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# VENTORY OF FEDERAL ARCHIVES IN THE STATES



GOVERNMENT PUBLICATIONS

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SERIES XII

The VETERANS' ADMINISTRATION  
NO.12 ILLINOIS

THE HISTORICAL RECORDS SURVEY  
CHICAGO ILLINOIS

1941



INVENTORY OF FEDERAL  
ARCHIVES IN THE STATES

NO. 12. ILLINOIS



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

----- Franklin Delano Roosevelt



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives  
Cooperating Sponsor

SERIES XII. THE VETERANS' ADMINISTRATION

NO. 12. ILLINOIS

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Chicago, Illinois  
Illinois Historical Records Survey  
1941



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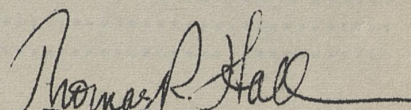
# PREFACE

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

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

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

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

  
Thomas R. Hall  
State Director  
Historical Records Survey  
in Illinois

Chicago, Illinois  
May 15, 1941



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VETERANS' ADMINISTRATION

CHICAGO

FIELD EXAMINER'S OFFICE  
Court House, Clark & Adams Sts.

This office in charge of an attorney, was established in 1921, as a branch and integral part of the Legal Division of the Veterans' Administration Combined Facility at Hines, Illinois. Its especial purpose is to service more adequately the large number of veterans of Illinois and three counties in Indiana. The duties, similar to those of the Legal Division at Hines, are as follows: conducting all field examinations and claims pertaining to legal and guardianship matters; cooperating with attorneys in defense or prosecution of all civil and criminal matters arising under acts administered by the Veterans' Administration; making investigations in cases wherein violations of federal penal statutes are involved, and making necessary reports to the solicitor. Responsibility for this work rests primarily with the Legal Division at Hines. Reports of completed field examinations are maintained approximately 18 months, and then, in compliance with rules and procedure, are destroyed. Records are in good condition.

1. CONTACT ORGANIZATIONS, 1932 to date. Record of State civil service and fraternal organizations that may be contacted by field examiners who desired to obtain information regarding a veteran, showing names, addresses, and authority of organizations and persons contacted. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of wooden card cabinet. R. 303. (6913)

2. CORRESPONDENCE, Jan. 1932 to date. Miscellaneous correspondence between the chief examiner of this office and the Solicitor in the Washington office, showing excerpts from certain field examinations that have been requested by the Comptroller General and Solicitor in Washington. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 303. (6915)

3. FIELD INVESTIGATIONS, Jan. 1935 to date. Original requests for field examinations of veterans residing in Hines, showing name, compensation number, copies of examinations and investigation reports, and all pertinent facts, in answer to requested report for compensation, disability, fiduciary or other irregularities. These reports emanate from the VA office throughout the entire U.S. Filed numerically. (Older records, rarely; recent records, daily, official.) 9 x 11 folders, 10 ft., in 5 drawers of steel filing case. R. 303. (6911, 6916)



4. PENDING REQUESTS FOR FIELD EXAMINATIONS OF CIVIL AND WORLD WAR VETERANS, Jan. 1935 to date. Requests for field examinations received from VA Regional office, to be conducted in the territory, showing veterans' status, involving medical, compensation, disability, fiduciary, and any other irregularity that may have a tendency to alter his status. Filed numerically. (Occasionally, official.) 9 x 11 folders, 2 ft., in 2 drawers of steel filing case. R. 303. (6912, 6914)

SUPPLY SERVICE  
Army Bldg., 1749 W. Pershing Rd.

This Central Supply Depot was established July 1, 1922. A branch was maintained at Camp Lawrence, North Chicago, from July 1922 to the latter part of 1923, when its activities were absorbed by this depot. The area of jurisdiction includes all states west of Ohio, Kentucky, Tennessee, and Alabama, with the exception of Washington, Oregon, and California, which are not within this supply area, and shipments are made by this depot when the supplies are not available at Perry Point, Md. This depot is responsible for receipt, storage, and issuance of specified supplies and equipment distributed to the regional offices, facilities, and insular offices. Supplies are for veterans who have become hospitalized, and those who have claims upon the government. Each State has at least one facility; in the Chicago supply area there are 10 regional offices and 45 facilities. The records are in good condition.

5. PERSONNEL FILE, July 1922 to date. Record of present and ex-employees, showing applications for leave, requests for hospitalization for injuries incurred while on duty, individual record of attendance, efficiency rating for each calendar year, appointment letter of nomination, personal history of applicant, individual salary and service record card, and an abstract of employee's personal record that may be forwarded to another Federal department in event of transfer. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, and 8 x 11 envelopes, 14 ft. 6 in., in 2 drawers of wooden filing case, desk tub, and storage box. Rs. 501, 502, and 6th floor storage. (2043, 2044, 2213)

6. MISCELLANEOUS PERSONNEL RECORDS AND PAPERS, 1922 to date. Salary waiver notices, duplicate pay roll, attendance, and transportation records, transmittal letters, requests for personnel, copies of civil service certificates, applications for employment, monthly personnel reports, and time cards. Filed alphabetically and chronologically. (Older records, never; recent records, daily, official.) 8 x 11 folders, 12 ft., in 2 drawers of wooden filing case and in box. R. 501 and 6th floor storage. (2212, 2041)

7. BUILDING LEASE AND PERMIT, 1923 to date. Record of lease of building from War Department, together with revocation permit of space and photo-static copy of housing facilities; also correspondence embracing subject matter. Filed chronologically. (Annually, official.) 10 x 15 folders, 1 ft., in drawer of wooden filing case. R. 504. (2231)



8. INVOICES, 1923 to date. Combination requisition, invoice and receipt, packer's list, shipping ticket, showing necessary appropriate information and computed estimated money value of requisitions. Filed alphabetically and geographically according to stations. (Older records, never; recent records, hourly, official.) 10 x 15 folders, 222 ft., in 35 drawers of steel filing cases and storage boxes. Rs. 501, 502, and 6th floor storage. (2245, 2224, 2012)

9. INVENTORY STOCK TICKETS, Aug. 1924 - Feb. 1925. For each classification of property, showing the result of a physical inventory taken for purpose of instituting a stock record card system. Further inventories not taken as perpetual inventories are maintained on present stock record card system. Entered numerically. (Never.) 9 x 12 loose-leaf books, and 10 x 15 folders, 25 ft., in drawer of wooden filing case and storage boxes. R. 502 and 6th floor storage. (2210, 2065)

10. PERSONAL EFFECTS OF PATIENTS DECEASED, DISCHARGED, AND ABSENT WITHOUT LEAVE, Nov. 1924 to date. Record of personal effects forwarded to this office from hospitals or homes where patient dies, or is absent without leave, and his relatives are unknown to custodian or superintendent of institution. Monies are transferred to the Treasury Department for disposition and personal effects are kept in warehouse until kin is located, or disposed of at discretion of the Administrator. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 6 ft., in 3 drawers of wooden filing cases. R. 502. (2055)

11. COST ACCOUNTING REPORTS, 1924 to date. General summary record of operation and maintenance of supply depot compiled by cost clerk, showing copies of purchase forms, debit and credit cards, issued slips for expendable property, electric light bills, summary of pay roll, pro-rated share and cost of operations of space occupied by supply depot in Army building and valuation of incoming and outgoing vouchers. (Older records, never; recent records, monthly, official.) 10 x 15 folders, 7 ft., in wooden and steel filing cases and storage box. R. 501 and 6th floor storage. (2216, 2241)

12. PROPERTY INVOICE AND RECEIPT, 1924 to date. Record of all incoming merchandise exclusive of maintenance supplies for property purchased or transferred to this depot. Filed numerically. (Never.) 10 x 15 folders, 240 ft., in 67 drawers of wooden and steel filing cases and storage boxes. R. 502 and 6th floor storage. (2210, 2065)

13. STOCK RECORD CARDS, 1924 to date. Record of stores of the Chicago Supply Depot, showing stock number, location in warehouse, unit, unit price, quantity issued and received, to whom issued, from whom received, previous balance, and stock on hand. Active cards are separated under two general classifications, standard and non-standard items. Filed alphabetically and numerically by stock item number. (Older records, never; recent records, daily, official.)  $9\frac{1}{2}$  x 12 folders, 93 ft., in 19 wooden drawers of filing case, 10 bins, and 4 tub desks, and wooden boxes. R. 502. (2244, 2206)



14. PROPERTY VOUCHERS, 1925 to date. Requisition, invoice, and receipt, packer's list, and shipping tickets. Requisition clerk enters necessary appropriate information and computes estimated money value of requisition. Filed alphabetically and geographically according to stations. (Daily, official.) 10 x 15 folders, 15 ft., in 8 drawers of wooden filing cases. Rs. 501 and 504. (2200, 2199)

15. REGISTERS, 1925 to date. Three types of registers: requisition, voucher, and proposal registers, showing class of material, article, date submitted, symbol of accounting, amount involved, and date completed. Registers closed at certain intervals by auditor and new series of numbers commenced, beginning with number one after each unit. Entered numerically. (Daily, official.) 8 x 10 vols. (3), 1 ft., on desk. R. 504. (2225)

16. SALE OF GOVERNMENT PROPERTY, 1925 to date. Bids by firms eligible to purchase government property, now surplus, obsolete or unserviceable. (Older records, never; recent records, monthly, official.) 10 x 15 folders, 8 ft., in drawers of wooden filing case and storage box. 6th floor storage and R. 504. (2204, 2230)

17. COMMERCIAL BILLS OF LADING, July 1926 to date. Covering shipments to places other than Veterans' Administration activities or stations as: rejected shipments to other governmental agencies, and personal effects of veterans to beneficiary. Filed geographically. (Monthly, official.) 10 x 15 folders, 2 ft., in drawer of wooden filing case. R. 502. (2058)

18. STOCK PROCUREMENT RECORDS, July 1926 to date. List of contractors, stock requisitions from contractors recorded with deliveries of stock to depot; warehouse and itemized back orders are brief in description, so that supervisor may determine status of any one stock item. Filed numerically. (Older records, never; recent records, daily, official.) 4 x 9 folders and 10 x 24 loose sheets, 124 ft., in 60 drawers of steel filing cases. R. 502 and 6th floor storage. (2049, 2214)

19. STOCK VALUATION REGISTERS, July 1926 to date. Tabulations abstracted from invoices, of numbers and money values of stock received and shipped. Filed chronologically and numerically. (Older records, never; recent records, daily, official.) 8 x 12 folders, 2 ft. 4 in., in wooden box, and on tray in desk. R. 502 and 6th floor storage. (2047, 2201)

20. INBOUND AND OUTBOUND BILLS OF LADING, 1926 to date. For supplies shipped by freight or express, to and from hospitals, regional offices, other units of Veterans' Bureau, and Supply Depot. Filed numerically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 6 ft., in drawer of wooden filing case and storage box. R. 502 and 6th floor storage. (2220, 2059)

21. MAILING LISTS, 1926 to date. List of commercial buyers in private industry, who send proposals whenever depot has supply of unserviceable, obsolete, or surplus stock; also dealers or contractors supplying desired merchandise of this depot requested by other regional offices or field stations. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 ft., in wooden card cabinet. R. 504. (2232)



22. OVER, SHORT, AND DAMAGE REPORTS, Jan. 1927 to date. Record form of stock reported by warehouse superintendent to be short, over, destroyed, or damaged. Filed numerically. (Weekly, official.) 10 x 15 folders, 2 ft., in drawer of wooden filing case. R. 501. (2235)

23. MISCELLANEOUS CORRESPONDENCE, REPORTS, AND TABULATIONS, July 1927 - June 1928. Correspondence relating to exposed X-ray plates, replacements of X-ray tubes by contract, authorization for special purchases from Washington, sale of surplus motor vehicles, repair of vehicles by motor vehicle service department, proposals covering repairs of typewriting and bookkeeping machines, rebuilding of steam sterilizers, repairs to planograph, and special purchases of rubber stamps and dating machines. Filed alphabetically and chronologically. (Never.) 10 x 15 folders, 2 ft. 6 in., in drawer of steel filing case. R. 501. (2203)

24. REPORT OF INSPECTIONS, July 1927 to date. Inspection and disposition record received from Naval Supply Depot, Brooklyn, N.Y., of commodities rendered for inspection, verifying governmental requirements and specifications; if item is rejected by Naval Supply Depot, sample is returned to contractor with reasons indicated. Filed alphabetically. (Semimonthly, official.) 10 x 15 folders, 6 in., in drawer of wooden filing case. R. 502. (2057)

25. COMPARATIVE COST REPORTS, 1927 to date. Photostatic copies of combined monthly report of depot and Perry Point Supply Depot, compiled by budget and statistical department of Washington office. Filed chronologically. (Monthly, official.) 9 x 15 folders, 2 ft., in drawer of wooden filing case and in storage box. R. 504 and 6th floor storage. (2205, 2229)

26. MEMORANDUM RECEIPTS, 1927 to date. For non-expendable property loaned to VA and other agencies. When property is returned, memorandum receipt is put in inactive file; when loaned out, it is kept in active section of same file. New memorandum receipts compiled every three months from the active file and signed by executive in charge. Filed chronologically. (Monthly, official.) 10 x 15 folders, 1 ft., in drawer of wooden filing case. R. 504. (2227)

27. RECAPITULATION OF VALUATION REPORTS, July 1928 - 1934. Monthly reports of expenses incurred within depot to determine cost of handling, showing cost ledger, operating expense register of storehouse issues, voucher register, and general journal entries. Entered chronologically. (Never.) 14 x 18 vols., 4 ft., in wooden storage box. R. 501. (2218)

28. DRAYAGE TICKETS, 1928 to date. Receipt for merchandise for supplies shipped locally by truck. Filed numerically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 5 ft. 6 in., in wooden storage box. R. 502 and 6th floor storage. (2209, 2063)

29. PERSONNEL CLASSIFICATION BOARD QUESTIONNAIRE, 1928 to date. Form 4, showing analysis of title, salary, pay roll status of employee, and names of superior and subordinates; subsequent to employee's appointment from Washington, duplicate copies of questionnaire are compiled and submitted



to Washington for approval. Filed alphabetically. (Monthly, official.) 8 x 11 pockets, 6 in., in drawer of wooden filing case. R. 501. (2042)

30. ISSUE SLIPS OF EXPENDABLE PROPERTY, July 1930 to date. Monthly tabulation with supporting issue slips of expendable maintenance property and expenditure vouchers. Filed chronologically. (Monthly, official.) 10 x 15 folders, 1 ft., in drawer of wooden filing case. R. 501. (2238)

31. EXPENDABLE AND NONEXPENDABLE PROPERTY CARDS, 1930 to date. Showing item, unit price, dates received and issued, voucher number, to what department, and amount issued. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 boxes on desk. R. 504. (2226)

32. ASSIGNMENTS TO FACILITIES AND REGIONAL OFFICES IN THE FIELD, 1931 to date. Authorization letters from Washington office, detailing superintendent of this depot to make tours in field issuing general instructions in functions of new facility or regional office; also results of general conference in Washington held annually, and attended by regional executives. Filed chronologically. (Monthly, official.) 10 x 15 envelopes, 1 ft., in wooden drawer of filing case. R. 504. (2228)

33. CONSOLIDATED MONTHLY REPORT OF BUDGET ACTIVITIES, 1931 to date. Form 6620, budget report with supporting bill for maintenance entered in respective column, then tabulated against appropriation to ascertain total encumbrance for current month. Net encumbrance is deducted from appropriation to determine amount lost or saved for that period with reasons and explanations thereof; also miscellaneous papers, correspondence and pertinent papers between this depot and Washington office pertaining to budgets and appropriations. Filed chronologically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 5 ft., in drawer of wooden filing case and storage box. R. 501 and 6th floor storage. (2215, 2236)

34. TRAFFIC BOARD REPORTS, 1931 to date. Copies of government bills of lading for purpose of compiling monthly reports to traffic board in Washington. Filed chronologically. (Older records, never; recent records, monthly, official.) 10 x 15 folders, 9 ft. 3 in., in 3 drawers of steel filing case and in wooden storage box. R. 501 and 6th floor storage. (2221, 2222, 2060)

35. PERSONNEL FILE OF EMERGENCY AGENCIES, 1932 - 1934. Notices of commitment, classification record, relief status, application by client to be requested for project from relief agency, letters of introduction, and pay roll. Filed alphabetically. (Occasionally, official.) 8 x 11 folders, 1 ft., in drawer of wooden filing case. R. 501. (2048)

