPA Government articles; Form WD-5, authorization for agent; and Form WD-R-1, daily attendance record, NCWPA Recreation Project. Forms attached. (Daily, official.) 10 x 12 1/2 bundles, 1 ft., in filing case. R. 227. (185)

ELIZABETHTOWN

CERTIFYING AGENT
Agricultural Bldg.
Elizabethtown-Clarkton Highway

This office was established in January 1936 when various relief records of the Emergency Relief Administration were placed in custody of Bladen County welfare officials for reference in certifying clients to the Works Progress Administration through the district office in Fayetteville. Until March 1936 the office was located in the Bladen County Courthouse.

250. EMERGENCY RELIEF ADMINISTRATION RECORDS, 1934 - 1935. Certification cards, case records and data on financial status of all applicants contacted by ERA case workers in Bladen County, including applicants for enrollment in the CCC. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 6 ft., in 3 locked drawers of metal filing case. File room for Bladen County ERA records. (74)

251. APPLICATIONS REJECTED, 1934 - 1935. Information on rejected applicants for certification, showing reason for rejection, date of rejection, etc. Filed alphabetically. (Seldom, official.) 11½ x 13½ folders, 3 in., in wooden box. File room for Bladen County ERA records. (73)

252. CIVILIAN CONSERVATION CORPS APPLICATIONS ACCEPTED, 1934 to date. Labor (ECW) Form CCC 2, application for enrollment in the CCC, and related correspondence during period accepted applicant is in camp. Form attached. Filed alphabetically. (Seldom, official.) 11½ x 13½ folders, 5 in., in 2 wooden boxes. File room for Bladen County ERA records. (75)

FAYETTEVILLE

CERTIFYING AGENT
Cumberland County Courthouse, Gillespie and Franklin Sts.

This office was established in Fayetteville in 1936 when various relief records of the Emergency Relief Administration were placed in custody of Cumberland County welfare officials for reference in certifying clients to the Works Progress Administration through the district office in Fayetteville.

253. WHITE AND COLORED RELIEF AND CIVILIAN CONSERVATION CORPS FILES, 1935. Name and history of relief clients for 1935, giving case number, name of case worker, date of visit, type of assistance rendered, and work status of client; and records on applicants for enrollment in the CCC. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of metal filing case. Welfare Office. (48)

DISTRICT OFFICE
Huske Bldg., 419 Hay St.

This office was established in Fayetteville in 1935 with jurisdiction in the Fourth District.

Records of the District Director

254. GENERAL CORRESPONDENCE, 1935 to date. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 6 ft., in 3 drawers of metal filing case. R. 402. (99)

Records of the Division of Employment

255. CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 8 x 10 vols., 4 ft., in 2 drawers of metal filing case. 4th floor, right wing. (97)

256. ASSIGNMENT RECORD, 1935 to date. Certification and assignment records, covering activities of individual workers. Arranged by county and filed alphabetically. (Daily, official.) 5 x 8 folders, 40 ft., in 20 drawers of 5 metal filing cases. 4th floor, right wing. (96)

257. INDIVIDUAL RECORD OF OCCUPATION, 1935 to date. Record of former occupation of WPA workers. Filed alphabetically by county and occupation. (Frequently, official.) 5 x 8 cards, 48 ft., in 24 sections of 2 wooden filing cases. 4th floor, right wing. (94)

258. PROJECT FILES, 1935 to date. Showing names of workers on current projects. Filed alphabetically by project. (Daily, official.) 3 x 5 cards, 7 ft. 6 in., in 5 wooden filing cases. 4th floor, right wing. (93)

259. MANUAL OF PROCEDURE, WORKS PROGRESS ADMINISTRATION, 1935 to date. Mimeographed instructions covering WPA activities and personnel, WPA bulletins 1-38, administrative orders, NYA bulletins, and miscellaneous matter. Arranged by subject. (Frequently, official.) 8 x 10 loose-leaf books, 11 in., on filing case. 4th floor, right wing. (98)

260. FAMILY RECORD OF EMPLOYABLE MEMBERS, 1935 - 1936. Record of employable members in each certified family. Filed alphabetically by county. (Inactive file, occasionally, official.) 10 x 12 cards, 24 ft., in 12 drawers of 2 metal filing cases. 4th floor, right wing. (95)

Records of the Division of Finance and Statistics

261. FINANCE AND STATISTICS, 1935 to date. Correspondence and statistical records of the Fourth District. Filed alphabetically by subject. (Frequently, official.) 8 x 10 folders, 2 ft. 10 in., in 2 drawers of metal filing case. Storage Room, 5th floor. (120)

262. CORRESPONDENCE, current month. Of assistant supervisor with state office and other emergency agencies. (Frequently, official.) 8 x 10 loose-leaf book, 2 in., on desk. Storage Room, 5th floor. (128)

263. APPLICATIONS, 1935 to date. Applications for administrative positions, and record of administrative employees covering leaves of absence, vacation, sick leave, etc. Filed alphabetically by county. (Frequently, official.) 8 x 10 and 8 x 15 folders, 6 ft. 6 in.; in 4 drawers of metal filing case, and 5 pasteboard boxes. Storage Room, 5th floor. (123)

264. PROJECT HISTORY COMPLETE, 1935 to date. Statistical information concerning project proposals, allotments, requisitions, paid purchase orders, encumbrances, and journal vouchers for office; material relative to sponsors' contributions; history of projects in each county; and paid and unpaid travel vouchers. Arranged by county and filed by project. (Frequently, official.) 8 x 10 folders and pockets, 10 ft. 8 in., in 6 drawers of metal filing cases. Storage Room, 5th floor. (121)

265. RECEIPTS AND DISBURSEMENTS, 1935 to date. Ledgers showing financial record of counties in the district, financial record for the administration of the district office, and financial record of projects in the district. (Frequently, official.) 14 x 18 loose-leaf books (12), 1 ft. 6 in., in metal bookcase. Storage Room, 5th floor. (129)

266. TIME REPORTS, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Arranged by county and filed by project number. (Frequently, official.) 14 x 17 pockets, 11 ft. 7 in., in 4 drawers of metal and 2 drawers of wooden filing cases. Storage Room, 5th floor. (126)

267. PAY ROLL FILE, 1936 to date. Paid pay rolls, pay rolls in suspense, time sheets, and related correspondence. Arranged by county and filed by project number. (Frequently, official.) 8 x 10 folders, 10 ft. 9 in., in 7 drawers of metal filing case. Storage Room, 5th floor. (122)

268. INVENTORY OF MATERIALS, TOOLS, AND EQUIPMENT, 1935 to date. Inventory files of office supplies, furniture, tools, and machinery in use in the district. Filed by county. (Frequently, official.) 8 x 10 folders and 5 x 8 cards, 3 ft. 7 in., in drawer of metal and 2 drawers of wooden filing cases. Storage Room, 5th floor. (130)

269. ASSIGNMENTS, 1935 to date. Information relative to assignments, reassignments, reclassifications, change in work status, etc. Filed alphabetically by name of worker. (Frequently, official.) 4 x 6 folders, 23 ft. 8 in., in 15 wooden filing drawers. Storage Room, 5th floor. (124)

270. INDIVIDUAL EARNINGS RECORD, 1935 to date. Work cards giving detailed information of work activities of individual workers. Filed alphabetically and serially by county and project. (Frequently, official.) 5 x 8 cards, 8 ft. 2 in., in 12 drawers of wooden filing case. Storage Room, 5th floor. (125)

Records of the District Claim Adjuster

271. CORRESPONDENCE, TELEGRAMS, CLAIMANTS' COMPENSATION, AND CLAIMS FOR MEDICAL TREATMENT, 1935 to date. Correspondence, claims for compensation, records of medical assistance, birth, marriage, and death

certificates, etc. Arranged by county and filed numerically. (Frequently, official.) 8 x 10 folders, 1 ft. 8 in., in 3 drawers of metal filing case. R. 405. (103)

272. INJURY REPORTS TO RALEIGH, 1935 to date. Card record of injuries received on WPA projects, and description of case and circumstances under which accident occurred and claim for injury was made. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 4 in., in pasteboard box. R. 405. (104)

273. ACCIDENT CLAIMS ACCEPTED BY RALEIGH, 1935 to date. Card record of claims designated for payment by the Raleigh office. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 3 in., in pasteboard box. R. 405. (105)

Records of the Division of Operations

274. CORRESPONDENCE, 1935 to date. Relative to construction projects. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 1 ft. 6 in., in drawers of metal filing case. R. 425. (115)

275. APPROVED PROJECTS, 1935 to date. Information relative to projects approved and in operation. Arranged by county and filed by project number. (Frequently, official.) 8 x 10 folders, 2 ft. 6 in., in 2 drawers of metal filing case. R. 425. (116)

276. PROJECTS PENDING APPROVAL, 1935 to date. Information relative to projects pending approval. Filed numerically by project. (Frequently, official.) 8 x 10 folders, 1 ft. 10 in., in 2 drawers of metal filing case. R. 425. (117)

277. FOURTH DISTRICT PROJECTS, 1935 to date. Project applications, including applications for projects for women. Filed by county. (Frequently, official.) 8 x 10 folders, 1 ft. 7 in., in drawer of metal filing case. R. 425. (118)

278. BLUEPRINTS, 1935 to date. Of Fourth District projects. Filed by project. (Frequently, official.) Various sized folders, 1 ft. 7 in., in drawer of metal filing case. R. 425. (119)

Records of the District Safety Director

279. DAILY REPORTS, 1935 to date. Truck, injury, and project inspection reports, weekly narrative reports, etc. Filed alphabetically by subject. (Frequently, official.) 8 x 12 folders, 7 in., in drawer of metal filing case. R. 405. (101)

280. INJURY REPORT TO RALEIGH, 1935 to date. Card record of circumstances under which accident occurred. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 3 in., in wooden box. R. 405. (100)

281. PROJECT REPORTS, 1936 to date. Description of projects, showing location and other data. Filed by county. (Frequently, official.) 8 x 10 folders, 2 in., in drawer of metal filing case. R. 405. (102)

Records of the District Supervisor of Malaria Control

282. CORRESPONDENCE, 1935 to date. Correspondence concerning drainage projects in operation and pending, weekly narrative reports by counties, and copies of telegrams sent and received. Filed by county and subject. (Frequently, official.) 8 x 10 folders, 10 in., in wood and metal filing case. R. 302. (86)

Records of Office and Field Engineers

283. CORRESPONDENCE, FIELD ENGINEER, 1935 to date. Correspondence pertaining to engineering and relative subjects, and engineering records of Robeson and Scotland counties. Arranged by county and filed by project serial number. (Frequently, official.) 8 x 10 folders, 1 ft., in 2 drawers of metal filing case. R. 408. (106)

284. CORRESPONDENCE AND TRANSMITTALS, OFFICE ENGINEER, 1935 to date. Filed alphabetically by subject. (Frequently, official.) 8 x 10 folders, 1 ft. 3 in., in drawer of metal filing case. R. 411. (107)

285. REQUISITIONS, ACTIVE, 1935 to date. Requisitions on Raleigh for supplies and materials for projects in operation. Arranged by county and filed numerically by project number. (Frequently, official.) 8 x 10 folders, 2 ft., in drawer of metal filing case. R. 411. (109)

286. REQUISITIONS, INACTIVE, 1935 to date. For supplies and materials for projects which have been completed. Arranged by county and filed by project number. (Rarely, official.) 8 x 10 folders, 10 in., in drawer of metal filing case. R. 411. (108)

287. PENCIL COPIES OF REQUISITIONS, 1935 to date. Temporary copies. Arranged by county and filed by project. (Frequently, official.) 8 x 10 folders, 1 ft., in drawer of metal filing case. R. 411. (111)

288. ADMINISTRATION RECORDS, 1935 to date. Record of office supplies, telephone and telegraph messages, etc. Arranged by subject and filed numerically by serial number. (Frequently, official.) 8 x 10 folders, 1 ft., in drawer of metal filing case. R. 411. (110)

Records of the Division of Women's and Professional Projects

289. CORRESPONDENCE, 1935 to date. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 1 ft., in drawer of metal filing case. R. 412-14. (112)

290. REPORTS, 1935 to date. Requisitions, receiving and inspection reports, and project supervisors' reports on activities. Filed by county. (Frequently, official.) 8 x 10 folders, 2 ft. 4 in., in 2 drawers of metal filing case. R. 412-14. (114)

291. PROJECT FILE, 1935 to date. Records of sewing rooms and other projects for women. Filed serially by project. (Frequently, official.) 8 x 10 folders, 1 ft. 6 in., in drawer of metal filing case. R. 412-14. (113)

Records of the District Director of Commodity Distribution

292. CORRESPONDENCE, 1936 to date. Chiefly with county welfare offices, the state director of commodity distribution, and the State Department of Public Welfare. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 6 in., in pasteboard box. R. 321. (87)

293. COMMODITY RECORDS, 1936 to date. Weekly reports of commodities received and distributed by the three warehouses to county welfare agents of the district. Arranged by warehouse and filed chronologically. (Frequently, official.) 8 x 10 folders, 10 in., in drawer of filing case. R. 321. (88)

294. RECEIPT BOOK, 1936 to date. Receipts for commodities delivered to county welfare offices. (Frequently, official.) 6 x 9 vol., $1\frac{1}{2}$ in., in desk drawer. R. 321. (90)

295. CLIENT LIST, 1936 to date. Monthly list, supplied by county welfare officers, of clients in need of aid from the WPA. Filed chronologically. (Frequently, official.) 9 x 15 loose-leaf books, 3 in., in wooden cover. R. 321. (89)

Records of the FERA and the CWA

296. OLD FILES OF THE FEDERAL EMERGENCY RELIEF ADMINISTRATION AND THE CIVIL WORKS ADMINISTRATION, 1932 - 1935. Paid bills and vouchers, Rural Rehabilitation files, social service files, and sundry subject files of the FERA and CWA covering Bladen, Brunswick, Columbus, Cumberland, Hoke, New Hanover, Pender, Robeson, Sampson, and Scotland counties in ERA Districts 28, 31, 32, and 35. Filed alphabetically. (Seldom, official.) Various sized folders, envelopes, etc., 750 ft., in 315 transfer filing drawers and 61 wooden boxes. Storage Room, 5th floor. (127)

Records of the Information Service

297. CORRESPONDENCE, NARRATIVE REPORTS, ETC., 1936 to date. Routine correspondence, narrative reports of activities of the district administration, and copies of releases to newspapers. Filed by subject. (Frequently, official.) 8 x 10 folders, 4 in., in drawer of wooden box. R. 322. (91)

298. SCRAP BOOK, 1936 to date. Newspaper clippings of news items concerning the Fourth District WPA, and clippings of releases from this office. (Frequently, public.) $11\frac{1}{2}$ x 16 loose-leaf book, 2 in., on desk. R. 322. (92)

GASTONIA

COUNTY OFFICE

Gaston County Courthouse, South St.

The Gaston County office was established in Gastonia on November 18, 1935, under supervision of the district office in Charlotte.

299. CORRESPONDENCE FILE, COUNTY SUPERVISOR, Nov. 18, 1935 to date. (Daily, official.) 9 x 12 folders, 6 in., in desk drawer. WPA Office. (83)

300. GENERAL FILE, WOMEN'S WORK, Nov. 18, 1935 to date. Correspondence, inventories, requisitions, certifications of sponsors' contributions, receipts for WPA articles, and reports and information on women's projects, including sewing rooms and recreational and bookbinding projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (84)

301. CERTIFICATION OF SPONSOR'S CONTRIBUTIONS, Nov. 13, 1935 to date. WPA Form 710, certification of sponsor's contributions (other than pay roll). Form attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (85-A)

302. REQUISITIONS, Nov. 13, 1935 to date. Treasury Form A-6, requisition for purchase of materials and supplies for the sewing room. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (85-G)

303. RECEIVING AND INSPECTION REPORTS, Nov. 13, 1935 to date. Treasury Form A-8, receiving and inspection report. Form attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (85-C)

304. REPORT ON MATERIALS (INVENTORY), Nov. 13, 1935 to date. Form WD-2 District 7, report on materials. Form attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (85-D)

305. REPORT ON TOOLS AND EQUIPMENT RETURNED TO INVENTORY, Nov. 13, 1935 to date. WPA Form 714. Form attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (85-H)

306. REPORT OF PROJECT NURSE, Nov. 13, 1935 to date. Form SSD-64; forwarded to Safety Department in Raleigh. Form attached. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 1 ft., in desk drawer. WPA Office. (85-F)

307. ASSIGNMENT SLIPS, WOMEN WORKERS, Nov. 18, 1935 to date. USES Form 325. Arranged in active and inactive groups and filed alphabetically. (Daily, official.) 4 x 6 slips, 6 in., in wooden box and pasteboard box. WPA Office. (85)

308. LUNCH ROOM PROJECT, Nov. 13, 1935 to date. NCWPA-WD 13-2, lunch room project, unit cost report. Form attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (85-E)

309. SEWING PROJECT UNIT COST REPORT, Nov. 13, 1935 to date. Showing number of machines kept at sewing rooms, location of unit, number of women employed, cost of labor, garments made, kind of building, monthly rentals,

number of chairs, stoves, etc. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. WPA Office. (85-B)

LIBRARY PROJECT
OFFICE OF SUPERVISOR
Gaston County Courthouse, South St.

This office, for supervision of bookbinding and repair of books, was established in Gastonia on November 18, 1935, under direction of the district supervisor of library projects in Charlotte. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

310. CORRESPONDENCE, 1935 to date. From the district supervisor of library projects concerning operation of the project. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in desk drawer. Supervisor's Office. (97)

RECREATION PROJECT
OFFICE OF GASTON COUNTY SUPERVISOR
City Hall Bldg., South St.

An office of the Recreation Project was established in Gastonia on December 27, 1935, under supervision of the district supervisor of recreation in Charlotte. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

311. CORRESPONDENCE, 1935 to date. With the district supervisor of recreation, the state recreation supervisor, and others. Filed alphabetically. (Daily, official.) 9 x 12 folders, 11 in., in desk drawer. Project Office. (96)

GATESVILLE

CERTIFYING AGENT
Gates County Courthouse, Court St.

This office was established in Gatesville in 1936 when various relief records of the Emergency Relief Administration were placed in custody of Gates County welfare officials for reference in certifying clients to the Works Progress Administration through the district office in Elizabeth City. When the inventory was taken it was the custom of officials in the office to destroy so-called useless papers.

312. RURAL REHABILITATION, 1932 to date. Budget for clients transferred from the Emergency Relief Administration to the Rural Rehabilitation Corporation, and records of cash loans to farmers and loans for livestock, poultry, farm implements, and seed; originals sent to Raleigh. Filed alphabetically. (Never.) 9 x 12 folders, 3 ft., in drawer of steel filing case. Welfare Office. (31)

313. EMERGENCY RELIEF ADMINISTRATION CASE RECORDS, 1932 - Jan. 1936. Showing number in each family, age and condition of each, nature and amount of relief given. Filed alphabetically. (Never.) 9 x 12 folders, 9 ft., in 3 drawers of steel filing case. Welfare Office. (30)

314. MAJOR CASES, 1936 to date. Form NCERA-SS 3, face sheet, for active cases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 2 drawers of steel filing case. Welfare Office. (29)

315. MINOR CASES, 1936 to date. Form NCERA-SS 3, face sheet, showing case information on applicants ineligible for certification. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 6 ft., in 2 drawers of steel filing case. Welfare Office. (28)

316. CIVILIAN CONSERVATION CORPS RECORDS, 1936 to date. Personal records of CCC enrollees, including Labor (ECW) Form CCC 2, application for enrollment. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case. Welfare Office. (27)

317. BULLETINS AND REPORTS, 1936 to date. Printed and mimeographed bulletins, and records of clothes and food distributed to major cases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in drawers of steel filing case. Welfare Office. (32)

COUNTY OFFICE

WPA Administration Office, Court St.

The Gates County office was established in Gatesville in 1935 under direction of the district office in Elizabeth City.

318. GENERAL FILE; 1935 to date. USES Form 325, assignment slip, works program; WPA Form 401, requisition for workers; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; WPA Form 404, reclassification slip; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 720, report of materials received, used, and on hand; Form D1 Eng. 1, drainage report, semimonthly; Form D1-WW-1A, progress report; Form WPA Eng. 2W, semimonthly report on project in operation for women; Form Eng. 29, estimate of cost of project by items of work; Form NCWPA-WD 3, monthly sewing room report; Form WD-4, receipt for WPA Government articles; and Treasury Form A-8, receiving and inspection report. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in file box. Main Office. (33)

319. CLOSED CASES, 1936 to date. Assignment records in cases which have been active but are now inactive, including WPA Form 402, reassignment slip, and WPA Form 403, notice of change in work status. Forms attached. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. Main Office. (34)

GOLDSBORO

OFFICE OF AREA ENGINEER Handley Bldg., John St.

An engineering office of the Works Progress Administration was established in Goldsboro on August 1, 1935. When the Survey was made, the office served Greene and Wayne counties. From August 1 to September 1, 1935, it was located in the Professional Building; from September 1 to October 1, 1935, in the City Hall; and from October 1, 1935, to January 1, 1936, in a private dwelling.

320. PROJECTS, 1935 to date. Correspondence and material relative to projects in Wayne, Greene, and Wilson counties, including maps of the district and forms: Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; Treasury Form A-8, receiving and inspection report; WPA Form 401, requisition for workers; WPA Form 701, statement of project estimate detail; WPA Form 708, report of completed or discontinued project; WPA Form 710, certification of sponsor's contributions (other than pay roll); and Form WPA Eng. 2, semimonthly report on project in operation. Forms attached. Filed by subject. (Constantly, official.) 9 x 12 folders, 1 ft. 10 in., in 2 drawers of filing case. Engineer's Room. (74)

321. REPORTS, 1935 to date. Tool reports, estimates of costs, schedules of construction, safety bulletins, reports of assignments, weekly reports, narrative and materials received reports, record of persons certified, and injury records, including narrative reports and forms: Form CA-4, claim for compensation on account of injury; Form CA-32, report on hernia; Form S-69, public voucher for services and supplies of hospitals and physicians, U.S. Employees' Compensation Commission; and Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. Forms attached. Filed by subject. (Occasionally, official.) 9 x 12 folders, 9 in., in drawer of filing case. Engineer's Room. (75)

322. ASSIGNMENT SLIPS, 1935 to date. WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. (Constantly, official.) 4 x 6 bundles, 1 ft. 10 in., in 2 pasteboard boxes. Engineer's Room. (73)

323. PAY ROLLS, Nov. 1935 to date. WPA Form 502, time report for personal services, work projects (hourly basis). Form attached. (Rarely, official.) 14 x 17 sheets, 1 ft. 6 in., in filing drawer. Engineer's Room. (72)

OFFICE OF SUPERVISOR OF WOMEN'S AND PROFESSIONAL PROJECTS
Professional Bldg., John St.

An office for supervision of women's work in Wayne, Greene, Johnston, and Wilson counties was established in Goldsboro on October 1, 1935, under supervision of the district office in Raleigh. It was located from October to December 1935 in a dwelling house on Chestnut Street, and from January to June 1936 in the Handley Building.

324. WOMEN'S PROJECTS, Oct. 15, 1935 to date. All records pertaining to women's projects, and correspondence relative to sewing rooms, book mending, recreation, homemaking, nursing, lunch rooms, commodity distribution, and the Federal Theatre. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. WPA Office. (84)

325. ASSIGNMENT SLIPS, Nov. 1935 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. (Occasionally, official.) 4 x 6 bundles, 7 in., in 6 paper boxes. WPA Office. (86)

326. PAY ROLLS, Nov. 18, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). (Seldom, official.) 14 x 17 bundles, 10 in., on radio. WPA Office. (85)

GRAHAM

COUNTY OFFICE
Alamance County Courthouse

This office was established in Graham in November 1935 to serve Caswell and Alamance counties under supervision of the district office in Greensboro. It was originally located in the First National Bank Building.

327. CORRESPONDENCE, Nov. 1935 to date. With state and district WPA officials. (Earlier records, seldom; current records, daily; official.) 6 x 10 papers and vols., 11 ft., in 5 drawers of filing case, and on desk. Basement, NE. corner room. (10, 13)

328. MISCELLANEOUS CORRESPONDENCE, Nov. 1935 to date. With private companies and organizations relative to labor. (Rarely, official.) 8 x 12 papers, 1 ft. 6 in., in drawer of filing case. Basement, NE. corner room. (12)

329. RECEIPTS, Nov. - Dec. 1935. For checks paid to WPA workers. (Seldom, official.) 6 x 10 sheets, 2 ft., in drawer of filing case. Basement, NE. corner room. (6)

330. NATIONAL YOUTH ADMINISTRATION PAY ROLLS, Feb. 1936 to date. WPA Form 502, time report for personal services, work projects (semimonthly

basis). (Semimonthly, official.) 13 x 17 pay roll forms, 2 ft., in drawer of filing case. Basement, NE. corner room. (15)

331. REQUISITION FOR TOOLS, Jan. 1936 to date. WPA Form 713, requisition on tool and equipment inventory. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ forms, 2 ft., in drawer of filing case. Basement, NE. corner room. (11)

332. PROJECTS, Nov. 1935 to date. Information and blueprints relative to projects. (Occasionally, official.) 9 x 12 papers, 2 ft., in drawer of filing case. Basement, NE. corner room. (8)

333. PROJECT REPORTS, Nov. 1935 to date. Weekly report showing materials used, work accomplished, and material and equipment needed. (Weekly, official.) 6 x 10 forms, 2 ft. 6 in., in drawer of filing case and 2 transfer cases. Basement, NE. corner room. (14)

334. WEEKLY LABOR REPORT, Nov. 1935 to date. Showing number of skilled and semiskilled, professional, technical, and nonskilled laborers on project pay rolls. (Weekly, official.) 6 x 10 forms, 2 ft., in drawer of filing case. Basement, NE. corner room. (16)

335. CERTIFICATIONS, Nov. 1935 to date. FERA Form 600, certification of eligibility. Arranged alphabetically. (Occasionally, official.) 5 x 8 and 12 x 12 slips, 2 ft. 3 in., in drawer of filing case and in book on desk. Basement, NE. corner room. (5)

336. REQUISITION FOR LABOR, Nov. 1935 to date. WPA Form 401. (Daily, official.) 6 x 10 forms, 2 ft., in drawer of filing case. Basement, NE. corner room. (9)

337. ASSIGNMENT RECORDS, Nov. 1935 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 county and filed alphabetically. (Daily, official.) 4 x 6 forms, 2 ft., in drawer of filing case. Basement, NE. corner room. (1, 2)

338. CARD CATALOGUE, Nov. 1935 to date. Name file of laborers placed on WPA projects. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 2 ft., in drawer of filing case. Basement, NE. corner room. (3)

339. CARD INDEX OF ELIGIBLE PERSONS REFUSED WORK WITH THE WORKS PROGRESS ADMINISTRATION, Nov. 1935 to date. List of eligible persons who were not assigned to work with the WPA; showing reason for nonassignment. (Occasionally, official.) 5 x 8 forms, 2 ft., in cigar box. Basement, NE. corner room. (4)

340. ACCIDENT REPORTS, Nov. 1935 to date. Record of injuries to laborers on WPA projects. (Rarely, official.) 6 x 10 forms, 2 ft., in drawer of filing case. Basement, NE. corner room. (7)

GREENSBORODISTRICT OFFICE

- (A) Guilford Bank Bldg., S. Elm and Washington Sts.
- (B) Old Post Office Bldg., Elm and Market Sts.

The Fifth District office was established in Greensboro on July 15, 1935. When the inventory was taken, it was the custom of the office to place so-called useless papers in transfer units. The office of the paymaster for the district was located in the old post office building. All other offices were located in the Guilford Bank Building. Safety and claim records were filed together in the office of the district compensation director.

Records of the District Director

341. CORRESPONDENCE, July 27, 1935 to date. With the Raleigh and Washington offices, and with individuals. (Constantly, official.) $10\frac{1}{2}$ x 12 folders, 2 ft., in 2 drawers of 2 filing cases. R. 1106 (Bldg. A). (358)

342. EMPLOYMENT REPORT, Nov. 1935 to date. Form WD-8. Form attached. (Never.) $10\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 2 in., on table. R. 1106 (Bldg. A). (357)

343. APPLICATIONS FOR WORK, Aug. 1935 to date. WPA Form 251, personnel application. Form attached. Card index. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 4 ft., in 3 drawers of filing case. R. 1102 (Bldg. A). (351)

Records of the Division of Employment

344. GENERAL CORRESPONDENCE, July 1935 to date. Relative to employment of persons on projects, and with persons eligible for employment. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of filing case. Rs. 1116-1118 (Bldg. A). (379)

345. ASSIGNMENTS, July 15, 1935 to date. Record of persons certified as eligible for assignment to WPA and other emergency work. Filed alphabetically. (Daily, official.) 5 x 8 cards, 95 ft., in 57 drawers of 19 filing cases. Rs. 1116-1118 (Bldg. A). (380)

346. REQUISITIONS FOR WORKERS, July 1935 to date. WPA Form 401. Card index. (Constantly, official.) 10 x 12 folders, 1 ft., in drawer of filing case. Rs. 1116-1118 (Bldg. A). (378)

347. HIGHWAY AND PUBLIC WORKS ADMINISTRATION, LABOR RECORDS, July 1935 to date. Requisitions for labor; and WPA Form 303, work schedule and analysis of labor. Card index. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of filing case. Rs. 1116-1118 (Bldg. A). (377)

348. WEEKLY REPORTS OF THE ASSOCIATE SUPERVISOR, Aug. 1935 to date. Report of work carried on in the Fifth District. Card index. (Weekly, official.) 10 x 12 folders, 1 ft., in drawer of filing case. R. 1115 (Bldg. A). (376)

349. CURRENT CORRESPONDENCE AND TRANSMITTAL SHEETS, Nov. 30, 1935 to date. Correspondence with individuals and the state office. Card index. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of filing case. R. 1115 (Bldg. A). (375)

Records of the Division of Finance and Statistics

350. TRANSMITTAL SHEETS, Sept. 13, 1935 to date. (Constantly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 ft., in 2 drawers of filing case. Rs. 1109-1112 (Bldg. A). (367)

351. WORK PROJECT FILE, Sept. 13, 1935 to date. Treasury Form A-3, advice of allotment; Treasury Form A-4, voucher distribution; Treasury Form A-5, notice of miscellaneous encumbrance; Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; Treasury Form A-8, receiving and inspection report; WPA Form 310; notice of Works Progress Administration project operation; WPA Form 701, statement of allotment detail for work project; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contribution (pay roll); Standard Form 1064, schedule of disbursements; and time reports and copies of pay rolls. Forms attached. (Constantly, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 15 ft. 10 in., in 15 drawers of 4 filing cases. Rs. 1109-1112 (Bldg. A). (366)

352. WORK PROJECT REGISTER, Sept. 13, 1935 to date. WPA Form 704. (Constantly, official.) 14 x 32 loose-leaf book, 2 in., on table. Rs. 1109-1112 (Bldg. A). (368)

353. ASSIGNMENT AND RECLASSIFICATION SLIPS, Sept. 13, 1935 to date. USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip; and WPA Form 404, reclassification slip. Forms attached. (Constantly, official.) $5\frac{1}{2}$ x 8 slips, 15 ft., in 9 drawers of wooden filing case. Rs. 1109-1112 (Bldg. A). (364)

354. INDIVIDUAL EARNINGS RECORD CARDS, Sept. 13, 1935 to date. WPA Form 507. Form attached. (Constantly, official.) $5\frac{1}{2}$ x 8 cards, 5 ft. 10 in., in 4 drawers of wooden filing case. Rs. 1109-1112 (Bldg. A). (365)

Records of the District Compensation Director

355. SAFETY REPRESENTATIVE, Sept. 1935 to date. WPA Form 352, safety inspection report, on buildings, trucks, and similar hazards. Card index. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of filing case. R. 1114 (Bldg. A). (374)

356. SAFETY AND COMPENSATION CLERK, Sept. 1935 to date. Record of types of injury eligible for compensation. Card index. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of filing case. R. 1114 (Bldg. A). (372)

357. DISTRICT COMPENSATION ADJUSTER, Sept. 27, 1935 to date. Records of compensation paid to, and medical expense of, employees on projects, including Form CA-3, report of termination of total or partial disability.

Card index. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of filing case. R. 1114 (Bldg. A). (373)

358. INJURIES REQUIRING MEDICAL ATTENTION, Sept. 27, 1935 to date. Record of all injuries, received while on project, requiring medical attention. (Daily, official.) 4 x 6 cards, 4 in., in pasteboard box. R. 1114 (Bldg. A). (370)

359. MINOR INJURIES, NO EXPENSE, Sept. 27, 1935 to date. Card record of each person injured while at work and nature of injury. (Frequently, official.) 4 x 6 cards, 6 in., in pasteboard box. R. 1114 (Bldg. A). (371)

360. ALPHABETICAL FILE FOR 5TH DISTRICT WORKS PROGRESS ADMINISTRATION, Sept. 1935 to date. Form CA-1, employee's notice of injury and original claim for compensation and medical treatment. (Constantly, official.) 4 x 6 cards, 4 in., in pasteboard box. R. 1114 (Bldg. A). (369)

Records of the Paymaster

361. CORRESPONDENCE, RECEIPTS, TRANSMITTAL SHEETS, AND ITINERARY FORMS, Dec. 23, 1935 to date. Record of relief payments from this office, showing payee and nature of claim. (Constantly, official.) 10 x 12 folders, 1 ft., in wooden drawer. SW. room, basement (Bldg. B). (724)

362. CHECKS AND RECEIPTS, current. Temporary file for workers' undistributed checks. Filed alphabetically and numerically. (Frequently, official.) 5 x 8 forms, 1 ft. 6 in., in metal box. SW. room, basement (Bldg. B). (725)

Records of the Division of Operations

363. CORRESPONDENCE AND BULLETINS, June 1935 to date. With individuals and with the state office. (Constantly, official.) 9½ x 12 folders, 2 ft., in drawer of filing case. R. 1108 (Bldg. A). (363)

364. MEN'S PROJECTS, June 1935 to date. WPA Form 301, project proposal; and WPA Form 306, project application. WPA Form 301 attached. Card index. (Constantly, official.) 9½ x 12 folders, 10 in., in drawer of filing case. R. 1108 (Bldg. A). (360)

365. WOMEN'S PROJECTS, June 1935 to date. Estimate of work and finances involved. (Constantly, official.) 9½ x 12 folders, 3 in., in drawer of filing case. R. 1108 (Bldg. A). (362)

366. UNAPPROVED PROJECTS, June 1935 to date. Reports giving description of work planned and estimate of costs. (Constantly, official.) 9½ x 12 folders, 6 in., in drawer of filing case. R. 1108 (Bldg. A). (359)

367. MISCELLANEOUS, June 1935 to date. Presidential letters, requests for allocation of funds, semiweekly reports of workers, contracts, labor inventories, and forms: Treasury Form A-6, requisition for purchase; WPA Form 701, statement of allotment detail for work project; and Standard Form

1012, public voucher for reimbursement of travel and other expenses including per diem. (Constantly, official.) Forms attached. $9\frac{1}{2}$ x 12 folders, 2 ft., in drawer of filing case. R. 1108 (Bldg. A). (361)

368. PHOTOGRAPHS, n.d. Of projects, including parks, buildings, sewer line, and dam; copies in Washington. 8 x $10\frac{1}{2}$ pictures, $\frac{1}{2}$ in. R. 1108 (Bldg. A). (P-1)

369. KODAK PICTURES, n.d. Of projects, including airport, buildings, parks, water line, playgrounds, and street improvements. 3 x $4\frac{1}{2}$ and $3\frac{1}{2}$ x 6 pictures, $\frac{1}{2}$ in., in envelope in filing case and on bulletin board. R. 1108 (Bldg. A). (P-2)

Records of the Engineering Office

370. RECORD OF REQUISITIONS, July 15, 1935 to date. Requisitions for supplies, and related correspondence. (Constantly, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 3 ft., in 2 drawers of filing case. Rs. 1120-1123 (Bldg. A). (381)

371. INVENTORY OF MATERIALS, Oct. 1935 to date. Date, number of requisition, amount received, and amount used. (Constantly, official.) 5 x 8 cards, 3 in., in steel card cabinet. Rs. 1120-1123 (Bldg. A). (382)

372. NATIONAL STATUS FILE FOR MATERIALS, BUILDING MATERIALS, AND PROSPECTIVE BIDDERS, Oct. 1935 to date. Copies of reports; used to correct errors and for reference. (Constantly, official.) 10 x 12 loose-leaf books, 2 ft., on table. Rs. 1120-1123 (Bldg. A). (386)

373. PROJECT FILES, July 15, 1935 to date. WPA Form 301; project proposal. (Constantly, official.) $9\frac{1}{2}$ x 12 $\frac{3}{4}$ folders, 10 ft., in 4 drawers of filing case. Rs. 1120-1123 (Bldg. A). (385)

374. BLUEPRINTS, July 15, 1935 to date. Of building projects. (Constantly, official.) Various sized blueprints, 5 ft. 6 in., in 2 transfer cases and on table. Rs. 1120-1123 (Bldg. A). (383)

375. REPORTS OF FOREMEN, July 1935 to date. Form Eng. 5-3, progress report. (Constantly, official.) 10 x 12 folders, 2 ft., in drawer of filing case. Rs. 1120-1123 (Bldg. A). (384)

Records of the Division of Women's and Professional Projects

376. MILEAGE RECORDS AND PROJECT PROPOSALS, Aug. 1935 to date. Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem; WPA Form 301, project proposal; and related correspondence. Forms attached. (Constantly, official.) 10 x 12 folders, 1 ft., in drawer of filing case. R. 1105 (Bldg. A). (354)

377. APPLICATIONS FOR WOMEN'S WORK IN THE DISTRICT, Aug. 1935 to date. WPA Form 251, personnel application. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of filing case. R. 1105 (Bldg. A). (355)

378. MISCELLANEOUS, Sept. 1935 to date. Correspondence, personal letters of application, typed lists of eligible and ineligible projects, certifications, reports on funds, and data on clerical projects and materials for sewing rooms; Treasury Form A-3, advice of allotment; WPA Form 401, requisition for workers; WPA Form 701, statement of allotment detail for work project; Form WD-8, employment report; and Form Eng. 5-3, progress report. Various forms attached. (Constantly, official.) 10 x 12 folders, 1 ft., in desk. R. 1105 (Bldg. A). (353)

379. INFORMATION ON WOMEN'S PROJECTS, Oct. 1935 to date. Treasury Form A-8, receiving and inspection report; WPA Form 251, personnel application; WPA Form 401, requisition for workers; WPA Form 701, statement of allotment detail for work project; Form Eng. 5-3, progress report; and Form WD-8, employment report. (Constantly, official.) 10 x 12 folders, 1 ft., in filing drawer. R. 1105 (Bldg. A). (356)

Records of the Supervisor of Women's Work in Guilford County

380. GENERAL FILES, 1935 to date. Records of materials received and distributed, including Treasury Form A-8, receiving and inspection report. Form attached. Filed by work room. (Constantly, official.) 10 x 12 folders, 4 in., in desk. R. 1104 (Bldg. A). (352)

FEDERAL WRITERS' PROJECT
DISTRICT OFFICE

Huntley-Stockton-Hill Bldg., 209 N. Elm St.

This office was established in Greensboro on January 7, 1936, under direction of the state office of the project in Asheville. Prior to March 1, 1936, it occupied offices in the Beren Building at 127 North Greene Street.

381. EDITORIAL FILE, Jan. 15, 1936 to date. Edited material, and workers' data in process of editing by project supervisor. (Constantly, official.) 10 x 12 folders, 6 in., in filing drawer. Front room, 2d floor. (978)

382. FIELD FILE, Jan. 15, 1936 to date. Material collected by correspondence and research. Filed alphabetically. (Constantly, official.) 10 x 12 folders, 6 in., in filing drawer. Front room, 2d floor. (979)

383. REFERENCE FILE, Jan. 15, 1936 to date. Bibliographical suggestions from libraries, field correspondents, and advisers. (Constantly, official.) 10 x 12 folders, 3 in., in filing drawer. Front room, 2d floor. (980)

384. WORK FILE, Jan. 15, 1936 to date. Workers' articles on points of interest. Filed by worker's name. (Frequently, official.) 10 x 12 folders, 6 in., in filing drawer. Front room, 2d floor. (981)

GREENVILLE

COUNTY OFFICE

Pitt County Courthouse, 3d and Evans Sts.

The Pitt County office was established in 1935 under supervision of the district office in New Bern. When the Survey was made, it was the custom in the office to file in boxes so-called useless papers.

385. CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. WPA Office, 3d floor. (34)

386. PAY ROLLS, 1935 to date. Filed chronologically. (Frequently, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. WPA Office, 3d floor. (35)

387. REPORTS, 1935 to date. Routine and special reports to the district office. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. WPA Office, 3d floor. (38)

388. ASSIGNMENTS, 1935 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. Forms attached. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in wooden boxes. WPA Office, 3d floor. (37)

389. PROJECTS, 1935 to date. Material on all projects for which application has been made, including both approved and disapproved projects. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. WPA Office, 3d floor. (36)

HAYESVILLEEDUCATION PROGRAM
OFFICE OF CLAY COUNTY SUPERVISOR
Curtis Bldg., Main St.

This office was established in Hayesville in 1935 under supervision of the district office in Asheville.

390. REPORTS, 1935 to date. Monthly and annual reports of teachers to the county supervisor, and county supervisor's reports to the district supervisor. (Frequently, official.) 10 x 12 folders, 4 ft., in filing case. R. 6. (12)

HENDERSONDIVISION OF OPERATIONS
BRANCH OFFICE
Peace Bldg., William St.

This office was established in Henderson on July 1, 1935, with jurisdiction in Franklin, Granville, Vance, and Warren counties in District 3. Projects in operation when the inventory was taken were as follows: in Franklin County, remodeling graded school building, street improvement, community sanitation, malaria control; geodetic control surveys, erection of agricultural building in Louisburg, and construction of one-room farm school buildings; in Granville County, street improvement, construction of sanitary privies, painting building at tobacco test farm, extension of sewerage system on public property, and erection of clubhouse on grounds of municipal golf course at Oxford; in Vance County, landscaping and draining, rebuilding drives, walks, and stone walls, surface treatment for dirt streets, construction of sanitary privies, construction of armory for the National Guard, laying of concrete sidewalks, and swamp drainage; and in Warren County, improvement around school building, rebuilding and enlarging rifle range for military company, painting outside of town hall, erection of recreational center for girls and community center building, grading and top-soiling streets and sidewalks, malaria control, geodetic control survey, and improvement of county farm-to-market roads.

391. RECORDS OF PROJECTS IN VANCE, GRANVILLE, WARREN, AND FRANKLIN COUNTIES, Aug. 1, 1935 to date. WPA Form 301, project proposal; WPA Form 303, work schedule and analysis of labor; WPA Form 401, requisition for workers; WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 701, statement of allotment detail for work project; WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 710a, certification of sponsor's contribution (pay roll); Treasury Form A-7, purchase order; Treasury Form A-8, receiving and inspection report; and related correspondence. (Daily, official.) 10 x 12 folders, 1 ft. 5 in., in drawer of filing case. 2d floor room. (27-39, 44, 45, 47, 54)

392. RECORDS OF PROJECTS IN VANCE, WARREN, AND FRANKLIN COUNTIES, Aug. 1, 1935 to date. WPA Form 401, requisition for workers; WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 701, statement of allotment detail for work project; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 714, report on tools and equipment returned to inventory; and related correspondence. (Daily, official.) 10 x 12 folders, 11 3/4 in., in drawer of filing case. 2d floor room. (40-43, 46, 48-53, 55, 56)

393. REPORTS ON PROJECTS IN OPERATION AND PROJECTS TO BE STARTED, Nov. 8, 1935 to date. Form DED 6, weekly employment record for WPA projects in each county. (Daily, official.) 10 x 12 folders, in drawer of filing case. 2d floor room. (57)

HENDERSONVILLEOFFICE OF FIELD ENGINEER
City Hall Bldg., 5th Ave. E.

This office, with jurisdiction in Henderson and Transylvania counties, was established on July 1, 1935, under supervision of the district office in Asheville. It occupied offices in the Brooks Building until November 1, 1935, when it was moved to the City Hall Building.

394. MISCELLANEOUS FILE, July 1, 1935 to date. Correspondence and charts; WPA Form 306, project application; WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 504, pay roll for personal services, work projects (hourly basis); also a few letters concerning the NYA. Filed by subject. (Frequently, official.) 5 x 7 folders, 6 ft. 6 in., in 4 drawers of wooden filing case. Front room, 2d floor. (15)

395. ASSIGNMENTS AND REASSIGNMENTS, Nov. 8, 1935 to date. Record of persons assigned to the WPA and the NYA: 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. Filed by project number and by name. (Frequently, official.) 3 x 6 forms, 6 in., in wooden drawer. Front room, 2d floor. (16)

EDUCATION PROGRAM
OFFICE OF HENDERSON COUNTY SUPERVISOR
Henderson County Courthouse

This office was established in Hendersonville in 1935. Records of the Adult Education Project of the Emergency Relief Administration were placed in custody of the supervisor. Monthly and annual reports and cost and service reports for 1934-1935 were lost in moving from the Brooks Building, in which the agency was located from May 1 to August 15, 1935.

396. SEMIMONTHLY REPORTS, 1933 - 1934. ERA teacher's service report, showing county or city unit, two-week period covered, name, address, and race of teacher, information on teacher's project (literacy classes for adult illiterates, giving subjects taught; general adult education classes, giving subjects taught and number of public school students in classes; nursery school work, giving type of school, number of children serviced, number of parents in training groups, number of families represented by children, and names of other teachers in center), and record of instruction and attendance for pay roll period, giving day of week, name of course, place of class meeting, number of students registered, number present, time of class meeting and dismissal, hours taught, total hours devoted to instruction, total hours devoted to preparation, number of different individuals in attendance during the week, average number registered and present two weeks, signature and school address of principal approving report, and names of superintendent and unit chairman; copies forwarded to

district office and state office, and copy retained in file. Form attached. (Occasionally, official.) $8\frac{1}{2}$ x 11 forms, 1 in., in drawer of metal filing case. NE. corner room, 3d floor. (42)

397. COMPLETED REPORTS, 1933 to date. Annual reports, showing work during year, number of students over 16 enrolled, subjects studied, daily attendance, and grade of certification. (Frequently, official.) 6 x 9 notebook, $\frac{1}{2}$ in., in bookcase. NE. corner room, 3d floor. (46)

398. TEACHERS' REGISTRATION, 1934 - 1935. Notebooks, compiled by teachers in various communities, containing census of adult illiterates in Henderson County. (Yearly, official.) 6 x 9 notebooks, $\frac{1}{2}$ in., in bookcase. NE. corner room, 3d floor. (44)

399. MATERIALS RECEIVED REPORT, 1934 - 1935. (Seldom, official.) 5 x $7\frac{1}{2}$ loose-leaf book, 1 in., in bookcase. NE. corner room, 3d floor. (45)

400. CENSUS, 1934 to date. Census for 24 communities in Henderson County, showing name, age, sex, school grade, attendance at night school, type certificate, and number of children. Filed by community. (Semiyearly, official.) $8\frac{1}{2}$ x 11 papers, 2 in., in bookcase. NE. corner room, 3d floor. (41)

401. TEACHERS' MONTHLY REPORTS, Dec. 15, 1935 to date. Form EE-14, teacher's service report, giving enrollment in each project by ages and sex, subjects taught, daily attendance, average daily attendance, and hour and location of class meetings; one copy kept by teacher, one sent to project supervisor, one to district supervisor, and one to State Department of Public Instruction. Form attached. Filed by month. (Monthly, official.) $8\frac{1}{2}$ x 11 forms, 1 in., in bookcase. NE. corner room, 3d floor. (43)

SEWING ROOM PROJECT
OFFICE OF HENDERSON COUNTY SUPERVISOR
Post Office, 4th Ave. W.

This office was established in Hendersonville on November 11, 1935, under supervision of the district office in Asheville.

402. GENERAL FILES, Nov. 11, 1935 to date. Correspondence, telegrams, bulletins, transmittal sheets, employment reports, reports on materials, reports on garments made in sewing rooms, price history, progress reports, inventories, and fire drill records. Filed alphabetically by subject. (Frequently, official.) 10 x 12 folders, 2 in., in desk. R. 228. (40)

403. RECLASSIFICATION SLIPS, Nov. 11, 1935 to date. WPA Form 404. Filed alphabetically. (Seldom, official.) 4 x 5 forms, in wooden box. R. 228. (39)

HERTFORD

CERTIFYING AGENT

Gregory's 5 and 10 Cent Store Bldg.

The office of certifying agent for Perquimans County was established in Hertford on February 1, 1936, when various social service records of the Emergency Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent for reference in certifying clients to the district office in Elizabeth City.

404. CERTIFICATIONS, 1934 to date. FERA Form 600, certification of eligibility. Filed alphabetically. (Seldom, official.) 4 x 6 cards, 1 ft., in card cabinet. WPA Office. (21)

405. EMERGENCY RELIEF ADMINISTRATION CASE RECORDS, 1935 - 1936. Form NCERA-SS 3, face sheet. 3 x 5 card index. (Daily, official.) 9 x 11 folders, 15 ft., in 8 drawers of metal filing case. WPA Office. (23-A)

COUNTY OFFICE

Gregory's 5 and 10 Cent Store Bldg.

The Perquimans County office was established in Hertford on February 1, 1936, under supervision of the district office in Elizabeth City to which semimonthly reports were sent.

406. MISCELLANEOUS RECORDS, Feb. 1, 1936 to date. Correspondence with WPA officials, bulletins, and forms: USES Form 325, assignment slip, works program; WPA Form 301, project proposal; WPA Form 714, report on tools and equipment returned to inventory; and WPA Form 720, report of materials received, used, and on hand. Filed alphabetically. (Daily, official.) 8 x 12 folders, 1 ft., in wooden box. WPA Office. (23)

407. PAY ROLL RECEIPTS, Feb. 1, 1936 to date. Pay roll receipts giving names of persons on WPA administrative pay rolls, date, and amount received by each. (Semimonthly, official.) 4 x 10 loose papers, 1 ft., in filing case. WPA Office. (22)

HIGH POINT

COUNTY OFFICE

Old Post Office Bldg., Main and Commerce Sts.

The High Point office was established in November 1935 to serve part of Guilford County and the whole of Randolph County under supervision of the district office in Greensboro, where most of the records were kept.

408. CORRESPONDENCE, Nov. 1935 to date. With the district office in Greensboro. (Daily, official.) 9 x 12 folders, 6 in., in pasteboard file docket. NE. room. (118)

409. ASSIGNMENT SLIPS, 1936 to date. Form USES 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.) 4 x 6 forms, 1 ft., in pasteboard card files. NE. room. (119)

JACKSON

COUNTY OFFICE

Mrs. J. W. Grant Bldg., E. Main St.

The Northampton County office was established in Jackson in 1935 under supervision of the district office in Elizabeth City.

410. CORRESPONDENCE, 1935 to date. (Daily, official.) 6 x 12 folders, 2 ft. 6 in., in desk drawer. WPA Office. (6)

411. REPORTS OF WORK PROJECTS, 1935 to date. Reports of projects approved and disapproved, record of work done, material used, and material requested, and WPA Form 502, time report for personal services, work projects (semimonthly basis). (Daily, official.) 6 x 12 folders, 2 ft. 6 in., in desk drawer. WPA Office. (7)

JACKSONVILLE

CERTIFYING AGENT

Old Printing Office Bldg., New Bridge St.

The office of certifying agent for Onslow County was established in Jacksonville in 1936 when various records of the Works Progress Administration and of other emergency and social agencies were placed in custody of the county welfare officer for use in certifying clients to the district office in New Bern.

412. CORRESPONDENCE, TRANSMITTAL SHEETS AND RECEIPTS, CIVILIAN CONSERVATION CORPS ENROLLMENT, 1932 to date. Correspondence, application forms, CCC enrollments, records of Onslow County schools, parole records, report blanks, records of WPA sewing room commodities, transmittal sheets and receipts, and records of clients receiving WPA clothing. Filed alphabetically. (Frequently, official.) 12 x 15 folders, 2 ft., in drawer of filing case. Certifying Agent's Office. (23)

413. CASE HISTORIES, 1932 to date. Case histories, correspondence, and tabulations. Filed alphabetically. (Frequently, official.) 12 x 15 folders, 16 ft., in 8 drawers of filing case. Certifying Agent's Office. (22)

COUNTY OFFICE
Old Jail Bldg., New Bridge St.

The Onslow County office was established in Jacksonville in November 1935 under supervision of the district office in New Bern.

414. PROGRESS REPORTS, WORKS PROGRESS ADMINISTRATION FORMS, SEWERAGE SYSTEM, 1935 to date. Correspondence, narrative reports, time reports, estimates for pay period, invoices of oyster projects, and forms: WPA Form 351, foreman's accident report; WPA Form 711, semimonthly physical progress report; and Treasury Form A-6, requisition for purchase. Filed by subject. (Daily, official.) 12 x 15 folders, 2 ft. 6 in., in drawer of filing case. WPA Office, 1st floor. (1)

415. PROGRESS CHARTS, 1935 to date. Charts sent from the district office showing the average project rating and individual project ratings in each county in the district; and lists of counties which have sent in complete progress reports on all projects approved to date. Filed alphabetically. (Occasionally, official.) 12 x 15 loose-leaf book, 1 in., on desk. WPA Office, 1st floor. (3)

416. ASSIGNMENT AND REASSIGNMENT SLIPS, 1933 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. Filed alphabetically. (Occasionally, official.) 4 x 5 bundles, 2 ft., in drawer of filing case. WPA Office, 1st floor. (2)

KINSTON

CERTIFYING AGENT
Hunter Bldg., 107 $\frac{1}{2}$ S. Queen St.

The office of certifying agent for Lenoir County was established in Kinston in 1936 when various social service records of the Emergency Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent, who was made responsible for certification of clients to the district office in New Bern.

417. EMPLOYABLES CERTIFIED TO WORKS PROGRESS ADMINISTRATION, 1932 - 1935. Correspondence with client, and information on NCERA and WPA forms relative to case history, relief record, and work experience. Filed alphabetically. (Daily, official.) 9 $\frac{1}{2}$ x 11 3/4 folders, 7 ft., in filing case. R. 218. (327)

418. CERTIFICATION NOTICES, 1936 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; and FERA Form 602, cancellation of certification of eligibility. Arranged by form number, separated into white and colored clients, and filed alphabetically. (Daily, official.) 5 x 10 bundles, 2 in., in paper box. R. 218. (312)

419. ASSIGNMENT SLIPS, 1936 to date. USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip; and WPA Form 403, notice of change in work status. Separated into active and inactive groups and arranged alphabetically. (Daily, official.) 4 x 6 bundles, $4\frac{1}{2}$ in., in paper box. R. 218. (311)

COUNTY OFFICE

Worthington Bldg., North and Herritage Sts.

The Lenoir County office was established in Kinston in November 1935 under supervision of the district office in New Bern.