36. TIME LOCK REPORT, Apr. 1932 to date. Describes operations of door at entrance of warehouse building, showing exact time and date door locked and unlocked. (Monthly, official.) 8 x 11 folders, 4 in., in drawer of wooden filing case. R. 501. (2051)



37. INBOUND VOUCHER REGISTER, July 1932 to date. Showing record of merchandise received, name of commodity, source of supply, and tonnage, maintained for purpose of assigning numbers to vouchers approved, and for distribution. Entered numerically. (Daily, official.) 12 x 18 vol., 2 in., on desk. R. 502. (2052)
38. GENERAL CORRESPONDENCE, June 1933 to date. Correspondence relative to activities of department. Filed decimally. (Daily, official.) 10 x 15 folders, 40 ft., in 5 drawers of wooden filing cases. Rs. 501 and 502. (2056, 2219)
39. REQUISITIONS FOR SUPPLIES, June 1933 to date. Certified by supply officer at point of origin and approved by superintendent of this depot. After shipment is made, money value is charged against hospital's or regional office's appropriation. Filed numerically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 22 ft., in 11 drawers of steel filing cases. Rs. 501 and 502. (2223, 2054)
40. ALLOTMENT LEDGER, July 1933 to date. Budget control and record of stock expenditures for depot; also purchase orders posted after certification and approval. Entered numerically. (Daily, official.) 11 x 16 vols. (3), 1 ft., on 3 wooden trays in desk. R. 502. (2045)
41. RECAPITULATION OF REGISTERS, July 1933 to date. Ledger showing operations for one month's activities of expenses incurred within depot, to determine cost of handling, operating expense of storehouse issues, voucher register, and general journal entries. Entered chronologically. (Daily, official.) 14 x 18 vol., 3 in., on tray in desk. R. 502. (2046)
42. WORK SHEETS FOR STOCK REPLENISHMENT, 1933 to date. List each stock item numerically, showing quantities shipped during period, amount on hand, and quantity needed on stock requisitions; also correspondence with Procurement Division in Washington concerning stock requisitions and supplies. Filed chronologically. (Semiannually, official.) 10 x 15 folders, 1 ft., in drawer of wooden filing case. R. 501. (2237)
43. OUTGOING CORRESPONDENCE, July 1934 to date. For purposes of following up lost documents. Filed chronologically. (Occasionally, official.) 10 x 15 folders, 5 ft., in 2 drawers of steel filing case. R. 501. (2233)
44. SHIPPING ORDERS, July 1934 to date. Covering non-standard articles approved by Washington office requisitioned by hospital or facility direct; if approved by Washington office, order is forwarded to this office as authority and instructions to ship goods. Filed numerically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 72 ft., in 36 drawers of steel filing cases. Rs. 501 and 502. (2217, 2053)
45. PURCHASE ORDERS FOR INITIAL SUPPLIES AND EQUIPMENT TO DWIGHT FACILITY, Aug. 1934- Mar. 1935. Record of initial supplies and equipment shipped to this depot, awaiting shipment to Dwight, pending opening of new hospital. Filed chronologically. (Never.) 10 x 15 folders, 2 ft., in drawer of steel filing case. R. 501. (2234)



46. AUXILIARY CARD INDEX, 1934 to date. Surplus stock item numbers, reported by field stations, listing quantity and price. Filed numerically. (Older records, never; recent records, daily, official.) 5 x 8 cards, 18 ft., in wooden storage box and 6 tub desks. R. 502 and 6th floor storage. (2207, 2243)

47. INVOICE REGISTER, 1934 to date. Register of all incoming invoices from regional offices and facilities with progressive numbers affixed to respective documents, showing class of material, articles, dates submitted, symbol of accounting, amount involved, and date completed. Entered numerically and chronologically. (Daily, official.) 10 x 11 loose-leaf books, 1 ft., in tub filing desk. R. 501. (2202)

48. PRICE LISTS ON STANDARD STOCK ARTICLES, Jan. 1935 to date. Compiled by cost accounting clerk and submitted to hospitals, facilities, regional offices, and Administrator's headquarters. Filed chronologically. (Monthly, official.) 10 x 15 folders, 6 in., in drawer of wooden filing case. R. 502. (2061)

49. SURPLUS STOCK OF DEPOT WAREHOUSE, May 1935 to date. Record of surplus stock on non-standard articles determined by the Administrator. Filed chronologically. (Monthly, official.) 9 x 11 folders, 1 ft., in drawer of wooden filing case. R. 502. (2064)

50. GEOGRAPHICAL REGISTER OF FIELD AGENCIES, July 1935 to date. Showing incoming and field station requisition numbers and dates received. This is a general index and register to all incoming requisitions from field agencies and shipping orders received from Washington. Entered alphabetically and geographically. (Daily, official.) 9 x 11 vols., 2 in., in tub desk. R. 501. (2239)

51. SURPLUS PROPERTY LISTS, July 1935 to date. Field station reports to this depot for instruction to dispose of surplus commodities by transfer to the most advantageous point of delivery. (Daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of wooden filing case. R. 502. (2242)

#### DANVILLE

##### VETERANS' ADMINISTRATION FACILITY

1900 East Main Street

- (A) Hospital Bldg.
- (B) Hospital Annex Bldg.
- (C) Library Bldg.
- (D) Machine Shop

This Facility was established for the care of mental patients, in June 1933. Previous to that time, from 1899 to 1933, this unit was known as the National Home for Disabled Volunteer Soldiers. The changes in administration and functions were completed by the end of 1933. During the



reorganization in that year, the inmates who had been institutionalized here for domiciliary care, were transferred to homes in Dayton, Ohio, Milwaukee, Wis., and Marion, Ind. Inmates of the institution for mental patients, come from all parts of the United States. In addition to veterans who have had active war service, soldiers and sailors who have been discharged as a result of mental disability, are also hospitalized here. Quarterly reports from all departments are sent to the Manager's office, and from there are forwarded to the Washington office. Records are in excellent condition, with the exception of obsolete papers stored in basement vaults, and are destroyed only upon authority from the Washington office. The records prior to 1933, which are definitely and exclusively those of the National Home for Disabled Volunteer Soldiers, are in the custody of the Facility and are described below.

#### Manager's Office

52. ANNUAL INSPECTION REPORT, 1901 - 1930. Issued by inspecting officer from the War Department covering condition of grounds, buildings, living and eating quarters, and veterans' living at home. Filed chronologically. (Never.) 4 x 9 bundles, 1 ft., in wooden document holder. Vault in basement. (52)

53. GENERAL CORRESPONDENCE, 1911 - 1935. With Washington office and other units, pertaining to the operation of various departments of the Facility, general welfare of inmates and other official business. Filed chronologically. Indexed. (Never.) 4 x 9 bundles and 10 x 15 folders, 33 ft. 6 in., on wooden shelves and in box. Vault in basement. (50, 51, 54)

54. GOVERNOR'S ANNUAL REPORTS, 1920 - 1931. To Washington office, covering financial and physical condition of the National Home for Disabled Soldiers. Filed chronologically. (Never.) 4 x 9 bundles, 6 in., in wooden document holder. Vault in basement. (53)

55. SERVICE LETTERS, BULLETINS, AND ORDERS OF VETERANS' REGULATIONS, July 1930 to date. General instructions from headquarters, pertaining to ceremonies and formalities of veterans; also special bulletins relative to various department activities. Filed alphabetically. Indexed. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. SE. corner, 2d floor. (49)

56. GENERAL CORRESPONDENCE INDEX, Aug. 1932 to date. Decimal index to correspondence relating to administration, buildings and grounds, finance and accounting, food service, hospital and surgical service, personnel, supplies and equipment, and transportation. (Daily, official.) 10 x 15 folders, 8 ft., in 6 drawers of steel filing case. SE. corner, 2d floor. (47)

57. MONTHLY REPORTS, 1934 to date. Form 3400A, covering authorized burial claims, prosthetic appliances, authorized travel, funds held for beneficiaries, and applications for hospital or domiciliary care. Filed chronologically. Indexed. (Monthly, official.) 10 x 15 folders, 3 in., on desk. SE. corner, 2d floor. (48)



Finance Division

58. GENERAL TIME BOOKS, Jan. 1898 - 1907. Showing date, name of worker, service record, rate of pay, total time worked, and amount due. Entered chronologically. (Never.) 15 x 18 vols., 6 in., on floor. Basement vault. (374)

59. GENERAL FUND REPORT, Aug. 1898 - June 30, 1926. Account current, showing abstract of receipts and disbursements, invoice of monies, requisition for funds, list of outstanding liabilities, and pension trial balance and fund. Filed chronologically. (Never.) 8 x 10½ loose sheets, 27 ft., in 27 cardboard boxes and on 3 wooden shelves. Basement vault. (407)

60. RECEIPTS OF DEPOSITS, Sept. 1898 - July 1935. Showing name of bank, regulation receipt, signature of bank cashier, dates, and receipt number. Filed numerically. (Never.) 4 x 8 loose sheets, 1 ft., in cardboard box. Basement vault. (402)

61. APPLICATIONS FOR EFFECTS OF DECEASED MEMBERS, Feb. 1899 - June 1915. Showing patient's name, military service, dates of admittance and death, statement of effects, manager's recommendation, certified copy of probate court order in matters of estate of deceased, and administrative receipt. Entered numerically. (Never.) 4 x 9 vols., 10 ft., in 10 cardboard boxes and on wooden shelves. Basement vault. (400)

62. PENSION CERTIFICATES, June 1899 - Sept. 1916. Issued by Department of the Interior, showing date, history of patient's military service, and amount of pension to which he is entitled. Filed alphabetically. (Monthly, official.) 8 x 10½ loose sheets, 2 in., in safe. 1st floor. (377)

63. INDIVIDUAL PENSION ACCOUNT LEDGER, July 1899 - June 1906. Showing date, folio number, receipts, disbursements, and balance. Entered alphabetically. (Never.) 12 x 19 vols., 1 ft., on floor. Basement vault. (372)

64. RECORD OF PENSION CERTIFICATE, July 1899 - June 30, 1907. Showing names of agency and veteran, military service, date admitted, number and date of certificate, rate per month, and disposition. Entered numerically. (Never.) 11 x 18 vols., 9 in., on floor. Basement vault. (368)

65. EXHIBIT OF CONTRACTS, July 1899 - June 1908. Showing contract number, date, name and address of contractor, date of expiration, bond, articles and terms of contracts, and date of payment. Entered chronologically. (Never.) 10 x 16 vols., 2 ft. 6 in., on floor. Basement vault. (366)

66. PENSION CASH ACCOUNT, July 1899 - Oct. 1908. Showing debits and credits, date, folio number, names of payer and payee, amount, and total. Entered chronologically. (Never.) 11 x 17 vols., 1 ft., on floor. Basement vault. (371)

67. RECORD OF TRANSPORTATION, July 1899 - June 1911. Showing number and date of ticket, to whom issued, company and regiment, route, amount, and remarks. Entered chronologically. (Never.) 12 x 18 vols., 1 ft. 6 in., on floor. Basement vault. (369)



68. POST FUND ACCOUNT LEDGER, July 1899 - June 1921. Showing date of voucher, name, object, receipts and expenditures of store and hotel, amusement, entertainment, construction, repairs, and miscellaneous expenses. Entered chronologically. (Never.) 14 x 17 vols., 1 ft. 6 in., on floor. Basement vault. (373)
69. PENSION AND POST FUND CHECK STUBS, Sept. 1899 - Jan. 1913. Showing name of payee, voucher number, and amount and purpose of check. Entered numerically. (Never.) 6 x 18 vols., 7 ft., on vault. Basement vault. (391)
70. POST FUND JOURNAL, Dec. 1899 - Jan. 1905. Showing names of firms from which supplies are purchased, amount paid, and express and freight charges. Filed alphabetically. (Never.) 12 x 16 vol., 3 in., on floor. Basement vault. (411)
71. GENERAL ACCOUNTS, July 1900 - June 1916. Showing date, voucher and folio numbers, name, object, and internal and cash expenditures. Entered chronologically. (Never.) 15 x 17 vols., 2 ft., on floor. Basement vault. (370)
72. IMPERISHABLE PROPERTY ACCOUNTS, July 1901 - June 1909. Showing date, article, price, dates ordered and delivered, and quantity. Entered chronologically. (Never.) 12 x 18 vols., 3 in., on floor. Basement vault. (375)
73. IMPERISHABLE POST FUND, July 1901 - June 1917. Quarterly report listing articles found in excess, and gained or lost in issues or by shrinkage. Filed chronologically. (Never.) 4 x 10 envelopes, 1 ft., in cardboard box. Basement vault. (395)
74. RECORDS OF CONTRACTS AND LETTERS OF ACCEPTANCE, Jan. 1904 - Sept. 1917. For subsistence, household, hospital, and farm clothing, showing name of firm, amount of contract, and date paid. Entered chronologically. (Never.) 10 x 12 vols., 1 ft., on floor. Basement vault. (364)
75. COPY OF PENSION REPORT, June 1904 - 1908. Showing rate per month, number of members receiving pension, and number and name of those discharged, dead, and dropped. Entered chronologically. (Never.) 8 x 10½ vols., 6 in., on floor. Basement vault. (389)
76. GENERAL FUND CANCELED CHECKS, July 24, 1905 - Sept. 30, 1907. Showing name of payee, amount and purpose, voucher number, and signature of the treasurer of general fund. Filed chronologically. (Never.) 3 x 8 sheets, 1 ft., in cardboard box. Basement vault. (398)
77. PENSION RECORD, July 1, 1906 - June 30, 1910. Showing name, rank, company, regiment, certificate number, date, rate of pay per month, dates of pension payment, and dates admitted to home, dropped, discharged, or transferred from home. Filed alphabetically. (Never.) 4 x 6 cards, 2 ft., in cardboard box. Basement vault. (390)
78. RECORD OF CORRESPONDENCE, July 1906 - June 1932. Pertaining to activities of home and general subjects. Entered chronologically. (Never.) 8 x 10½ loose sheets and 12 x 12 vols., 26 ft., on floor, in boxes and on wooden shelves. Basement vault. (365)



79. PENSION FUND LEDGER SHEETS, June 1907 - July 1930. Showing name, certification number, military service, rate of pension, dates of receipts and disbursements, and balance. Entered alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  loose-leaf books and 10 x 15 vols., 9 ft., on floor. Basement vault. (362, 367)

80. ADMITTANCE RECORD, July 1, 1907 - 1908. Showing name of member, certificate and company numbers, regiment, pension, last paid agency, and date notices sent. Entered numerically. (Never.) 8 x 10 $\frac{1}{2}$  vol., 1 in., on floor. Basement vault. (387)

81. PENSION AND POST FUND CANCELED CHECKS AND REGISTER, July 1909 - Mar. 1931. Showing check and voucher numbers, date, name of bank, to whom payable, amount, purpose, and signatures of treasurers of pension post funds. Filed numerically and chronologically. (Never.) Various sized loose sheets and vols., 18 ft., in 12 cardboard boxes, on wooden shelf and floor. Basement vault and 1st floor. (405, 399, 341)

82. LETTERS RECEIVED, June 6, 1911 - Nov. 1919. Correspondence pertaining to all activities of the Home. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 16 ft., in cardboard boxes and on wooden shelves. Basement vault. (403)

83. STATEMENT OF DISBURSING ACCOUNT, Apr. 30, 1912 - Mar. 1927. From treasurer in Washington office, regarding proper handling of checking accounts. Filed chronologically. (Never.) 8 x 15 loose sheets, 1 ft., in cardboard box. Basement vault. (401)

84. POST FUND ESTIMATES, July 1912 - Oct. 1930. Regarding quarterly purchases of material, supplies, and services for various departments of home. Filed alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 1 ft., in cardboard box and on wooden shelf. 1st floor. (331)

85. POST FUND REPORTS, Jan. 1, 1913 - Sept. 1922. Showing daily receipts and sales of home, store, hotel, places of amusements, etc. Filed chronologically. (Never.) 4 x 8 sheets, 5 ft., in 5 cardboard boxes. Basement vault. (397)

86. DISBURSING OFFICER'S CHECK STUBS, Feb. 1913 - 1926. Showing name of payee, amounts and dates of deposits, voucher number, amount of check, and date paid. Entered numerically. (Never.) 8 x 17 vols., 2 ft. 6 in., on floor. Basement vault. (392)

87. PENSION ABSTRACT, July 1914 - June 1926. Showing name of pensioner, certificate number, rate per month, and amount paid. Filed chronologically. (Never.) 10 x 15 loose sheets, 16 ft., in 16 cardboard boxes. Basement vault. (406)