Men's Division

420. CORRESPONDENCE, Dec. 1935 to date. Letters and telegrams. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, $3\frac{1}{2}$ in., in drawer of steel filing case. Men's Division Office. (67)

421. PROJECT RECORDS, Aug. 1935 to date. Void copies of WPA Form 301, project proposal. Filed alphabetically. (Infrequently, official.) 8 x 11 folders, 1 in., in filing case. Soiled by handling. Men's Division Office. (60)

422. RECORDS AND REPORTS, Nov. 1935 to date. Reports and records on employees, projects, equipment, supplies, purchases, etc. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft., in drawer of steel filing case. Men's Division Office. (64)

423. PROJECT REPORTS, 1936 to date. WPA Form 301, project proposal; WPA Form 701, statement of allotment detail for work project; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 710a, certification of sponsor's contribution (pay roll); and WPA Form 711, semimonthly physical progress report. Filed by project. (Daily, official.) 8 x 11 folders, $6\frac{1}{2}$ in., in filing case. Men's Division Office. (59)

424. CASES CERTIFIED TO WORKS PROGRESS ADMINISTRATION BY EMERGENCY RELIEF ADMINISTRATION, 1934 - 1935. Card record. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 3 in., in card cabinet. Men's Division Office. (61)

425. ASSIGNMENT RECORDS, 1935 to date. USES Form 325, assignment slip, works programs; 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 by name of worker. (Frequently, official.) 4 x 6 folders, 4 in., in drawer of steel filing case. Men's Division Office. (66)

426. TRANSMITTAL SHEETS, Jan. 1936 to date. Carbon copy of sheet mailed to district office with assignment and reassignment slips showing

form number, identification number, and name and address of employee. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in drawer of steel filing case. Men's Division Office. (65)

427. TIME REPORTS, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed chronologically. (Semimonthly, official.) 14 x 17 folders, $4\frac{1}{2}$ in., in pasteboard boxes. Men's Division Office. (62)

428. REQUEST FOR TREATMENT OF INJURED EMPLOYEES OF THE WORKS PROGRESS ADMINISTRATION, Jan. 1936 to date. Form Special CA 16. Filed alphabetically. (Occasionally, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in steel filing drawer. Men's Division Office. (63)

Women's Work Division

429. CORRESPONDENCE, 1935 to date. Correspondence with district supervisors; letters of instruction, and telegrams. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 3 in., in wooden boxes. Women's Division Office. (58)

430. CERTIFICATION OF SPONSOR'S CONTRIBUTION, Dec. 1935 to date. WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 710a, certification of sponsor's contribution (pay roll). Filed chronologically. (Semimonthly, official.) 6 x 8 folders, $\frac{1}{2}$ in., in pasteboard boxes. Women's Division Office. (55)

431. ESTIMATE FOR PAY PERIOD, Feb. 9, 1936 to date. Showing estimated number of employees and cost of materials for pay period for each project. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{3}{4}$ in., in pasteboard box. Women's Division Office. (51)

432. REPORT OF MATERIALS RECEIVED, USED, AND ON HAND, Jan. 1936 to date. WPA Form 720. Arranged by project and filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders and loose-leaf books, 1 in., in pasteboard boxes. Women's Division Office. (54)

433. PROJECT REPORTS, 1935 to date. Treasury Form A-3, advice of allotment; WPA Form 301, project proposal; WPA Form 303, work schedule and analysis of labor; WPA Form 306, project application; WPA Form 701, statement of allotment detail for work project; WPA Form 707, semimonthly report on work projects; and WPA Form 711, semimonthly physical progress report. Arranged by project and filed chronologically. (Semimonthly, official.) Various sized sheets, 4 in., in pasteboard boxes. Women's Division Office. (49)

434. PHYSICAL PROGRESS REPORTS, Nov. 24, 1935 to date. Showing number of employees by relief status and wage classification, quantity and price of equipment and materials, Federal cost, and sponsor's cost. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 loose-leaf books, $\frac{1}{2}$ in., in pasteboard boxes. Women's Division Office. (52)

435. SEMIMONTHLY REPORT, Dec. 31, 1935 to date. Supervisor's reports giving name of each project visited, official project number, location, number of persons working, materials on hand, number of garments completed, material needed, name of local supervisor, brief report of work in progress, mileage report, and comments. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 folders and loose-leaf books, $\frac{1}{2}$ in., in pasteboard boxes. Women's Division Office. (53)

436. HOMEMAKER'S REPORT FOR LENOIR COUNTY, Apr. 7, 1936 to date. Supervisor's report to district office, giving summary of families visited by homemaker, persons contacted, miles traveled, and narrative report of work; homemaker's report to supervisor giving same type of information. Filed chronologically. (Semimonthly, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 3 in., on supervisor's desk. Women's Division Office. (56)

437. ASSIGNMENT RECORDS, Nov. 15, 1935 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 by name of worker. (Daily, official.) 4 x 6 slips, 8 in., in file box. Women's Division Office. (48)

438. TRANSMITTAL SHEETS, Nov. 1935 to date. Carbon copies of sheets mailed to district office with assignment and reassignment slips. Filed chronologically. (Frequently, official.) $7\frac{1}{2}$ x 11 sheets, $\frac{1}{2}$ in., in pasteboard boxes. Women's Division Office. (47)

439. EMPLOYMENT REPORT, Apr. 3, 1936 to date. Form DED 6, weekly employment record for WPA projects in each county. Filed chronologically. (Weekly, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in pasteboard boxes. Women's Division Office. (50)

440. TIME REPORTS, Dec. 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed chronologically. (Semimonthly, official.) 14 x 17 folders, 10 in., in pasteboard boxes. Women's Division Office. (46)

441. INDEX FILE, Nov. 15, 1935 to date. Showing name and address of client, identification number, race, date of assignment to work, and present status. Arranged in active and inactive groups and filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in file box. Women's Division Office. (57)

LAURINBURG

CERTIFYING AGENT
Jail Bldg., 329 Biggs St.

The office of certifying agent for Scotland County was established in Laurinburg in 1936 when various social service records of the Emergency

Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent for use in certifying clients to the district office in Fayetteville.

442. GENERAL FILE, Jan. 1 - Dec. 12, 1935. CCC application forms, accepted and rejected, and ERA case records, including forms: FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; and FERA Form 602, cancellation of certification of eligibility. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. Welfare Office. (3)

COUNTY OFFICE

W. P. Evans Store Bldg., 128 Main St.

The Scotland County office was established in Laurinburg in November 1935 under supervision of the district office in Fayetteville.

443. GENERAL FILE, Nov. 1, 1935 to date. Correspondence and reports; 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. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of wooden filing case. R. 1. (2)

LENOIR

COUNTY OFFICE

Caldwell County Courthouse, N. Main St.

The Caldwell County office was established in Lenoir on November 11, 1935, under supervision of the district office in Charlotte.

444. CORRESPONDENCE, Nov. 11, 1935 to date. With the district office. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 10 folders, 2 ft., in desk drawer. R. 13. (1)

LUMBERTON

CERTIFYING AGENT

Robeson County Courthouse, Elm St.

The office of certifying agent for Robeson County was established in Lumberton in 1936 when various certification records of the Emergency Relief Administration were released to the Works Progress Administration and placed in custody of the county welfare agent for reference in

certifying clients to the district office in New Bern. The only records which were surveyed were certain records relative to applicants for enrollment in the Civilian Conservation Corps which were temporarily stored in the office of the county agricultural extension agent.

445. APPLICATIONS FOR ENROLLMENT IN CCC CAMPS, 1936 to date. Showing name of applicant, age, address, education, former employment, and work qualifications. Filed numerically. (Frequently, official.) 9 x 12 envelopes and loose sheets, $\frac{1}{2}$ in., in drawer of metal filing case. Office of Agricultural Agent. (42)

446. PERSONAL FILES, CCC BOYS, Mar. 1936 to date. Name, address, age, general health, and family status of applicants. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ envelopes, 2 ft., in drawer of metal filing case. Office of Agricultural Agent. (43)

447. MISCELLANEOUS FILE FOR CCC RECORDS, 1933 to date. Case workers' correspondence and daily reports, records of applicants, discharges, minor cases, and case histories. Filed by township. (Frequently, official.) 9 x 12 envelopes, 2 in., in drawer of metal filing case. Office of Agricultural Agent. (44)

COUNTY OFFICE

Freeman Printing Bldg., W. 5th St.

The Robeson County office was established in Lumberton on November 1, 1935, under supervision of the district office in Fayetteville.

448. CORRESPONDENCE, Nov. 1, 1935 to date. Correspondence concerning county sewing room, and requisitions, schedules of allotments, notices of quota reductions, receiving and inspection reports, and bills for materials purchased. Filed alphabetically. (Daily, official.) 9 x 12 loose sheets, $2\frac{1}{2}$ in., in cardboard file. WPA Office. (55)

449. SEWING ROOM REPORTS, Nov. 1, 1935 to date. Showing articles used, quantity, material cost, labor cost, and inventory of materials received, used, and on hand. Filed alphabetically. (Daily, official.) 9 x 12 folders, $4\frac{1}{2}$ in., in drawer of metal filing case. WPA Office. (56)

450. ROBESON COUNTY SEWING ROOMS, Nov. 1, 1935 to date. Name of worker, race, former case number, identification number, code number, and type of work for which qualified. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in cardboard file. WPA Office. (54)

451. ENGINEERING PROJECTS, Nov. 1, 1935 to date. Correspondence with drainage engineers on financing projects, work project applications, swamp-drainage maps drawn by hand, material relative to malaria-control drainage, weekly time books, and forms: WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 713, requisition on tool and equipment inventory; and WPA Form 720, report of materials received, used,

and on hand. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. Fair condition. WPA Office. (53)

452. PROJECTS FOR MEN, Nov. 1, 1935 to date. Name of each worker, age, date assigned, whether relief or nonrelief, type of work, and rate of pay; also inactive file giving same information on NYA workers. Arranged in active and inactive groups and filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in cardboard drawer. WPA Office. (52)

453. MISCELLANEOUS FILES, Nov. 1, 1935 to date. Survey of workers giving name of each, address, and type of work for which qualified, applications for transfer of certification to the WPA, transmittal sheets and wage scales, labor inventories, information relative to drainage project, bulletins and letters concerning assignment and reassignment slips, and telephone bills. Filed alphabetically. (Daily, official.) 9 x 12 folders and 4 x 6 slips, 1 ft. 4 in., in metal filing drawer and wooden transfer drawer. WPA Office. (51)

454. STILL PHOTOGRAPHIC FILM, n.d. Of projects. In jackets. WPA Office. (P-2)

MANTEO

COUNTY OFFICE
Meekins Bldg.

The Dare County office was established in 1935 under supervision of the district office in Elizabeth City. When the Survey was made, projects for men were in operation for the construction of privies, road improvements, and the reconstruction of old Fort Raleigh. Work for women included sewing and lunch room projects.

Men's Division

455. CORRESPONDENCE AND PROJECT RECORDS, 1935 to date. Project records and related correspondence with district and state officials of the WPA and local agencies and clients, including transmittals, physical progress and employment reports, receipts for checks, and the following forms: Treasury Form A-6, requisition for purchase; Treasury Form A-8, receiving and inspection report; WPA Form 301, project proposal; WPA Form 306, project application; WPA Form 361, foremen's accident report; WPA Form 701, statement of project estimate detail; WPA Form 710a, certification of sponsor's contribution (pay roll); Form Special CA-16, request for treatment of injured employees of the Works Progress Administration, and physician's report to the U.S. Employees' Compensation Commission; Form D1 Eng. 1, semimonthly drainage report; Form D1 Eng. 2, report of progress in construction work; Form D1 Eng. 14, request for reassignment of workers; Form NC-ED 5, application for transfer of certification to the WPA; Form NC-K-1 and K-2 Comb., injury report; and Form SSD-49, weekly narrative report. Most of forms attached. (Daily, official.) 10 x 12 folders, 2 ft., on wooden shelves.
R. 7. (33)

456. ASSIGNMENT SLIPS, 1935 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. Forms attached. Filed numerically. (Daily, official.) 3 x 5 packages, 1 ft. 6 in., in 2 pasteboard boxes on table. Damaged by careless handling and faulty containers. R. 7. (32)

Women's Division

457. CORRESPONDENCE, 1935 to date. With WPA officials and clients. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in paper boxes. Damaged by careless handling and faulty containers. R. 9. (31)

458. PROJECT FILE, 1935 to date. Project records, including the following forms: Form FD 33, weekly employment report; Form NCWPA-WD 13-1, sewing projects, unit cost report; Form NCWPA-WD 13-2, lunch room project, unit cost report; Form SSD-35, fire drill record, women's work; Form WD-4, receipt for WPA Government articles; Form WPA Eng. 2W, semimonthly report on project in operation for women; WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 720, weekly report of materials received, used and on hand. Forms attached. (Daily, official.) 10 x 12 packages, 1 ft. 6 in., on wooden shelves. R. 9. (29)

459. ASSIGNMENT SLIPS, 1935 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. Forms attached. Filed numerically by project. (Daily, official.) 3 x 5 packages, 1 ft. 5 in., on desk. Damaged by careless handling and faulty containers. R. 9. (28)

460. TIME REPORTS, 1936 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Form attached. Filed by project. (Daily, official.) 14 x 22 bundles, 6 in., on shelf. Damaged by careless handling and faulty containers. R. 9. (30)

MONROE

DIVISION OF OPERATIONS

OFFICE OF PROJECT FOREMAN

"The Shanty," Recreation Center, Lee Park

Construction of a recreation center at Lee Park in Monroe was begun in October 1935 under supervision of the district office in Charlotte.

461. REPORTS AND CORRESPONDENCE, Oct. 1935 to date. Correspondence, bills, weekly reports on material, monthly estimates of funds, orders for building materials, and forms: Treasury Form A-6, requisition for purchase; Treasury Form A-8, receiving and inspection report; Form WD-8, employment report; WPA Form 352, safety inspection report; WPA Form 502, time

report for personal services, work projects (semimonthly basis); WPA Form 714, report on tools and equipment returned to inventory; and WPA Form 720, report of materials received, used, and on hand. (Daily, official.) 8 x 12 folders, 1 ft., on wooden shelf. Office. (4)

SEWING ROOM PROJECT
OFFICE OF SUPERVISOR
Relief Bldg., 202 E. Franklin St.

This office was established in Monroe in November 1935 under supervision of the district office in Charlotte.

462. CORRESPONDENCE AND REPORTS, 1935 to date. Correspondence, and reports on labor, amount of materials used, disposition of finished garments, etc. Filed by subject. (Daily, official.) 4 x 10 folders, 2 ft. 7 in., in wooden transfer case. Office. (2)

MORGANTON

COUNTY OFFICE
Educational Bldg., N. King St.

An office to serve Burke County was established in Morganton in August 1935 under supervision of the district office in Charlotte.

463. CORRESPONDENCE, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in steel transfer case. R. 1. (17)

464. ASSIGNMENT RECORDS, Aug. 1935 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. Filed chronologically. (Daily, official.) 4 x 6 bundles, 3 in., in steel filing case. R. 1. (16)

MURFREESBORO

WOMEN'S WORK DIVISION
OFFICE OF HERTFORD COUNTY SUPERVISOR
Thomas Wynn Bldg., Main St.

This office was established in Murfreesboro in 1935 under supervision of the district office in Elizabeth City. It was originally located in the Bank of Winton Building.

465. CORRESPONDENCE, 1935 to date. With WPA officials. (Daily, official.) 3 x $7\frac{1}{2}$ Rockets, 6 in., in desk. WPA Office. (2)
466. RECEIVING REPORTS FOR SPONSORS' CONTRIBUTIONS, 1935 to date. WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 710a, certification of sponsor's contribution (pay roll). (Daily, official.) 4 x 10 envelopes, 1 in., on desk. WPA Office. (9)
467. RECEIVING AND INSPECTION REPORTS, 1935 to date. Treasury Form A-8. (Daily, official.) 10 x 14 envelopes, 2 in., in desk. WPA Office. (8)
468. RECEIPTS FOR WORKS PROGRESS ADMINISTRATION GOVERNMENT ARTICLES, 1935 to date. Form WD-4, receipt for WPA Government garments made in the sewing rooms and released to Hertford County. (Daily, official.) Various sized envelopes, 2 in., in desk. WPA Office. (4)
469. INVENTORY REPORTS, 1935 to date. Inventories of materials and equipment on hand, and semimonthly reports on garments from the sewing rooms. (Daily, official.) 10 x 14 envelopes, 1 ft. 6 in., in desk. WPA Office. (7)
470. ASSIGNMENT SLIPS, Nov. 1935 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. (Daily, official.) 9 x 12 folders, 8 in., in desk. WPA Office. (6)
471. LIST OF WORKERS AND CASE NUMBERS, 1935 to date. Showing name, identification number, rate of pay, and number of hours allowed to work. (Daily, official.) 4 x 6 booklet, 6 in., in desk. WPA Office. (3)
472. TIME SHEETS, Nov. 1935 to date. Sewing room time sheets, showing each worker's time and amount of work accomplished; also copies of time sheets sent to district office. (Daily, official.) Various sized loose forms, 3 in., in desk. WPA Office. (1)
473. PROGRESS REPORTS, 1935 to date. Reports from sewing room, clerical, and home economics projects. (Daily, official.) 6 x 8 envelopes, 4 in., in desk. WPA Office. (5)

MURPHY

EDUCATION PROGRAM
OFFICE OF CHEROKEE COUNTY SUPERVISOR
Henry House, Tennessee St.

This office was established in Murphy in 1935 under supervision of the district office in Asheville. At one time it was located in the Cherokee County Courthouse.

474. ANNUAL REPORTS, 1935 to date. Form EE-14, teacher's service report. (Frequently, official.) 9 x 12 envelopes, $\frac{1}{4}$ in., in wooden box. Lobby. (26)

NASHVILLE

CERTIFYING AGENT Welfare Bldg., Main St.

This office was established in 1936 when various relief records of the Emergency Relief Administration were released to the Nash County superintendent of public welfare for reference in certifying clients to the Works Progress Administration through the district office in Raleigh. Additional relief records were located in the office of the executive secretary of the Associated Charities in Rocky Mount, where they were surveyed.

475. HISTORY CARDS, Oct. 10, 1932 - Mar. 30, 1933. Showing the history of families eligible for relief and the amount of relief received. Filed alphabetically. (Occasionally, official.) 5 x 8 loose cards, 16 ft., in 8 drawers of metal filing cases. 1st floor room. (32)

476. FACE AND FIELD SHEETS, Jan. 1, 1934 - Jan. 10, 1935. Form NCERA-SS 3, face sheet, and field sheets showing records made by case workers during visits to home, family social and economic histories, and record of relief. Face sheet attached. (Daily, official.) 8 x 11 folders, 3 ft., in 2 drawers of metal filing case. 1st floor room. (31)

NEW BERN

OFFICE OF ASSISTANT AREA TIMEKEEPER AND CLAIM ADJUSTER Old City Hall Bldg., Craven St.

The office of assistant area timekeeper and claim adjuster was established in New Bern on November 20, 1936, with jurisdiction over the counties of Beaufort, Carteret, Craven, Greene, Hyde, Jones, Lenoir, Onslow, Pamlico, and Pitt. It was under the supervision of the district office in Williamston, where all compensation records prior to November 20, 1936, were filed. When the Survey was made, in addition to compensation cases for the Works Progress Administration, the office handled cases for the National Youth Administration and the Resettlement Administration, and investigated for the National Forest Service accidents occurring in the Emergency Conservation Work program.

477. GENERAL BUSINESS CORRESPONDENCE, Nov. 1936 to date. Correspondence with Williamston, Raleigh, and Washington, D. C., chiefly with reference to compensation cases. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in leather brief case. Front office, 2d floor. (337)

478. CASE HISTORIES, Nov. 1936 to date. Correspondence relative to claims under investigation, chiefly letters transmitting forms to the district office. Filed alphabetically by name of claimant. (Daily, official.) 6 x 6 folders, 9 in., in card cabinet. Front office, 2d floor. (340)

479. TRAVEL VOUCHERS AND PAY ROLLS, 1937 to date. Returned copies of expense vouchers and copies of WPA Form 502, time report for personal services, work projects (hourly basis); Standard Form 1012a, public voucher for reimbursement of travel and other expenses including per diem; and Standard Form 1012e, statement of travel by motor vehicle. Forms attached. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{4}$ in., on wooden cabinet shelf. Front office, 2d floor. (338)

480. TIMEKEEPER PROCEDURES, Feb. 1927 to date. Schedules of wages, timekeeper's copies of "spot check" sheets, and relevant information. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{4}$ in., in leather brief case. Front office, 2d floor. (339)

481. PROJECT LISTS, Nov. 1936 to date. Lists of WPA projects in this territory, giving WP number, OP number, description, and location; also papers in pending compensation cases under investigation. (Daily, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folder, $1/8$ in., in leather brief case. Front office, 2d floor. (342)

482. MISCELLANEOUS, n.d. Miscellaneous papers, schedules of hospital fees and X-ray charges, and list of doctors in territory. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{4}$ in., in leather brief case. Front office, 2d floor. (341)

OFFICE OF AREA ENGINEER
Old City Hall Bldg., Craven St.

Engineering supervision in all counties in the Second District was a function of the district office in New Bern until September 1936, when the First and Second Districts were combined. The district office was then moved to Williamston and an area engineer was left in New Bern with jurisdiction over Carteret, Craven, Pamlico, Beaufort, and Hyde counties. The district office was originally located in the Old Post Office Building. In December 1935, it was moved to the Dunn Building, where it was housed until September 1936.

483. CORRESPONDENCE, Oct. 1935 to date. Filed alphabetically. (Daily, official.) 8 x 11 folders, 5 ft. 2 in., in drawers of steel filing case and on desk. Engineer's Office. (207, 208, 211)

484. PROJECT FILE, 1935 to date. Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; Treasury Form A-8, receiving and inspection report; and WPA Form 301, project proposal. Filed alphabetically by county. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in filing drawer. Engineer's Office. (209)

485. PURCHASE ORDERS AND REQUISITIONS, current. Forms pending action: Treasury Form A-6, requisition for purchase; and Treasury Form A-7, purchase order. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets and folders, 4 in., on desk. Engineer's Office. (210)

ASSIGNMENT OFFICE
Old City Hall Bldg., Craven St.

When the district office was moved from New Bern to Williamston in 1936, an office for the assignment of workers to projects in Craven County was temporarily left in New Bern. No records were kept in the office, however, all of them being sent weekly to the district office. The office was located in the City Hall Building until December 1935, in the Dunn Building from December 1935 to September 1936, and in the Old City Hall Building subsequent to that date.

CERTIFYING AGENT
(A) Rhone Hotel, 42 Queen St.
(B) Old City Hall Bldg., Craven St.

The office of certifying agent for Craven County was established in New Bern in 1936 when the county welfare agent was made responsible for certification of clients to the district office in New Bern. Various Emergency Relief Administration case records and county and state welfare records are filed with those of the agency. From January to May 1936 the office of the white division was located in the Welfare Building on South Front Street. When the inventory was taken, it was the custom of the office to file so-called useless papers.

Negro Division

486. MAILING LIST, 1932 - 1935. List of ERA clients to whom cash and commodity orders were mailed, giving name of merchant to whom commodity orders were sent to be distributed. Listed by town. (Seldom, official.) 6 x 8 vols., $\frac{1}{4}$ in., on desk. Basement (Bldg. A). (234)

487. RURAL REHABILITATION AND UNEMPLOYABLES, 1932 - 1935. ERA and Rural Rehabilitation Corporation case histories, giving name of client, age, address, church affiliation, educational record, and family record; also case histories of unemployables. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing case. Basement (Bldg. A). (236)

488. ACTIVE AND PENDING FILE, 1932 to date. Personal, family, and relief history of clients whose cases were active or pending when the ERA was liquidated. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 4 ft., in 2 drawers of steel filing case. Basement (Bldg. A). (239)

489. LIST OF CLIENTS, 1932 to date. Inventory of clients, giving name of client, ERA case number, DFW case number, and address. Entered chronologically. (Daily, official.) 8 x 14 vol., 3 in., on desk. Basement (Bldg. A). (233)

490. MEDICAL CASES, 1932 to date. List of clients to whom medical care is given, with address and name of physician. (Occasionally, official.) 6 x 8 notebook, 1 ft. 6 in., on desk. Basement (Bldg. A). (238)

491. CLOSED CASES, 1932 to date. Case histories of clients whose cases have been closed, showing name, address, age, members of family, religion, education, relief history, and reason case was closed. (Frequently, official.) 8 $\frac{1}{2}$ x 11 folders, 8 ft., in steel filing case. Basement (Bldg. A). (232)

492. DAY BOOK, 1932 to date. Record of office visitors, showing purpose of call. Arranged chronologically. (Earlier books, never; others, frequently, official.) 10 x 14 vols., 9 in., in cabinet and on desk. Basement (Bldg. A). (240)

493. CIVILIAN CONSERVATION CORPS ENROLLMENT BOOKS, 1933 to date. Statistical record of boys enrolled in CCC camps, giving name, age, date of birth, address, etc. (Seldom, official.) 6 x 8 vols., $\frac{1}{2}$ in., on desk. Basement (Bldg. A). (237)

494. MISCELLANEOUS RECORDS, 1936 to date. Correspondence relative to clients sent to the North Carolina Orthopedic Hospital, reports from teachers on pupils in need of clothing, and record of blind and crippled cases referred by the Board of Health. (Frequently, official.) 8 $\frac{1}{2}$ x 11 folders, 6 in., in cardboard and metal filing case. Basement (Bldg. A). (241)

495. MAJOR, MINOR, AND COMMODITY FILE, 1936 to date. Record, giving personal and relief history, of major cases receiving cash, and of minor cases receiving commodities; and juvenile court records. Filed by type of case. (Frequently, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Basement (Bldg. A). (235)

496. ADDED CASES, current month. Statistical records of cases added. (Frequently, official.) 8 $\frac{1}{2}$ x 11 folders, 1 in., in cardboard and metal filing case. Basement (Bldg. A). (231)

White Division

497. CASES PRIOR TO 1935, 1932 - 1934. Family and relief histories of ERA clients who received no relief in 1935 and were not certified to the WPA. Filed alphabetically. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 folders, 8 ft., in 4 drawers of steel filing case. Welfare Office (Bldg. B). (221)

498. ACTIVE FILE, 1932 - 1935. General file of active ERA cases, giving family history, referrals, etc.; folders for inactive, unemployable, and pending cases are kept with these records temporarily. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Welfare Office (Bldg. B). (220)

499. CLOSED FILE, 1932 - 1935. Face sheets giving statistics on each case, field sheet showing relief record, referrals to the Rural Rehabilitation Corporation, forms closing case, and FERA Form 600, certification of eligibility. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 8 ft., in 4 drawers of steel filing case. Welfare Office (Bldg. B). (219)

500. REFERRALS, UNACCEPTED APPLICATIONS, AND RURAL REHABILITATION CORPORATION FILE, 1932 to date. Referrals to USES and CCC, Rural Rehabilitation file; and unaccepted applications for 1935. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in drawer of steel filing case. Welfare Office (Bldg. B). (223)

501. CASES NOT CERTIFIED, 1935. Family and relief histories of ERA clients who received relief during 1935 but were not certified to the WPA. Filed alphabetically. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 4 ft., in 2 drawers of steel filing case. Welfare Office (Bldg. B). (222)

502. FIELD SHEETS, 1936 to date. Field sheets, giving name of client, name of case worker, kind and amount of relief received, and dates. Arranged alphabetically. (Daily, official.) 10 x 12 loose-leaf book, 4 in., on desk. Welfare Office (Bldg. B). (227)

503. DAY BOOK, Mar. 1936 to date. Record of office visitors, showing date, name, and purpose of visit. Entered chronologically. (Daily, official.) 10 x 12 loose-leaf book, 1 in., on desk. Welfare Office (Bldg. B). (225)

504. CORRESPONDENCE, current. A suspense file of incoming correspondence, chiefly letters from clients. (Constantly, official.) Various sized sheets, 2 in., on desk. Welfare Office (Bldg. B). (228)

505. RECORD OF NUMBERS, n.d. Record of all clients of the Craven County Department of Public Welfare, giving name and number of client, and number in family. Arranged numerically. (Daily, official.) 6 x 8 pad, $\frac{1}{4}$ in., in desk. Welfare Office (Bldg. B). (226)

506. MASTER INDEX, n.d. ERA and DPW case numbers of each client, classification, color, names of all members of household, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in wooden box. Welfare Office (Bldg. B). (224)

COUNTY OFFICE

Old City Hall Bldg., Craven St.

The Craven County office was established in November 1935 under supervision of the district office in New Bern. It was originally located in the Old Post Office Building. In December 1935 it was moved to the Dunn Building, where it was housed until September 1936, when it was moved to the Old City Hall Building.

507. CORRESPONDENCE, REPORTS, AND REQUISITIONS FOR WORKERS AND SUPPLIES, 1935 to date. General correspondence, correspondence with the assignment clerk, narrative reports on projects, project ratings, petitions, estimates for pay periods, and safety reports; WPA Form 401, requisition for workers; and Form FD 33, weekly employment report. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 2 in., in wooden bookcase. Rear Office. (213)

508. PROJECT REPORTS, 1935 to date. WPA Form 301, project proposal; and WPA Form 701, statement of allotment detail for work project. Filed by project. (Daily, official.) $8\frac{1}{2}$ x 11 folders, $1\frac{1}{2}$ in., on desk. Rear Office. (214)

509. PAY ROLLS, Nov. 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 10 in., in wooden cabinet. Rear Office. (212)

FEDERAL WRITERS' PROJECT
DISTRICT OFFICE

Old City Hall Bldg., Craven St.

This office was established on January 1, 1936, under direction of the project office in Raleigh. It was located in the Old Post Office Building until May 1936.

510. CORRESPONDENCE, Jan. 1936 to date. Correspondence concerning information for the use of workers in the preparation of a state guide book. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 in., on closet shelf. Federal Writers' Office. (215)

511. INSTRUCTIONS, 1935 to date. Bulletins, manuals, and representative guide reports, for information of workers. (Constantly, official.) $8\frac{1}{2}$ x 11 sheets and pads, 5 in., on table. Federal Writers' Office. (218)

512. EXECUTIVE FILE, 1936 to date. Copies of edited guide material sent to state office in Asheville, county histories, maps, narrative reports, newspaper releases and articles, and forms: USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed by subject. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in drawer of filing case. Federal Writers' Office. (217)

513. WORK FILE, 1936 to date. Copy of material turned in by research workers. (Seldom, official.) $8\frac{1}{2}$ x 11 folders, $1\frac{1}{2}$ in., on closet shelf. Federal Writers' Office. (216)

OXFORD

ADULT EDUCATION PROJECT

OFFICE OF SUPERVISOR

Oxford Graded School Bldg., 299 W. College St.

The office of supervisor of the Adult Education Project in Granville, Person, Vance, and Warren counties was established in Oxford in 1935 when the Works Progress Administration took over the adult education work of the Emergency Relief Administration. Since September 1934 adult education activities had been in charge of the superintendent of the Oxford public schools. When the Survey was made, the project was operating under the supervision of the Works Progress Administration district office in Raleigh. So-called useless papers were preserved.

514. CORRESPONDENCE, Oct. 1935 to date. With Raleigh. (Constantly, official.) 9 x 12 folders, 8 in., in drawer of wooden filing case. Damaged by careless handling, scattered. Superintendent's Office. (43)

515. GENERAL CORRESPONDENCE AND REPORTS, Dec. 1935 to date. General correspondence and reports, including teachers' time and service reports, and activity and time reports to Raleigh. (Constantly, official.) 9 x 12 folders and envelopes, 4 ft. 11 in., in drawers of wooden filing case. Damaged by careless handling, scattered, torn. Superintendent's Office. (44-47)

HOMEMAKERS' PROJECT

OFFICE OF GRANVILLE COUNTY SUPERVISOR

Brown Bldg., Main and Court Sts.

This office was established in Oxford on December 11, 1935, under direction of the district office in Raleigh. It was located in the Hicks Building on Bank Street until January 1936, when it was moved to the Brown Building.

516. CORRESPONDENCE AND GENERAL REPORTS, Dec. 11, 1935 to date. Also personnel records and time reports. Filed numerically. (Constantly, official.) 9 x 12 folders, 2 ft., in pasteboard box. R. 2. (27)

517. CORRESPONDENCE AND GENERAL REPORTS, Dec. 11, 1935 to date. Also personnel records and time reports; duplicates. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft., in pasteboard box. R. 2. (29)

518. GENERAL RECORDS, Dec. 11, 1935 to date. Two sets each of county workers' weekly reports, project activity reports to Raleigh, personnel records, time reports, and correspondence. (Daily, official.) 9 x 12 folders, 8 ft., in 4 pasteboard boxes. Rs. 2 and 3. (28, 35)

LIBRARY PROJECT
OFFICE OF GRANVILLE COUNTY SUPERVISOR
Oxford Woman's Club Bldg., Gilliam and Littlejohn Sts.

This office was established in Oxford on February 5, 1936, under direction of the district office in Raleigh.

519. GENERAL REPORTS, Mar. 1936 to date. Survey reports on the Oxford Library and county libraries, personnel records and reports, biweekly time reports, workers' weekly reports on number of books repaired, reports on circulation of juvenile and adult books in town and county, records of labor supplied for the library truck, club programs, and general activity reports to the Raleigh office. (Daily, official.) 9 x 12 folders, 6 ft., in 4 drawers of wooden desk. County Library Reading Room, 1st floor. (48, 49)

RECREATION PROJECT
OFFICE OF GRANVILLE COUNTY SUPERVISOR
Brown Bldg., Main and Court Sts.

This office was established in Oxford on December 11, 1935, under direction of the district office in Raleigh. The supervisor evidently had jurisdiction over several counties in addition to Granville but the counties were not named in the report on her records.

520. CORRESPONDENCE, Dec. 11, 1935 to date. With Raleigh. (Constantly, official.) 9 x 12 folders, 1 ft., in pasteboard box. R. 3, 1st floor. (39)

521. RECREATIONAL ADVISORY COMMITTEE RECORDS, Dec. 11, 1935 to date. Also personnel records and reports on recreational activities. (Constantly, official.) 9 x 12 folders, 4 ft., in 2 pasteboard boxes. R. 3, 1st floor. (38)

522. GENERAL RECORDS, Dec. 11, 1935 to date. Correspondence and reports, including records of weekly school attendance, recreation and advisory committee meetings, monthly programs, and literature ordered from Raleigh, monthly recreation reports on dramatic clubs, glee clubs, and arts and handicraft, workers' reports, time reports, and reports to the district supervisor. (Constantly, official.) 9 x 12 folders, 11 ft., in 5 pasteboard boxes. R. 3, 1st floor. (36, 37, 40)

SEWING ROOM PROJECT
OFFICE OF SUPERVISOR
Brown Bldg., Main and Court Sts.

The office of supervisor of the Sewing Room Project was established in Oxford on Nov. 13, 1935, under direction of the district office in Raleigh.

It was located in the Hicks Building on Bank Street until January 1936, when it was moved to the Brown Building.

523. CORRESPONDENCE, Nov. 13, 1935 to date. (Constantly, official.) 9 x 12 loose-leaf book, 1 in., in pasteboard box. R. 3, 1st floor. (34)

524. TIME REPORTS, Nov. 13, 1935 to date. Showing time made by each worker, and amount of payment due. (Constantly, official.) 9 x 12 loose-leaf book, 1 in., in pasteboard box. R. 3, 1st floor. (33)

525. INVENTORIES, Nov. 13, 1935 to date. Inventory of material on hand, showing amount used during month and amount delivered to welfare agency. (Occasionally, official.) 9 x 12 loose-leaf book, 1 in., in pasteboard box. R. 3, 1st floor. (32)

526. GENERAL RECORDS, Nov. 13, 1935 to date. Correspondence and reports, including personnel records, time reports, weekly reports on production of garments, showing number made, amount of material used, and number delivered to welfare agency; and WPA Form 720, weekly report of materials received, used, and on hand. Arranged by week. Form attached. (Constantly, official.) 9 x 12 loose-leaf books, 4 ft. 1 in., in pasteboard drawer of filing case. R. 3, 1st floor. (30, 31, 41)

527. INACTIVE RECORDS, Nov. 13, 1935 to date. Garment reports, fire drill records, time reports, and correspondence. Arranged by week. (Occasionally, official.) 9 x 12 folders and loose-leaf book, 1 ft., in pasteboard box. R. 3, 1st floor. (42)

RAEFORD

CERTIFYING AGENT Hines Bldg., Elwood Ave.

The office of certifying agent for Hoke County was established in Raeford in 1936 when the county welfare officer became responsible for referral of clients to the district office in Fayetteville. So-called useless papers are filed until official orders are given to destroy them.

528. CORRESPONDENCE, Jan. 1936 to date. Relating to various agencies in the general file. Filed alphabetically by subject. (Daily, official.) 8 $\frac{1}{2}$ x 12 folders, 2 ft., in steel filing cabinet. R. 1. (4-A)

529. CERTIFICATIONS, 1935 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; and FERA Form 602, cancellation of certification of eligibility. Filed alphabetically. (Frequently, official.) 5 x 8 folders, 1 ft., in wooden box. R. 1. (4-B)

530. ASSIGNMENT RECORDS, 1936 to date. FERA Form 600, certification of eligibility; USES Form 325, assignment slip, works program; WPA Form 402, reassignment slip; and WPA Form 403, notice of change in work status.

Filed alphabetically. (Frequently, official.) 8 x 10 folders, 2 ft., in wooden box. R. 1. (4-D)

531. NORTH CAROLINA EMERGENCY RELIEF ADMINISTRATION FACE SHEETS, July 1, 1936 to date. Form NCERA-SS 3, face sheet; and Form NCERA-SS 6, field sheet. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 2 ft., in 4 locked steel filing cabinets. R. 1. (4-C)

532. WORKS PROGRESS ADMINISTRATION AND OTHER FEDERAL PROJECTS, July 1, 1936 to date. Material relative to relief projects under supervision of the WPA, the CCC, and the NYA, embracing aid to teachers, mothers, the blind, crippled children, etc., state farm debt adjustment, vocational rehabilitation, distribution of surplus commodities, etc. Cross index. (Daily, official.) 5 x 6 cards, 1 ft., in cloth-covered filing case. R. 1. (4-E)

533. SURPLUS COMMODITIES FOR RESETTLEMENT, 1936 to date. List of Resettlement families in Hoke County eligible to receive surplus commodities under supervision of the Department of Public Welfare. (Occasionally, official.) $8\frac{1}{2}$ x 12 folders, 6 in., in drawer of metal filing case. R. 1. (4)

534. CIVILIAN CONSERVATION CORPS FILE, 1934 to date. Applications, discharge, general records, and correspondence pertaining to CCC units in Hoke County. (Frequently, official.) $8\frac{1}{2}$ x 12 folders, 2 ft., in drawer of metal filing case. R. 1. (3)

COUNTY OFFICE City Hall, Main St.

The Hoke County office was established in Raeford in 1935 under supervision of the district office in Fayetteville.

535. GENERAL FILE, 1935 to date. Correspondence, reports, safety material, accident records, record of district personnel, and forms: WPA Form 301, project proposal; WPA Form 502, time report for personal services, work projects (semimonthly basis); Form CA-1, employee's notice of injury and original claim for compensation and medical treatment; Form CA-2, official superior's report of injury; Form CA-3, report of termination of total or partial disability; Form CA-4, claim for compensation on account of injury; Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem; Treasury Form A-6, requisition for purchase; and Treasury Form A-8, receiving and inspection report. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. 1st room, 1st floor. (14)

536. ASSIGNMENT RECORDS, 1935 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. Filed by project. (Daily, official.) 4 x 6 pockets, 1 ft. 6 in., in 2 drawers of metal filing case. 1st room, 1st floor. (13)

537. CERTIFIED RELIEF CASES, 1935 to date. FERA Form 600, certification of eligibility. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of wooden card cabinet. 1st room, 1st floor. (15)

RALEIGH

DISTRICT OFFICE

Commercial Bank Bldg., Martin and Wilmington Sts.

This office was established in Raleigh in July 1935 with supervision in the Third District.

Records of the Division of Employment

538. CERTIFICATION OF ELIGIBILITY, DISTRICT, Aug. 8, 1935 to date. FERA Form 600. Form attached. Filed alphabetically. (Daily, official.) 5 x 8 cards in folders, 24 ft., in 12 wooden boxes on table. R. 613. (583)

539. CERTIFICATION OF ELIGIBILITY, DURHAM AND WAKE COUNTIES, Aug. 15, 1935 to date. FERA Form 600. Form attached. Arranged by county and filed alphabetically. (Daily, official.) 5 x 8 cards in folders, 15 ft., in 10 wooden boxes on table. R. 615. (593, 594)

540. FAMILY CARDS, DISTRICT, Aug. 15, 1935 to date. FERA Form 144, Work Division occupational classification record, of each worker in the district and of members of family. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 36 ft., in 18 drawers of metal filing cases. R. 615. (596)

541. WORK CARDS, DISTRICT, Aug. 1935 to date. FERA Form 144a, individual occupational classification record, of each worker in the district. Filed alphabetically by county. (Daily, official.) 5 x 8 cards in folders, 24 ft., in 16 wooden boxes on table. R. 613. (584)

542. WORK CARDS, DURHAM AND WAKE COUNTIES, Aug. 1935 to date. FERA Form 144a, individual occupational classification record, of each worker in Durham and Wake counties. Arranged by county and filed alphabetically by occupation. (Daily, official.) 5 x 8 cards in folders, 15 ft., in 10 wooden boxes on table. R. 615. (595, 598)

543. ASSIGNMENT SLIPS, NONRELIEF, DISTRICT, Sept. 1, 1935 to date. USES Form 325, assignment slip, works program, covering work assignment of nonrelief workers in the district. Filed alphabetically. (Weekly, official.) 4 x 6 slips, 6 in., in 5 wooden boxes on table. R. 613. (585)

544. ASSIGNMENT SLIPS, NONRELIEF, DURHAM AND WAKE COUNTIES, Sept. 1, 1935 to date. USES Form 325, assignment slip, works program, covering work assignment of nonrelief workers in Durham and Wake counties. Arranged by county and filed alphabetically. (Weekly, official.) 4 x 6 slips, 3 in., in wooden box on table. R. 615. (597, 592)

Records of the Division of Finance and Statistics

545. ADMINISTRATIVE FILE, MISCELLANEOUS, Aug. 1935 to date. Letters from the state director of finance, reports, filled and canceled requisitions, unvouchered purchase orders, and paid travel vouchers. Filed by project. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 818. (615)
546. ADMINISTRATIVE EXPENSE, Aug. 1, 1935 to date. Record of administrative expense for pay rolls, supplies and materials, travel expenses, rents, and building and equipment, showing date of entry of item, explanation, number, allotment, and balance. (Daily, official.) 14 x 16 loose-leaf book, 1 in., on metal case. R. 817. (614)
547. DAY BOOKS, Aug. 1, 1935 to date. Record of administrative requisitions, showing number, amount, and project number. Entered by project number. (Daily, official.) 8 x 12 vols. (2), 3 in., on desk. R. 817. (613)
548. PROJECT PROGRESS REPORTS, Aug. 1935 to date. Semimonthly physical progress reports, showing name and address of project, county in which located, certification of sponsor's contributions, and report of progress; also copies of pay rolls. Filed numerically by classification of project. (Daily, official.) 10 x 12 folders, 12 ft., in 6 drawers of metal filing case. R. 818. (617)
549. WORK PROJECT REGISTER, Aug. 1, 1935 to date. Showing amount of pay roll, date of entry of item, explanation, total relief, total nonrelief, total number of hours worked, expenditures for equipment, etc. Entered by project number. (Daily, official.) 12 x 30 loose-leaf books (2), 4 in., on table. R. 817. (612)
550. PERSONAL PAY CARDS, Aug. 1, 1935 to date. Showing name of appointee, class of work to which assigned, and salary. Filed by classification of worker. (Semimonthly, official.) 4 x 5 cards, 1 ft., in paste-board box on table. R. 817. (611)
551. TRANSMITTAL SHEETS, Aug. 15, 1935 to date. For assignment, reclassification, and reassignment slips, correspondence, and office receipts. (Daily, official.) 10 x 12 folders, 1 ft. 3 in., in 2 drawers of wooden filing case. R. 818. (618)
552. ADVICE OF ALLOTMENT, Aug. 15, 1935 to date. Record of advice of allotment to projects showing amount of increase in allotment, official project number, to whom addressed, and district number. Numerical index. (Daily, official.) 10 x 12 loose-leaf books (5), 10 in., on desk. R. 819. (621)
553. PAY ROLLS, Aug. 1935 to date. Showing name and identification number of each worker on project, number of hours worked, amount earned per hour, and total amount earned. Arranged by project number. (Daily, official.) 14 x 18 loose-leaf books (5), 1 ft. 6 in., on table. R. 815. (610)

554. IDENTIFICATION RECORDS, Sept. 1, 1935 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. Filed alphabetically. (Constantly, official.) 4 x 6 slips, 15 ft., in 10 metal drawers on wooden table. R. 815. (609)

555. INDIVIDUAL EARNINGS RECORD, Sept. 16, 1935 to date. WPA Form 507. Filed by county. (Daily, official.) 5 x 8 loose sheets, 4 ft., in 2 drawers of metal filing case. R. 818. (616)

556. PROJECT PAY ROLLS BY COUNTIES, Sept. 28, 1935 to date. Semimonthly basis. Arranged by county and filed numerically by project number. (Daily, official.) 10 x 12 folders, 3 ft., in 2 drawers of metal filing case. R. 819. (620)

557. PAYMASTER'S RECEIPTED RECORDS, Jan. 1, 1936 to date. Showing name of employee, work classification, occupation, check number, and signature, and information on pay rolls and checking of pay roll accounts. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 819. (622)

558. PAYMASTER'S COPIES OF PROJECT PAY ROLLS BY COUNTIES, Jan. 18, 1936 to date. Pay rolls for personal services, short form. Filed by county. (Daily, official.) 10 x 12 folders, 7 in., in drawer of metal filing case. R. 819. (619)

Records of the Claim Adjuster

559. CORRESPONDENCE, Aug. 15, 1935 to date. Regarding compensation and safety in WPA and Resettlement Administration work; also correspondence with WPA offices in the district. Filed alphabetically. (Occasionally, official.) 9 x 11½ folders, 1 ft. 6 in., in 2 drawers of metal filing case. R. 414. (564)

560. COMPENSATION AND MEDICAL EXPENSE RECORD, Aug. 15, 1935 to date. Of WPA and Resettlement Administration workers, showing name of injured employee, nature of injury, name of physician, amount of compensation paid, period for which payment was made, and physician, hospital, and medical fees. Arranged by county and claim number. (Daily, official.) 9 x 11½ loose-leaf book, 2 in., in drawer of desk. R. 414. (563)

561. ACCEPTANCE AND NOTICE OF PAYMENT OF CLAIMS, Aug. 15, 1935 to date. State compensation director's notice of claims accepted for adjustment and of claims paid to WPA and Resettlement Administration workers. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 2 in., in card cabinet. R. 414. (565)

562. MINOR ACCIDENT CARD INDEX, Aug. 15, 1935 to date. Showing name of injured person, nature of injury, date, location, and description of accident, occupation and wage of injured, and witnesses. Filed alphabetically. (Daily, official.) 4 x 6 cards, 3 in., in card cabinet. R. 414. (562)

563. OFFICE INJURY REPORTS, Sept. 27, 1935 to date. Correspondence and reports concerning injuries to WPA and Resettlement Administration employees; used as source of report to U.S. Employees' Compensation Commission on termination of disability. Filed alphabetically by name of employee. (Occasionally, official.) 9 x 11 $\frac{1}{2}$ folders, 4 in., in desk drawer. R. 414. (561)

564. MONTHLY AND SEMIMONTHLY REPORTS, Sept. 27, 1935 to date. Statistical reports to the state compensation director on injuries to WPA and Resettlement Administration employees, showing number of accidents, number of lost-time accidents, number of days lost, amount of compensation cleared, and doctor's and hospital fees. Filed by form number. (Occasionally, official.) 9 x 11 $\frac{1}{2}$ folders, 1 in., in drawer of desk. R. 414. (560)

Records of the Division of Operations

565. GENERAL CORRESPONDENCE, July 1935 to date. Correspondence with project sponsors and supervisors regarding the operation of work projects. Alphabetical index on cover of folder. (Daily, official.) 9 x 11 $\frac{3}{4}$ folders, 8 ft., in 4 drawers of metal filing case. R. 417. (569)

566. GENERAL CORRESPONDENCE AND REQUISITIONS, 1935 to date. Treasury Form A-6, requisition for purchase of materials and supplies for projects, and related correspondence with sponsors, supervisors, and state officials; also related inter-office correspondence. Form attached. Subject index. (Daily, official.) 9 x 11 $\frac{3}{4}$ envelopes, 2 ft., in drawer of metal filing case. R. 417. (568)

567. APPROVED PROJECTS, 1935 to date. Records of projects approved for operation in the counties of the district. Filed numerically. (Daily, official.) 9 x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of metal filing case. R. 417. (570)

568. PROJECTS NOT APPROVED, July 1935 to date. Record of projects, the majority of which have been approved but for which no request for operating allotment has been made. Arranged alphabetically by county and filed numerically by project number. (Daily, official.) 9 x 11 $\frac{3}{4}$ folders, 4 ft., in 2 drawers of metal filing case. R. 417. (571)

569. SEMIMONTHLY REPORTS ON ENGINEERING PROGRESS, July 1935 to date. Of projects. Arranged alphabetically by county and filed numerically by project number. (Daily, official.) 9 x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of metal filing case. R. 417. (566)

570. TIME SHEETS, July 1935 to date. For personal services of all persons employed on WPA projects in the district. Filed numerically by project. (Daily, official.) 9 x 11 $\frac{3}{4}$ folders, 6 ft., in 3 drawers of metal filing case. R. 417. (567)

Records of the Project Supervisor for Harnett, Johnston, and Wake Counties

571. CORRESPONDENCE, Dec. 18, 1935 to date. Relative to activities of the men's construction division; also bulletins of information and

instruction from the state and national offices. (Daily, official.) 9 x 12 folders, 4 in., in drawer of desk. R. 614. (591)

572. GENERAL FILE, Nov. 19, 1935 to date. Truck rental records, purchase orders, engineers' reports, requisitions for materials and workers, data on sponsor's contributions and number of persons working, correspondence, and memoranda. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel cabinet. R. 614. (590)

573. PROJECTS AND ALLOTMENTS, Nov. 15, 1935 to date. Description of each approved, active, pending, and closed project in the three counties, showing amount of funds and advice of allotment. Arranged by county and filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of desk. R. 614. (586)

574. BLUEPRINTS, Nov. 1935 to date. Of projects. (Frequently, official.) 24 x 30 loose sheets, 1 in., in drawer of steel filing case. R. 614. (587)

575. PAY ROLLS, Dec. 19, 1935 to date. Duplicate copies. (Semimonthly, official.) 15½ x 18 loose-leaf books (3), 3 in., on table. R. 614. (589)

576. ASSIGNMENT RECORDS, Dec. 1935 to date. Filed alphabetically. (Daily, official.) 4 x 6 slips, 2 ft., in 2 pasteboard boxes. R. 614. (588)

Records of the Division of Women's and Professional Projects

577. GENERAL FILE, Aug. 31, 1935 to date. Allotment and purchase records of all projects in the district, including reports on projects approved for operation, advice of allotment, requests for materials, purchase orders, receiving and inspection reports, and related correspondence. Filed alphabetically by county. (Daily, official.) 9½ x 12 folders, 1 ft. 7 in., in assorting tray on wheels. R. 616. (606)

578. CORRESPONDENCE AND BULLETINS, Sept. 1935 to date. Correspondence with the State and National Administrators, and bulletins of instruction. Filed alphabetically. (Frequently, official.) 9½ x 12 folders, 10 in., in drawer of wooden filing case. R. 616. (602)

579. RECEIVING AND INSPECTION REPORTS, Oct. 25, 1935 to date. Treasury Form A-8, receiving and inspection report on textiles received for distribution for use in sewing rooms. Form attached. Filed alphabetically by name of contractor. (Daily, official.) 9½ x 12 folders, 10 in., in file case. R. 616. (605)

580. INVENTORY OF MATERIALS, Oct. 25, 1935 to date. WPA Form 720, weekly report of materials received by projects, used, and on hand. Form attached. Filed alphabetically by county. (Semimonthly, official.) 9½ x 12 folders, 6 in., in drawer of wooden filing case. R. 616. (603)

581. SEWING ROOM RECEIPTS, Dec. 1, 1935 to date. Form WD-4, receipt for WPA Government articles made in the sewing rooms and issued to sponsors. Filed alphabetically by county. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 6 in., in drawer of wooden filing case. R. 616. (604)

582. REPORTS ON PROJECTS, Oct. 25, 1935 to date. Filed alphabetically. (Frequently, official.) $9\frac{1}{2}$ x 12 folders, 10 in., in drawer of wooden filing case. R. 616. (600)

583. PROGRESS REPORTS, Oct. 25, 1935 to date. On women's projects. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 10 in., in drawer of desk. R. 616. (601)

584. MISCELLANEOUS REPORTS, Oct. 25, 1935 to date. On garments made in the sewing rooms and distributed, and on books mended by library projects. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 5 in., in drawer of desk. R. 616. (607)

585. GENERAL FILE, ADULT EDUCATION PROJECT IN HARNETT, JOHNSTON, AND WAKE COUNTIES, Dec. 1935 to date. Correspondence, weekly reports, assignment slips, and copies of all pay rolls. Filed alphabetically by county. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in pasteboard drawer of filing case. R. 616. (608)

586. COPIES OF REQUISITIONS FOR WORKERS, Nov. 1, 1935 to date. WPA Form 401. Form attached. Filed alphabetically by county. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 10 in., in drawer of wooden filing case. R. 616. (599)

Records of the Office Manager

587. CORRESPONDENCE, Aug. 1935 to date. With branch offices relative to projects; also special instructions to branch managers. Filed alphabetically. (Occasionally, official.) 9 x $11\frac{1}{2}$ folders, 4 in., in drawer of metal filing case. R. 414. (559)

588. PROJECT CORRESPONDENCE, Aug. 1935 to date. Correspondence and data regarding projects in operation, contemplated, and under advisement. Filed alphabetically. (Frequently, official.) 9 x $11\frac{1}{2}$ folders, 4 in., in drawer of metal filing case and drawer of pasteboard filing case. R. 414. (556)

589. APPLICATIONS AND RELATED CORRESPONDENCE, July 15, 1935 to date. Applications for employment, personnel records, data on employees, and related correspondence. Filed by county. (Occasionally, official.) 9 x $11\frac{1}{2}$ folders, 3 ft. 6 in., in 2 drawers of metal filing case. R. 414. (555)

590. TRAVEL FILE, July 15, 1935 to date. Travel authorities, vouchers for transmittal, and related correspondence. Filed alphabetically. (Occasionally, official.) 9 x $11\frac{1}{2}$ folders, 3 in., in drawer of metal filing case. R. 414. (557)

591. PURCHASE RECORDS, Aug. 1935 to date. Forms used in the purchase of office supplies and equipment: Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; and Treasury Form A-8, receiving and inspection report. Forms attached. Filed alphabetically. (Occasionally, official.) 9 x 11½ folders, 4 in., in drawer of metal filing case. R. 414. (558)

STATE OFFICE

- (A) Raleigh Bldg., Fayetteville and W. Hargett Sts.
- (B) Masonic Temple Bldg., Fayetteville and E. Hargett Sts.

This office was established in Raleigh on July 1, 1935. It was located in the Commercial National Bank Building, corner of Martin and Wilmington Streets, from July until September 1935 when it was moved to the Raleigh Building. Monthly narrative reports are sent to Washington, D. C. No papers are considered useless.

When the Survey was made, the state director of the National Youth Administration was also state director of the Education Program of the Works Progress Administration. The assistant director of the program and the program's supervisor of nursery schools and parent education maintained offices adjoining those of the National Youth Administration in the Masonic Temple Building. Subsequent to the Survey, this joint direction was abolished. Records of the Education Program are listed in the following inventory with those of the Division of Women's and Professional Projects.

N.B. In February 1940 the state office was moved to the Caswell Building on the corner of West Jones and North McDowell Streets.