88. EXHIBIT, LETTERS OF CONTRACT ACCEPTANCE, AND CONTRACTS, July 1915 - Oct. 1926. Showing name and address of contractor, expiration date, amounts and dates of payments, number and amount of voucher and purpose of contract. Filed alphabetically and numerically. (Never.) 8 x 11 bundles and 8 x 10 $\frac{1}{2}$  loose sheets, 17 ft., on shelves and in cardboard boxes. Basement vault. (394, 409)



89. PROPOSALS FOR SUPPLIES, July 1915 - 1928. Specifications regarding quantity and price, with instructions and schedules for bidders. Filed chronologically. (Never.) 8 x 10½ loose sheets, 13 ft., in 13 cardboard boxes and on wooden shelves. Basement vault. (404)

90. MISCELLANEOUS RECORDS, July 1915 - June 1929. Showing unnumbered contracts, copies of trial balances, open market orders, officer's reports, and worthless record books. Entered alphabetically. (Never.) 8 x 10½ vols., folders, loose-leaf books, and bundles, 25 ft., on shelves and in pasteboard boxes. Basement vault. (386)

91. ABSTRACT OF PROPOSALS, July 1916 - June 1927. Covering supplies, hospitals, clothing, repairs, medical and hospital service, subsistence, household and farm, estimated costs, and total values of accepted proposals. Filed chronologically. (Never.) 8 x 10½ loose sheets, 15 ft., in cardboard holders, on wooden shelves. Basement vault. (410)

92. ESTIMATES, July 1916 - June 1927. Covering supplies for subsistence, hospital, household, clothing, repairs, etc, showing number of members and civilians, total for present and preceding quarter, and estimated cost. Filed numerically. (Never.) 8 x 10½ sheets, 11 ft., in 11 cardboard boxes on wooden shelves. Basement vault. (408)

93. DETAILS OF LABOR POST FUND, Aug. 15, 1917 - Mar. 2, 1920. Showing employees recommended for positions, salary, reason for vacancy, and signatures of superintendent of post fund and governor. Filed by name of position. (Never.) 5 x 6 sheets, 6 in., in pasteboard box. Basement vault. (396)

94. LIBERTY LOAN BOND LEDGER, July 1918 - June 1930. Showing name and address of subscriber, amount subscribed, bond number, classification, and receipt. Entered numerically. (Never.) Various sized vols., 3 in., on floor. Basement vault. (388)

95. LETTERS RECEIVED, Jan. 1, 1920 - June 1932. Pertaining to abstracts of proposals and acceptance of contracts. Finance Officer considers these important and active. Filed numerically. (Weekly, official.) 8½ x 10 loose sheets, 9 ft., document holders in vault. 1st floor. (320)

96. SALARY RECORDS, Aug. 1920 to date. Showing name, designation, classified and unclassified duty, salary, deduction, and date of employment. Filed alphabetically. (Daily, official.) 4 x 6 cards, 20 ft., in drawers of steel card cabinets. 1st floor. (385)

97. RECORD OF CHECKS ACCOMPANYING BIDS, May 1921 - Nov. 1930. Showing from whom received, kind, number, date, bank, amount, and date returned. Entered chronologically. (Never.) 8 x 10½ vol., 1 in., on shelf. 1st floor. (324)

98. MEMBERS DEPOSIT LEDGER, July 1921 - Mar. 1, 1931. Showing name of member, signature, historical number, military service, home company, dates of deposits, withdrawals, and balance. Filed numerically. (Never.) 8½ x 11 vol., 3 in., on shelf of vault. 1st floor. (342)



99. POST FUND REPORTS, PROPERTY RETURNS AND INVENTORIES, July 1926 - June 30, 1927. Covering post fund property for year, transfers, and invoice of moneys transferred to board of managers. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 9 in., in cardboard box and on wooden shelf. 1st floor. (330)
100. GENERAL FUND REPORTS AND BANK STATEMENTS, July 1926 - June 30, 1932. Showing checking account, audit of general accountant's office, abstract of checks paid, schedule of disbursements, and statement of disbursement officer. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 3 ft., in cardboard boxes and on wooden shelf. 1st floor. (329)
101. EMPLOYMENT RECORDS, Sept. 1926 - June 1931. Showing recommendation of superintendent for persons to fill vacancies, type of position, annual salary, and applicant's military service. Filed chronologically. (Never.) 7 x 8 loose sheets, 4 in., in cardboard box on shelf of vault. 1st floor. (333)
102. TIME BOOKS, Oct. 1926 - Aug. 1932. Record of each employee. Entered chronologically. (Never.) 3 x 5 vols., 1 ft. 6 in., in cardboard box. Basement vault. (363)
103. GOVERNMENT REQUEST FOR TRANSPORTATION, Nov. 1926 - June 1931. Showing names and titles of persons issuing and receiving, military service, approval of application, and order for transportation. Filed chronologically. (Never.) 3 x 8 loose sheets, 1 ft., in cardboard box in vault. 1st floor. (332)
104. DISBURSING OFFICERS CHECKS, Jan. 1927 - July 1931. Showing date, amount, to whom issued, and check number. Filed numerically. (Never.) 8 $\frac{1}{2}$  x 17 vols., 2 ft., on shelf of vault. 1st floor. (338)
105. ESTIMATES AND NUMBERED CONTRACTS, July 1927 - June 30, 1932. Estimates for supplies and service for hospital and farm, showing current subsistence, clothing, and household expense with contracts attached. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 8 ft. 6 in., in 11 cardboard boxes and on wooden shelf. 1st floor. (326)
106. PROPOSALS FOR SUPPLIES, July 1927 - June 30, 1932. Covering hospital, farm, subsistence, clothing, and household. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 11 ft., in 16 cardboard boxes and on wooden shelves. 1st floor. (328)
107. PENSION FUND, July 1927 - June 1933. Reports by treasurer, showing certificate of deposit, receipt of pension fund check, requests from hospital patients for transmittal of funds to relatives or friends, and quarterly report. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 8 ft., in 11 drawers of wooden filing cases. 1st floor. (335)
108. GENERAL FUND LEDGER, July 1, 1928 - June 30, 1931. Showing voucher number, transactions, object, symbol for current expenses, subsistence, household, repairs, farm, clothing, total of receipts and expenditures, and balance. Entered chronologically. (Never.) 11 x 16 vols., 6 in., on shelf of vault. 1st floor. (340)



109. GENERAL CORRESPONDENCE, Jan. 1, 1929 - July 1936. Between various departments of the facility, central office, individuals, firms, and organizations, regarding miscellaneous subjects. Filed numerically and alphabetically. (Older records, never; recent records, daily, official.)  $8\frac{1}{2}$  x 10 folders, 6 ft. 3 in., on shelf in vault, and in drawers of steel filing case. 1st floor. (319, 344)

110. UNNUMBERED CONTRACTS, July 1929 - June 30, 1930. Tabulation of current expense, subsistence, household, farm, clothing, hospital purchases and services, showing time for receiving sealed bids and public openings, and letters of acceptance. Filed chronologically. (Never.)  $8$  x  $10\frac{1}{2}$  loose sheets, 2 ft., in 2 cardboard boxes and on wooden shelf. 1st floor. (327)

111. PENSION LEDGER, July 1929 - June 1931. Showing name of member, military service, certificate number, rate of pension, receipts, disbursements, and balance. Filed alphabetically. (Never.)  $8$  x  $10\frac{1}{2}$  loose-leaf books, 8 in., in 4 post binders. 1st floor. (336)

112. CONSOLIDATED REPORT OF BUDGET ACTIVITIES, July 1930 - June 30, 1931. Showing monthly activities, appropriation, total allotment and encumbrance, date, net encumbrance for current month, unencumbered balance of supplies, materials, communication service, repairs, alterations, equipment, etc. Filed chronologically. (Never.)  $8\frac{1}{2}$  x 15 loose sheets, 1 in., on shelf in vault. 1st floor. (321)

113. PURCHASE ORDERS AND CONTRACTS, July 1930 - June 30, 1931. Showing order and voucher numbers, date, name and address of contractor or firm, nature of supplies, memo of payment, date, amount paid, exhibit of contract, and letters of acceptance. Filed chronologically. (Never.)  $8$  x  $10\frac{1}{2}$  loose sheets, 1 ft., on wooden shelf of vault. 1st floor. (343)

114. FIELD SERVICE RECEIPT OF GENERAL POST FUND, Jan. 1931 - Sept. 1933. Showing hospital number, name and identification number of beneficiary, description of remittance, name of deceased member, and name and address of remitter. Filed alphabetically. (Weekly, official.)  $4$  x  $8$  loose sheets, 6 in., in 2 document holders. 1st floor. (360)

115. LEDGER ACCOUNT AND VOUCHERS OF PENSION FUND, Jan. 1931 - Sept. 1933. Showing patient's name, military service, dates admitted and discharged, voucher number, deposits, withdrawals, and balance of government money. Filed alphabetically. (Daily, official.)  $8$  x  $10$  cards, 2 ft., on floor. 1st floor. (355)

116. FIELD SERVICE RECEIPTS, July 1931 - June 1932. Showing collections, date received, remitter, purpose, amount, fund to be credited, payments by special disbursing agent, and field service receipt. Filed chronologically. (Never.)  $8$  x  $10\frac{1}{2}$  loose sheets, 3 in., in document holders. 1st floor. (334)

117. ALLOTMENT LEDGER, July 1931 - June 30, 1936. Showing previous balance, impounded reserve, transfer of unencumbered balance, audited vouchers, liquidated encumbrances, authorized allotments, and unencumbered allotments. Entered chronologically. (Older records, never; recent records, daily, official.)  $10$  x  $14$  vols., 2 ft., on shelf in vault. 1st floor. (323, 322)



118. CONTRACTS PENDING, July 1931 - June 1936. For clothing, electrical goods, dental and medical appliances, light and power, telephone, hardware, etc. Filed alphabetically. (Daily, official.) 10 x 15 folders, 2 ft. 6 in., in drawer of steel filing case. 1st floor. (345)

119. BUDGET FILE, SALARY AND EXPENSES PENDING AND COMPLETED, July 1931. to date. Showing transfer of funds to handle additional encumbrance in various departments of the Facility, and receipts for same. Filed by budget symbol. (Older records, never; recent records, daily, official.) 9 x 11 and 10 x 15 folders, 9 ft. 6 in., in drawers of steel filing case, wooden boxes, and desk. 1st floor. (354, 353)

120. PATIENTS' FUNDS, July 1931 to date. Showing name, requisition, company number, and articles listed for comfort of beneficiary and charged to funds. Filed alphabetically. (Older records, never; recent records, daily, official.) 8 x 10 $\frac{1}{2}$  loose sheets, 13 ft., in drawers of steel filing cases. 1st floor. (381, 380)

121. GENERAL POST FUND VOUCHERS AND EFFECTS OF DECEASED PATIENTS, Oct. 1931 to date. Showing application for effects of deceased member, described articles, date, cause of death, inventory of effects, history of veteran, cash paid to public administrator, and date, amount and voucher number. Filed chronologically. (Daily, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. 1st floor. (346)

122. MAINTENANCE AND REPAIRS BY CENTRAL OFFICE, June 9, 1932 - Apr. 1936. Showing purchases contracted for, except personal. (Never.) 10 x 15 folders, 2 in., in drawer of steel filing case. 1st floor. (348)

123. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, July 1932 - June 1933. Showing number and date of order, date of delivery, description of articles or services, quantity, unit price and amount. Filed alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  sheets, 8 ft., in wooden box. Basement vault. (393)

124. CANCELLATION NOTICES OF CHECKS, GENERAL FUNDS, July 1932 - June 30, 1934. From accountant of facility to disbursing officer, showing check and symbol numbers, amount, date, appropriation, and reason and schedule of cancellation. Filed chronologically. (Never.) 8 x 10 loose sheets, 6 in., in wooden document holder. 1st floor. (318)

125. ACCOUNT OF SALES OR COLLECTION, July 1932 - 1935. Showing public property, and collection for service rendered or subsistence furnished at Facility. Filed chronologically. (Daily, official.) 8 x 10 loose sheets, 1 ft. 6 in., in 3 wooden document holders. 1st floor. (361)

126. COST ACCOUNTING REPORT AND RECORDS, July 1932 - June 1936. Showing property manufactured or found at station and taken up on the property record cards, issue and credit slips for expendable property, plant operation data, and laundry operation report. Filed chronologically. (Weekly, official.) 10 x 15 folders, 4 ft., in 2 drawers of wooden filing case. 1st floor. (356)



127. PAY ROLL SCHEDULE, July 1932 - June 30, 1936. Showing name, grade designation, total salary, deductions, and explanation of same. Filed chronologically. (Weekly, official.) 11 x 16 loose leaves, 2 ft., in 2 drawers of filing case. 1st floor. (357)

128. COST ACCOUNTING RECORDS, 1932 - 1936. Showing date received, name of property clerk, date of requisition, description of property, card inventory, debit voucher of all articles, and classification. Filed by classification. (Annually, official.) 10 x 15 folders, 6 in., in drawer of steel filing case. 1st floor. (351)

129. BUDGET ESTIMATES, 1932 to date. For quarterly allotment, including estimated requirements for each division of the facility and supporting correspondence. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. 1st floor. (350)

130. MISCELLANEOUS VOUCHER MEMORANDA, July 1933 - June 30, 1935. Covering reimbursement of travel, per diem, purchases, and services other than personal. Filed alphabetically. (Quarterly, official.) 8 x 10½ loose sheets, 10 ft., on wooden shelves. 1st floor. (325)

131. NATIONAL INDUSTRIAL RECOVERY SCHEDULES, July 1933 - 1935. Copies showing department office, name of special disbursing officer, station, appropriation, summary of cash on account, employee's clearance from indebtedness, and pay roll for personal services. (Never.) 8½ x 14 loose sheets, 1 ft. 1 in., in document holder. 1st floor. (317)

132. SCHEDULES OF COLLECTIONS AND DISBURSEMENTS, July 1933 - 1935. Showing department or office, names of payer and payee, date, receipt number, purpose, amount, summary of collections, and account current of special disbursing agent of post and pension funds. Filed by dates. (Never.) Various sized loose sheets and folders, 4 ft. 7 in., in wooden document holder on shelf, and in drawer of steel filing case. 1st floor. (358, 359, 337, 352)

133. COST LEDGER, July 1934 - 1936. Showing hospital operating expense, including salaries, material and supplies, subsistence, freight, repairs, maintenance, per diem, etc. Filed by subject. (Weekly, official.) 14 x 16 loose sheets, 1 in., on shelf in vault. 1st floor. (339)

134. FIELD SERVICE CANCELED RECEIPTS, Mar. 1935 - June 1936. Showing description of remittance, hospital number, name and identification of beneficiary, amount, reason for remittance, and how applied. Filed chronologically. (Daily, official.) 3 x 8 loose sheets, 1 ft. 6 in., in safe. 1st floor. (376)

135. REPORT OF DIRECTOR OF FINANCE, Apr. 29, 1935 - July 31, 1936. Pertaining to funds in the hands of disbursing officer, for salary and expenses, army and navy pensions, adjusted service certificates, Government life insurance, and personal funds of patients. Filed by subject. (Daily, official.) 10 x 15 folders, 2 in., in steel filing case. 1st floor. (349)



136. VALUABLES OF DECEASED PATIENTS, June 25, 1935 to date. Showing name of deceased and inventory of valuables. Filed alphabetically. (Monthly, official.)  $7\frac{1}{2}$  x 10 envelopes, 3 in., in office safe. 1st floor. (379)

137. PATIENTS' ROSTER, July 1935 - Jan. 1, 1936. Showing name, register number, class of beneficiary, dates, enlisted and discharged, military status, date and place of birth, class and date of admission, income, religion, and staff diagnosis. Filed alphabetically. (Never.) 3 x 5 cards, 5 ft., in drawer of steel card cabinet. 1st floor. (384)

138. PUBLIC VOUCHERS FOR REFUND, Aug. 1935 to date. Showing appropriation authorized to be refunded and schedules authorizing expenditures of funds. Filed chronologically. (Semimonthly, official.) 8 x  $10\frac{1}{2}$  loose sheets, 8 ft., in drawers of steel filing case. 1st floor. (382)

139. PATIENTS' FUND LEDGER, Aug. 7, 1935 to date. Showing name of patient, name and address of legal guardian, voucher number, government or private funds, and balance. Filed alphabetically. (Daily, official.) 8 x 10 cards, 1 ft. 3 in., in wooden box. 1st floor. (383)