Records of the Administrator

592. CORRESPONDENCE, July 1935 to date. General, confidential, regional, and district correspondence, correspondence with project officials and data on project set-ups, minutes of district meetings, and administrative and executive orders. Alphabetical name index and numerical district index. (Daily, official.) 9 3/4 x 11½ folders, 38 ft. 6 in., in 19 drawers of filing cases. R. 407 (Bldg. A). (346)

Records of the Division of Employment

593. PERSONAL AND CONFIDENTIAL, July 1, 1935 to date. Inter-office, regional, and Federal communications, and correspondence with the Resettlement Administration, the State Board of Charities and Public Welfare, and Rural Rehabilitation authorities. Filed alphabetically by agency. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 410 (Bldg. A). (353)

594. GENERAL CORRESPONDENCE, July 1, 1935 to date. With Rural Rehabilitation authorities, the Resettlement Administration, the U.S. Employment Service, and other agencies. Filed alphabetically by subject. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 410 (Bldg. A). (352)

595. DISTRICT CORRESPONDENCE, July 1, 1935 to date. General district correspondence and memoranda regarding labor reports, supervisor personnel file, telegrams, telephone conversations, transit veterans, weekly reports, etc. Arranged numerically by district and filed alphabetically. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 410 (Bldg. A). (351)

596. DISTRICT FILE, July 1, 1935 to date. Correspondence, weekly reports, project data, and requests for labor by the Public Works Administration and the State Highway Commission. Filed numerically by district. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 410 (Bldg. A). (350)

597. REPORTS AND FORMS, July 1, 1935 to date. Statistical and related reports by the music, art, theatre, and other Federal projects, on persons assigned, eligible workers, case load, etc. Filed alphabetically by subject. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 410 (Bldg. A). (348)

598. TRANSFERS FROM STATE TO STATE, July 1, 1935 to date. Completed forms showing certified workers' requests for transfer of certification to another state. Filed alphabetically by name of applicant. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 410 (Bldg. A). (347)

599. COMPLAINT FILE, July 1, 1935 to date. Complaints from project workers. Arranged numerically by district and filed alphabetically by county. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of filing case. R. 410 (Bldg. A). (349)

Records of the Division of Finance and Statistics

Accounting and Statistical Records

600. GENERAL CORRESPONDENCE, July 1, 1935 to date. Director's correspondence, chiefly with Washington, D. C., and with projects. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 701 (Bldg. A). (425)

601. GENERAL CORRESPONDENCE, July 1, 1935 to date. Of the assistant director in charge of pay rolls and accounting with Washington, D. C., and district offices; also telegrams and inter-office correspondence. Filed numerically by district. (Daily, official.) 10 x 12 pockets, 2 ft., in drawer of metal filing case. R. 713 (Bldg. A). (454)

602. CORRESPONDENCE, July 1, 1935 to date. Of the assistant director in charge of statistics and reports with Washington, D. C., and district offices; also inter-office correspondence. Arranged numerically by district and filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 703 (Bldg. A). (426)

603. NOTICES OF MISCELLANEOUS ENCUMBRANCES, June 30, 1935 to date. Treasury Form A-5. Form attached. Filed numerically. (Daily, official.) 10 x 12 pockets, 2 ft., in drawer of metal filing case. R. 714 (Bldg. A). (465)
604. REQUISITIONS FOR PURCHASE, July 1, 1935 to date. Treasury Form A-6. Form attached. Filed numerically. (Daily, official.) 10 x 12 pockets, 2 ft., in drawer of metal filing case. R. 714 (Bldg. A). (467)
605. PUBLIC VOUCHERS, July 1, 1935 to date. For administrative expenses for articles or services. Filed alphabetically. (Daily, official.) 10 x 12 envelopes, 2 ft., in drawer of metal filing case. R. 714 (Bldg. A). (466)
606. NATIONAL YOUTH ADMINISTRATION VOUCHERS, Nov. 15, 1935 to date. Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. Form attached. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 714 (Bldg. A). (463)
607. SUMMARY OF PAID TRAVEL VOUCHERS, July 1, 1935 to date. Showing name and address of employee, and travel dates. Alphabetical index. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 714 (Bldg. A). (464)
608. WORK PROJECTS, July 1, 1935 to date. Records of approved projects for which money has been appropriated. Numerical index. (Daily, official.) 10 x 12 folders, 12 ft., in 6 drawers of metal filing case. R. 713 (Bldg. A). (452)
609. TRANSMITTAL SHEETS, July 1, 1935 to date. Transmittals of advice of changes in allotment. Filed by district. (Daily, official.) 10 x 12 pockets, 2 ft., in drawer of metal filing case. R. 713 (Bldg. A). (453)
610. TYPE OF WORK PROJECT, July 1, 1935 to date. WPA Form 702, classified record of project numbers. (Daily, official.) 14 x 17 loose-leaf book, 1 in., on desk. R. 714 (Bldg. A). (458)
611. ADMINISTRATIVE PROJECT RECORD, July 1, 1935 to date. Bookkeeping record of administrative projects. (Daily, official.) 12 x 30 loose-leaf book, 1 in., on desk. R. 714 (Bldg. A). (457)
612. STATE PROJECT LEDGER, July 1, 1935 to date. Record of all money received and allotted to state projects. Entered numerically by project number. (Daily, official.) 12 x 14 vol., 1 in., on shelf. R. 714 (Bldg. A). (460)
613. STATISTICAL PROJECT FILE, Aug. 16, 1935 to date. WPA Form 306, project application, and related correspondence. Form attached. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 703 (Bldg. A). (427)

614. ADMINISTRATIVE REPORTS, Oct. 1, 1935 to date. Copies of activity and statistical reports of district offices to the regional statistical office. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 703 (Bldg. A). (427-A)

615. SEMIMONTHLY REPORTS ON WORK PROJECTS, Oct. 1, 1935 to date. WPA Form 707. Arranged numerically by district and filed chronologically. (Daily, official.) 14 x 17 loose-leaf book, 3 in., on desk. R. 703 (Bldg. A). (428)

616. REGISTER OF PROJECTS APPROVED, Nov. 1, 1935 to date. Showing date of record of WPA Form 377. Arranged numerically by district and entered alphabetically by county. (Daily, official.) 14 x 16 loose-leaf book, 2 in., on table. R. 703 (Bldg. A). (429)

617. WORK PROJECT CARDS, Nov. 1, 1935 to date. Showing status of work projects. Filed numerically by project number. (Daily, official.) 3 x 5 cards, 2 ft., in 2 pasteboard boxes. R. 714 (Bldg. A). (459)

618. PROJECT REGISTERS, Nov. 15, 1936 to date. WPA Form 704, work project register. Arranged numerically by district. (Daily, official.) 12 x 14 vols. (2), 2 in., on desk. R. 714 (Bldg. A). (456)

619. NATIONAL YOUTH ADMINISTRATION ALLOTMENTS FOR PROJECTS, Jan. 5, 1936 to date. Record of official project number, amount allotted, and county location of project. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 713 (Bldg. A). (451)

620. WORKS PROGRESS ADMINISTRATION PAY ROLL FILE, Nov. 15, 1935 to date. Semimonthly pay rolls for education and clerical workers. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 714 (Bldg. A). (461)

621. EARNINGS CARDS, Nov. 15, 1935 to date. Showing advisement of allotment to project, and identification and initial assignment numbers and individual earnings record of each worker. Filed numerically by work project number. (Daily, official.) 6 x 8 cards, 1 ft., in pasteboard box. R. 714 (Bldg. A). (455)

622. ASSIGNMENT SLIPS, Jan. 21, 1936 to date. USES Form 325, assignment slip, works program; and WPA Form 403, notice of change in work status. Filed numerically by work project number. (Daily, official.) 5 x 6 slips, 1 ft., in pasteboard box. R. 714 (Bldg. A). (462)

Records of the State Compensation Director

623. APPROVED PROJECT STATEMENTS OF ALLOTMENT, GENERAL AND COMPENSATION CORRESPONDENCE, July 15, 1935 to date. Director's general correspondence with field representatives, reports, approved project statements of allotment, travel authorities and expense accounts, NYA bulletins, applications, and inter-office communications. Arranged numerically by district and filed alphabetically. (Daily, official.) 10 x 12 folders and books (2), 4 ft. 10 in., in 2 drawers of metal filing case and on desk. R. 709 (Bldg. A). (449)

624. GENERAL AND MISCELLANEOUS CORRESPONDENCE, July 29, 1935 to date. Assistant director's records, including claims for compensation by WPA and Resettlement Administration project workers, claim adjusters' reports, pay rolls, and related safety and general correspondence. Filed alphabetically by county. (Daily, official.) 11 x 13 folders, 16 ft., in 8 drawers of metal filing case. R. 709 (Bldg. A). (445)

625. STATE ADMINISTRATOR'S CORRESPONDENCE, Oct. 25, 1935 to date. Copies of letters and telegrams to and from the state administrator, and bulletins from the national and regional offices. Filed chronologically. (Monthly, official.) 8 x 10 loose-leaf books, 1 in., on desk. R. 709 (Bldg. A). (448)

626. WORKS PROGRESS ADMINISTRATION ACCIDENT CLAIM REGISTER, Nov. 15, 1935 to date. Showing name and address of injured employee, date, place, and nature of accident, claim and project numbers, reporting officer, physician, date claim was accepted, and record of forms received and transmitted to the U.S. Employees' Compensation Commission. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in cardboard box. R. 710 (Bldg. A). (450)

627. COMPENSATION PAY ROLLS PAID AND RECEIVED, Jan. 1, 1936 to date. Record of compensation paid to claimants, showing date of payment, identifying reference to WPA Form 511; pay roll for accident compensation, name and address of injured employee, compensable period, amount of compensation paid, and file number of claim. Filed alphabetically. (Daily, official.) 5 x 6 cards, 6 in., in 2 cardboard boxes. R. 709 (Bldg. A). (447)

628. PAY ROLL DATE FILE, Mar. 5, 1936 to date. Date sheets, certified by district claim adjusters, from which compensation pay rolls are made. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 709 (Bldg. A). (446)

Records of Student Aid

629. GENERAL CORRESPONDENCE, Nov. 1, 1935 to date. Correspondence regarding high schools, colleges, graduates, forms, instructions, bulletins, the statistical office, requisitions for supplies, and office equipment. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 704 (Bldg. A). (430)

630. LIST OF NATIONAL YOUTH ADMINISTRATION PROJECTS, Jan. 1, 1935 to date. Record of date time reports were received, date returned, pay periods, amounts earned, date pay roll was sent to Treasury Department, and date paid. Arranged numerically. (Daily, official.) 10 x 14 loose-leaf book, 1 in., on desk. R. 704 (Bldg. A). (444)

631. NATIONAL YOUTH ADMINISTRATION PROJECTS, Jan. 15, 1935 to date. WPA Form 507, individual earnings record of workers assigned to NYA projects. Filed numerically by project number. (Daily, official.) 5 x 8 cards, 4 ft., in 4 cardboard files. R. 704 (Bldg. A). (432)

632. NATIONAL YOUTH ADMINISTRATION PROJECT CARDS, Jan. 18, 1935 to date. Showing name, address, etc., of workers on NYA projects. Filed numerically. (Daily, official.) 5 x 8 cards, 6 in., in pasteboard box. R. 704 (Bldg. A). (441)

633. SIGNATURE SLIPS, Feb. 15, 1935 to date. For checking signatures of project workers. Filed numerically by project number. (Daily, official.) 4 x 6 slips, 1 ft., in pasteboard box. R. 704 (Bldg. A). (433)

634. ASSIGNMENT SLIPS, Feb. 15, 1935 to date. Record of assignment of workers to NYA projects. Filed numerically by project number. (Constantly, official.) 4 x 6 cards, 3 ft., in 3 pasteboard boxes. R. 704 (Bldg. A). (437)

635. TIME REPORTS, Feb. 15, 1935 to date. Semimonthly time reports for personal services. NYA reports filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 704 (Bldg. A). (438)

636. STUDENT AID PAY ROLL DATA, Aug. 15, 1935 to date. Showing date pay roll was received, returned, sent to Treasury Department, and paid, pay roll number, etc. Entered numerically. (Constantly, official.) 9 x 12 loose-leaf book, 1 in., on desk. R. 704 (Bldg. A). (443)

637. PAY ROLLS, STUDENT AID, Aug. 19, 1935 to date. High school, college graduate, Emergency Relief, and WPA assistance for educational, professional, and clerical persons. High school pay rolls filed by county and city; college pay rolls filed by name of institution. (Monthly, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 704 (Bldg. A). (434)

638. TIME REPORTS, HIGH SCHOOLS, COLLEGES, AND GRADUATES, Aug. 1935 to date. Time reports from student aid projects. Filed alphabetically by name of college, county, or city. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 704 (Bldg. A). (442)

639. COLLEGE AND HIGH SCHOOL AID, Oct. 1, 1935 to date. WPA Form 507, individual earnings record, of persons receiving aid in colleges and high schools. Form attached. Filed by county and city unit. (Daily, official.) 5 x 8 cards, 10 ft., in 5 drawers of metal filing case. R. 704 (Bldg. A). (439)

640. WORK PROJECT REGISTER, Nov. 6, 1935 to date. Control register for high school, college, graduate aid, and NYA project funds. (Daily, official.) 14 x 30 binders (3), 5 in., on desk. R. 704 (Bldg. A). (435)

641. REGISTER, HIGH SCHOOL AID PROJECTS, Nov. 6, 1935 to date. Project register showing funds available for high schools; colleges, graduates, and the NYA. (Daily, official.) 12 x 14 vol., 1 in., on desk. R. 704 (Bldg. A). (436)

642. CARD FILE, 1935 - 1936. Showing name and address of county superintendents, high school principals, and colleges in North Carolina. Filed

alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in cardboard box. R. 704 (Bldg. A). (440)

643. PAY ROLL NUMBERS, n.d. Information on numbers assigned to pay rolls from institutions. Alphabetical index. (Daily, official.) 8 x 10 loose-leaf book, 1 in., on desk. R. 704 (Bldg. A). (431)

Records of the Division of Operations

644. DISTRICT CORRESPONDENCE, 1935 to date. Correspondence with district offices regarding instructions, presidential letters, official project numbers, construction, and requests for allocation of Federal funds. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 509 (Bldg. A). (399)

645. INTER-OFFICE CORRESPONDENCE AND MISCELLANEOUS REPORTS, Aug. 15 - Nov. 30, 1935. Relative to operation curtailment, non-Federal projects, project application numbers, schedules of field engineers, and allotment of state-wide funds. Filed alphabetically. (Daily, official.) 11 x 13 folders, 2 ft., in drawer of metal filing case. Rs. 507-508 (Bldg. A). (396)

646. DISTRICT CORRESPONDENCE, Aug. 20 - Nov. 21, 1935. Chief office engineer's correspondence with the assistant state administrator in charge of operations. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 510 (Bldg. A). (404)

647. WASHINGTON AND OUTSIDE CORRESPONDENCE, Aug. 21 - Oct. 21, 1935. Relative to districts; also telegrams. Arranged numerically by district and filed alphabetically by county. (Daily, official.) 11 x 13 folders, 8 ft., in 4 drawers of metal filing case. Rs. 507-508 (Bldg. A). (395)

648. STATE CORRESPONDENCE, Oct. 22, 1935 to date. Correspondence with the Treasury Accounts Office, field engineers' reports, outgoing and incoming telegrams, inter-office communications, letters of cancellation, and Presidential letters. Filed alphabetically. (Daily, official.) 9 x 13 folders, 2 ft., in drawer of metal filing case. R. 509 (Bldg. A). (398)

649. PRESIDENTIAL LETTERS, Oct. 31, 1935 to date. Also mimeographed supplements showing change of allocation. (Daily, official.) 10 x 12 folders, 7 in., in drawer of metal filing case. R. 510 (Bldg. A). (405)

650. PRESIDENTIAL LETTERS, COPIES, Nov. 1935 to date. For use of field engineers and district officials. Filed numerically. (Daily, official.) 8 x 11 folders, 7 in., in drawer of wooden filing case. R. 503 (Bldg. A). (369)

651. GENERAL CORRESPONDENCE AND SEMIMONTHLY REPORTS, Nov. 11, 1935 to date. Of chief engineer. Filed numerically by district. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 514 (Bldg. A). (418)

652. LETTERS, Dec. 6 - Dec. 14, 1935. Regarding funds reductions and revisions, and additional allocations. Arranged numerically by district and filed alphabetically by county. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 509 (Bldg. A). (397)
653. CORRESPONDENCE, Dec. 24 - Dec. 30, 1935. Chief checking engineer's correspondence and telegrams. Filed, to and from, by district. (Occasionally, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 513 (Bldg. A). (413)
654. REGISTERED PROJECTS, July 23 - Aug. 24, 1934. Descriptions of ERA projects, including sewing, painting and improving schools, and construction of roads, bridges, jails, and jail houses. District index. (Daily, official.) 12 x 14 loose-leaf book, 1 in., on desk. R. 511 (Bldg. A). (408)
655. PROJECT BLUEPRINTS, 1934 to date. Of projects not yet under construction, under construction, and completed. (Daily, official.) 9 x 12 folders, 24 ft., in 12 drawers of wooden filing case. R. 514 (Bldg. A). (419)
656. PROJECTS RELEASED, 1935. Allotment records, showing identifying numbers of each released project, location, type, amount of Federal funds approved for labor and for materials, and total cost and average cost per person. Filed numerically by district. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 509 (Bldg. A). (400)
657. MUSIC AND ART PROJECTS IN NORTH CAROLINA, 1935 to date. Data on the various units of the music and art projects in North Carolina, showing statement of allotment, type of work, items, man-hours, totals, location, sponsor, distribution of funds, etc. Filed numerically by district. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 515 (Bldg. A). (421)
658. LABOR DATA, ACTIVE, 1935 to date. Record of date of beginning of project operation. Filed alphabetically. (Occasionally, official.) 5 x 6 cards, 4 in., in pasteboard box on table. R. 510 (Bldg. A). (403)
659. REGISTERED PROJECTS, Jan. 1, 1935 to date. Record of classification of registered project, date registered, date forwarded to Washington for approval, date returned approved or disapproved, description, Federal funds requested, and data on projects approved. Arranged by county. (Daily, official.) 12 x 18 loose-leaf books (2), 3 in., on desk. R. 511 (Bldg. A). (409)
660. APPROVED PROJECTS FROM WASHINGTON, DISAPPROVED PROJECTS, July 25, 1935 to date. Statement of allotment for each approved project, record of additional allotments, items, man-hours, distribution of funds, totals, etc.; and records of district projects disapproved or canceled. Filed numerically by district. (Daily, official.) 10 x 12 folders, 22 ft., in 11 drawers of metal filing case. R. 515 (Bldg. A). (424)

661. PROJECT NOTICES, Aug. 8 - Dec. 19, 1935. From the various districts, showing location and number of project, Federal funds allocated for labor and for materials, and total cost per man employed. (Seldom, official.) 9 x 13 folders, 2 ft., in drawer of metal filing case. Rs. 507-508 (Bldg. A). (391)

662. PENDING APPROVAL, Aug. 25, 1935 to date. Records of projects pending approval, showing location of project, estimated man-hours of work, funds requested, and other necessary information. Arranged numerically by district and filed alphabetically by county. (Daily, official.) 10 x 12 folders, 18 ft., in 9 drawers of metal filing case. R. 515 (Bldg. A). (423)

663. LEDGER BOOKS, Aug. 1935 to date. Entries on approved projects which have been put into operation. Entered numerically by district and alphabetically by county. (Daily, official.) 12 x 24 loose-leaf books (3), 3 in., on desk. R. 511 (Bldg. A). (406)

664. ROUTINE CARDS, Aug. 30, 1935 to date. Record of all projects, approved, pending approval, and disapproved. Filed alphabetically. (Constantly, official.) 6 x 12 cards, 3 ft., in 7 card cabinets on desk. R. 511 (Bldg. A). (407)

665. MISCELLANEOUS PROJECTS, Sept. 8, 1935 to date. Transmittal sheets for and additional information on whole projects, rider projects, and back-from-Washington projects. Filed numerically by district. (Daily, official.) 10 x 12 folders and packages, 2 ft., in drawer of metal filing case. R. 515 (Bldg. A). (420)

666. CROSS INDEX, PROJECT NUMBER, Sept. 16, 1935 to date. Showing project number, district, description, and location. Arranged numerically by district and filed by county. (Frequently, official.) 5 x 6 cards, 4 ft., in 4 pasteboard card cabinets. R. 513 (Bldg. A). (412)

667. STATES, Sept. 24 - Dec. 23, 1935. Project applications and proposals, showing Federal funds requested, sponsor's funds, and total. Arranged alphabetically. (Daily, official.) 10 x 12 loose-leaf books, 2 ft., in drawer of metal filing case. R. 515 (Bldg. A). (422)

668. CLASSIFICATION FILE, Oct. 1935 to date. Showing totals by district for each type of project in operation and grand total for all types. Filed alphabetically. (Daily, official.) 4 x 5 cards, 4 in., in drawer of wooden case. Rs. 507-508 (Bldg. A). (393)

669. LEDGER, Nov. 4, 1935 to date. Record of projects, showing identifying project numbers and symbol, description, date started, date completed, number of people allocated to state office, state funds, total funds, running balance, and remarks. Arranged numerically by district and entered alphabetically by county. (Daily, official.) 12 x 28 loose-leaf book, 2 in., on metal filing case. Rs. 507-508 (Bldg. A). (394)

670. COUNTY RATINGS, Nov. 10, 1935 to date. Showing pay roll period for each project in the various counties, number of persons working during period, number of projects below estimate, and number of projects in operation. Arranged numerically by district and filed alphabetically by county. (Semimonthly, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 513 (Bldg. A). (416)

671. STATE ACCOUNTS OFFICE, Nov. 12, 1935 to date. Cancellations and revisions by the State Accounts Office, and pictures of projects under construction. Filed numerically by district. (Daily, official.) 11 x 13 folders, 2 ft., in drawer of metal filing case. Rs. 507-508 (Bldg. A). (392)

672. COST ANALYSIS REPORT, 1935 - 1936. Showing title and nature of work of each analysed project, units completed, unit cost, and other statistical data. Arranged by county and filed numerically by project number. (Occasionally, official.) 10 x 12 folders, 2 ft., in drawer of filing case. R. 513 (Bldg. A). (415)

673. PROGRESS REPORTS, Oct. 1, 1935 to date. From projects, showing semimonthly estimate of work accomplished in pay period and to date, and expenditures to date. Arranged numerically by district and filed alphabetically by county. (Daily, official.) 10 x 12 folders, 8 ft., in 4 drawers of metal filing case. R. 513 (Bldg. A). (411)

674. PROJECT REPORTS, COMPLETED PROJECTS, Dec. 19, 1935 to date. Showing location of work of project by county, Federal expense incurred, Federal funds expended, summaries, etc. Arranged numerically by district and filed alphabetically by county. (Occasionally, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 513 (Bldg. A). (410)

675. PROGRESS REPORTS, Jan. 1, 1936 to date. From projects, showing date project was approved, work project number, district, description, location, and report of work accomplished during period covered. Filed numerically by district. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 514 (Bldg. A). (417)

676. TREND CHART, Mar. 10, 1936. Showing case load in each district, or number of relief persons employed in projects in each district. (Daily, official.) 20 x 40 chart on blackboard. R. 513 (Bldg. A). (414)

677. WORKS PROGRESS ADMINISTRATION REQUISITIONS, Sept. 1 - Dec. 18, 1935. Treasury Form A-6, requisition for purchase, and related inter-office communications, letters to project supervisors, and instructions. Form attached. Filed numerically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 510 (Bldg. A). (402)

678. NATIONAL YOUTH ADMINISTRATION REQUISITIONS, Oct. 1, 1935 to date. Treasury Form A-6, requisition for purchase, and related inter-office communications, letters to project supervisors, and instructions. Form attached. Filed numerically. (Daily, official.) 11 x 13 folders, 2 ft., in drawer of metal filing case. R. 510 (Bldg. A). (401)

Records of the State Safety Consultant

679. CORRESPONDENCE, Aug. 1, 1935 to date. Correspondence with the chief office clerk, district safety representatives, and other officials, and correspondence regarding applications for employment and other state matters. Filed alphabetically by division. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 404 (Bldg. A). (341)

680. REPORTS OF REPRESENTATIVES, Aug. 1, 1935 to date. Semimonthly reports from safety representatives and project nurses on safe operation of projects at time of visit, and on building and truck inspections. Arranged by district and filed alphabetically by name of representative. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 404 (Bldg. A). (343)

681. PROGRESS REPORTS, Aug. 1, 1935 to date. From projects. Arranged numerically by district and filed alphabetically by county. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 404 (Bldg. A). (342)

682. ACCIDENT REPORTS, Aug. 1, 1935 to date. Form CA-1, employee's notice of injury and original claim for compensation and medical treatment; Form CA-2, official superior's report of injury; Form CA-3, report of termination of total or partial disability; Form CA-4, claim for compensation on account of injury; also an accident report ledger showing reports on accidents, and a cross index to accident reports. Arranged numerically by district and filed alphabetically by county. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of filing case. R. 404 (Bldg. A). (345)

683. FORMS, WORKS PROGRESS ADMINISTRATION, Aug. 1, 1935 to date. Safety bulletins and posters. Filed numerically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. R. 404 (Bldg. A). (339)

684. FORMS, EMERGENCY RELIEF ADMINISTRATION, Apr. 1, 1934 - Nov. 30, 1935. Safety bulletins and posters. Filed numerically. (Occasionally, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 4 ft., in 2 drawers of filing case. R. 404 (Bldg. A). (340)

685. SAFETY RECORDS AND REPORTS, EMERGENCY RELIEF ADMINISTRATION, 1934 - 1935. Filed alphabetically by county for 1934 and by district for 1935. (Rarely, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 16 ft., in 8 drawers of filing case. R. 404 (Bldg. A). (344)

Records of the Division of Women's and Professional Projects

686. EMERGENCY RELIEF ADMINISTRATION CORRESPONDENCE, BULLETINS, AND REPORTS, Jan. 1934 - July 1935. Correspondence regarding credits, debits, and debit and credit balance; also bulletins and reports. (Never.) 10 x 12 folders, pockets, and packages, 2 ft., in drawer of metal filing case. Rs. 505-506 (Bldg. A). (383)

687. CORRESPONDENCE OF EMERGENCY RELIEF ADMINISTRATION, Nov. 1 - Dec. 10, 1934. Regarding transit bureaus, distribution of approved budgets, expense accounts, field representatives, report of salary of social worker, farm rehabilitation forms, complaints, etc. (Seldom, official.) 11 x 13 folders, 2 ft., in drawer of metal filing case. Rs. 505-506 (Bldg. A). (382)

688. GENERAL CORRESPONDENCE, July 1, 1935 to date. Regarding the art, music, and miscellaneous projects, telegrams, reports, telephone calls; the NYA, and conference reports. Filed alphabetically by subject. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. Rs. 505-506 (Bldg. A). (389)

689. OFFICIAL COMMUNICATIONS, Aug. 1, 1935 to date. Correspondence with the National Administrator. Entered chronologically. (Occasionally, official.) 10 x 12 loose-leaf book, 2 in., on table. Rs. 505-506 (Bldg. A). (385)

690. GENERAL CORRESPONDENCE, Nov. 12, 1935 - Jan. 1, 1936. District correspondence, safety inspection reports, transmittal sheets, circular letters, correspondence with bookbinding and library projects, young girls' camp, etc. District correspondence filed alphabetically, county records filed numerically by project number. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. Rs. 505-506 (Bldg. A). (390)

691. GENERAL CORRESPONDENCE, Nov. 15, 1935 to date. Correspondence with women supervisors, the Washington office and local officials relative to projects, and information on and reports of case load and labor by districts. Filed by district. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 504 (Bldg. A). (373)

692. STATE-WIDE PROJECTS, Aug. 28 - Sept. 2, 1935. Records of state-wide projects, such as census of the blind, delinquent tax, clerical help for tobacco marketing, recreational, mattress making, sewing, music, art, writers', handicraft, canning, gardens, nursing, and distribution of commodities. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 3 in., in drawer of desk. R. 504 (Bldg. A). (381)

693. STATE-WIDE PROJECTS, Nov. 15, 1935 - Nov. 23, 1936. Records of state-wide projects, such as Federal writers', art, music, grammar, theatre, survey of farm products, survey of Federal archives, planning board, study of goods consumption, emergency education, historical data, and survey of Negro white collar workers. Filed by project classification. (Daily, official.) 10 x 12 folders, 5 in., in drawer of metal filing case. R. 504 (Bldg. A). (377)

694. RECORD OF WOMEN'S PROJECTS, 1935 - 1936. Showing district, county, type of project, number of workers, and funds. Arranged numerically by district and filed alphabetically by county. (Seldom, official.) 10 x 12 loose-leaf book, 2 in., on wooden table. Rs. 505-506 (Bldg. A). (388)

695. WOMEN'S PROJECTS BY TYPES, 1935 - 1936. Such as clerical, library, janitorial, canning, emergency labor, homemaking, recreational, nursing,

public health, handicraft, rest rooms, landscaping, furniture collecting; lunch room, and miscellaneous. Filed alphabetically by county. (Seldom, official.) 10 x 12 loose-leaf book, 2 in., on table. Rs. 505-506 (Bldg. A). (386)

696. RECREATIONAL PROJECTS, 1935 - 1936. Name, address, and position of each WPA employee on recreation projects and county location of project to which assigned. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 10 in., in pasteboard card cabinet. Rs. 505-506 (Bldg. A). (387)

697. APPROVED PROJECTS, Aug. 8, 1935 to date. Records of projects in operation on Federal funds, such as lunch room, clerical help for public office, homemaking instruction, school lunches for relief children, janitorial service, and comfort rooms for farm women. Arranged numerically by district and filed alphabetically by county. (Daily, official.) 10 x 12 folders, 5 ft., in 3 drawers of metal filing case. R. 504 (Bldg. A). (380)

698. CLASSIFICATION, Aug. 8, 1935 to date. Records of projects in operation on Federal funds, such as approved projects above. Arranged by district and filed by classification. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 504 (Bldg. A). (375)

699. BEAUTIFICATION PROJECTS, Nov. 15, 1935 to date. WPA Form 301, project proposal. Form attached. Filed by classification. (Occasionally, official.) 10 x 12 folders, 10 in., in drawer of metal filing case. R. 504 (Bldg. A). (378)

700. REGISTERED PROJECTS, Dec. 23, 1935 - Jan. 4, 1936. Data on clerical, packing commodities, sewing, janitor, library, domestic servant, health, and public welfare projects, showing serial number, description, and status of each, and amount and distribution of Federal funds requested. (Rarely, official.) 12 x 18 loose sheets, 1/3 in., on open wooden shelf. R. 504 (Bldg. A). (379)

701. APPROVED PROJECTS, Dec. 29, 1935 to date. Semimonthly reports on approved projects to the engineering section of the state office. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 504 (Bldg. A). (376)

702. REQUESTS FOR FEDERAL FUNDS, 1935 to date. Requests for additional funds which have cleared this office but have not come back from the Treasury. Filed numerically by district. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 504 (Bldg. A). (372)