140. OFFICIAL RECEIPTS, Sept. 1935 to date. Remitter's copy showing transfer of deceased patients fund to cashier, date, name and identification number of patient, amount, receipt number, and reason and description of remittance. Filed chronologically. (Daily, official.) 3 x 8 loose sheets, 1 in., in safe. 1st floor. (378)

141. VOUCHERS FOR SALARY, PURCHASES, AND SERVICES, OTHER THAN PERSONAL, July 1936 to date. Showing date of payment, amount, name of payee, voucher number, nature of work done, items purchased, and services rendered for the Facility. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft., in 3 drawers of steel filing case. 1st floor. (347)

#### Medical Division

142. STATE REGISTERS, Jan. 1898 - Feb. 1928. Showing name of member, rank, regiment number, company, state from which enlisted, and date of discharge. Entered by states and alphabetically. (Never.)  $1\frac{1}{4}$  x  $1\frac{1}{2}$  vols. (3), 1 ft., on wooden shelf. W. center, basement. (242)

143. INDIVIDUAL HISTORICAL RECORD, 1898 - Dec. 1934. Showing dates of birth and admission, time and place of enlistment, rank, company, and regiment, time, place, and cause of discharge, disabilities, age, color, and race. Filed numerically. (Never.) 12 x 18 vols., 15 ft., on wooden shelf. W. center, basement. (244)

144. HOSPITAL CLINICAL RECORDS, Jan. 4, 1899 - 1921. Showing diagnosis of patient's upon entering hospital, treatment prescribed by attending doctor, and other necessary data. Filed numerically. (Never.) 12 x 18 vols. 3 ft., on open wooden shelves. S. center, 4th floor (Bldg. B). (231)

145. RECORD OF ADJUTANT'S OFFICE, Oct. 1899 - Apr. 1935. Reports on members admitted, containing application for admission, certificate of eligibility, military service, hospital status, related correspondence, and



other pertinent information. (Older records, never; recent records, daily, official.) 4 x 9 and 10 x 15 folders and envelopes, 231 ft., on 10 wooden shelves. W. center, basement. (248)

146. BURIAL RECORD, 1899 - 1935. Showing name of deceased, date of death, military company, and disposition of body, showing if buried in local cemetery or shipped to relatives for burial. Entered chronologically. (Never.) 1 x  $1\frac{1}{2}$  vol., 1 in., on wooden shelf. W. center, basement. (247)

147. LEDGER CASH SHEETS, PATIENT'S FUND, 1911 - 1931. Showing amount of cash, personal valuables, date received, dates of withdrawals, and balance due, if any. Entered chronologically. (Never.) 5 x 8 loose-leaf books, 3 ft. 6 in., on wooden shelf. Center, 4th floor (Bldg. B). (237)

148. CLINICAL FILES, June 3, 1912 - July 1936. Showing name and age of patient, date of admission, ailment, treatment, ward record and progress, name and address of nearest relative, occupation, history of family, and related correspondence. Filed numerically. (Daily, official.) 4 x 9 envelopes, 168 ft., in 30 drawers of wooden filing cases. NW. corner, basement (Bldg. A). (241)

149. PATIENT'S CASH DEPOSIT ACCOUNT, Jan. 18, 1914 - 1929. Report of patients' cash deposits and disbursements. Entered chronologically. (Never.) 8 x 10 vols., 1 ft., on open wooden shelves. S. center, 4th floor (Bldg. B). (232)

150. PATIENTS WARD RECORD, Jan. 1915 - Dec. 1921. Showing patient's name, date of admission, service, ward number, religion, social conduct, age, occupation, nativity, pension, parent's name, diagnosis, character of treatment, surgeon's and nurse's names, and date of discharge or death. Filed chronologically. (Never.) 4 x 9 bundles, 10 ft., on wooden shelf. Center, 4th floor. (Bldg. B). (236)

151. APPLICATIONS FOR EMPLOYMENT, 1915 - Mar. 1933. Showing reference and reports, qualifications, questionnaire, and notice of acceptance or rejection. Filed by positions. (Never.) 4 x 10 envelopes and bundles, 2 ft. 6 in., on floor of vault. E. center, basement. (266)

152. RECORDS OF LABORATORY WORK, Jan. 1917 - 1936. Showing laboratory examinations and recommendations. Filed chronologically. (Never.) 8 x 10 vols. and bundles, 6 in., on floor of vault. E. center, basement. (288)

153. ADJUTANT'S RECORDS OF MEMBERS TEMPORARILY AT POST, Nov. 23, 1921 - 1932. Showing members who upon investigation were not eligible for admission, or had died before being transferred to this home pending action on application in some other institution. Copy of discharge certificate attached. Filed alphabetically. (Daily, official.) 9 x 14 envelopes, 26 ft. 6 in., in 12 drawers and on wooden shelf. W. center, basement. (246)



154. HOSPITAL RECORD OF EMPLOYEES, 1922 - 1927. Showing name, address, date, and ailment of employees who have had hospital care. Filed alphabetically. (Never.) 4 x 9 envelopes, 1 ft., on filing cabinet. East center, 1st floor (Bldg. A). (188)

155. MISCELLANEOUS RECEIPTS, PENSION MONEY AND PATIENTS TRANSFER, Jan. 1922 - Dec. 1933. Showing patient's pension money sent to relatives and transfer of patients. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 6 in., on floor of vault. E. center, basement. (277)

156. ALCOHOL, NARCOTIC, AND WHISKEY RECORD, Jan. 1922 - Dec. 1934. Showing quantity of each item received, date, department in which used, patient's, doctor's and nurse's names, and ward number. Entered chronologically. (Never.) 8 x 10 vols., 1 ft. 6 in., on wooden shelves. S. center, 4th floor (Bldg. B). (233, 256)

157. ANALYSIS OF WATER, July 1923 - May 1925. Monthly and annual tabulations, showing condition of water. Filed chronologically. (Never.) 4 x 9 bundles, 1 ft. 6 in., on filing cabinet. E. center, 1st floor (Bldg. A). (187)

158. HOSPITAL RECORD OF DECEASED MEMBERS, July 17, 1923 - June 25, 1928. Containing clinical laboratory chart, progress sheet, and complete hospital record of patient from date of admission until death. Filed numerically. (Never.) 4 x 10 envelopes, 24 ft., in 24 wooden containers. S. center, 4th floor (Bldg. B). (230)

159. EXAMINATIONS OF MEMBERS OF DOMICILIARY STATUS, Oct. 26, 1923 to date. Record of ailment, treatment, medicine prescribed, and part X-rayed; also history of domiciliary care. Filed chronologically and numerically. (Older records, never; recent records, daily, official.) Various sized loose sheets, folders and cards, 10 ft., in card cabinets, on floor, and in boxes. E. center, basement and 1st floor (Bldgs. A and B). (261, 257, 289, 184)

160. BURIAL AND REMOVAL PERMITS, Feb. 19, 1924 - May 7, 1926. Showing date and cause of death and authority to remove. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 1 in., in bundle on vault floor. E. center, basement. (250)

161. RECORD OF DEATHS, Feb. 21, 1925 - Jan. 25, 1931. Showing name of patient, date, place and cause of death, name of undertaker, and date of burial or shipment. Entered chronologically. (Never.) 8 x 10 vol. and bundles, 1 in., on floor of vault. E. center, basement. (283)

162. ENFORCED FURLOUGH RECOMMENDATION, 1925 - 1933. Showing patient's name, time, approval, report of findings, and company number. Filed chronologically. (Never.) 4 x 10 envelopes and bundles, 1 ft. 6 in., on floor of vault. E. center, basement. (265)

163. RECORD OF SICK EMPLOYEES, Apr. 6, 1926 - July 30, 1926. Showing name of absentee, and date, and cause of illness. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 1 in., on floor. E. center, basement. (253)



164. CLINICAL RECORD OF PATIENTS IN HOSPITAL, Aug. 22, 1928 to date. Showing War Dept. record, discharge certificate, voluntary care if any, agreement to comply with rules, laboratory examination, tabulations, charts, reports of injuries, patient's past history as recorded by doctors in other facilities, and related correspondence. Filed numerically. (Daily, official.) 10 x 15 folders, 75 ft., in 31 drawers of steel filing cases. E. center, 1st floor (Bldg. A). (172)

165. PENSION EXAMINATIONS, June 10 - Aug. 2, 1929. Showing name of patient, date of examination, diagnosis and percent disabled for performance of manual labor. Filed chronologically and alphabetically. (Older records, never; recent records, weekly, official.) 8 x 10 $\frac{1}{2}$  bundles, and 10 x 15 folders, 10 ft., on floor of vault. E. center, basement and 1st floor (Bldg. A). (252)

166. MONTHLY REPORT OF ADMISSIONS OF DISCHARGES OF PATIENTS, July 1929-Mar. 1931. Showing number admitted, discharged, died, remaining at end of month, and total number of hospitalization days of treatment. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 1 in., on vault floor. E. center, basement. (279)

167. MONTHLY REPORTS OF HOSPITAL ACTIVITIES, July 1929 - 1932. Showing number admitted, total present for treatment, number absent, vacant beds, number discharged, unimproved, improved, recovered, number of employees examined, and general monthly report of tuberculosis and neuro-psychiatric and X-ray service. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 1 in., on floor of vault. E. center, basement. (278)

168. MONTHLY REPORTS OF LABORATORY EXAMINATIONS, July 1929 - Jan. 1933. Surgeon's reports showing different diseases as positive, negative, unsatisfactory, and total specimens, tests, slides, and cultures. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 1 in., on floor of vault. E. center, basement. (281)

169. WASSERMANN EXAMINATION AND TREATMENT, 1929 - 1933. Showing date and results of treatment. Entered alphabetically. (Never.) 8 x 10 vols. and bundles, 6 in., on floor of vault. E. center, basement. (255)

170. STATUS CARDS, 1929 to date. Showing patient's name, financial status, government pension and insurance, private insurance and any other income, date of enlistment, conservator, name of nearest relative, and nature of discharge. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft. 6 in., in 3 drawers of wooden card cabinet. R. 133 (Bldg. A). (222)

171. VETERANS' ADMINISTRATION SERVICE LETTERS, 1929 to date. Regarding supply services, director's and administrative decisions, medical and hospital services, and pensions and compensations of patients. Entered chronologically. (Weekly, official.) 10 x 15 loose-leaf books, 2 ft., in drawers of wooden filing case. R. 133 (Bldg. A). (221)

172. GENERAL CORRESPONDENCE, Jan. 1930 to date. Between officials, various organizations, and individuals, regarding general conditions of



home, and welfare, transfer, and handling of members. Filed alphabetically, chronologically, and numerically. (Older records, never; recent records, daily, official.) Various sized loose sheets, bundles, and folders, 27 ft., in drawers of steel and wooden filing cases, and on wooden shelves. W. center, basement, and 1st floor (Bldgs. A, B, and C). (245, 240, 225, 175, 216, 238, 220, 226, 82, 287, 274)

173. MORNING REPORTS, Jan. 2, 1930 to date. Showing number of veteran patients, vacant beds, number of sick employees, and other necessary data. Filed chronologically. (Older records, never; recent records, daily, official.) Various sized loose sheets, vols., and folders, 5 ft., on shelves and in steel filing case. E. center of basement, 1st floor (Bldg. A). (262, 243, 177)

174. WARD RECORD AND ORDER BOOKS, Jan. 4, 1930 - Dec. 31, 1931. Showing patient's and nurse's name, doctor's orders, and nurses chart. Filed chronologically. (Never.) 7 x 11 vols., 4 ft., on open wooden shelf. 1st floor (Bldg. B). (234)

175. NIGHT SUPERVISOR'S REPORT, Apr. 1, 1930 - Dec. 31, 1933. Showing ward number, name of patient, medicine prescribed, and attending nurse. Entered chronologically. (Never.)  $6\frac{1}{2}$  x 11 vols. and bundles, 4 ft., on floor of vault. E. center, basement. (272)

176. HOSPITAL ADMISSION CARD, Aug. 1930 - Mar. 1932. Showing name of patient, date, age, military service, name of nearest relative, pension, if any, and amount. Filed numerically. (Never.) 5 x 8 cards, 4 ft., in drawer of steel card cabinet. E. center, 1st floor (Bldg. A). (181)

177. DRESSING ROOM RECORDS, Aug. 1930 - 1932. Showing name of patient, date, and type of dressing or treatment. Filed chronologically. (Never.)  $8 \times 10\frac{1}{2}$  vols. and bundles, 8 in., on vault floor. E. center, basement. (284)

178. MONTHLY OCCUPATIONAL THERAPY REPORT, Sept. 1930 - Dec. 1935. Showing number of patients, hours they work, and type of occupation. Filed chronologically. (Never.)  $8 \times 10\frac{1}{2}$  bundles, 1 in., on floor of vault. E. center, basement. (280)

179. AMBULANCE TRIPS, Dec. 1930 - 1933. For patients ill or injured taken to hospital for treatment, showing company commander's, physician's and patient's names, and date and nature of illness or injury. Filed numerically. (Never.) 4 x 9 envelopes and bundles, 9 in., on floor of vault. E. center, basement. (259)

180. ADMISSION AND DISCHARGE CARDS, Jan. 1, 1931 - Dec. 31, 1933. Showing patient's name, dates of admission, discharge, time in hospital, diagnosis, treatment, and reason for discharge. Filed alphabetically. (Never.) 5 x 8 bundles, 4 ft., in cardboard box. E. center, basement. (268)



181. DENTAL MASTER CARDS, OFFICE OF CHIEF DENTAL OFFICER, Jan. 1, 1931 - Nov. 1934. Showing condensed description of mouth. Filed alphabetically. (Never.) 5 x 8 cards, 2 ft., in drawer of steel card cabinet. R. 151 (Bldg. A). (217)
182. DENTAL RECORDS, OFFICE OF CHIEF DENTAL OFFICER, Jan. 1, 1931 - 1935. Showing name of patient and record of dental work accomplished. Filed alphabetically. (Never.) 8 x 10 folders, 6 ft., in 2 drawers of steel filing case. R. 151 (Bldg. A). (218)
183. CROSS INDEX TO DIAGNOSIS, 1931 - 1935. Showing classification of all diseases and fractures under number of division. Filed alphabetically. Indexed. (Never.) 3 x 5 cards, 1 ft., in drawer of steel card cabinet. E. center, 1st floor. (186)
184. APPRAISERS' ACCOUNTS OF SALES AND COLLECTIONS, OFFICE OF CHIEF AIDE, OCCUPATIONAL THERAPY, 1931 to date. Showing by-products turned over for government use, sales, and collections. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Corner, 1st floor (Bldg. B). (224)
185. CLINICAL RECORDS, OFFICE OF CHIEF AIDE, OCCUPATIONAL THERAPY, 1931 to date. Showing the occupational interest of patients, occupation before hospitalization, present type of work suggested, and assignment. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel cabinet. Corner, 1st floor (Bldg. B). (223)
186. REPORTS OF PHYSICAL EXAMINATION FOR PENSIONS, 1931 to date. Veterans' applications for physical examination in conjunction with claim for pension. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 10 ft., in 4 drawers of steel filing cases. E. center, 1st floor (Bldg. C). (178)
187. REQUEST FOR SURGICAL APPLIANCES OR DENTAL SERVICE, Jan. 1, 1932 - Dec. 31, 1934. Showing name of patient, date of requisition, compensation, last employment and salary, number of dependents, military service, medical history of physical findings, and diagnosis. Filed alphabetically. (Never.) 4 x 9 bundles, 3 ft. 6 in., on floor of vault. E. center, basement. (275)
188. MONTHLY PHYSIOTHERAPY, HOSPITAL, AND DOMICILIARY REPORTS, July 1931 - Dec. 1933. Showing number of patients carried over from previous month, new arrangements, number released from supervision, and under supervision, results, and treatment. Filed numerically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 1 in., on floor of vault. E. center, basement. (254)
189. LABORATORY FILING CARDS, July 1931 - Dec. 31, 1935. Showing name and address of patient, date, diagnosis, and whether patient was hospitalized. Filed alphabetically. (Never.) 4 x 6 cards, 14 ft. 6 in., in cardboard boxes. E. center, basement. (282)
190. WARD DRUG BOOKS, Oct. 1931 - Dec. 31, 1934. Showing date, amount and kind of drugs ordered daily for each ward, and signature of doctor making requisitions. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  vols., 1 ft. 3 in., in pasteboard box. E. center, basement (Bldg. A). (270)



191. DAY AND NIGHT WARD REPORTS, Jan. 1, 1932 - May 1933. Showing patient's name, doctor's and nurse's visits, bed number, dates of admission and discharge, and ailment and treatment. Filed chronologically. (Never.) 6 x 10 and 6 x 8 vols., 2 ft., on wooden shelf. Center, 4th floor (Bldg. C). (235)