703. DEAD FILES, 1935 to date. Records of projects closed on account of exhaustion of funds. (Rarely, official.) 11 x 13 folders, 3 in., in drawer of metal filing case. R. 504 (Bldg. A). (374)

704. RECEIVING AND INSPECTION REPORTS, Nov. 1, 1935 to date. Form records of purchases for sewing rooms, as follows: Treasury Form A-6,

requisition for purchase; Treasury Form A-7, purchase order; and Treasury Form A-8, receiving and inspection report. Forms attached. (Occasionally, official.) 10 x 12 loose-leaf books, 4 in., on open wooden shelf. R. 504 (Bldg. A). (370)

705. TIME REPORT, Feb. 1, 1936 to date. Semimonthly time reports of the Historical Records Survey, showing name and address of each worker and supervisor, number of hours worked and amount due. Arranged chronologically. (Daily, official.) 14 x 18 loose-leaf book, 1 in., on open wooden shelf. R. 504 (Bldg. A). (371)

706. CARD RECORD OF PROJECTS, Mar. 2, 1936 to date. Showing condensed data on projects. Filed alphabetically by project. (Occasionally, official.) 2 x 4 cards, 2 in., in pasteboard card cabinet. Rs. 505-506 (Bldg. A). (384)

Records of the Education Program

707. GENERAL CORRESPONDENCE, 1935 to date. Of the assistant director of the program. Filed by county. (Daily, official.) 12 x 14 folders, 2 ft., in drawer of metal filing case. R. 206 (Bldg. B). (982)

708. GENERAL CORRESPONDENCE, May 30, 1935 to date. Of the supervisor of nursery schools and parent education, pertaining to projects in 13 counties. Filed alphabetically by county. (Daily, official.) 12 x 14 folders, 8 ft., in 4 drawers of metal filing case. R. 204 (Bldg. B). (979)

709. PAY ROLLS, 1935 to date. For teachers. Filed by county. (Daily, official.) 12 x 14 folders, 4 ft., in 2 drawers of metal filing case. R. 206 (Bldg. B). (981)

710. TRANSMITTAL SHEETS FOR CHECKS, 1935 to date. Forwarded to emergency education teachers. Filed by county. (Daily, official.) 12 x 14 folders, 14 ft., in 7 drawers of metal filing case. R. 206 (Bldg. B). (980)

711. GENERAL INFORMATION, 1936. List of teachers, and news releases from this office. (Occasionally, official.) 10 x 12 loose-leaf books. 1 ft. 4 in., on wooden shelves. R. 206 (Bldg. B). (983)

Records of the Office Manager

712. CORRESPONDENCE, June 1, 1935 to date. Relative to administrative expenses, including travel, communications, encumbrances, etc. Filed alphabetically. (Constantly, official.) 9½ x 12 folders, 2 ft., in drawer of filing case. R. 414 (Bldg. A). (360)

713. TRANSMITTAL RECORDS, July 1, 1935 to date. Letters of transmittal and data concerning applicants who have been sent from the state office to district offices. Arranged numerically by district and filed alphabetically. (Frequently, official.) 9 x 11 folders, 6 ft., in 3 drawers of filing case. R. 413 (Bldg. A). (358)

714. RECORD OF PERSONNEL APPLICATIONS, July 1, 1935 to date. Arranged numerically by district and filed alphabetically by name of applicant. (Frequently, official.) 5 x 7 cards, 9 in., in card cabinet. R. 413 (Bldg. A). (359)

715. DISTRICT AND STATE ADMINISTRATIVE PERSONNEL RECORDS, July 1, 1935 to date. Filed alphabetically by state or respective district office. (Frequently, official.) 9 x 11 folders, 16 ft., in 8 drawers of filing case. R. 412 (Bldg. A). (356)

716. SERVICE RECORD CARDS, July 1, 1935 to date. Of persons employed through this office. Filed alphabetically. (Frequently, official.) 6 x 9 cards, 9 in., in card cabinet. R. 412 (Bldg. A). (355)

717. APPLICANTS WHO HAVE NOT RECEIVED POSITIONS, July 1, 1935 to date. Data on applicants whom office has not placed. Arranged numerically by district and filed alphabetically. (Constantly, official.) 9 x 12 folders, 18 ft., in 9 drawers of filing case. R. 413 (Bldg. A). (357)

718. BOOK RECORD OF TRAVEL AUTHORITIES ISSUED, June 1, 1935 to date. Record of encumbrances issued and vouchers received and forwarded for payment. Alphabetical index. (Frequently, official.) 14 x 20 vol., $\frac{1}{2}$ in., on open wooden shelf. R. 414 (Bldg. A). (366)

719. EMPLOYMENT RECORDS, RECORDS OF PAID EXPENSE ACCOUNTS, June 1, 1935 to date. Authorizations for placing persons on pay roll, releases, salary charges and personal earnings, and expense records. Alphabetical index. (Constantly, official.) 9 x 15 vols., 6 in., on table. R. 414 (Bldg. A). (361)

720. MISCELLANEOUS EXPENSE ACCOUNTS, June 1, 1935 to date. Copies of travel authorizations and encumbrances, with transmittals, and transmittals of office supplies. Arranged chronologically. (Frequently, official.) 9 x 15 vols., 6 in., on open wooden shelf. R. 414 (Bldg. A). (364)

721. EXPENSE VOUCHER REGISTER, June 15, 1935 to date. Travel expense vouchers presented for payment. Arranged numerically. (Constantly, official.) 8 x 10 $\frac{1}{2}$ loose-leaf book, 4 in., on open wooden shelf. R. 414 (Bldg. A). (363)

722. PAY ROLL REGISTER, June 1, 1935 to date. Register of annual salary and semimonthly pay rolls for the administrative staff and others. Classified by grade and entered alphabetically. (Frequently, official.) 12 x 15 vol., $\frac{1}{2}$ in., on table. R. 414 (Bldg. A). (362)

723. INDEX RECORD OF REQUISITIONS, July 1, 1935 to date. For materials, office equipment, transportation expenses, rentals, and telephone and telegraph service. Filed alphabetically. (Constantly, official.) 9 $\frac{1}{2}$ x 12 folders, 2 ft., in drawer of filing case. R. 414 (Bldg. A). (368)

724. PURCHASE REQUISITIONS, July 1, 1935 to date. Treasury Form A-6, requisition for purchase of administrative supplies, equipment, and services. Form attached. Alphabetical index. (Frequently, official.) 11 $\frac{1}{2}$ x 12 vol., 3 in., on open wooden shelf. R. 414 (Bldg. A). (367)

725. COPIES OF FIELD OFFICE MEMORANDA, July 1, 1935 to date. Memoranda of field office accounting to Washington. Alphabetical index. (Frequently, official.) 9 x 11½ vols. (18), 1 ft. 10 in., on open wooden shelf. R. 414 (Bldg. A). (365)

726. SALARY SCHEDULES, July 1, 1935 to date. Arranged alphabetically by classification. (Frequently, official.) 12 x 15 vol., 1 in., on wooden shelf. R. 412 (Bldg. A). (354)

CENSUS OF BUSINESS AND MANUFACTURERS
OFFICE OF AREA SUPERVISOR FOR NORTH CAROLINA
Professional Bldg., W. Hargett St.

This office was established in Raleigh on December 15, 1935. For purposes of the census the state was divided into eleven districts. Records of the district supervisor in Wilmington were included in the Survey. All original records were sent to the Bureau of the Census in Washington, D. C.

727. CORRESPONDENCE, REPORTS, AND VOUCHERS, Dec. 15, 1935 to date. Correspondence, census of business and manufacturers, bonus vouchers for field tabulators, weekly and monthly reports of office activities. Numerical index. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 410. (1052)

728. PAY ROLLS AND APPOINTMENT PAPERS, Dec. 15, 1935 to date. Semi-monthly district time reports. Numerical index. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 410. (1051)

729. DAILY REPORTS, Dec. 15, 1935 to date. Daily reports of field tabulators showing census reports on business and manufacturing concerns. Numerical index. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 409. (1049)

730. DAILY REPORT CARD, Dec. 15, 1935 to date. Summary report compiled from field supervisors' reports on various business and manufacturing concerns. Chronological index. (Daily, official.) 11 x 16 sheets, 2 in., in drawer of metal filing case. R. 409. (1048)

731. SUPERVISOR'S WEEKLY REPORTS TO WASHINGTON, Dec. 15, 1936 to date. Showing schedule of invoices forwarded to clerical office in Philadelphia. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of metal filing case. R. 409. (1050)

FEDERAL THEATRE PROJECT
STATE OFFICE
Academy Bldg., Salisbury and Martin Sts.

This office was established in February 1936 under supervision of the national office of the project in Washington, D. C., the regional office in

Chapel Hill, North Carolina, and the Division of Women's and Professional Projects of the State Works Progress Administration. It was located in the Raleigh Building from February to April 1936 when it was moved to the Academy Building. The office was closed when the Federal Theatre Project was abolished in 1939. Records were placed in custody of the Division of Women's and Professional Projects.

732. CORRESPONDENCE, Dec. 1935 to date. With the national office in Washington, state WPA officials, project supervisors, persons interested in the work, etc.; also time sheets, reports, publicity releases, suggestions for plays to be given by the various units of the project, data on rehearsals, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 8. (1058)

STUDY OF LOCAL SCHOOL UNITS
STATE OFFICE
State Capitol Bldg., Capitol Square

Early in 1936 the United States Office of Education of the Department of the Interior authorized in ten states, of which North Carolina was one, a survey of local school units as a part of the National Planning Movement inaugurated by the Federal Government. Funds for financing the project were allotted to the Office of Education by the Works Progress Administration. In North Carolina the survey staff was under the direction of the Director of Schoolhouse Planning of the State Department of Public Instruction. A headquarters office was opened in Raleigh on March 1, 1936. The purpose of the survey in North Carolina, as stated by the State Superintendent of Public Instruction, was: (1) to trace the historical growth and development of public education in the State from the local standpoint; (2) to determine the status of present educational opportunities; and (3) to offer suggestions and recommendations for the reorganization and improvement of existing facilities. When the project closed a printed report of the findings of the study was issued by the State Superintendent of Public Instruction in Raleigh. Other states in which such a study was undertaken were Arizona, Arkansas, California, Illinois, Kentucky, Ohio, Oklahoma, Pennsylvania, and Tennessee.

733. DATA ON TEACHING PERSONNEL AND PUPILS, 1934 - 1935. Showing certification, experience, and tenure of white and colored teachers, and number of white and colored pupils enrolled by grade, age, and teaching unit. Filed alphabetically by county. (Daily, official.) 8 x 12 bundles, 2 ft., on metal tables. 3d floor room, N. side. (2058)

734. TRANSPORTATION FACILITIES, 1934 - 1935. Data on mileage of school buses, number of pupils carried, number of buses in operation, and cost of transportation, white, Negro, and Indian schools in all counties. Filed alphabetically by county. (Daily, official.) 14 x 21 bundles, 1 ft., in drawer of desk. 3d floor room, W. side. (2051)

735. FIELD MATERIAL, 1935 - 1936. Questionnaires on school plants in all counties, and related sketches, covering building and playground sites and equipment, sanitation, and detailed information on classrooms. Filed alphabetically by county. (Daily, official.) 14 x 21 bundles, 4 ft., on table. 3d floor room, W. side. (2052)

736. SPOT MAPS OF SCHOOL BUILDINGS AND SCHOOL POPULATION, 1935 - 1936. Spot maps showing legend for type of school building, number of teachers, grades taught in the building, children from 6 to 13, inclusive, and 14 to 18, inclusive; for reproduction and distribution to county school superintendents and principals for study in connection with school buildings, transportation routes, and school legislation. (Daily, official.) 42 x 42 rolled maps, 1 ft., on table. 3d floor room, W. side. (2053)

737. GENERAL CORRESPONDENCE, Mar. 1, 1936 to date. With school authorities and field workers, regarding survey data and pay rolls. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 3d floor room, E. side. (2056)

738. GENERAL FILE, Mar. 1, 1936 to date. Correspondence with Washington and WPA officials, personal letters of staff members, applications for positions, correspondence with the State Highway Commission relative to maps, circular letters to school superintendents, and work sheets. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 3d floor room, E. side. (2057)

739. PAY ROLLS, TRAVEL VOUCHERS AND PURCHASE ORDERS, Mar. 1, 1936 to date. Pay rolls, travel vouchers, and requisitions for office supplies. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 3d floor room, E. side. (2055)

740. FIELD TIME REPORTS, Mar. 1, 1936 to date. Field workers' weekly and semimonthly time reports. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 3d floor room, E. side. (2054)

ROBBINSVILLE

EDUCATION PROGRAM OFFICE OF GRAHAM COUNTY SUPERVISOR Graham County Courthouse, Public Square

This office was established in Graham in 1935 under supervision of the district office in Asheville. Survey workers reported that records of the Emergency Relief Administration program had been destroyed.

741. CORRESPONDENCE, 1935 to date. With state and district offices, and with teachers and students. Filed chronologically. (Daily, official.) 8 x 11 pockets, 6 in., in transfer case. 2d room on right, 1st floor. (19)

742. SUPERVISOR'S REPORTS, 1935 to date. Correspondence, and service and annual reports, showing number of classes, frequency of meeting, number of teachers, registration, etc. (Frequently, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 6 in., in transfer case. 2d room on right, 1st floor. (18)

743. ENROLLMENT RECORDS, 1935 to date. Names of persons enrolled in the adult education program. Filed alphabetically. (Annually, official.) 9 x 11 loose-leaf books, $\frac{1}{2}$ in., in transfer case. 2d room on right, 1st floor. (17)

ROCKINGHAM

COUNTY OFFICE

NCERA Cannery Bldg., W. Washington St.

The Richmond County office was established in Rockingham in 1936 under supervision of the district office in Greensboro. It was served by an assignment clerk and an assistant district paymaster in Wadesboro.

744. IDENTIFICATION CARDS AND REASSIGNMENT SLIPS, 1935 to date. USES Form 350, applicant's identification card; and WPA Form 402, reassignment slip. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 wooden boxes. W. middle room. (8)

ROCKY MOUNT

CERTIFYING AGENT

Records in Custody of Associated Charities
Daughtridge Bldg., Tarboro St.

Certifying agencies to serve Nash and Edgecombe counties were established in Nashville and Tarboro in 1936 when various case records of the Emergency Relief Administration in the two counties were placed in custody of the respective county welfare officers. When the Survey was made the relief records and the Civilian Conservation Corps applications which are listed below were found in the custody of the executive secretary of the Associated Charities in Rocky Mount. The city is located in both Nash and Edgecombe counties and records consequently related to both counties. Records of the certifying agent for Nash County, whose office is located in Nashville, were surveyed. Those of the certifying agent for Edgecombe County, whose office is located in Tarboro, were not included in the Survey. When the Survey was made, it was the custom of the secretary in the Rocky Mount office to destroy so-called useless papers.

745. RELIEF CLIENT FILE, Oct. 30, 1932 - June 30, 1935. Records of relief clients transferred from the local case load to work, financed by the Reconstruction Finance Corporation, on municipal property.

(Seldom, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing case. Office of Secretary of Associated Charities, 2d floor. (49)

746. CIVILIAN CONSERVATION CORPS, Apr. 1, 1933 - Aug. 1, 1935. Labor (ECW) Forms CCC 2, applications from Nash and Edgecombe counties for enrollment in the CCC. Form attached. (Rarely, official.) 9 x 12 folders, 2 ft., in filing case. Office of Secretary of Associated Charities, 2d floor. (47)

747. TRANSFERS, Dec. 14, 1933 - Apr. 31, 1934. Records of relief clients transferred from work on municipal property to work on CWA projects. (Rarely, official.) 9 x 12 envelopes, 4 ft., in 2 drawers of metal filing case. Office of Secretary of Associated Charities, 2d floor. (50)

748. NORTH CAROLINA EMERGENCY RELIEF ADMINISTRATION, Apr. 1, 1934 - Jan. 15, 1936. Record of persons transferred from the CWA to the ERA who are eligible for work on projects, for food orders, clothing, etc. (Daily, official.) 9 x 10 cards, 12 ft., in 6 drawers of metal filing case. Office of Secretary of Associated Charities, 2d floor. (48)

OFFICE OF FIELD ENGINEER
Daughtridge Bldg., Tarboro St.

This office, with jurisdiction in Nash, Edgecombe, and Wilson counties, was established in Rocky Mount on September 1, 1935, under supervision of the district office in Raleigh. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

749. CORRESPONDENCE, Sept. 1, 1935 to date. With the district office. (Daily, official.) 10 x 14 folders, 1 ft., in drawer of metal filing case. R. 1. (42)

750. INSTRUCTIONS, Sept. 1, 1935 to date. From the office of the National Administrator. (Daily, official.) 10 x 14 loose sheets, 2 ft., in drawer of metal filing case. R. 1. (43)

751. PROJECTS FILE, Sept. 1, 1935 to date. Treasury Form A-7, purchase order; Treasury Form A-8, receiving and inspection report; WPA Form 301, project proposal; WPA Form 701, statement of allotment detail for work project; WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 710a, certification of sponsor's contribution (pay roll). (Daily, official.) 10 x 14 folders, 1 ft., in drawer of metal filing case. R. 1. (45)

752. RECORDS OF WORKERS, Sept. 1, 1935 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. (Daily, official.) 4 x 6 forms, 2 ft., in pasteboard boxes. R. 1. (44)

753. TIME SHEETS, Sept. 1, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). (Semimonthly, official.) 14 x 20 vol., 1 in., on table. R. 1. (46)

RUTHERFORDTON

OFFICE OF FIELD ENGINEER
City Hall, Washington St.

This office, with jurisdiction in McDowell, Polk, and Rutherford counties, was established in Rutherfordton in 1935 under direction of the district office in Asheville.

754. CORRESPONDENCE, 1935 to date. Correspondence, transmittal sheets, weekly employment reports, reports of activities of office, and forms: Treasury Form A-6, requisition for purchase; WPA Form 401, requisition for workers; and WPA Form 713, requisition on tool and equipment inventory. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in transfer drawer. SW. corner room, 2d floor. (45)

755. PURCHASE ORDERS AND RECEIVING AND INSPECTION REPORTS, 1935 to date. Treasury Form A-7, purchase order; and Treasury Form A-8, receiving and inspection report. Arranged alphabetically by county and filed numerically by project. (Daily, official.) 9 x 12 folders, 1 ft., in transfer drawer. SW. corner room, 2d floor. (49)

756. RECORDS OF MATERIAL RECEIVED FROM DISTRICT HEADQUARTERS, 1935 to date. Record of materials used in sewing room. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. SW. corner room, 2d floor. (50)

757. SEMIMONTHLY REPORT ON PROJECT IN OPERATION, 1935 to date. Form WPA Eng. 2. Filed by project number. (Daily, official.) 9 x 12 folders, 3 ft., in transfer drawers. SW. corner room, 2d floor. (47)

758. FOREMAN'S DAILY REPORTS, 1935 to date. Daily reports of work on projects. Filed by project number. (Daily, official.) 9 x 12 folders, 2 ft., in desk drawers. SW. corner room, 2d floor. (46)

759. PROJECTS FOR McDOWELL, POLK, AND RUTHERFORD COUNTIES, 1935 to date. Records of projects for sanitation and for building roads, clubhouses, golf courses, sewers, and streets. Filed by project number. (Daily, official.) 9 x 12 folders, 8 ft., in transfer cases. SW. corner room, 2d floor. (48)

760. ASSIGNMENT AND REASSIGNMENT SLIPS, 1935 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 by name of worker. (Daily, official.) 4 x 6 slips, 1 ft. 6 in., in wooden box. SW. corner room, 2d floor. (44)

EDUCATION PROGRAM
OFFICE OF RUTHERFORD COUNTY SUPERVISOR
Rutherford County Courthouse, N. Main St.

The Emergency Relief Education Program, initiated in Rutherford County in 1934, was transferred to the Works Progress Administration in 1936. The office in Rutherfordton was established in the same year under supervision of the district office in Charlotte. When the Survey was made, it was the custom of the supervisor to destroy periodically all so-called useless papers.

761. CORRESPONDENCE, 1936 to date. (Daily, official.) 9 x 12 folders, 5 in., in drawer of desk. S. side room. (43)

762. MONTHLY REPORTS, 1936 to date. Showing student enrollment by age, total enrollment to date, daily attendance, subjects taught, and meeting places for classes. (Monthly, official.) 9 x 12 folders, 1 ft., in drawer of desk. S. side room. (39)

763. PROMOTION CARDS, 1936 to date. Issued to students on completion of one year of work. (Annually, official.) 3 3/4 x 5 1/2 cards, 1 ft., in drawer of desk. S. side room. (42)

764. PHYSICAL AND FINANCIAL SURVEY OF HOMES IN RUTHERFORD COUNTY, 1936. Teachers' survey, showing condition of family, home, and furnishings, name of each member of family, age, sex, and highest grade attained in school, and whether or not family has been on relief. (Semimonthly, official.) 8 1/2 x 14 loose sheets, 1 ft., in wooden filing case. S. side room. (41)

765. HUMAN INTEREST STORIES, 1936 to date. Written by students, on student accomplishments. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of desk. S. side room. (40)

SANFORD

ASSIGNMENT OFFICE
Wilkins Bldg., Steele St.

An office for the assignment of workers in Chatham, Lee, and Moore counties was established in Sanford on November 12, 1935, under jurisdiction of the district office in Greensboro.

766. ASSIGNMENT RECORDS, Nov. 12, 1935 to date. FERA Form 601, notice of case change; 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 in active and inactive groups and filed alphabetically. (Daily, official.) 9 x 12 folders and loose forms, 4 ft., in 2 drawers of open filing case. R. 30. (1)

SMITHFIELD

CERTIFYING AGENT

Johnston County Courthouse, Market and 2d Sts.

This office was established in Smithfield in 1936 when various social service records of the Emergency Relief Administration and the Civil Works Administration were placed in custody of the Johnston County superintendent of public welfare for use in certifying clients to the Works Progress Administration through the district office in Raleigh.

767. CIVIL WORKS ADMINISTRATION CASE CARDS, Oct. 1, 1933 - Mar. 1, 1934. Showing head of family, address, income, resources, and family history. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 6 ft., in 3 drawers of metal filing case. 3d floor room. (73)

768. CIVILIAN CONSERVATION CORPS, Oct. 18, 1933 to date. Applications of candidates for the CCC, showing applicant's name and address, school grade, dependents, nature of work for which best qualified, work history, outdoor work experience, and record of last job; also discharge papers. (Occasionally, official.) 8 x 11 folders, 2 ft., in drawer of metal filing case. 3d floor room. (65)

769. NORTH CAROLINA SURVEY OF THE BLIND, June 1 - July 1, 1934. Showing name, address, degree of blindness, cause, duration, other handicaps, education, and present occupation. (Never.) 6 x 10 cards in bundles, 1 in., in drawer of metal filing case. 3d floor room. (63)

770. STATE CENSUS OF PHYSICALLY HANDICAPPED CHILDREN, June 4 - July 30, 1934. Showing name and address of child and parents, nature of disability, remarks, etc. (Never.) 4 x 6 cards, 6 in., in metal filing case. 3d floor room. (72)

771. CHILDREN OF VETERANS OF THE WORLD WAR, June 6 - July 30, 1934. Record of name of veteran, address, county, military organization to which attached, date of discharge, claim number, physical condition, nature of disability, and names and ages of children. (Never.) 5 x 8 cards, 1 in., in drawer of metal filing case. 3d floor room. (64)

772. CARD INDEX, 1935 - 1936. Major index to ERA records. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 3 pasteboard boxes. 3d floor room. (68)

773. EMERGENCY RELIEF ADMINISTRATION FACE SHEETS, Jan. 30 - Dec. 20, 1935. NCERA-SS 3A, face sheet. Form attached. Filed numerically. (Occasionally, official.) 8 x 11 folders, 18 ft., in 9 drawers of metal filing case. 3d floor room. (66)

774. EMERGENCY RELIEF ADMINISTRATION APPLICATIONS FOR RELIEF, Mar. 1 - Dec. 20, 1935. Showing name of family, address, ages of children, status of case, and action taken. Filed numerically. (Never.) 8 x 11 bundles, 6 in., in drawer of metal filing case. 3d floor room. (67)

775. CERTIFICATION OF ELIGIBILITY, Aug. 1 - Dec. 20, 1935. FERA Form 600. Form attached. (Daily, official.) 5 x 8 slips, 1 ft., in pasteboard box. 3d floor room. (70)

776. NOTICE OF CASE CHANGE, Aug. 1 - Dec. 20, 1935. FERA Form 601. Form attached. Filed numerically. (Daily, official.) 5 x 8 slips, 1 ft., in pasteboard box. 3d floor room. (69)

777. CANCELLATION OF CERTIFICATION OF ELIGIBILITY, Aug. 30 - Dec. 20, 1935. FERA Form 602. (Daily, official.) 5 x 8 slips, 1 ft., in pasteboard box. 3d floor room. (71)

SNOW HILL

CERTIFYING AGENT Greene County Courthouse

The office of certifying agent for Greene County was established in Snow Hill in 1936 when various case records of the Emergency Relief Administration and other emergency organizations were released in custody of the Greene County superintendent of public welfare for use in certifying clients through the district office in New Bern. When the Survey was made, it was the custom of the office to file all papers.

778. RURAL REHABILITATION CORPORATION AND CIVILIAN CONSERVATION CORPS, 1932 - 1936. Correspondence and other records concerning Rural Rehabilitation clients and the Civilian Conservation Corps. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case. Welfare Office. (29)

779. GENERAL FILE, 1936 to date. Case histories, field sheets, and correspondence concerning public welfare work. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. Welfare Office. (31)

780. EMERGENCY RELIEF ADMINISTRATION RECORDS, 1932 - 1933. NCERA-SS 3, face sheet. Filed alphabetically. (Occasionally, official.) 9 x 12 cards, 2 ft., in filing case. Welfare Office. (28)

781. INACTIVE CASES, 1932 - 1935. Old ERA files for clients who were not certified to the WPA. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case. Welfare Office. (32)

782. WORKS PROGRESS ADMINISTRATION WORKERS, 1935 - 1936. Record of ERA clients certified to the WPA. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in filing case. Welfare Office. (30)

COUNTY OFFICE
Greene County Courthouse

The Greene County office was established in 1935 under supervision of the district office in New Bern.

783. GENERAL FILE, 1935 to date. Correspondence, reports, and forms: Treasury Form A-7, purchase order; WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 714, report on tools and equipment returned to inventory; and WPA Form 715, report of missing tools and equipment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. WPA Office. (35)

SOUTHPORT

CERTIFYING AGENT
Hood Bldg., Moore St.

The office of certifying agent for Brunswick County was established in 1936 when various relief records of the Emergency Relief Administration were placed in custody of the county welfare officer for reference in certifying workers to the Works Progress Administration through the district office in Fayetteville. When the Survey was made, it was the custom of the office to preserve all papers.

784. CIVILIAN CONSERVATION CORPS, 1934 to date. Labor (ECW) Form CCC 2, application for enrollment in the CCC as a junior member, and applications for enrollment as a local experienced man; copies of veterans' applications for enrollment in the CCC not retained in this office. Form attached. (Seldom, official.) 10 x 14 folder and pocket, 3 in., in drawer of steel filing case. Damaged by faulty container, dirty. Office of County Welfare Officer, 2d floor. (78)

785. CERTIFICATION RECORDS, 1935 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification of eligibility; 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. Some of forms attached. Filed alphabetically by name of client. (Constantly, official.) 3 x 5 and 5 x 8 paper slips, 2 in., in 2 open pasteboard boxes. Damaged by careless handling and faulty containers, brittle, dirty, torn, ink faded. Office of County Welfare Officer, 2d floor. (79)

SWAN QUARTERCERTIFYING AGENT
Berry Bldg.

The office of certifying agent for Hyde County was established in 1936 when case records of the Emergency Relief Administration were released to the welfare officer for use in certifying clients to the Works Progress Administration through the district office in New Bern. When the Survey was made, it was the custom of the office to file all papers.

786. CORRESPONDENCE, 1933 to date. Concerning relief cases. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 9 in., in metal filing case. 2d floor room. (18)

787. DECLINED CASES, 1933 - 1935. Reports on applications for relief which have been rejected. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 1 ft., in metal filing case. 2d floor room. (19)

788. CASES CERTIFIED TO WORKS PROGRESS ADMINISTRATION, 1933 - 1935. Case histories containing pertinent information relative to persons certified as eligible for relief work with the WPA. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in metal filing case. 2d floor room. (20)

789. EMERGENCY RELIEF ADMINISTRATION CASES, 1933 - 1935. Orders for commodities issued by case workers. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 3 ft., in metal filing case. 2d floor room. (17)

COUNTY OFFICE
Berry Bldg.