192. DAILY WARD REPORTS, Jan. 1, 1932 - May 4, 1935. Showing ward number, number of patients present, admitted, transferred, discharged, and received from other wards, died, and number of beds in wards. Filed chronologically. (Never.) 3 x 8 loose sheets, 7 ft. 6 in., in wooden box. E. center of basement (Bldg. A). (260)

193. COPIES OF MONTHLY REPORTS OF ATTENDING SPECIALISTS, Jan. 1932 - Dec. 1933. Showing name, specialty, number of visits, patients attended, examined, and treated, consultations and operations, and compensation of specialist. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 1 in., on floor of vault. E. center, basement (Bldg. A). (251)

194. COPIES OF MONTHLY REPORTS OF RESTRAINT AND SECLUSION, Jan. 1932 - Dec. 1933. Showing patient's name, date, type of restraint, time applied and removed, doctor's name, attending nurse, diagnosis, and reason for restraint. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  loose sheets, 1 in., in package on vault floor. E. center of basement (Bldg. A). (249)

195. SICK CALL RECORD CARDS, Jan. 1932 - Dec. 1933. Showing patient's name, age, date of admission, disease treated, and date and method of treatment. Filed alphabetically. (Never.) 4 x 6 bundles and cards, 1 ft. 6 in., on floor of vault. E. center, basement. (286)

196. ROSTER CARDS, Jan. 1932 - Dec. 31, 1934. Description of patient for prompt information of other departments, and record of leave of absence. Filed alphabetically. (Never.) 4 x 6 cards, 8 ft. 6 in., in paste-board boxes. E. center, basement. (273)

197. ROSTER CARDS, Jan. 1932 - 1936. Showing name and address of patient, relatives or friends, date of admission, and war service record. Filed alphabetically. (Never.) 3 x 5 cards, 3 ft. 6 in., in drawer of steel card cabinet. E. center, 1st floor (Bldg. B). (185)

198. DAY AND NIGHT WARD REPORTS, June 1932 - Dec. 31, 1934. Nurse's medical notes and ward activities, showing name of patient and ward number. Entered chronologically. (Never.) 10 $\frac{1}{2}$  x 14 vols. and bundles, 4 ft., on floor of vault. E. center, basement. (271)

199. PRESCRIPTIONS, 1932 - 1935. Record of alcohol, narcotics or whiskey prescribed for patients by doctors, showing date of issue, amount, and directions for use. Filed chronologically and numerically. (Never.) 3 x 5 bundles, 1 ft. 6 in., on shelf. Records dirty. Center, 4th floor (Bldg. C). (239)

200. APPLICATIONS FOR ADMISSION DISAPPROVED, 1932 to date. With related correspondence. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 3 ft. 6 in., in 2 drawers of steel filing case. E. center, 1st floor (Bldg. B). (180)



201. NIGHT SUPERVISOR'S REPORTS, Jan. 1, 1933 - Mar. 1935. Showing census, vacancies, transfers in and out, discharges, admissions, and condition of patients. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$  vols., and bundles, 6 in., on floor of vault. E. center, basement. (285)

202. REPORTS OF INJURIES TO EMPLOYEES, Dec. 28, 1933 - Dec. 1934. Notice of injury, original claim for compensation and medical treatment, examiner's report, diagnosis, treatment prescribed, whether treated at hospital or sent home, and supervisor's report of injury. Filed alphabetically. (Never.) 8 x 10 $\frac{1}{2}$  bundles, 6 in., on floor of vault. E. center, basement. (276)

203. LABORATORY FILING CARDS, Jan. - Dec. 1934. Showing name, military service, ward number, date of laboratory examination, results, part of body X-rayed, and diagnosis. Filed alphabetically. (Never.) 4 x 6 cards, 3 ft. 6 in., in pasteboard box. E. center, basement (Bldg. A). (269)

204. RECORD OF DOMICILIARY CARE OF PATIENTS DISCHARGED, Jan. 1934 to date. Detailed information regarding the patients domiciliary care while in hospital. Filed alphabetically. (Never.) 5 x 8 cards, 4 ft., in 2 drawers of steel filing case. E. center, 1st floor (Bldg. A). (183)

205. CLINICAL RECORDS, LABORATORY EXAMINATIONS, July 1934 - Dec. 31, 1935. Showing patient's name, date of examination, type, and results. Filed chronologically. (Never.) 8 $\frac{1}{2}$  x 10 $\frac{1}{2}$  bundles, 5 ft. 6 in., in pasteboard box. E. center, basement (Bldg. A), (267)

206. CLINICAL MONTHLY REPORTS, CLINICAL CLERK'S OFFICE, 1934 to date. Of attending specialists regarding X-ray, dental clinical laboratory and equipment of various departments of hospital, and services rendered. Filed alphabetically by subject. (Daily, official,) 10 x 15 folders, 2 ft., in drawer of steel filing case, R. 136 (Bldg. A). (211)

207. PHYSICAL EXAMINATION RECORD OF PERSONNEL, 1934 to date. Condition of employees at time of employment and report on annual examination while employed. Filed alphabetically. (Daily, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. E. center, 1st floor (Bldg. B). (176)

208. PATIENT'S INDEX, SOCIAL SERVICE OFFICE, Jan. 1, 1935 to date. Showing date of requests to various hospitals regarding medical and social history of patients, report on file claim for pension, lost discharges, etc. Filed alphabetically. Indexed. (Daily, official.) 4 x 5 cards, 1 ft. 6 in., in drawer of steel filing case. R. 121 (Bldg. B). (219)

209. INDEX OF PATIENT'S COMPENSATION OR PENSION RECEIVED, July 1 - Dec. 31, 1935. Showing name and amount of compensation or pension received. Filed alphabetically. Indexed. (Never.) 3 x 5 bundles and cards, 6 in., on floor of vault. E. center, basement (Bldg. A). (264)

210. INDEX OF PATIENT'S RELIGIOUS AFFILIATIONS, July 1 - Dec. 31, 1935. Showing name of patient and denomination. Filed alphabetically. (Never.) 3 x 5 bundles and cards, 1 ft., on floor of vault. E. Center, basement (Bldg. A). (263)



211. INDEX TO CLASS OF BENEFICIARY OF PATIENTS, July 1 - Dec. 31, 1935. Showing whether patient is connected with service. Filed alphabetically. Indexed. (Never.) 3 x 5 bundles and cards, 1 ft., on floor of vault. E. center, basement (Bldg. A). (258)

212. INDIVIDUAL RECORD OF DENTAL WORK ACCOMPLISHED, OFFICE OF CHIEF DENTAL OFFICER, Mar. 1, 1935 to date. Showing name of patient, list of prophylactic treatments, and date completed. Filed alphabetically. (Daily, official.) 7 x 10 bundles, 1 ft. 6 in., in drawer of steel filing case. R. 151 (Bldg. B). (215)

213. DISCHARGE CARDS, OFFICE OF CHIEF AIDE OCCUPATIONAL THERAPY, Apr. 1935 to date. Showing patient's name, date of admission to hospital, domiciliary care, and date of discharge. Filed alphabetically. (Never.) 5 x 8 cards, 1 ft., in drawer of steel filing case. NW. corner, 1st floor (Bldg. C). (228)

214. PATIENTS OCCUPATIONAL CARDS, Apr. 1935 to date. Showing name, tabulation of patients pre-war vocation and present occupation at facility, if any, registration and compensation numbers, and different occupations assigned. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of steel card cabinet. Corner, 1st floor (Bldg. C). (227)

215. INCIDENTAL SUPPLY CARDS, July 1935 to date. Showing the necessities supplied by the Government to indigent patients. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. E. center, 1st floor (Bldg. B). (182)

216. PATIENTS TRANSFERRED FROM OTHER FACILITIES, July 1935 to date. Clinical reports and correspondence from doctors, showing detailed record of patient's hospitalization previous to his transfer. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 70 ft., in drawers of steel filing cases. E. center, 1st floor (Bldg. B). (174)

217. BOOK CATALOGUE LIBRARY, Aug. 1935 to date. Showing author and character of book. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 6 in., in wooden card cabinet. Center, 1st floor (Bldg. D). (81)

218. PATIENTS' AND PERSONNEL LIBRARY CARDS, OFFICE OF LIBRARIAN, Aug. 1935 to date. Indicating the name of book, date and to whom loaned, and date returned. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 2 drawers of wooden card cabinet. Center, 1st floor (Bldg. D). (83)

219. UTILITY DEPARTMENT WORK ORDERS AND RECORD, Jan. 1, 1936 to date. Approved by manager, showing type of work beneficial and number of hours patient should work. Filed according to work assigned. (Daily, official.) 5 x 8 folders, 6 in., in drawer of steel filing case. NW. corner, 1st floor (Bldg. C). (229)



220. ABEYANCE FILE, OFFICE OF CHIEF DENTAL OFFICER, May 1, 1936 to date. Authorization from ward sergeant for dental service. Filed alphabetically. (Monthly, official.) 8 x 10 folders, 6 in., in drawer of steel filing case. R. 151, 1 st floor (Bldg. B). (214)

221. DENTAL RECORD CHARTS, OFFICE OF CHIEF DENTAL OFFICER, May 1, 1936 to date. Showing name of patient, date and report of dental examination, number of teeth requiring dental attention, name of dentist, and date of service. Filed alphabetically. (Daily, official.) 8 x 10 folders, 1 ft., in drawer of steel filing case. R. 151, 1st floor (Bldg. B). (212)

222. PATIENT'S PROPHYLACTIC CHART, OFFICE OF CHIEF DENTAL OFFICER, May 1, 1936 to date. Showing complete description of mouth and date and number of prophylactic treatments. Filed alphabetically. (Daily, official.) 8 x 10 folders, 1 ft., in drawer of steel filing case. R. 151, 1st floor (Bldg. B). (213)

223. CLINICAL RECORDS OF PATIENTS DISCHARGED, May 15, 1936 to date. Showing past history as recorded by doctors in other Facilities. Filed numerically and alphabetically. (Daily, official.) 10 x 15 folders, 10 ft., in 4 drawers of steel filing case. E. center, 1st floor (Bldg. B). (173)

224. APPLICATIONS FOR ADMISSION, APPROVED, June 24, 1936 to date. Of veterans to this Facility with related correspondence. Filed alphabetically. (Daily, official.) 10 x 15 folders, 9 in., in drawer of steel filing case. E. center, 1st floor (Bldg. B). (179)

#### Personnel Division

225. GENERAL CORRESPONDENCE, Jan. 1908 to date. Regarding applicants seeking employment, and general subjects. Entered and filed numerically and chronologically. Indexed. (Older records, never; recent records, daily, official.) 9 x 12 folders and 8 x 10½ loose-leaf books and bundles, 10 ft. 6 in., in wooden box and drawers of steel filing case. NE. corner, 2d floor and basement vault. (55, 84)

226. PERSONNEL CLASSIFICATION SHEETS, Apr. 1, 1931 to date. Prepared for each individual position, describing duties performed. Entered by department and position. Indexed. (Daily, official.) 8 x 10½ loose-leaf books, 3 in., on desk. NE. corner, 2d floor. (64)

227. PERSONNEL JOURNAL, Apr. 1, 1931 to date. Showing weekly personnel changes, appointments, separations, promotions, demotions, readjustments, etc. Entered chronologically. (Daily, official.) 12 x 19 loose-leaf books, 3 in., on desk. NE. corner, 2d floor. (63)

228. PERSONNEL RECORD, Apr. 1, 1931 to date. Showing name, age, occupation, time served, salary, etc. Filed alphabetically. Index. (Daily, official.) 5 x 8 cards and 9 x 12 folders, 24 ft. 11 in., in 12 drawers of steel and wooden filing cases. NE. corner, 2d floor. (56, 57, 59, 60)



229. DAILY RECORD OF EMPLOYEES, July 1931 - Dec. 31, 1935. Showing names of employees, type of occupation, and number of hours employed each day. Filed chronologically. Indexed. (Never.) 8 x 10½ bundles, 6 in., in wooden box. Basement. (67)

230. APPLICATIONS FOR LEAVE, July 1931 to date. Showing dates absent from duty and reason for same. Filed alphabetically. Indexed. (Older records, never; recent records, daily, official.) 5 x 8 cards and bundles, 5 ft. 6 in., in drawer of steel filing card cabinet and wooden box. NE. corner, 2d floor, basement vault. (69, 58)

231. DAILY LIST OF ABSENTEES, July 1931 to date. Showing name of employee, date, and cause of absence. Filed alphabetically. Indexed. (Older records, never; recent records, daily, official.) 5 x 8 cards and 8 x 10½ bundles, 1 ft. 6 in., in wooden box and desk. NE. corner, 2d floor and basement. (68, 66, 61)

232. CHART OF ORGANIZATION, Nov. 19, 1934 to date. Showing authorized position, name, and date and salary of incumbent. Filed by department and position. Indexed. (Daily, official.) 5 x 8 cards, 7 in., in drawer of wooden card cabinet. NE. corner, 2d floor. (62)

233. APPLICATION FOR EMPLOYMENT, Jan. 1, 1935 to date. Qualifications, experience, personal history of applicant, and preference of occupation. Filed alphabetically. Indexed. (Daily, official.) 4 x 9 bundles, 1 ft. 6 in., in 3 cardboard boxes. NE. corner, 2d floor. (65)

#### Supply Division

234. LETTERS OF INSTRUCTION FROM WASHINGTON OFFICE, 1931 - 1934. Regarding the regulations of this office. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. 1st floor. (147)

235. ANNUAL BUDGET ESTIMATES, 1931 to date. Showing requisitions from each department for purchase of all property. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 1 in., in wooden desk drawer. NW. corner, 1st floor. (171)

236. CONSOLIDATED MEMORANDA OF RECEIPTS, 1931 to date. Tabulation of property, showing distribution, dates, and amount. Filed alphabetically. (Daily, official.) 10 x 15 folders, 2 ft. 6 in., in drawer of steel filing case. Center, 1st floor. (165)

237. GENERAL INSTRUCTIONS FROM WASHINGTON OFFICE, 1931 to date. Pertaining to purchase and use of expendable and non-expendable property and supplies. Filed by department. (Daily, official.) 10 x 15 folders, 1 ft., in drawer of steel filing cabinet. Center, 1st floor. (161)

238. PATIENT'S VALUABLES, 1931 to date. Record of valuables, not including moneys, belonging to patients, kept in vault until discharged



from Facility, showing name and address of patient and relatives, date, and description of valuables. Filed alphabetically. (Daily, official.) Various sized envelopes, folders, and cards, 100 ft. 6 in., on wooden shelves, drawers of steel filing case and card cabinet. 1st floor. (142, 159, 164)

239. PROPERTY RECORD CARD, EXPENDABLE AND NON-EXPENDABLE, 1931 to date. Showing article, quantity, date received, from whom, and distribution of same to various departments of the Facility. Filed numerically. (Daily, official.) 5 x 8 cards, 9 ft., in drawers of wooden and steel card cabinets. Center, 1st floor. (166, 167)

240. GOVERNMENT BILLS OF LADING, May 1934 to date. Records covering bodies shipped or received for burial by the Facility. Filed numerically. (Daily, official.) 10 x 15 folders, 3 ft. 6 in., in 2 drawers of steel filing case. Center, 1st floor. (154)

241. ABSTRACTS, BIDS, AND CONTRACTS, Aug. 1, 1934 - July 1, 1935. Recapitulation of bids and contracts with pertinent correspondence. Filed numerically. (Never.) 10 x 15 folders, 5 ft., in 2 drawers of steel filing case. Center, 1st floor. (145)

242. PROPERTY RECEIPTS, Sept. 28, 1934 to date. Showing property purchased or transferred, date, and from whom received, quantity, price, and kind. Filed alphabetically. (Weekly, official.) 10 x 15 folders, 3 ft., 9 in., in 3 drawers of steel filing case. Center, 1st floor. (168, 160, 162)

243. PATIENTS' AND ATTENDANTS' TRANSPORTATION FILE, Jan. 1935 to date. Record of transportation, meals, and lodging of patients and attendants in and out of the Facility. Filed alphabetically. (Daily, official.) 10 x 15 folders, 9 in., in drawer of steel filing case. W. center, 1st floor. (153)

244. GENERAL CORRESPONDENCE, Feb. 28, 1935 to date. Pertaining to contracts for and delivery of supplies. Filed alphabetically. (Daily, official.) 10 x 15 folders, 1 ft., in drawer of steel filing case. Center, 1st floor. (157)

245. SURPLUS LIST OF EXPENDABLE AND NON-EXPENDABLE PROPERTY, Mar. 15, 1935 to date. Tabulation showing amount of each article on hand. Filed alphabetically. (Daily, official.) 10 x 15 folders, 6 in., in steel filing case. Center, 1st floor. (163)

246. BIDS REJECTED, June 1935 to date. Tabulation of bids, showing bidder's name and address, specifications as to price, date received, cause for rejections, and related correspondence. Filed numerically. (Older records, never; recent records, weekly, official.) 8 x 10 $\frac{1}{2}$  bundles and 10 x 15 folders, 3 ft. 6 in., in drawer of steel filing case and wooden box. W. center, 1st floor. (156, 143)



247. ABSTRACTS, CONTRACTS AND PURCHASE ORDERS, July 1, 1935 to date. Tabulations for various facility departments with related correspondence. Arranged alphabetically and chronologically. (Weekly, official.) 10 x 15 folders, 10 ft. 6 in., in drawers of steel filing case. W. center, 1st floor. (150, 146)

248. REQUISITIONS FOR PACKERS AND SHIPPING LIST, July 1, 1935 to date. Covering expendable and non-expendable property and supplies, showing date of request, article, quantity, department making request, date article was received, and where sent. Filed numerically. (Daily, official.) 10 x 15 folders, 6 ft. 6 in., in 3 drawers of steel filing case. Center, 1st floor. (170, 169)

249. CONSOLIDATED MEMORANDA RECEIPTS, NON-EXPENDABLE PROPERTY, Sept. 1935 to date. Showing name and number of each piece, department, and in whose possession. Filed numerically. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. Center, 1st floor. (158)

250. EXPENDITURE LIST OF AUTHORIZED PROPERTY, Oct. 1935 to date. Showing the kind and quantity of supplies used by each department per month, and amount of money required. (Monthly, official.) 10 x 15 and 8 x 10 $\frac{1}{2}$  folders, 2 ft., in drawer of steel filing case. Center, 1st floor. (128)

251. CORRESPONDENCE RELATIVE TO PATIENTS' PERSONAL EFFECTS, Apr. 1936 to date. Pertaining to requests made by friends of deceased patients, and proper disposal of personal effects. Filed alphabetically. (Daily, official.) 10 x 15 folders, 3 in., in drawer of steel filing case. W. center, 1st floor. (152)

252. GENERAL PENDING CORRESPONDENCE FILE, Apr. 1936 to date. Copies of letters from different departments awaiting answers. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 in., in drawer of steel filing case. W. center, 1st floor. (148)

253. PURCHASE ORDERS OF NUMBERED AND UNNUMBERED CONTRACTS, June 12, 1936 to date. Showing contract and open market purchases of all commodities for the Facility, and any order that is delinquent. Filed alphabetically. (Daily, official.) 10 x 15 folders, 4 ft., in drawers of steel filing case. W. center, 1st floor. (155, 144)

254. INVITATION, BID, AND ACCEPTANCE, July 1, 1936 to date. Pertain to unopened bids on all commodities, showing bidding list and authority. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 in., in drawer of steel filing case. W. center, 1st floor. (151)

255. BIDDER'S NAME AND ADDRESS CARDS, n. d. Showing name and address of eligible bidders on various commodities. Filed alphabetically by commodity. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. W. center, 1st floor. (149)



256. BLUEPRINTS OF BUILDINGS AND EQUIPMENT, 1899 to date. Showing type of construction and dimensions; retained indefinitely for replacements or repairs. Filed numerically. Indexed. (Monthly, official.) 10 x 12 envelopes, 3 ft., in 2 drawers of steel filing case. N. 2d floor. (74)

257. INDIVIDUAL MACHINE RECORD, 1908 to date. Showing tabulated maintenance cost of all machinery in machine shop, and number and type of machines. Filed by type of machine. (Daily, official.) 5 x 8 cards, 2 in., in drawer of steel card cabinet. N. 2d floor. (73)

258. CONTRACTS WITH SUPPORTING CORRESPONDENCE, July 1930 to date. Copies of all contracts for work done within the Facility. Filed by contract number. Indexed. (Daily, official.) 10 x 15 folders, 12 ft., in 6 drawers of steel filing case. N. 2nd floor. (79)

259. FIRE AND POLICE PROTECTION REPORT, July 1930 to date. Showing analysis of fire and police protection cost. Reports are sent to this office to be included in monthly report to Manager's Office. (Monthly, official.) 8 x 10 $\frac{1}{2}$  folders, 1 in., in drawer of wooden desk. E. center, 1st floor. (123)

260. GENERAL CORRESPONDENCE, MACHINERY, EQUIPMENT AND OPERATION, July 1930 to date. Correspondence and catalogue regarding purchases of new equipment or replacement of parts, construction, and general operation and maintenance. Filed alphabetically. Indexed. (Daily, official.) 10 x 15 folders, 12 ft., in 26 drawers of steel filing cases. 2d floor. (76, 78)

261. UTILITY DIVISION REPORTS ON OPERATION AND MAINTENANCE, July 1930 to date. Showing mechanical inspection, operating cost, maintenance and repair requests, vehicle reports, cost of fire and police protection, plant and laundry operation, boiler inspection and fire department reports, auto trip record, and cost of operating auto. Filed alphabetically. Indexed. (Monthly, official.) 8 x 10 folders, 3 ft., in 2 drawers of steel filing case. 2d floor. (80)

262. MAINTENANCE AND REPAIR FILE OF BUILDING AND MACHINERY, July 1931 to date. Records of active service, construction orders, allotments, and pertinent correspondence. Filed chronologically. Indexed. (Daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of steel filing case. 2d floor. (77)

263. NON-EXPENDABLE PROPERTY, July 1931 to date. Tabulated record of equipment and furniture in office, fire department, and laundry. Filed chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$  folders, 1 in., in drawer of desk. E. center, 1st floor. (125)

264. PROPERTY LIST, NON-EXPENDABLE, OFFICE OF SUPERINTENDENT OF LAUNDRY, Jan. 1, 1932 to date. Tabulated consolidated record of all equipment, movable and stationary, required for operation of laundry. Filed chronologically. (Quarterly, official.) 10 x 15 folders, 1 in., in drawer of desk. 1st floor (Bldg. D). (88)



Utility Division

265. DRY CLEANING EQUIPMENT, Jan. 31, 1934 to date. Tabulation of dry cleaning equipment not in operation. Filed chronologically. (Never.) 10 x 15 folders, 1 in., in drawer of desk. 1st floor (Bldg. D). (91)

266. NAME AND ADDRESS CARDS OF EMPLOYEES, 1934 to date. Showing type of work performed. Filed alphabetically. Indexed. (Semimonthly, official.) 5 x 8 cards, 3 in., in drawer of steel filing case. 2d floor. (70)

267. TEMPORARY CONSTRUCTION EMPLOYEES HOURLY RATE WAGE, 1934 to date. Classification of skilled and unskilled labor; skilled filed by hourly rate, unskilled, alphabetically. Indexed. (Semimonthly, official.) 5 x 8 loose sheets, 2 in., in drawer of steel filing case. 2d floor. (71)

268. CARD RECORD OF WORK ORDERS, May 1935 to date. Showing date and work done on machines in the various buildings. Filed by machine and building number. (Daily, official.) 5 x 8 cards, 1 in., in drawer of wooden card cabinet. 1st floor (Bldg. D). (86)

269. MOTOR VEHICLE HISTORIES AND REPORTS, May 1935 to date. Showing names of major parts of vehicle, company from whom purchased, date, where parts may be purchased or repairs made, and date of transfer. Filed alphabetically and chronologically. (Semimonthly, official.) 5 x 8 cards and 10 x 15 folders, 2 in., in desk drawers. 1st floor. (126, 127)

270. PLANT OPERATION COST, July 1935 to date. Showing cost of all mechanical equipment and boiler operation, exclusive of maintenance and repairs. Filed chronologically. (Semimonthly, official.) 10 x 15 folders, 1 in., on desk. 1st floor (Bldg. D). (85)

271. REQUEST FOR REPAIRS, July 1935 to date. Prepared by department head, for work or repairs. Filed numerically. Indexed. (Never.) 8 x 10 sheets, 3 ft., in 2 drawers of steel filing case. 2d floor. (75)

272. MACHINE RECORD CARDS, 1935 to date. Form 3130 showing kind, model and serial numbers. Filed by building. Indexed. (Daily, official.) 5 x 8 cards, 6 in., in steel filing case. N. 2d floor. (72)

273. ITEMIZED LAUNDRY LIST, Jan. 1, 1936 to date. Showing name and number of articles sent to laundry. (Daily, official.) 8 x 10 $\frac{1}{2}$  loose sheets, 1 ft. 6 in., in wooden boxes. 1st floor (Bldg. D). (90)

274. LUBRICATION AND INSPECTION CHART, Jan. 1, 1936 to date. Showing name of building, machine, and dates of inspection and lubrication. Filed alphabetically. (Monthly, official.) 16 x 24 sheets, 4 in., on drawing board. 1st floor (Bldg. D). (87)

275. RECORD OF FIRE FIGHTING EQUIPMENT IN STATION BUILDINGS, Jan. 1, 1936 to date. Showing kind and number of fire fighting apparatus in each building. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$  x 14 folders, 1 in., in drawer of desk. E. center, 1st floor. (124)



276. LIST OF PATIENTS, OFFICE OF SUPERINTENDENT OF LAUNDRY, June 1, 1936 to date. Showing names of all patients at the Facility. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in drawers of steel card cabinet. 1st floor (Bldg. D). (89)

277. INDIVIDUAL INSPECTION REPORT, July 1, 1936 to date. Showing name of building, fire fighting equipment, conditions, fire hazards, and instructions. (Daily, official.) 10 x 15 folders, 1 in., in drawer of desk. E. center, 1st floor. (122)

#### DWIGHT

#### VETERANS' ADMINISTRATION FACILITY West Main Street

This office was established in 1924, and remained in operation until June 1933, when it was closed as a result of President Roosevelt's Economy Program. In April 1935 the Facility was reopened with its present status. The area of jurisdiction extends for approximately 150 miles. From 1924 until 1930, the Facility was under the United States Veterans' Bureau. On July 21, 1930 by executive order No. 5398 the Veterans' Administration was established for the purpose of consolidating and coordinating, under a single control, all Federal agencies dealing with veterans' affairs. At present all medical relief is administered to former members of the military and naval forces, including examination, treatment, and domiciliary care. Examination and treatment of Federal personnel may, upon request, be undertaken for the CCC, Army, Navy, and other Federal agencies. All records and files prior to 1933 were forwarded to the Washington office.

#### Manager's and Personnel Office

278. ADMINISTRATOR'S AND COMPTROLLER GENERAL'S DECISIONS, 1924 to date. Relative to all activities of Veterans' Administration, including compensation, war risk insurance, hospitalization of service and non-service veterans, budgets, appropriations, and disbursements. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 ft., in steel drawer of filing case. R. 121. (109, 110)

279. DAILY LIST OF ABSENTEES, Apr. 1935 to date. Showing those absent from service or duty, without leave. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 121. (114)

280. ELECTROCARDIOGRAMS AND CLINICAL INTERPRETATIONS, Apr. 1935 to date. Tracings on bromide paper, showing contractions of the heart made by registering pulsations from electrical contacts placed on wrist and leg, to indicate force and form of heart's movements, clinical interpretation, and diagnosis of ailments. Filed chronologically and numerically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. R. 121. (65)



281. GENERAL CORRESPONDENCE, Apr. 1935 to date. Station manager's correspondence relative to all activities within facilities. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 3 drawers of steel filing case. R. 121. (108, 116)

282. OFFICER OF THE DAY REPORTS, Apr. 1935 to date. Showing all details and routine of hospital activity. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 121. (111)

283. PERSONNEL FILES, Apr. 1935 to date. Complete record of personnel including applications for employment, appointment notices, annual leave, individual absence, and service record cards. Filed alphabetically. (Daily, official.) 9 x 11 and 6 x 9 folders, 2 ft., in drawer of steel filing case. R. 121. (113)

284. PERSONNEL JOURNAL REPORTS AND CORRESPONDENCE, Apr. 1935 to date. Showing new assignments and changes of personnel, with pertinent correspondence. Filed chronologically. (Daily, official.) 11 x 20 vols. and 9 x 11 folders, 1 ft. 6 in., on steel filing cabinet, and drawers of filing case. R. 121. (117, 119)

285. SERVICE RECORD OF PRESENT EMPLOYEES, Apr. 1935 to date. Showing employee's name, date, place of birth, sex, marital status, date of employment, position, salary, assignment, and brief summary of military history. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in drawer of steel filing case. R. 121. (115)

286. STATION STATISTICAL REPORTS, Apr. 1935 to date. Prepared by units within facility, relative to all activities. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in wooden filing case. R. 121. (107)

287. INDIVIDUAL RECORD OF ABSENCES FOR YEAR, Jan. 1936 to date. Showing employee's name, date of appointment, classification of duties, and daily attendance record for the fiscal year. Filed chronologically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of wooden card cabinets. R. 121. (118)

#### Finance Division

288. AGENT CASHIER, Apr. 1935 to date. Receipts for premiums on war risk insurance of veterans and funds received from sale of certain articles and meals served, with pertinent correspondence. Filed chronologically. (Daily, official.) Various sized folders, 6 in., in drawer of steel filing case. R. 131. (93)

289. CONSOLIDATED MONTHLY REPORT OF BUDGET, Apr. 1935 to date. Form 662D showing amount spent during month and balance of expended budget allotment. Filed chronologically. (Occasionally, official.) 9 x 11 bundles, 2 ft., in drawer of steel filing case. R. 131. (124)



290. COST ACCOUNTING REPORTS, Apr. 1935 to date. Regarding expenses for month, balances of registers, expenses of organization units, and unencumbered balances. Filed chronologically. (Daily, official.) 14 x 17 loose sheets, 1 in., on steel cabinet. R. 131. (97)

291. MISCELLANEOUS CORRESPONDENCE, Apr. 1935 to date. With Washington office and others, regarding authorizations, policy, personnel, and general procedure. Filed alphabetically and chronologically. (Daily, official.) 9 x 11 folders, 4 ft., in drawers of steel filing case. R. 131. (95, 125)

292. PAID VOUCHERS, Apr. 1935 to date. Forms 33 and 1036 showing invitations, bids and acceptance contracts, statements and certificate of award, certification by vendor that amount is correct, purchasing agency, vendor, description of goods sold, authorizations, and date paid. Filed chronologically and alphabetically. (Frequently, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 131. (99)

293. STATISTICAL VOUCHERS AND RECORDS, Apr. 1935 to date. Relating to schedule payments made by Chicago disbursing unit of the Treasury Department. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 131. (94)

294. FIELD SERVICE RECEIPTS, June 1935 to date. Form 1028 showing name and identification number of beneficiary and description, purpose, amount, and application of remittance. Filed alphabetically. (Daily, official.) 4 x 8 slips, 1 ft., in drawer of steel filing case. R. 131. (96)

295. ALLOTMENT LEDGERS, July 1935 - June 1936. Accounts of firms to which allotments have been made, showing terms of payments. Filed alphabetically and chronologically. (Rarely, official.) 13 x 18 loose sheets, 2 ft., in drawer of steel filing case. R. 131. (123)

296. PATIENTS' FUNDS, 1935 - 1937. Entries and notations in ledger, showing deposits and withdrawals. Filed alphabetically. (Rarely, official.) 9 x 11 slips, 2 ft., in drawer of steel filing case. R. 131. (121)

297. PAY ROLL MEMORANDA, July 1935 to date. Showing personnel in status classification and pay roll number. Entered chronologically. (Semimonthly, official.) 12 x 18 vols., 1 ft., in drawer of steel filing case. R. 131. (120)

298. GOVERNMENT MEAL AND LODGING REQUESTS, 1936 - 1937. Issued to patients who are to be hospitalized, as authorization for payment. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft., in 3 drawers of wooden card cabinets. R. 131. (122)

299. SALARY RECORD, current. Showing classified and unclassified ratings of employees, name, position, amount earned, deductions, and net amount paid. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of steel filing card cabinet. R. 131. (98)