The Hyde County office was established in Swan Quarter in 1935 under supervision of the district office in New Bern.

790. CORRESPONDENCE, 1936 to date. Relative to all phases of the work, such as receipt of materials and tools, inventories of equipment, etc. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft. 6 in., in desk. Damaged by careless handling and faulty containers. WPA Office. (23)

791. PAY ROLLS, 1936 to date. WPA Form 504, pay roll for personal services, work projects (hourly basis). (Daily, official.) 11 x 18 loose papers, 1 in., on wooden shelves. Damaged by careless handling. WPA Office. (22)

792. ASSIGNMENT SLIPS, 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. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ loose slips, 8 in., in pasteboard boxes. WPA Office. (25)

793. FOREMEN'S TIME REPORTS, 1936 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). (Occasionally, official.) 14 x 17 loose papers, 10 in., on wooden shelf. Damaged by careless handling and faulty containers. WPA Office. (24)

794. TIME REPORTS, 1936 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). (Daily, official.) 14 x 17 papers, 4 in., on wooden shelves. Damaged by faulty containers. WPA Office. (21)

TRENTON

COUNTY OFFICE Masonic Bldg.

The Jones County office was established in Trenton in 1935 under supervision of the district office in New Bern.

795. CORRESPONDENCE AND REPORTS, 1935 to date. Correspondence with officials, narrative reports on projects for men and women, and forms: Treasury Form A-8, receiving and inspection report; WPA Form 401, requisition for workers; WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 720, report of materials received, used, and on hand; and Form FD 33, weekly employment report. (Daily, official.) 9 $\frac{1}{2}$ x 12 folders, 2 ft. 6 in., in desk. WPA Office. (9)

796. ASSIGNMENT RECORDS, 1935 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. Filed alphabetically. (Daily, official.) 4 x 6 forms, 1 ft. 6 in., in wooden card cabinet. WPA Office. (8)

TROY

COUNTY OFFICE

Montgomery County Courthouse, E. Main St.

The Montgomery County office was established in Troy in 1935 under supervision of the district office in Greensboro.

797. REPORTS AND CORRESPONDENCE, 1935 to date. Reports on projects for women, and correspondence with the district office. Filed alphabetically. (Daily, official.) 8 x 11 folders, 1 ft., in folded document holder. NE. corner room, 2d floor. (7-A)

WADESBOROBRANCH OFFICE
Hardison Bldg., N. Green St.

This office was established in Wadesboro in November 1935 to serve Stanly, Richmond, and Anson counties, under direction of the district office in Greensboro.

Records of the Assignment Clerk

798. CORRESPONDENCE, 1935 to date. Letters, transmittal sheets, and requisitions. Filed by subject: (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 1, 2d floor. (60)

799. PROJECT FILE, 1935 to date. Correspondence pertaining to projects, and requisitions for materials. Filed chronologically by project. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 1, 2d floor. (59)

800. LABOR INVENTORY, 1935 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. Filed alphabetically. (Daily, official.) $4\frac{1}{2}$ x 7 cards, 6 ft., in metal card cabinets. R. 2, 2d floor. (58)

801. CERTIFICATION OF ELIGIBILITY, 1935 to date. FERA Form 600. 3 x 5 cross index; alphabetical and numerical. (Daily, official.) 5 x 8 cards, 2 ft. 4 in., in wooden box. R. 1, 2d floor. (61)

Records of the Assistant District Paymaster

802. CORRESPONDENCE, 1935 to date. Letters, receipts for materials, and reports. Filed alphabetically. (Daily, official.) 10 x 12 folders, 5 ft., in 2 drawers of filing case. R. 2, 2d floor. (63)

803. MISCELLANEOUS, 1935 to date. Mileage and travel data, including Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem, and miscellaneous papers. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in metal filing case. R. 2, 2d floor. (62)

WAYNESVILLECOUNTY OFFICE
Haywood County Courthouse, Main St.

The Haywood County office was established in Waynesville in 1935 under supervision of the district office in Asheville. Prior to July 1, 1936,

the officer in charge was designated as "Field Clerk for Works Progress Administration"; when the Survey was made, he was called "General County Foreman."

Records of the General County Foreman

804. TIME BOOKS, 1935 to date. Project foremen's time books, showing name and hours worked for each man employed. (Seldom, official.) $4\frac{1}{2}$ x 6 $\frac{3}{4}$ memorandum books, 1 ft., in filing drawer and in desk drawer. Foreman's Office. (141)

805. PAY ROLL SHEETS, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Form attached. (Frequently, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. Foreman's Office. (143)

806. COPIES OF TRANSMITTAL SHEETS, 1935 to date. To verify corrections made in checks; copies of sheets sent with pay roll checks, signed in county office, and returned to the Asheville district office. (Frequently, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. Foreman's Office. (146)

807. MEMORANDUMS, 1935 to date. Inter-office instruction memorandums from division supervisor to all general county foremen. Filed numerically by subject. (Frequently, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. Foreman's Office. (145)

808. FARM TO MARKET ROAD PROJECT, 1935 to date. Record of cost of project labor, material, and equipment; kept by the foremen of the 4 units of the project. Filed by project unit. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawers of filing case. Foreman's Office. (142)

809. GENERAL CORRESPONDENCE, 1936 to date. With the district office in Asheville, and others.. Filed chronologically. (Seldom, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. Foreman's Office. (144)

Records of the Supervisor of the Sewing Room Project

810. CORRESPONDENCE, 1935 to date. With district and Federal offices relative to regulations and instructions. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. Supervisor's Office. (139)

811. RECORDS OF SEWING ROOMS, 1935 to date. Materials used, garments made, hours worked, and number of workers. Arranged alphabetically by sewing room. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. Supervisor's Office. (138)

812. BULLETINS FROM DIRECTOR OF WOMEN'S WORK, AND SEWING ROOM RECORDS, 1935 to date. Including records of material on hand, cost of garments, number of garments finished to date, orders from county welfare office, and receipts for garments released to county welfare officer. Filed

chronologically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 ft., in drawer of filing case. Supervisor's Office. (140)

WELDON

COUNTY OFFICE
Green Bldg., Washington Ave.

The Halifax County office was established in Weldon in November 1935 under supervision of the district office in Elizabeth City. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

813. CORRESPONDENCE, 1935 to date. With district office. (Daily, official.) 8 x 10 loose papers, 4 ft., in 2 steel filing cases. WPA Office. (17)

814. WORKERS' TIME SHEETS, 1935 to date. Workers' individual time sheets, and WPA Form 502, time report for personal services, work projects (semimonthly basis). Form attached. (Daily, official.) 6 x 8 bundles, 2 ft., in steel filing case. WPA Office. (18)

815. MISCELLANEOUS REPORTS, 1935 to date. WPA Form 713, requisition on tool and equipment inventory; WPA Form 720, report of materials received, used, and on hand; and Form WPA Eng. 3; report on project approved but not in operation. Forms attached. (Daily, official.) 8 x 10 envelopes, 2 ft., in steel filing case. WPA Office. (19)

WHITEVILLE

CERTIFYING AGENT
Columbus County Courthouse, N. Madison St.

The office of certifying agent for Columbus County was established in Whiteville in 1936 when the county welfare officer was made responsible for certification of clients to the Works Progress Administration through the district office in Fayetteville. When the Survey was made, it was the custom of the office to hold so-called useless papers pending further instructions.

816. ASSIGNMENTS AND CERTIFICATIONS, 1935 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification of eligibility; WPA Form 402, re-assignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Filed alphabetically. (Frequently, official.) 4 x 6 and 5 x 8 papers, 4 ft., in 4 wooden card cabinets. Welfare Office. (27-A)

817. MISCELLANEOUS, 1935 to date. CCC applications, record of home investigations, etc. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 9 in., in wooden drawer. Welfare Office. (27)

COUNTY OFFICE

Old Jail Bldg., Courthouse Square

The Columbus County office was established in Whiteville on May 6, 1935, under supervision of the district office in Fayetteville. It was originally located in the Schulkin Building.

818. GENERAL FILE, 1935 to date. Records of community sanitation, county roads, drainage, education, library, lunch room, and sewing room projects; foremen's accident reports; and truck drivers' daily reports. Filed alphabetically by project. (Frequently, official.) 9 x 12 folders, 9 in., in drawer of wooden filing case. SW. corner room. (49)

819. APPLICANTS' IDENTIFICATION CARDS, 1935 to date. Form USES 350. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 9 in., in 2 wooden boxes. Fair condition. SW. corner room. (50)

820. ASSIGNMENT CLERK'S FILE, 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. Filed alphabetically. (Frequently, official.) 4 x 6 loose-leaf books, 4 in., in wooden card cabinet. SW. corner room. (48)

WILKESBORO

OFFICE OF DIVISION ENGINEER

North Wilkesboro Bank Bldg.

This office, under direction of the district office in Winston-Salem, was established in Wilkesboro in 1935 with jurisdiction in Alexander, Alleghany, Ashe, Watauga, and Wilkes counties. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

821. INSTRUCTIONS FROM DISTRICT OFFICE, June 26, 1935 to date. (Daily, official.) 10 x 12 loose-leaf books, 1 ft., in filing case. R. 4. (78)

822. ADMINISTRATIVE CORRESPONDENCE, Jan. 27, 1936 to date. (Daily, official.) 10 x 12 loose-leaf books, 2 ft., in filing case. R. 4. (73)

823. INTER-OFFICE CORRESPONDENCE, 1935 to date. Concerning eligibility of persons on relief. (Daily, official.) 8 x 10 folders, 1 ft., in filing case. R. 4. (67)

824. CORRESPONDENCE, FOREMEN, Oct. 25, 1935 to date. Filed by county. (Daily, official.) 10 x 12 loose-leaf books, 17 ft., in 8 filing cases. R. 4. (69, 77, 86, 89, 95)

825. MISCELLANEOUS CORRESPONDENCE, Aug. 14, 1935 to date. Arranged by county. (Daily, official.) 10 x 12 loose-leaf books, 10 ft., in 4 filing cases. R. 4. (74, 91, 68, 87)

826. EXPENSE ACCOUNTS, Feb. 20, 1935 to date. Standard Form 1012, public voucher for reimbursement of travel and other expenses including per diem. Arranged by county. (Daily, official.) 10 x 12 loose-leaf books, 15 ft., in 7 filing cases. R. 4. (66, 96, 85, 82, 70)

827. REPORT OF DISTRICT RATING, Feb. 25, 1936 to date. Graphs from state engineering office showing rating of each project in the district and rating of the district in comparison with other districts. (Daily, official.) 10 x 12 loose-leaf books, 1 ft., in filing case. R. 4. (75)

828. ENGINEERING REPORTS, Feb. 25, 1935 to date. Field engineer's semi-monthly report of accomplishment on projects, and semimonthly engineering report on each project showing amount of work completed, number of workers, amount and cost of material used, sponsor, etc. Filed by county. (Daily, official.) 10 x 12 loose-leaf books, 20 ft., in filing cases. Rs. 3 and 4. (83, 88, 81, 90, 93, 98, 103, 106, 105)

829. SEMIMONTHLY PROGRESS REPORTS, Feb. 22, 1936 to date. WPA Form 707, semimonthly report on work projects. (Daily, official.) 10 x 12 loose-leaf books, 2 ft., in metal filing case. R. 4. (65)

830. PERSONNEL APPLICATIONS, Sept. 25, 1935 to date. WPA Form 251. Arranged by county. (Daily, official.) 10 x 12 loose-leaf books, 10 ft., in 5 filing cases. R. 4. (84, 79, 97, 80)

831. REQUISITIONS FOR WORKERS, Jan. 3, 1935 to date. WPA Form 401. Arranged by county. (Daily, official.) 10 x 12 loose-leaf books, 6 ft., in 4 filing cases. R. 4. (71, 72, 92, 94)

832. TIME REPORTS, Nov. 11, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Arranged by county. (Daily, official.) Various sized bundles, 16 ft., in wooden cabinets. R. 3. (101, 102, 100, 104, 99)

833. PERSONS DROPPED FROM RELIEF ROLLS, WILKES COUNTY, Apr. 7, 1936 to date. (Daily, official.) 10 x 12 loose-leaf books, 1 ft., in filing case. R. 4. (76)

WILLIAMSTON

CERTIFYING AGENT
City Hall, E. Main St.

The office of certifying agent for Martin County was established in

Williamston in 1936 when the county welfare officer accepted responsibility for certification of clients to the Works Progress Administration through the district office in Elizabeth City. When the inventory was taken, it was the custom of the office to destroy so-called useless papers.

834. MARTIN COUNTY CASE RECORDS, 1932 - 1935. ERA case workers' histories of persons on relief. 3 x 4 card index, 9 in. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in drawer of filing case. Certifying Agent's Office. (4, 5)

835. INACTIVE FILE, 1932 - 1935. Card record of inactive relief cases, showing name of client and date case was closed. Filed alphabetically. (Daily, official.) 3 x 4 cards, 9 in., in pasteboard box. Certifying Agent's Office. (7)

836. CERTIFICATIONS FOR RELIEF, 1935 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; and FERA Form 602, cancellation of certification of eligibility. Filed alphabetically and numerically. (Daily, official.) 4 x 5 slips, 9 in., in pasteboard box. Certifying Agent's Office. (3)

837. MAJOR SERVICE INDEX FILE, 1936 to date. Showing name of client, address, number in family, and number in family receiving relief. Filed alphabetically. (Daily, official.) 3 x 4 cards, 9 in., in pasteboard file box. Certifying Agent's Office. (2)

COUNTY OFFICE City Hall, E. Main St.

The Martin County office was established in Williamston in 1935 under supervision of the district office in Elizabeth City.

838. ASSIGNMENT RECORDS, 1935 to date. WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Filed alphabetically. (Daily, official.) 4 x 5 cards, 1 ft. 6 in., in pasteboard box. WPA Office. (1)

WILMINGTON

CERTIFYING AGENT New Hanover County Courthouse, 3d and Princess Sts.

The office of certifying agent for New Hanover County was established in 1936 when the welfare officer accepted responsibility for certification of clients to the Works Progress Administration through the district office in Fayetteville.

839. NORTH CAROLINA EMERGENCY RELIEF ADMINISTRATION AND CIVILIAN CONSERVATION CORPS, 1933 to date. Records of persons applying for assistance, giving name, age, and sex of each member of the family, and a description of home surroundings. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 22 ft., in 11 drawers of metal filing case. Welfare Office. (697)

840. CIVILIAN CONSERVATION CORPS APPLICATIONS AND DISCHARGES, 1933 to date. CCC applications, and date of appointees' discharge from service. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 2 ft., in drawer of metal filing case. Welfare Office. (698)

COUNTY OFFICE

New Hanover County Courthouse, 3d and Princess Sts.

The New Hanover County office was established in Wilmington in 1935 under supervision of the district office in Fayetteville. When the Survey was made, it was the custom of the office to send so-called useless papers to the district office.

Records of the Assignment Clerk and the Paymaster

841. MISCELLANEOUS CORRESPONDENCE, 1935 to date. With the district director concerning projects in operation, including construction of an armory and fair grounds, mosquito control work, etc. (Daily, official.) 8½ x 11 folders, 1 ft., in drawer of metal filing case. WPA Assignment Office. (686)

842. PROJECT FILE, ACTIVE AND INACTIVE, 1935 to date. Record of individual workers, giving name, address, identification number, case number, date of assignment, occupational classification, project number, and pay received. Filed alphabetically by project. (Frequently, official.) 3 x 5 cards, 5 ft. 2 in., in 5 drawers of steel card cabinet. WPA Assignment Office. (688)

843. TIME BOOKS, 1935 to date. Showing location of project, project number, name of worker, identification number, and number of hours worked daily. (Frequently, official.) 4 x 6 ¾ books, 1 ft. 4 in., in open wood cabinet. WPA Assignment Office. (685)

844. DUPLICATES OF PAY ROLLS, 1935 to date. Copies of semimonthly pay rolls, giving name of worker, time worked, and wages due. (Semimonthly, official.) 8½ x 11 loose sheets, 1 ft., in drawer of metal filing case. WPA Assignment Office. (687)

845. COMMISSARY ORDERS, 1933 - 1935. Orders for food and supplies issued by NCERA case workers to certified relief clients, giving date, name of person issuing order, number of dependents in client's family, and description of supplies issued. (Rarely, official.) 5 x 8 bundles, 1 ft. 6 in., in 2 paper boxes. Damaged by careless handling and faulty containers. Vault. (689)

846. DISTRIBUTION ORDERS, 1933 - 1935. Orders for seed, fertilizer, and plants issued to relief clients by NCERA case workers, giving name, color, and identification number of client, number of dependents in client's family, number of acres to be planted, date, and name of person issuing order. (Never.) 5 x 8 cards, 15 ft., in 4 wooden boxes. Damaged by faulty containers. Vault. (690)

Records of the Field Engineer

847. NORTH CAROLINA WORKS PROGRESS ADMINISTRATION, 1936 to date. Information concerning projects throughout the district, giving type, number, and location of project, number and work status of workers, date of commencement, and data relative to length of operation of inactive projects and time allotment for active projects. Filed alphabetically by name of project. (Daily, official.) 10 x 12 folders, 6 in., in drawer of metal filing case. Basement. (691)

848. ACTIVE AND INACTIVE PURCHASE ORDERS, 1936 to date. Purchase orders for materials, office supplies, and medicines used on the various projects in New Hanover County. Tabulated. (Daily, official.) 10 x 12 folders, 8 in., in drawer of metal filing case. Basement. (692)

Records of the Supervisor of Sewing Rooms

849. CASE RECORD CARDS, 1933 - 1934. ERA records of relief cases in Bladen, Brunswick, New Hanover, and Prnder counties, giving name of client, age, address, number of dependents in family, number of persons in family eligible for work, and type of work each is best fitted to do. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 4 ft., in 2 wooden boxes. Supervisor's Office. (695)

850. ASSIGNMENT CARDS, 1935 to date. USES Form 325, assignment slip, works program. Arranged in active and inactive groups and filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 3 in., in 4 paper boxes. Supervisor's Office. (693)

851. ASSIGNMENT AND REASSIGNMENT SLIPS, 1935 to date. Slips used in assigning workers to relief projects, and in reassigning workers from one project to another, giving name and location of project, work status of client, case and identification numbers, and number of hours allowed to work. Filed alphabetically. (Daily, official.) 4 x 6 slips, 2 ft., in 2 paper boxes. Supervisor's Office. (696)

852. MISCELLANEOUS FILES, 1935 to date. Correspondence with and weekly reports to the district supervisor of women's projects, and receipts for materials purchased locally for use on projects. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 1 ft. 2 in., in drawer of metal filing case. Supervisor's Office. (694)

CENSUS OF BUSINESS AND MANUFACTURERS
OFFICE OF DISTRICT SUPERVISOR
Custom House, Market St.

This office was established in Wilmington in January 1936 under direction of the area supervisor in Raleigh. All records were filed except those forwarded upon instruction to Raleigh or to an office for clerical work in Philadelphia.

N.B. The office was closed in the fall of 1936 when the project was completed. Records were packed in wooden boxes and stored in the home of J. W. Yates, former district supervisor.

853. GENERAL FILE, 1936. Correspondence, applications, census sheets, requisitions for supplies and workers, and supervisors' daily reports. Filed alphabetically. (Daily, official.) 8 x 10 folders, 1 ft. 3 in., in drawer of wooden filing case. R. 129. (103)

854. TIME REPORTS, 1936. WPA Form 502, time report for personal services, work projects (semimonthly basis). (Daily, official.) 14 x 18 sheets, $\frac{1}{2}$ in., on desk. R. 129. (105)

855. DETAIL REPORTS, 1936. Tabulators' daily reports to district supervisor showing number of hours worked, daily reports to area supervisor in Raleigh, and reports to the Philadelphia office. (Daily, official.) 10 x 12 cards, 1 ft. 4 in., in small wooden box. R. 129. (107)

856. CENSUS OF BUSINESS, 1936. Tabulators' daily reports of firms visited, and census of businesses surveyed. (Frequently, official.) 8 x 11 bundles, 2 ft., on floor. R. 129. (106)

857. SCHEDULES RECEIVED, 1935 to date. Census schedules for Bladen, Brunswick, Columbus, Harnett, New Hanover, and Robeson counties. Alphabetical index. (Daily, official.) 4 x 6 cards, 3 ft., in 3 drawers of metal filing case. R. 129. (104)

FEDERAL WRITERS' PROJECT
DISTRICT OFFICE
New Hanover County Courthouse Annex
3d and Princess Sts.

This office was established in Wilmington in January 1936 to supervise work in the ~~Fourth~~ Works Progress Administration District under direction of the eastern district supervisor of the project in Raleigh.

858. CORRESPONDENCE, 1936 to date. With writers in the district and supervisors of the project in Asheville and Raleigh. Indexed by subject and by name of worker. (Daily, official.) 8 x 10 folders, 8 in., in drawer of wooden filing case. Museum. (682)

859. FIELD EDITORIAL COPY, REFERENCE FILES, 1936 to date. Material from district field workers. Filed numerically. (Frequently, official.) 8 x 10 folders, 8 in., in drawer of wooden filing case. Museum. (681)

860. MAP OF THE CAPE FEAR SECTION, Aug. 1936. Copy of a hand-drawn map showing points of historical interest in the Cape Fear section of North Carolina. (Occasionally, official.) 10 x 12 map, $\frac{1}{4}$ in., in drawer of wooden filing case. Museum. (684)

861. MAPS, INSPECTION OF SOILS IN SOUTHERN DIVISION, 1906 - 1928. Soil maps of Bladen, Brunswick, Columbus, Cumberland, New Hanover, Pender, Sampson, and Scotland counties. (Daily, official.) Various sized maps, 3 in., in drawer of wooden filing case. Museum. (683)

NORTH CAROLINA GEODETIC SURVEY
COUNTY OFFICE
New Hanover County Courthouse
3d and Princess Sts.

This office was established in Wilmington on April 6, 1936. It reported directly to the directing engineer of the survey, whose office was located in Raleigh. Filed parties operated in New Hanover County from the date of establishment of the office until July 5, 1936, when the project was suspended. All data was sent to the Raleigh office where it was checked and compiled for transmission to the Department of Commerce in Washington, D. C. When the inventory was taken, the office had been open only a short time and no records had accumulated.

862. FIELD VOLUMES NOS. 429-430, 1935 - 1936. Survey of Beaufort County. Numerical index. (Daily, official.) $5\frac{1}{2}$ x 8 vols. (2), 1 in., in desk. WPA Assignment Office. (680)

OYSTER PLANTING PROJECT
OFFICE OF SUPERVISOR
Residence of J. H. Stone, 1704 Chestnut St.

This project was established in New Hanover County in October 1935 for the purpose of planting oyster shells and gathering and planting seed oysters. When the Survey was made, the project operated under the supervision of the Division of Operations of the state office in Raleigh.

863. GENERAL FILE, 1921 to date. Records of expense of daily inspection of fish caught for commercial purposes, data on kinds and quantities of fish caught, record of amounts paid for license to fish, and correspondence with WPA officials and fisheries officials of the State Department of Conservation and Development, the public, court officials, and violators of the

Federal fisheries laws. (Frequently, official.) 5 x 10 and 8 x 11 $\frac{1}{2}$ vols. (5) and loose sheets, 8 in., in desk drawer. Den. (751)

864. DAILY RECORDS AND COPIES OF ANNUAL REPORTS, 1933 to date. Daily record of location of oyster beds, number of oysters planted, number of men working, number of hours worked, and amount paid per hour, and copies of annual reports showing summary of cost of planting oyster beds in the various sounds along the North Carolina coast. (Frequently, official.) 4 x 6 vols. (7), 8 in., in desk. Den. (752)

RECREATION PROJECT
OFFICE OF NEW HANOVER COUNTY SUPERVISOR
Recreational Center, 102 N. 4th St.

This office was established in Wilmington in 1936 under supervision of the district office in Fayetteville.

865. RECORD FILE, 1936 to date. Correspondence, program schedules, project reports, and miscellaneous information pertaining to recreational activities. Filed by subject. (Daily, official.) 10 x 12 folders, 1 ft., in pasteboard box. Office. (700)

866. RECREATIONAL REGISTER CARDS, 1936 to date. Name of applicant, age, address, and nature of recreation desired. Filed alphabetically. (Daily, official.) 4 x 6 cards, 7 in., in pasteboard box. Office. (699)

WILSON

CERTIFYING AGENT
Wilson County Courthouse, Goldsboro and Nash Sts.

This office was established in 1936 when various relief records of the Emergency Relief Administration were placed in custody of the Wilson County welfare officer for use in certifying clients to the Works Progress Administration through the district office in Raleigh.

867. CIVIL WORKS ADMINISTRATION RECORDS, Nov. 1, 1933 - May 30, 1934. Case records of families eligible for work on the CWA program. (Never.) 8 x 11 bundles, 6 ft., in 3 drawers of metal filing case. Office of County Welfare Officer, 3d floor. (63)

868. EMERGENCY RELIEF ADMINISTRATION CASE RECORDS, Oct. 1, 1934 - Jan. 5, 1936. (Daily, official.) 8 x 11 folders, 20 ft., in 10 drawers of metal filing cases. Office of County Welfare Officer, 3d floor. (64)

COUNTY OFFICE

Post Office and County Courthouse Bldg., E. Nash St.

The Wilson County office was established in Wilson in October 1935 under direction of the district office in Raleigh. Prior to January 5, 1936, it was located in the Wiggins Building on East Barnes Street.

869. GENERAL CORRESPONDENCE, Oct. 20, 1935 to date. With state officers and county and city sponsors. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 400-402. (35)

870. INSTRUCTIONS FOR MANAGER, Oct. 20, 1935 to date. Instructions from the state office. (Frequently, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 6 in., in drawer of wooden filing case. R. 400-402. (40)

871. BULLETINS, Oct. 20, 1935 to date. Mimeographed bulletins from the state and national offices. (Daily, official.) 8 x 11 letter forms, 2 ft., in drawer of metal filing case. R. 400-402. (36)

872. REQUISITION ON TOOL AND EQUIPMENT INVENTORY, Oct. 20, 1935 to date. WPA Form 713. (Daily, official.) 8 x 11 loose-leaf forms, 1 ft., in drawer of wooden filing case. R. 400-402. (39)

873. PROPERTY ACCOUNT, Oct. 20, 1935 to date. Inventory of exhausted material used on projects. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 400-402. (42)

874. PROJECTS SET-UP FILE, Oct. 20, 1935 to date. WPA Form 301, project proposal. (Daily, official.) 9 x 12 loose-leaf folders, 2 ft., in drawer of metal filing case. R. 400-402. (33)

875. PROJECTS IN OPERATION, Oct. 20, 1935 to date. WPA Form 310, notice of Works Progress Administration project operation. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 400-402. (37)

876. REQUISITIONS FOR WORKERS, Oct. 20, 1935 to date. WPA Form 401. (Frequently, official.) 8 x 10 loose-leaf books, 1 ft., in wooden box. R. 400-402. (38)

877. TIME SHEETS, Oct. 20, 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis). Filed by project. (Semimonthly, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 400-402. (41)

878. PAY ROLLS, Oct. 20, 1935 to date. WPA Form 504, pay roll for personal services, work projects (hourly basis). Filed by project. (Semi-monthly, official.) 15 x 18 vols., 2 ft., in drawer of metal filing case. R. 400-402. (34)

WINDSOR

CERTIFYING AGENT
Odd Fellows Bldg., King St.

The office of certifying agent for Bertie County was established in Windsor in 1936 when the county welfare officer accepted responsibility for certification of clients to the Works Progress Administration through the district office in Elizabeth City. When the inventory was taken, it was the custom of the office to file so-called useless papers for future reference.