Medical Division

300. SERVICE LETTERS, Aug. 1933 to date. Covering activities of clinical records unit as a whole. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. R. 123. (25)
301. APPLICATION FOR HOSPITAL AND DOMICILIARY CARE, Apr. 1935 to date. Form P10 showing veterans' name, address, rank, and organization unit. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 123. (40)
302. EXAMINATION REPORTS, Apr. 1935 to date. Showing veterans directed to report to facility to determine disability and eligibility for treatments and hospitalization. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 123. (41)
303. INDEX AND LOCATION FILE TO SEPARATIONS, Apr. 1935 to date. Discharged patients or patients deceased within facility, showing register number assigned for each period of hospitalization, and ward numbers assigned to patient prior to death or discharge. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 2 drawers of card cabinet. R. 123. (32)
304. MISCELLANEOUS CORRESPONDENCE, Apr. 1935 to date. Correspondence with office relative to various activities of facility. Filed chronologically. (Daily, official.) 9 x 11 folders, 10 ft., in drawers of steel filing case. Rs. 123 and 123A. (36, 29)
305. MONTHLY CONSOLIDATED REPORT, Apr. 1935 to date. Covering various activities of Illinois regional offices, containing detailed record of functions of units and a summary of administrative personnel. Filed chronologically. (Daily, official.) 9 x 11 folders, 5 in., in drawer of wooden filing case. R. 123. (26)
306. OFFICER OF THE DAY ROSTER, Apr. 1935 to date. Showing name, date, routine activities, and explanation of any unusual events. Entered chronologically. (Daily, official.) 9 x 11 vol., 2 ft., in drawer of steel filing case. R. 123. (39)
307. OPERATION SCHEDULES AND RECORDS, Apr. 1935 to date. Progressive record of major and minor operations performed, showing date, patients register number, name of surgeon, type of operation, and post operative diagnosis. Entered chronologically. (Daily, official.) 9 x 11 folders, and 6 x 9 vol., 1 ft. 2 in., in drawer of steel filing case and on desk. Rs. 123 and 235. (30, 46)
308. PATHOLOGICAL FILE, Apr. 1935 to date. Showing patient's name and disease for which he is being treated; patients having one particular disability are listed on same card. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in drawers of wooden card cabinet. R. 123. (33)



309. PATIENTS' CLINICAL FILES, Apr. 1935 to date. Showing patients transferred or discharged, with all correspondence and medical reports in comprehensive sequence since date of admittance. Filed numerically. Indexed. (Daily, official.) 9 x 11 folders, 46 ft., in drawers of steel filing case. R. 123. (28, 24)

310. RECORD OF DOMICILIARY AND HOSPITAL CARE, Apr. 1935 to date. Showing diagnosis findings of patient in order of severity and importance. Filed numerically. (Daily, official.) 5 x 8 cards, 6 ft., in drawers of card cabinet. R. 123. (35)

311. REGISTER OF PATIENTS, Apr. 1935 to date. Progressive entries of veterans having been admitted, showing complete summary of status during hospitalization. Entered chronologically. (Daily, official.) 10 x 13 vols., 4 in., on steel cabinet. R. 123. (37)

312. WEEKLY REPORTS OF BENEFICIARIES RECEIVING HOSPITAL AND DOMICILIARY CARE, Apr. 1935 to date. Showing medical status upon admittance and discharge, and progress while hospitalized. Filed chronologically. (Weekly, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 123. (56)

313. MONTHLY REPORT OF OUT-PATIENT SERVICE, June 1935 to date. Showing relief furnished to beneficiaries, classification of examination, treatments, and recapitulation. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 123. (27)

314. PATIENTS' CLINICAL FILES, June 1935 to date. Reports and entry papers of case since date of hospitalization, and form filled out for each treatment given to patients. Filed chronologically and alphabetically. (Daily, official.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing case. R. 1B, 316, 221. (79, 77, 78)

315. INDEX AND LOCATION FILE OF ACTIVE PATIENTS, current. Showing register number assigned for each period of hospitalization, and ward numbers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 123. (31)

#### Clinical Laboratory

316. GENERAL CORRESPONDENCE, Apr. 1935 to date. Narrative and statistical reports compiled by pathologist and sent to ward surgeons interested in laboratory tests of specimens taken in conjunction with certain disabilities of patients. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Laboratory. (84)

317. MICROSCOPIC SLIDES, Apr. 1935 to date. Glass slides, with specimens of certain diseased tissues taken from autopsies and biopsies, to conduct a study in research on respective disease, showing slide number and date etched in the glass. Filed numerically. (Occasionally, official.) 1 x 4 slides, 1 ft., in steel glass slide cabinet. Laboratory. (83)



318. SPECIMEN RECORD, Apr. 1935 to date. Form 2586, showing patient's register number, name, ward, specimen, remarks, and name of person making analysis. Filed numerically. (Daily, official.)  $1\frac{1}{4}$  x  $3\frac{1}{4}$  slips, 7 ft., in wooden cabinet. Laboratory. (85)

#### Dental Clinic

319. APPOINTMENT BOOK, Apr. 1935 to date. Record of future appointments, showing date, name of patient, and type of treatment. (Older records, never; recent records, daily, official.) 4 x 9 vols., 6 in., in drawer of steel filing case. R. 269. (72, 68)

320. AUTHORITY FOR EMERGENCY CASES, Apr. 1935 to date. Letters addressed to dental officer for work to be performed in emergency cases not governed by regulations, showing name of patient, severity of condition, and name and title of person authorizing treatment. Filed chronologically. (Occasionally, official.) 3 x 6 slips, 3 in., in drawer of desk. R. 269. (89)

321. DENTAL RECORD OF CASES NOT STARTED AND REJECTED, Apr. 1935 to date. Showing detailed examination of patients scheduled to receive treatment, and dental charts of patients whose applications for treatment have been rejected. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 269. (92)

322. LETTERS OF TRANSMITTAL FOR CHARTS, Apr. 1935 to date. Showing dental charts forwarded to regional office and receipt of same. Filed chronologically. (Daily, official.) 9 x 11 folders, 4 in., in 2 drawers of steel filing case. R. 269. (90, 91)

323. MONTHLY REPORTS, Apr. 1935 to date. Showing complete resume of work completed during month by dentist. Filed chronologically. (Monthly, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 269. (71)

324. CONSOLIDATED MEMORANDUM RECEIPT, June 1935 to date. Showing nomenclatures of property drawn by this unit. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 269. (87)

325. MISCELLANEOUS CORRESPONDENCE, July 1935 to date. Correspondence with dental laboratory at Hines, and with chief medical officer in Washington office, pertaining to dental activities and progress made. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 269. (86)

326. DENTAL CLINICAL RECORD, Jan. 1936 to date. Showing work finished, additional work needed, and name of attending dentist. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 269. (69)

327. OUT-PATIENTS' ACTIVE FILE, current. Showing date patient is to report and status of work performed. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. R. 269. (70)



Library

328. INDEX CATALOG, Apr. 1935 to date. Listing books, periodicals, and miscellaneous reading matter that may be loaned to patients. Arranged alphabetically. (Daily, official.) 4 x 6 cards, 12 ft., in drawers of wooden card cabinet. Library. (81)

329. MONTHLY CIRCULATION RECORD, Apr. 1935 to date. Showing number and classification of books issued, and statistical summary of circulation. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft., in drawers of wooden card cabinet. Library. (82)

Nurses' and Chief Dietician's Office

330. DAILY ADMISSIONS AND TRANSFERS, Apr. 1935 to date. Routine and procedure reports submitted by nurses in charge of wards, transcribed from day and night reports. Filed numerically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 129. (44)

331. DAY AND NIGHT REPORTS, Apr. 1935 to date. Consolidated reports of activities for each tour of duty, containing orders and preparations of patients as prescribed by physicians. Entered chronologically. (Older records, never; recent records, daily, official.) 8 x 10 vols., 4 ft. 2 in., on steel shelf and in desk. Rs. 219, 319, 1, 1B and 2B. (47-52)

332. MISCELLANEOUS CONTROL FILE OF DIET, Apr. 1935 to date. Consolidated reports of wards, prepared by surgeon and submitted to chief dietician. Filed numerically. (Daily, official.) 9 x 11 folders, 4 ft., in drawer of steel filing case. R. 118. (43)

333. MISCELLANEOUS CORRESPONDENCE AND CONTROL FILE, Apr. 1935 to date. Showing data of activities of hospital as a unit, and subdivided into departments, functions, and designated duties. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 129. (45)

334. MONTHLY RECORD SHEETS FOR ALCOHOLIC AND NARCOTIC DRUGS, Apr. 1935 to date. Showing accumulated amount of drugs dispensed during month, and how administered. Filed chronologically. (Monthly, official.) 9 x 11 folders, 1 ft. 10 in., in drawer of steel filing case. Rs. 269, 235, 219, 319, 1B, and 2B. (73-76, 88)

335. NARCOTIC ORDER BOOKS, Apr. 1935 to date. Individual orders for alcohol or narcotics for patients, with signature of physician prescribing same. (Daily, official.) 5 x 8 vols., 6 in., on desk. Rs. 319, 219, 1B. (53-55)

336. SPECIAL DIET REPORTS, Apr. 1935 to date. Showing diets prescribed for patients and distributed among wards for preparation. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 118. (42)



337. SUBSISTENCE INVENTORY SHEETS, Apr. 1935 to date. Daily report showing total meals served, food consumed, and balance on hand. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 118. (80)

#### Pharmacy

338. PROPERTY RECORD CARDS OF ALCOHOL AND NARCOTIC DRUGS, Apr. 1935 to date. Showing unit price, voucher number, and amounts received and issued. Filed numerically. (Occasionally, official.) 5 x 8 cards, 2 in., in drawer of wooden card cabinet. Pharmacy. (60)

339. PRESCRIPTIONS FOR TOILET ARTICLES AND INCIDENTALS, July - Oct. 1935. Showing each patient who has drawn toilet articles, tobacco, and incidentals, approved by ward surgeon, and signed by patient. Filed alphabetically. (Never.)  $4\frac{1}{2}$  x 6 bundles, 6 in., in drawer of wooden card cabinet. Pharmacy. (58)

340. CONSOLIDATED MEMORANDUM RECEIPT, July 1935 to date. For non-expendable property, showing charges and credits that have been made by the Supply Division. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in safe. Pharmacy. (61)

341. GENERAL MEDICAL PRESCRIPTIONS, July 1935 to date. Compounded for patients and issued upon authority of staff or attending physicians. Filed numerically and chronologically. (Occasionally, official.)  $4\frac{1}{2}$  x 6 slips, 1 ft., in drawer of wooden card cabinet. Pharmacy. (63)

342. NARCOTIC PRESCRIPTIONS, July 1935 to date. Originate with physicians who are members of hospital staff and outside designated physicians. Prescriptions containing narcotic formulae must be sanctioned by chief medical officer of Facility. Filed numerically. (Occasionally, official.)  $4\frac{1}{2}$  x 6 slips, 6 in., in safe. Pharmacy. (62)

343. RECORD OF PRESCRIPTIONS CONTAINING EXEMPT NARCOTICS, Sept. 1935 to date. Form 2657 showing amounts of elements used in formulae and deducted from last balance on this record. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in safe. Pharmacy. (59)

#### Receptionist's Office

344. INDEX CARDS TO PATIENTS, Apr. 1935 to date. Showing name, address, and location of patient. Filed alphabetically. (Daily, unofficial.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 121. (112)

#### X-ray Laboratory

345. ELECTROCARDIOGRAM REGISTER, Apr. 1935 to date. Progressive entries listing names of patients who had cardiograms taken. (Daily, official.) 5 x 8 folders, 3 in., on desk. R. 229. (64)



346. INDEX TO ROENTGENOLOGICAL REPORTS AND X-RAY FILMS, Apr. 1935 to date. Showing X-ray number and pathological location of X-ray. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in drawers of wooden card cabinet. R. 229. (66)

347. ROENTGENOLOGICAL REQUEST AND REPORTS, Apr. 1935 to date. Requests, findings, and clinical interpretations of X-ray. Filed numerically. Indexed. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 229. (67)

#### Supply Division

348. PROPERTY VOUCHERS, Apr. 1935 - July 1936. Record of invoices and receipts for expendable and non-expendable property purchased through contract and other means, and copies of combination request and receipt used to obtain supplies and property. Filed numerically. (Never.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. R. 128. (7)

349. BAGGAGE CHECKS, Apr. 1935 to date. Record of identifying stubs held by patients during hospitalization period. Filed chronologically. (Occasionally, official.) 2½ x 5 cards, 2 ft., in drawer of wooden card cabinet. R. 128. (57)

350. GOVERNMENT BILLS OF LADING, Apr. 1935 to date. For incoming and outgoing commodities, and corpses routed by way of public carriers. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 128. (2)

351. GOVERNMENT REQUESTS FOR MEALS AND LODGING, Apr. 1935 to date. Issued to veterans traveling at expense of Government for purpose of hospitalization. Filed numerically. (Occasionally, official.) 4 x 8 cards, 2 ft., on steel vault. R. 128. (20)

352. INVENTORY OF PERSONAL EFFECTS OF DECEASED VETERANS, Apr. 1935 to date. Copy of letter of transmittal to Washington office, enumerating personal effects, and requests for authority to dispose of same. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 128. (3)

353. MAILING LIST, Apr. 1935 to date. Showing names of bidders and type of commodity furnished. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft., in drawers of card cabinet. R. 128. (9)

354. PATIENTS' CLOTHING REQUESTS, Apr. 1935 to date. Individual record of clothing furnished indigent patients upon discharge. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 5 in., in drawer of steel filing case. R. 128. (38)

355. PURCHASE ORDERS, Apr. 1935 to date. Submitted by agency to contractors in accordance to terms of proposal. Filed numerically. (Daily, official.) 9 x 11 folders, 3 ft., in drawer of steel filing case. R. 128. (1)



356. REGISTER OF PROPOSALS, Apr. 1935 to date. Showing proposals to manufacturers from register prior to being submitted for bids. Entered numerically. (Occasionally, official.) 6 x 10 vol., 2 in., in drawer of steel filing case. R. 128. (12)

357. REGISTERS OF SUPPLY DEPOT AND CENTRAL OFFICE REQUISITIONS, Apr. 1935 to date. Listing requisitions to supply depot and to Washington office from registers prior to being submitted for completion. Entered numerically. (Occasionally, official.) 6 x 10 vols., 4 in., on desk. R. 128. (11, 13)

358. SERVICE LETTERS, Apr. 1935 to date. Covering phases of supply activities of Veterans' Administration as a whole. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. R. 128. (24)

359. SPECIAL TRANSPORTATION REQUESTS, Apr. 1935 to date. Showing serial number, name of claimant, and mode and cost of travel. Filed numerically. (Occasionally, official.) 3 x 8 cards and slips, 3 ft., in drawers of steel and wooden card cabinet. R. 128. (22, 18)

360. STAFF TRANSPORTATION, Apr. 1935 to date. Showing name of employee, serial number of booklet, disposition of originals, and date used. Filed alphabetically and numerically. (Daily, official.)  $4\frac{1}{2}$  x 9 cards, 3 in., in drawer of card cabinet. R. 128. (21)

361. TRAVEL ORDERS, Apr. 1935 to date. Issued to veterans entering and leaving institution, showing type of travel, and meal and lodging allowances. Filed chronologically. (Monthly, official.) 8 x 10 folders, 6 in., in drawer of steel filing case. R. 128. (19)

362. WASHINGTON OFFICE REQUISITIONS, PENDING, July 1935 to date. Record of pending deliveries of expendable or non-expendable property and supplies. Filed numerically. (Daily, official.) 9 x 11 folders, 3 ft., in drawer of steel filing case. R. 128. (8)

363. BIDS AND ABSTRACTS, July 1936 to date. Invitation bid and acceptance on short form contracts, in quadruplicate, publicly opened pursuant to rules and procedure. Bids pertaining to a given proposal are briefed after abstract of bid has been tabulated and attached. Filed numerically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 128. (14)

364. CONSOLIDATED MEMORANDA RECEIPTS, July 1936 to date. For non-expendable property issued to officers and organizations, showing charges and credits. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 128. (5)

365. ISSUE AND CREDIT SLIPS, July 1936 to date. For non-expendable property, containing sub-vouchers from which the monthly expenditure voucher is posted and compiled on consolidated form. Filed numerically. (Daily, official.) 3 x 9 bundles, 2 ft., in drawer of steel filing case. R. 128. (6)



366. LETTERS OF AUTHORITY, July 1936 to date. From Washington office, authorizing purchase of non-standard articles to fulfill requisition previously submitted for approval. Filed numerically. (Daily, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. R. 128. (23)

367. MISCELLANEOUS CONTRACTS, July 1936 to date. For supplies and equipment other than subsistence, setting forth specifications, with VA letter of notification, confirming the award. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 128. (15, 16)

368. MISCELLANEOUS CORRESPONDENCE, July 1936 to date. Pertaining to general administration of entire division with reference to purchases and authorized awards, involving transactions and disbursements. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. 128. (10)

369. PROPERTY VOUCHERS, July 1936 to date. Supplemental specifications and correspondence relative to property vouchers and property received. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. 128. (4)

#### Utility Division

370. LOG SHEETS, 1931 to date. Showing daily consumption of coal, amount of steam used, and any unusual proceedings in boiler room. Entered chronologically. (Daily, official.) 9 x 11 loose-leaf books, 2 ft., in desk. Boiler room. (105)

371. ALLOTMENTS, Apr. 1935 to date. Requests for allotments for units of entire facility, with related correspondence. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Boiler room. (100)

372. DRIVERS' TRIP RECORDS AND ACCIDENT REPORTS, Apr. 1935 to date. Showing number of miles covered, time and purpose of trip, and in event of accident, a report in detail. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Boiler room. (102)

373. FIRE AND POLICE PROTECTION REPORTS, Apr. 1935 to date. Showing total cost of supervision, labor, operating materials, supplies consumed, repairs and maintenance, valuation of property and supplies, and inspection of apparatus. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Boiler room. (103)

374. GRAPH FORM CHARTS, Apr. 1935 to date. Indicate temperature and flow of water, and total load at which unit is operating. Filed numerically and chronologically. (Daily, official.) 12 in. diameter envelopes, 2 ft., in drawer of steel filing case. Boiler room. (106)



375. PLANT OPERATION AND MECHANICAL REPORTS, Apr. 1935 to date. Prepared monthly, showing total cost of service, boiler operation, operating materials and supplies consumed, boiler room equipment, repairs and maintenance, operating personnel cost, and total cost of operation of department for period in question. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case and in desk. Boiler room. (101, 104)

### HINES

#### RESEARCH SUBDIVISION, TUMOR RESEARCH UNIT Government Reservation Grounds

This office was established in April 1933 as a field agency of the Veterans' Administration Central Office Research Subdivision, for the purpose of correlating the work and activities of the various divisions of this unit. A very complete and accurate pathological record is maintained for the purpose of conducting medical and clinical tumor and cancer research. Although this agency has been functioning for six years, its status is temporary, and its continuation depends on whether or not the Administrator of Veterans' Affairs deems the tumor research activities of other centers, such as the Rockefeller Institute and the Mayo Clinic, superior to the activities of this office. Records are in good condition.