879. SOCIAL SERVICE INDEX, 1934 - 1935. To ERA case records, showing name of applicant for aid, race, case number, case worker, date case was opened, and date case was closed. Filed alphabetically. (Occasionally, official.) 4 x 5 loose papers, 1 ft., in pasteboard box. Certifying Agent's Office. (23)

880. MAJOR SERVICE FILE, 1935 to date. Showing name, address, and number of client, race, physical description, and number in family. Filed alphabetically. (Daily, official.) 4 $\frac{1}{2}$ x 5 $\frac{1}{2}$ cards, 1 ft., in pasteboard box. Certifying Agent's Office. (21)

881. GENERAL CORRESPONDENCE, 1936 to date. With WPA officials. Arranged alphabetically. (Daily, official.) 10 x 12 loose papers, 2 ft., in drawer of filing case. Certifying Agent's Office. (26)

882. PERSONAL FILE, 1936 to date. Correspondence with officials of the State Board of Charities and Public Welfare, CCC officials, WPA officials, and others, bulletins and instructions, and forms, including the following: Form FSCC 230, monthly report of commodity distribution; Form WD-4, receipt for WPA Government articles; Labor (ECV) Form CCC 2, application for enrollment in CCC camp; and CCC Form 2, certificate of discharge from Civilian Conservation Corps. Form attached. Arranged alphabetically. (Weekly, official.) 10 x 12 loose papers, 2 ft., in drawer of filing cabinet. Certifying Agent's Office. (25)

883. SERVICE FILE, 1936 to date. Form NCERA-33 3, face sheet; and case workers' case histories of clients. Arranged alphabetically. (Daily, official.) 10 x 12 loose papers, 2 ft., in drawer of filing case. Certifying Agent's Office. (27)

884. BERTIE COUNTY CANNING RECORDS, 1933 - 1934. Showing amount of food canned, type of food canned, and name and address of canner. Filed alphabetically. (Occasionally, official.) 6 $\frac{1}{2}$ x 11 $\frac{1}{2}$ loose papers, 1 ft., in 2 pasteboard boxes. Certifying Agent's Office. (24)

885. COMMODITY FILE, 1936 to date. Showing name of person receiving commodities, case number, address, and number in family. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in pasteboard box. Certifying Agent's Office. (22)

COUNTY OFFICE
Odd Fellows Bldg., King St.

The Bertie County office was established in Windsor in 1935 under supervision of the district office in Elizabeth City. When the inventory was taken it was the custom of the office to destroy so-called useless papers.

Records of the Assignment Clerk and the Paymaster

886. GENERAL CORRESPONDENCE, 1935 to date. Pertaining to projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel cabinet. WPA Main Office. (13)

887. REQUISITIONS FOR WORKERS, 1935 to date. WPA Form 401, requisition for workers; and Form DI-Eng. 14, request for reassignment. Forms attached. Arranged alphabetically by project. (Daily, official.) 8 $\frac{1}{2}$ x 11 loose papers, 1 in., on table. WPA Main Office. (11)

888. ACTIVE ASSIGNMENTS FOR WORKERS, 1935 to date. WPA Form 402, notice to report for work on project. Form attached. Arranged alphabetically. (Daily, official.) 4 x 6 folders, 3 in., on table. WPA Main Office. (12)

889. INACTIVE FILE, 1935 to date. Assignment records of persons no longer working on projects in the county. Arranged alphabetically. (Occasionally, official.) 4 x 6 envelopes, 6 in., on table. WPA Main Office. (10)

Records of the Supervisor of the Sewing Room Project

890. GENERAL FILE, 1935 to date. Letters from officials, bulletins, receipts for garments delivered to sponsors, receipts for material received, inventories of materials, assignment slips, and forms: WPA Form 502, time report for personal services, work projects (semimonthly basis); WPA Form 710, certification of sponsor's contributions (other than pay roll); and WPA Form 710a, certification of sponsor's contribution (pay roll). Forms attached. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in wooden box. Sewing Room. (14)

891. ACTIVE ASSIGNMENTS FOR WORKERS, 1935 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. Filed alphabetically. (Daily, official.) 4 x 6 slips, 3 in., in pasteboard box. Sewing Room. (15)

892. INACTIVE FILE, 1935 to date. Assignment records of persons no longer working in the sewing room, including WPA Form 403, notice of change in work status. Form attached. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 in., in pasteboard box. Sewing Room. (16)

WINSTON-SALEMDISTRICT OFFICE
221 S. Liberty St.

This office was established in Winston-Salem on July 1, 1935, with jurisdiction over the Sixth District. When the Survey was made, it was the custom of the office to destroy so-called useless papers.

Records of the District Director

893. GENERAL CORRESPONDENCE, July 15, 1935 to date. Relative to policy, projects, and personnel. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Director's Office. (185)

894. APPLICATIONS FOR POSITIONS, July 1935 to date. WPA Form 251. Filed alphabetically. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Director's Office. (229)

Records of the Division of Employment

895. CORRESPONDENCE, July 1935 to date. With the Raleigh office and other offices affiliated with the WPA. (Frequently, official.) 7 x 11 folders, 2 ft., in filing case. Employment Division Office. (187)

896. TRANSMITTAL SHEETS, July 1935 to date. Signed receipts for assignments, certifications, etc., sent or received. (Frequently, official.) 7 x 11 folders, 1 ft., in filing case. Employment Division Office. (180)

897. COMPLAINTS, July 1935 to date. Complaints from certified WPA workers. (Frequently, official.) 7 x 11 folders, 1 ft. 6 in., in filing case. Employment Division Office. (177)

898. COORDINATING AGENCIES, July 1935 to date. Reports on projects to which labor is furnished by this office. (Frequently, official.) 7 x 11 folders, 2 ft., in filing case. Employment Division Office. (178)

899. NATIONAL YOUTH ADMINISTRATION, July 1935 to date. Correspondence and other information pertaining to the NYA, and Form ED-38, employment report. (Frequently, official.) 7 x 11 folders, 1 ft. 6 in., in filing case. Employment Division Office. (181)

900. MISCELLANEOUS FEDERAL BULLETINS, July 1935 to date. Bulletins of the Resettlement Administration, the Soil Conservation Service, and the United States Employment Service. (Occasionally, official.) 7 x 11 folders, 2 ft., in filing case. Employment Division Office. (245)

901. PROJECT FILE, July 1935 to date. Form WD-8, employment report. Form attached. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Employment Division Office. (243)

902. CORRESPONDENCE, APPLICATIONS, AND REPORTS, SOCIAL SUPERVISOR, Sept. 1, 1935 to date. General correspondence, records of certified and

noncertified workers, semimonthly reports to the state office showing analysis of quota reduction and conditions in the district, and complaint file for district; also bulletins, circular letters, and NYA bulletins. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Employment Division Office. (184)

903. TRANSFERS OF CERTIFICATIONS, SOCIAL SUPERVISOR, Sept. 1, 1935 to date. Certifications and placements of veterans on projects in operation, and transfer of certified persons from county to county in the district and from other states to North Carolina. (Frequently, official.) 7 x 11 folders, 2 ft., in filing case. Employment Division Office. (145)

904. RECEIVING AND INSPECTION REPORTS NOT COMPLETED, Oct. 1935 to date. Treasury Form A-8. (Daily, official.) 7 x 11 folders, 6 ft., in 2 drawers of filing case. Works Division Office. (143)

905. INTER-OFFICE CORRESPONDENCE, Jan. 1, 1936 to date. Relative to eligibility of relief clients. (Daily, official.) 8 x 10 folders, 1 ft., in filing case and document holder. Employment Division Office. (146)

906. REPORTS, Jan. 1936 to date. Form FD 33, weekly employment report, Forsyth County. (Daily, official.) 8 x 10 folders, 6 in., in filing case and 4 document holders. Employment Division Office. (149)

907. NOTICE OF PLACEMENT, Feb. 13, 1936 to date. USES Form 340, notice of placement, to men transferred from WPA to PWA projects. (Daily, official.) 8 x 10 folders, 1 ft., in filing case and document holder. Employment Division Office. (144)

908. LABOR REQUISITIONS, Mar. 12, 1936 to date. Requisitions for workers; sent by the North Carolina State Employment Service for laborers not available at location of project. (Daily, official.) 8 x 10 folders, 1 ft., in filing case and document holder. Employment Division Office. (147)

909. NOTICE OF TRANSFER TO ACTIVE STATE EMPLOYMENT SERVICE FILE, Apr. 9, 1935 to date. Mimeographed copies of notice from the North Carolina State Employment Service of individuals available for assignment to projects. (Daily, official.) 8 x 10 folders, 1 ft., in filing case and document holder. Employment Division Office. (138)

910. WORK DIVISION CLASSIFICATION RECORDS, Jan. 1, 1935 to date. FERA Form 144, Work Division occupational classification record; for the following counties: Alexander, Alleghany, Ashe, Davidson, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Watauga, Wilkes, and Yadkin. (Occasionally, official.) 11 x 14 folders, 21 ft. 6 in., in steel filing cases. Works Division Office. (196, 201, 202, 200, 198, 195, 199, 204, 192, 197, 203, 193, 194)

911. INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORDS, Sept. 1935 to date. FERA Form 144A, covering workers in the following counties: Alexander, Alleghany, Ashe, Davidson, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Watauga, Wilkes, and Yadkin. Filed by category. (Daily, official.) 5 x 7

cards, 39 ft., in filing cases and wooden boxes, and on shelves and tables. Employment Division Office. (176, 173, 172, 170, 169, 167, 174, 171, 131, 130, 175, 132, 168)

912. CERTIFICATION AND ASSIGNMENT RECORDS, Sept. 1935 to date. For Alexander, Alleghany, Ashe, Davidson, Davie, Forsyth, Iredell, Stokes, Surry, Watauga, Wilkes, and Yadkin counties; as follows: FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; USES Form 325, assignment slip, works program; USES Form 350, applicant's identification card; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. (Constantly, official.) 5 x 7 cards, 50 ft., in filing cases and wooden file boxes, and on shelves. Employment Division Office. (166, 161, 156, 162, 151, 160, 158, 157, 163, 165, 159, 164)

Records of the Division of Finance and Statistics

913. GENERAL CORRESPONDENCE, Nov. 1, 1935 to date. With project foremen, branch offices, the state director of finance, and others. (Daily, official.) 8 x 12 loose-leaf books and 10 x 12 envelopes, 6 ft., in 8 drawers of filing case. Finance Division Office. (234, 235)

914. CLAIM ADJUSTER'S CORRESPONDENCE, Aug. 16, 1935 to date. With the Raleigh office, doctors, foremen, employees, and others. (Frequently, official.) 7 x 11 folders, 6 in., in filing case. Finance Division Office. (190)

915. ACCIDENTAL INJURY CLAIMS, Aug. 16, 1935 to date. Form CA-1, employee's notice of injury and original claim for compensation and medical treatment. Filed numerically by county. (Rarely, official.) 7 x 11 folders, 1 ft., in filing case. Finance Division Office. (142)

916. MISCELLANEOUS INFORMATION PERTAINING TO THE ADMINISTRATIVE STAFF, Aug. 1935 to date. Information on mileage pay, pay rolls, and personnel. (Daily, official.) 11 x 14 folders, 2 ft., in 2 drawers of steel filing case. Finance Division Office. (236)

917. TIME REPORTS FOR PERSONAL SERVICES, Sept. 1935 to date. WPA Form 502, time report for personal services, work projects (semimonthly basis), for projects in the following counties: Davie, Forsyth, Rowan, Stokes, Watauga, and Yadkin. (Daily, official.) 11 x 14 folders, 18 ft. 6 in., in steel filing cases. Finance Division Office. (219, 210, 220, 209, 247, 218)

918. TIME REPORT FOR PERSONAL SERVICES, AND STATEMENT OF ALLOTMENT DETAIL FOR WORK PROJECT, Sept. 1935 to date. WPA Form 502 and WPA Form 701 covering personal services and project allotment details in Alexander, Alleghany, Ashe, Davidson, Iredell, Surry, and Wilkes counties. (Daily, official.) 11 x 14 folders, 16 ft., in steel filing cases. Finance Division Office. (211, 216, 212, 217, 213, 215, 214)

919. PAY ROLLS, Nov. 1, 1935 to date. WPA Form 503, pay roll for personal services, work projects (semimonthly basis). (Daily, official.) 9 x 16 loose sheets, 1 ft., in filing case. Pay Roll Section Office. (239)

920. ASSIGNMENT SLIPS, 1935 to date. USES Form 325. (Daily, official.) 4 x 7 slips attached to cards, 6 ft., in wooden boxes. Pay Roll Section Office. (223)

921. REASSIGNMENT SLIPS, Nov. 1, 1935 to date. WPA Form 402. (Daily, official.) 4 x 7 slips attached to cards, 6 ft., in wooden boxes. Pay Roll Section Office. (206)

922. NOTICE OF CHANGE IN WORK STATUS, Nov. 1, 1935 to date. WPA Form 403. (Daily, official.) 4 x 7 slips attached to cards, 6 ft., in wooden boxes. Pay Roll Section Office. (249)

923. RECLASSIFICATION SLIPS, Nov. 1, 1935 to date. WPA Form 404. (Daily, official.) 4 x 7 slips attached to cards, 6 ft., in wooden boxes. Pay Roll Section Office. (242)

924. INDIVIDUAL EARNINGS RECORD, Nov. 1, 1935 to date. WPA Form 507. (Daily, official.) 5 x 9 cards, 7 ft. 6 in., in wooden boxes. Pay Roll Section Office. (205)

Tool and Material Records

925. CORRESPONDENCE, Oct. 1935 to date. Tool and material supervisor's correspondence with branch offices, field engineers, project foremen, and the state office. Filed alphabetically. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Finance Division Office. (186)

926. STATEMENT OF ALLOTMENT DETAIL FOR WORK PROJECTS, Oct. 1935 to date. WPA Form 701, showing allotment details for projects in Forsyth, Stokes, Surry, and Yadkin counties. (Daily, official.) 11 x 14 folders, 3 ft., in steel filing cases. Finance Division Office. (136, 152, 241, 224)

927. PURCHASE ORDERS, Oct. 1935 to date. Treasury Form A-7. Filed by county. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Finance Division Office. (244)

928. REQUISITIONS FOR PURCHASE, Oct. 1935 to date. Treasury Form A-6. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Finance Division Office. (233)

929. TIME REPORT FOR PERSONAL SERVICES, Nov. 1935 to date. WPA Form 502, time report for personal services on projects in Forsyth, Stokes, Surry, and Yadkin counties. (Daily, official.) 14 x 17 loose-leaf books, 4 ft., on wooden shelves. Finance Division Office. (208, 207, 243, 153)

930. REQUISITIONS, PURCHASE ORDERS, AND VOUCHERS, Nov. 1, 1935 to date. Treasury Form A-6, requisition for purchase; Treasury Form A-7, purchase order; and vouchers. (Daily, official.) 10 x 12 folders, 2 ft., in 4 drawers of steel filing case. Finance Division Office. (155)

931. REQUISITIONS FOR TOOLS AND EQUIPMENT, Nov. 1, 1935 to date. WPA Form 713, requisition on tool and equipment inventory. (Daily, official.) 10 x 12 folders, 4 ft., in 4 drawers of filing case. Finance Division Office. (240)

932. WEEKLY REPORT OF MATERIALS RECEIVED, USED, AND ON HAND, Nov. 1, 1935 to date. WPA Form 720. (Daily, official.) 10 x 12 folders, 4 ft., in 4 drawers of filing case. Finance Division Office. (237)

933. MATERIAL INVENTORY RECORD, Mar. 1, 1935 to date. WPA Form 721. (Daily, official.) 7 x 9 cards, 1 ft., in wooden boxes. Finance Division Office. (154)

Records of the Division of Operations

934. CORRESPONDENCE AND REPORTS, Aug. 1935 to date. WPA Form Eng. 2, semimonthly report on project in operation, and related correspondence. Form attached. Filed alphabetically. (Daily, official.) 7 x 11 folders, 4 ft., in 2 drawers of filing case. Assistant Director's Office. (189)

935. GENERAL CORRESPONDENCE, Aug. 1935 to date. With other state offices and with individuals. Filed alphabetically. (Daily, official.) 7 x 11 folders, 6 in., in filing case. Engineering Section Office. (150)

936. GENERAL CORRESPONDENCE, Aug. 1935 to date. With the 13 counties listed on the active progress sheet of the district. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Engineering Section Office. (182)

937. REPORTS OF PROJECTS APPROVED AND IN OPERATION, July 1935 to date. WPA Form 301, project proposal; and WPA Form 310, notice of Works Progress Administration project operation. (Daily, official.) 7 x 11 folders, 6 in., in filing case. Assistant Director's Office. (226)

938. PROJECT PROPOSALS, Aug. 1935 to date. WPA Form 301. Arranged by county and filed numerically. (Daily, official.) 7 x 11 folders, 8 ft., in 4 drawers of filing case. Engineering Section Office. (140)

939. PROJECT PROPOSALS, Aug. 1, 1935 to date. WPA Form 301; for projects no longer in operation. Arranged by county and filed numerically. (Daily, official.) 7 x 11 folders, 6 ft., in 3 drawers of filing case. Engineering Section Office. (139)

940. PROGRESS REPORTS, Aug. 1935 to date. Semimonthly reports on the operation of individual work projects. Filed alphabetically. (Daily, official.) 7 x 11 folders, 4 ft., in 2 drawers of filing case. Engineering Section Office. (148)

941. FOREMEN'S REPORTS, Aug. 1, 1935 to date. Pertaining to operation of projects. Filed alphabetically by county. (Daily, official.) 7 x 11 folders, 4 ft., in 2 drawers of filing case. Engineering Section Office. (141)

942. BRANCH OFFICE ENGINEERING REPORTS AND ESTIMATES, Sept. 5, 1935 to date. (Daily, official.) 8 x 14 folders, 4 ft., in filing case. Works Division Office. (133)

943. SAFETY REPORTS AND CORRESPONDENCE, TRUCK REPORTS, MISCELLANEOUS REPORTS, Aug. 16, 1935 to date. Tabulation of time lost and total man-hours worked in district to get accident frequency of district; WPA Form 351, foreman's accident report; WPA Form 352, safety inspection report; WPA Form 355, certificate of approval (trucks); and related correspondence. Arranged by county and filed chronologically. (Weekly, official.) 7 x 11 folders, 1 ft., in filing case. Safety Section Office. (232)

Records of the Division of Women's and Professional Projects

944. CORRESPONDENCE, Sept. 1935 to date. With the Raleigh office and district offices. (Daily, official.) 7 x 11 folders, 1 ft. 6 in., in filing case. Women's Division Office. (188)

945. DIRECTOR OF WOMEN'S WORK, Sept. 5, 1935 to date. Correspondence, bulletins, instructions, progress reports; Form WD-8, employment report; Form WPA Eng. 2W, semimonthly report on project in operation for women; WPA Form 401, requisition for workers; WPA Form 710, certification of sponsor's contributions (other than pay roll); WPA Form 720, weekly report of materials received, used, and on hand; Form NCWPA-WD 13-1, sewing projects, unit cost report; Form NCWPA-WD 13-3, book mending projects, unit cost report; DOC Form 2, request for labor funds; and DOC Form 4, monthly request for funds for project. Forms attached. (Daily, official.) 10 x 14 folders, 1 ft., in filing case. Women's Division Office. (134)

946. PROJECT ALLOTMENTS, Sept. 1935 to date. Treasury Form A-1, advice of allocation. Arranged numerically. (Daily, official.) 7 x 11 folders, 8 ft., in 4 drawers of filing case. Women's Division Office. (135)

947. INSTRUCTIONS, REPORTS, Sept. 1935 to date. DO Form 43R, weekly lunch room report; Form SSD-64, report of project nurse; Form NCWPA-WD 13-1, sewing projects, unit cost report; Form NCWPA-WD 13-3, book mending project, unit cost report; and Form WD-8, employment report. (Weekly and monthly, official.) 7 x 11 folders, 4 ft., in 2 drawers of filing case. Women's Division Office. (183)

948. RECREATION PERSONNEL, Feb. 24, 1936 to date. Correspondence concerning personnel on the recreation project. (Daily, official.) 8 x 12 folders, 1 ft., in wooden drawer. Recreation Office. (222)

949. SURRY COUNTY MISCELLANEOUS, RECREATION, Feb. 24, 1935 to date. Treasury Form A-6, requisition for purchase; and Treasury Form A-7, purchase order. Form attached. (Daily, official.) 8 x 12 folders, 2 ft., in desk. Recreation Office. (221)

950. REQUISITIONS FOR MATERIALS NEEDED, Feb. 24, 1936 to date. WPA Form 713, requisition on tool and equipment inventory; for recreation projects. (Weekly, official.) 9 x 12 folders, 2 ft., in filing case. Recreation Office. (230)

951. REQUISITIONS, NATIONAL RECREATION ASSOCIATION, Mar. 9; 1936 to date. General correspondence with the Rowan County supervisor, and Treasury Form A-6, requisition for purchase. (Daily, official.) 9 x 12 folders, 2 ft., in document holder and desk. Recreation Office. (246)

952. NATIONAL YOUTH ADMINISTRATION, Feb. 1936 to date. Routine material of the NYA, including WPA Form 502, time report for personal services, work projects (semimonthly basis). (Daily, official.) 9 x 12 folders, 6 in., in desk. Recreation Office. (238)

953. THEATRE PROJECT, MISCELLANEOUS, Mar. 17, 1936 to date. Correspondence, invoices, and directions for supervision of work. (Daily, official.) 8 x 10 folders, 1 ft., in desk. Recreation Office. (231)

Records of the Office Manager

954. GENERAL CORRESPONDENCE, Aug. 1935 to date. Reports on loans to projects, minutes of staff meetings, requests for encumbrances, branch office ratings, receipts for office equipment, transmittal sheets returned for correction, miscellaneous letters, and express receipts. (Daily, official.) 7 x 11 folders, 1 ft., in filing case. Office Manager's Office. (191)

955. TRANSMITTAL SHEETS, Aug. 15, 1935 to date. Transmittal sheets for pay rolls, giving name of person to whom check was issued, amount of check, and number of check. (Daily, official.) 7 x 11 folders, 6 in., in filing case. Office Manager's Office. (137)

956. BULLETINS, MIMEOGRAPHED REPORTS, Aug. 15, 1935 to date. Reports on state staff meetings, and letters of instruction. (Daily, official.) 7 x 11 folders, 2 ft., in filing case. Office Manager's Office. (227)

957. MISCELLANEOUS BILLS, Aug. 15, 1935 to date. Paid and unpaid bills of the administrative office. (Occasionally, official.) 7 x 11 folders, 6 in., in filing case. Office Manager's Office. (225)

958. LONG DISTANCE TELEPHONE CALLS, Aug. 1935 to date. Record of calls made and approved by office. (Occasionally, official.) 7 x 11 folders, 1 ft., in filing case. Office Manager's Office. (228)

959. PAY ROLL RECEIPTS, Aug. 1935 to date. Office manager's receipts for checks. (Occasionally, official.) Various sized folders and envelopes, 2 ft., in 2 drawers of filing case. Office Manager's Office. (179)

WPA Districts in North Carolina

1. Original WPA districts in North Carolina, headquarters of each, and territory included:

District No. 1. Headquarters: Elizabeth City. Territory included: Bertie, Camden, Chowan, Currituck, Dare, Gates, Halifax, Hertford, Martin, Northampton, Pasquotank, Perquimans, Tyrrell, and Washington counties.

District No. 2. Headquarters: New Bern. Territory included: Beaufort, Carteret, Craven, Duplin, Greene, Hyde, Jones, Lenoir, Onslow, Pamlico, Pitt, and Wayne counties.

District No. 3. Headquarters: Raleigh. Territory included: Durham, Edgecombe, Franklin, Granville, Harnett, Johnston, Nash, Orange, Person, Vance, Wake, Warren, and Wilson counties.

District No. 4. Headquarters: Fayetteville. Territory included: Bladen, Brunswick, Columbus, Cumberland, Hoke, New Hanover, Pender, Robeson, Sampson, and Scotland counties.

District No. 5. Headquarters: Greensboro. Territory included: Alamance, Anson, Caswell, Chatham, Guilford, Lee, Montgomery, Moore, Randolph, Richmond, Rockingham, and Stanly counties.

District No. 6. Headquarters: Winston-Salem. Territory included: Alexander, Alleghany, Ashe, Davidson, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Watauga, Wilkes, and Yadkin counties.

District No. 7. Headquarters: Charlotte. Territory included: Burke, Cabarrus, Caldwell, Catawba, Cleveland, Gaston, Lincoln, McDowell, Mecklenburg, Rutherford, and Union counties.

District No. 8. Headquarters: Asheville. Territory included: Avery, Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, and Yancey counties.

2. State redistricted, effective December 1, 1936:

District No. 1. Headquarters: Williamston. Territory included: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Northampton, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington counties.

District No. 2. Headquarters: Raleigh. Territory included: Bladen, Brunswick, Chatham, Columbus, Cumberland, Duplin, Durham, Edgecombe, Franklin, Granville, Harnett, Johnston, Lee, Nash, New Hanover, Orange, Pender, Person, Sampson, Vance, Wake, Warren, Wayne, and Wilson counties.

District No. 3. Headquarters: Winston-Salem. Territory included: Alamance, Alexander, Alleghany, Ashe, Caswell, Davidson, Davie, Forsyth, Guilford, Iredell, Randolph, Rockingham, Rowan, Stokes, Surry, Watauga, Wilkes, and Yadkin counties.

District No. 4. Headquarters: Charlotte. Territory included: Anson, Burke, Cabarrus, Caldwell, Catawba, Cleveland, Gaston, Hoke, Lincoln, Mecklenburg, Montgomery, Moore, Richmond, Robeson, Scotland, Stanly, and Union counties.

District No. 5. Headquarters: Asheville. Territory included: Avery, Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, McDowell, Macon, Madison, Mitchell, Polk, Rutherford, Swain, Transylvania, and Yancey counties.

3. State again redistricted and the term "area" substituted for the term "district," effective September 1, 1937:

Area No. 1. Headquarters: Windsor. Territory included: Bertie, Camden, Chowan, Currituck, Dare, Gates, Halifax, Hertford, Northampton, Pasquotank, and Perquimans counties.

Area No. 2. Headquarters: Williamston. Territory included: Beaufort, Edgecombe, Hyde, Martin, Nash, Pitt, Tyrrell, and Washington counties.

Area No. 3. Headquarters: New Bern. Territory included: Carteret, Craven, Greene, Jones, Lenoir, Onslow, and Pamlico counties.

Area No. 4. Headquarters: Wilmington. Territory included: Bladen, Brunswick, Columbus, New Hanover, Pender, Robeson, and Scotland counties.

Area No. 5. Headquarters: Smithfield. Territory included: Cumberland, Duplin, Harnett, Hoke, Johnston, Lee, Sampson, Wayne, and Wilson counties.

Area No. 6. Headquarters: Durham. Territory included: Alamance, Caswell, Chatham, Durham, Franklin, Granville, Orange, Person, Vance, Wake, and Warren counties.

Area No. 7. Headquarters: Winston-Salem. Territory included: Davie, Forsyth, Guilford, Rockingham, Stokes, Surry, and Yadkin counties.

Area No. 8. Headquarters: Albemarle. Territory included: Anson, Cabarrus, Davidson, Montgomery, Moore, Randolph, Richmond, Rowan, Stanly, and Union counties.

Area No. 9. Headquarters: Charlotte. Territory included: Burke, Catawba, Cleveland, Gaston, Lincoln, McDowell, Mecklenburg, Polk, and Rutherford counties.

Area No. 10. Headquarters: North Wilkesboro. Territory included: Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Watauga, and Wilkes counties.

Area No. 11. Headquarters: Asheville. Territory included: Buncombe, Haywood, Henderson, Madison, Mitchell, and Yancey counties.

Area No. 12. Headquarters: Franklin. Territory included: Cherokee, Clay, Graham, Jackson, Macon, Swain, and Transylvania counties.

4. Areas 1, 2, and 3 consolidated; areas 11 and 12 consolidated, and areas renumbered, effective October 3, 1939:

Area No. 1. Headquarters: Williamston. Territory included: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Nash, Northampton, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, and Washington counties.

Area No. 2. Headquarters: Durham. Territory included: Alamance, Caswell, Chatham, Durham, Franklin, Granville, Orange, Person, Vance, Wake, and Warren counties.

Area No. 3. Headquarters: Smithfield. Territory included: Cumberland, Duplin, Harnett, Hoke, Johnston, Lee, Sampson, Wayne, and Wilson counties.

Area No. 4. Headquarters: Wilmington. Territory included: Bladen, Brunswick, Columbus, New Hanover, Pender, Robeson, and Scotland counties.

Area No. 5. Headquarters: Winston-Salem. Territory included: Davie, Forsyth, Guilford, Rockingham, Stokes, Surry, and Yadkin counties.

Area No. 6. Headquarters: Albemarle. Territory included: Anson, Cabarrus, Davidson, Montgomery, Moore, Randolph, Richmond, Rowan, Stanly, and Union counties.

Area No. 7. Headquarters: North Wilkesboro. Territory included: Alexander, Alleghany, Ashe, Avery, Caldwell, Iredell, Watauga, and Wilkes counties.

Area No. 8. Headquarters: Charlotte. Territory included: Burke, Catawba, Cleveland, Gaston, Lincoln, McDowell, Mecklenburg, Polk, and Rutherford counties.

Area No. 9. Headquarters: Asheville. Territory included: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Swain, Transylvania, and Yancey counties.

5. Term "district" substituted for term "area," effective February 1, 1940.