376. PATIENTS DECEASED IN HOSPITAL, TUMOR AND CANCER, 1931 - 1934. Abstracts of case history of patients deceased in this facility, as result of tumor or cancer condition. Information contained thereon has been briefed from patient's clinical case folder. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. E-443. (431)

377. FOLLOW-UP FILE, 1931 - 1935. Information secured after discharge from direct contact with patient who has been dehospitalized from this facility or designated physician in his locality. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of wooden filing case. R. E-443. (432)

378. CLINICAL FILES OF TUMOR AND CANCER PATIENTS, 1931 to date. Record of individual tumor and cancer patients who have been discharged or deceased, showing complete and accurate findings of Tumor Discharge Board, abstracts from patient's case history, and results of tumor research. Filed numerically. Index. (Daily, official.) 9 x 11 folders, 60 ft., in 30 drawers of steel filing case. R. E-443. (418, 419)

379. DECEASED PATIENTS RECORD, 1931 to date. Data gathered during period of diagnosis and treatment of tumor or cancer case, up to time of fatality as result of this condition, including case of every patient deceased either at hospital facility or at home. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of wooden card cabinet. R. E-443. (430)



380. GEOGRAPHICAL CENSUS OF TUMOR AND CANCER CASES, 1931 to date. Census of tumor and cancer cases discovered and treated in every VA hospital facility in United States. Filed by state. (Daily, official.) 5 x 8 cards, 5 ft., in drawers of wooden card cabinets. R. E-443. (428)

381. INDEX TO TUMOR AND CANCER FOLDERS AND TUMOR MASTER CARDS, 1931 to date. Showing name, state and tumor number of all tumor and cancer patients' folders and master tumor cards. In event patient is readmitted, note is made effecting his in-patient status, however, original tumor number assigned him is retained. Filed subjectively. (Daily, official.) 3 x 5 cards, 15 ft., in 11 drawers of wooden card cabinet. R. E-443. (416)

382. MISCELLANEOUS SUSPECTED TUMOR CASES, 1931 to date. Miscellaneous physical records of patients who have been suspected of having either tumor or cancer, but subsequently by minute examinations and clinical tests, are found not to be afflicted. Filed numerically. Indexed. (Occasionally, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. R. E-443. (417)

383. RECORD CARDS FOR SPECIAL RESEARCH STUDY, 1931 to date. Statistical information on various problems in VA tumor and cancer clinics. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 7 drawers of wooden card cabinets. R. E-443. (429)

384. TUMOR MASTER CARDS, 1931 to date. Cover all tumor or cancer patients admitted, showing various diagnoses, dates of admission and discharge, abstract of all radium and X-ray treatments, and operations performed. Filed by subject. Indexed. (Daily, official.) 6 x 8 cards, 75 ft., in 300 steel kerdex drawers. R. E-441. (420)

385. CANCER RESEARCH, May 1933 to date. Records of problems relative to tumor and cancer research. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. C-128. (426)

386. GENERAL CORRESPONDENCE, May 1933 to date. Scientific correspondence with other tumor and cancer units with reference to research developments, and requests for reprints of certain publications written by members on staff of this unit. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. C-128. (425)

387. HISTOLOGICAL CASE SUMMARIES AND RECORDS, May 1933 to date. Case summaries, detailed interpretations, and laboratory slides of results and findings of experiments upon animals from which slides have been made, containing blood specimen taken after inoculation. Filed alphabetically. (Daily, official.) 4 x 6 glass slides and 5 x 8 cards, 5 ft., in drawers of wooden card cabinet. Rs. C-131, 128. (422, 423)

388. LITERATURE ABSTRACTS, May 1933 to date. Abstracts from publications on tumors and cancer, and related material that may be found for purpose of reference in tumor and cancer research. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 5 ft., in 3 drawers of wooden card cabinets. R. C-131. (421)



389. RESEARCH REFERENCES, May 1933 to date. Findings, recommendations, and dispositions of other pathologists, used for research of tumor and cancer problems. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. C-128. (424)

390. SIGNED PERMITS, 1933 to date. Individual permits of patients who have had photographs taken of their exterior infirmities, granting permission to VA to publish them if deemed necessary. Filed alphabetically. (Occasionally, official.) 5 x 8 slips, 1 ft., in drawer of wooden card cabinet. R. C-131. (427)

VETERANS' ADMINISTRATION COMBINED FACILITY  
Government Reservation Grounds

This office was established in August 1921 as a field agency of the United States Veterans' Bureau. On July 21, 1930, by executive order 5398, the Veterans' Administration was created for the purpose of consolidating and coordinating under a single control, all Federal agencies dealing with the veterans' affairs. The Veterans' Administration administers all laws relating to the relief and other benefits provided by law for former members of the military and naval forces. It is responsible for extending relief to veterans and to dependents of deceased veterans of all wars, to soldiers, and to dependents of deceased soldiers who served in the government military and naval establishments during time of peace, as provided for by various Acts of Congress. These laws include, in addition to compensation and pensions, government, military, and naval insurance, adjusted compensation, emergency officers' retirement pay for veterans of the World War, and hospital and domiciliary care for veterans of all wars. The administrative functions of this facility cover the entire State of Illinois and three northern counties of Indiana. The hospital has 1750 beds used for diagnostic and treatment purposes for ex-service men and women. This facility has a reservation of 320 acres on which are erected 30 buildings. Useless papers are destroyed according to existing regulations, and no bulk of records has been sent to Washington. Most of the records are filed in the Administration Building, although some are located in the hospital, supply stores, shops, subsistence, power house, recreation, laundry, and garage buildings. Records are in good condition.

Manager's and Personnel Office

391. CLAIMANTS' ABSTRACT CARDS, 1918 to date. Form 6604 showing identity and general history of veteran, date of admission to hospital, hospital reports, awards of compensations, disallowances or termination of benefits, and any other information affecting veteran's status. Filed numerically. Index. (Daily, official.) 5 x 8 cards, 62 ft., in desks and on shelves. Basement. (7)

392. RETIRED CLAIM FILES, Jan. 1918 to date. An overflow of correspondence and reports considered immaterial and insignificant in claims of veterans, but retained for possible reference purposes. Filed numerically.



Indexed. (Occasionally, official.) 9 x 11 folders, 640 ft., in 320 drawers of steel filing cases. Basement. (181)

393. ABEYANCE FILE, Nov. 12, 1918 to date. Miscellaneous correspondence by veterans seeking information who have not filed claims nor been assigned a compensation number. Filed alphabetically. Indexed. Addenda. (Daily, official.) 9 x 12 folders, 56 ft., in 28 drawers of steel filing case. Basement. (3)

394. LITIGATED CLAIMS, Nov. 12, 1918 to date. Veterans' discharge papers supporting request for benefits derived from war risk insurance, etc. Filed alphabetically. Indexed. (Daily, official.) 9 x 12 folders, 88 ft., in 44 drawers of steel filing cases. Basement. (1)

395. ROTARY INDEX FILE, Nov. 12, 1918 to date. Index to claimants' files, showing name and address of veteran, rank, organization, compensation number, and dates of enlistment and discharge. Filed alphabetically. (Older records, never; recent records, daily, official.) 3 x 5 and 6 x 24 cards, 162 ft., in 8 rotary rack stands and 65 drawers of filing card cabinets. Basement. (9, 10)

396. SPANISH-AMERICAN, PHILIPPINE INSURRECTION, BOXER REBELLION, AND WORLD WAR CASES, Nov. 12, 1918 to date. Applications embraced by pertinent papers and documents, for hospitalization and domiciliary care. Filed alphabetically. Indexed. (Daily, official.) 9 x 12 folders, 236 ft., in 118 drawers of steel and wooden filing cases. Basement. (5)

397. VETERANS' CLAIM FILES, Nov. 12, 1918 to date. Individual claims of veterans eligible for monetary benefits, showing complete case history of claimant and other information bearing on the case. Filed numerically. Indexed. (Daily, official.) 9 x 12 folders, 6112 ft., in 3056 drawers of steel filing cases. Basement. (2)

398. VETERANS OF ALLIED FORCES, Nov. 12, 1918 to date. Correspondence of veterans desiring hospitalization or domiciliary care, who are subjects of this country, but who enlisted for allied service. Indexed. (Daily, official.) 9 x 12 folders, 56 ft., in 28 drawers of steel filing case. Basement. (4)

399. PERSONNEL JACKETS, Nov. 1919 to date. Embracing active, separated, and temporary employees, containing correspondence with Washington office, oath of office, personal history statement, annual efficiency reports, personnel classification, record of promotions, demotions, annual absence, and sick leave applications, certified copy of discharge from military service, and confidential report of efficiency rating prepared by chief medical officer or superior. Filed alphabetically. (Daily, official.) 9 x 11 folders, 66 ft., in 33 drawers of steel filing cases. Personnel office and basement. (123, 128, 129, 147)

400. SERVICE RECORD CARD OF PRESENT AND DETACHED EMPLOYEES, Nov. 1919 to date. Showing employee's name, date and place of birth, sex, conjugal status, date of employment, position, salary, bureau or division to which assigned,



and brief summary of military history. Filed alphabetically. (Daily, official.) 4 x 6 and 5 x 8 cards, 22 ft., in 25 steel trays and 4 drawers of steel filing cases. Personnel office. (124, 125)

401. DESIGNATED PHYSICIANS AND DENTISTS, Jan. 1921 to date. Correspondence relating to appointed physicians and dentists, and fee allowances for examinations and treatments of veterans. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 6 ft., in 4 drawers of steel filing cases. Personnel office. (138, 139)

402. MISCELLANEOUS AND GENERAL ORDERS, 1924 to date. Letters of instruction, bulletins, and general orders from Washington office, concerning procedure in administration of this facility. Filed alphabetically. (Daily, official.) 9 x 12 folders, 40 ft., in 20 drawers of wooden filing cases. Basement. (6)

403. DISCHARGE NOTIFICATIONS, 1925 to date. Showing name of employee, reason for discharge, and supporting information. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Personnel office. (137)

404. PERSONNEL JOURNAL REPORTS, Mar. 1926 to date. Showing new assignments and separation and other changes of personnel for respective week. Entered chronologically. (Older records, never; recent records, daily, official.) 11 x 20 loose-leaf book and bundles, 1 ft., on steel cabinet and in drawer of steel filing case. Personnel office and basement. (135, 149)

405. GENERAL CORRESPONDENCE, 1926 to date. Correspondence with Washington office and Civil Service Commission, pertaining to personnel activities and changes in designation to conform with new schedules. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. Personnel office and basement (132, 154)

406. PERSONNEL JOURNAL CORRESPONDENCE, 1926 to date. Relative to personnel journal report submitted weekly, enumerating new assignees, separations, and other changes in personnel. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Personnel office. (136)

407. TABLES OF ORGANIZATION, 1926 to date. Received from budget officer of Washington office, setting forth changes of personnel to conform with schedules of Civil Service Commission. Filed chronologically. (Weekly, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Personnel office. (133)

408. MONTHLY PERSONNEL REPORTS, Jan. 1930 to date. Covering entire facility. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. Personnel office and basement. (145, 152)



409. RECORD OF LIVING QUARTERS ON RESERVATION, 1931 to date. Showing names and duty designations of employees occupying same, and inclusive dates of occupancy. Filed numerically. (Occasionally, official.) 3 x 5 cards, 2 ft., in drawers of wooden cabinet. Personnel office. (144)

410. CONTROL FILE OF POSITIONS, July 1932 to date. Record of all positions, both existing and abolished, in accordance with table of organization charts computed by Washington office, showing duty designation of each position, name of employee filling same, and notations pertaining to vacancies and abolishments. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in drawers of wooden card cabinet. Personnel office. (143, 146)

411. ECONOMY ACT CORRESPONDENCE, 1932 to date. Correspondence concerning personnel of this facility, with instructions from Washington office regarding abolishment of positions, based on marital status of employees, previous military experience, seniority, and efficiency rating. Filed chronologically. (Occasionally, confidential.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Personnel office. (134)

412. LEAVE APPLICATIONS, Oct. 1933 to date. Record of employees' absence from actual duty for more than one hour and less than one day, certified by immediate superior. Filed alphabetically and chronologically. (Daily, official.) 3 x 5 cards and bundles, 11 ft., in drawer of steel filing case and 3 cabinets. Personnel office and basement. (131, 150)

413. ANNUAL LEAVE APPLICATIONS, 1934; 1936 to date. Form 3227 showing annual and sick leave applications of all employees recommended by chief of division and finally approved by chief in charge. Filed alphabetically. (Older records, never; recent records, daily, official.) 5 x 8 cards and bundles, 7 ft., in 2 drawers of steel filing case. Personnel office and basement. (126, 151)

414. PERSONNEL CORRESPONDENCE, Jan. - Dec. 1934. Correspondence with Washington office, requesting Presidential authority to fill vacancies occurring in facility. Filed chronologically. (Never.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Basement. (148)

415. RECEIPTS FOR SALARY CHECKS, Jan. May 1935. Individual receipts from employees to personnel officer for salary checks which were delivered to personnel officer by disbursing unit of Treasury Dept., and then distributed throughout agency. Filed chronologically. (Never.) 5 x 8 bundles, 2 ft., in drawer of steel filing case. Basement. (155)

416. DIARY CARDS, Jan. 1935 to date. Form 693, suspense calendar record of activities to be reported upon within the near future, either to an interested outside person or to Adjudication Division. Filed chronologically. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in desk and wooden box. Basement. (6)

417. INDIVIDUAL RECORD OF ABSENCES FOR YEAR, Jan. 1936 to date. Showing date of appointment, classification of duties, and daily attendance record for fiscal year. Special notation is made on records in event of absence for



period of more than one day. At end of fiscal year, record is removed from file and placed in employee's personal record jacket. Filed chronologically. (Daily, official.) 5 x 8 cards, 6 ft., in 12 drawers of steel card cabinet. Personnel office. (130)

418. SEPARATED PROBATIONARY EMPLOYEES ON ADJUSTED COMPENSATION PAYMENT OF 1936. May 1936 to date. Personnel record of all probationary employees in Finance Division during payment of veterans' service adjusted compensation certificates. Filed alphabetically. (Never.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Basement. (153)

419. DAILY LIST OF ABSENTEES, July 1936 to date. Consolidated reports from all organization units, certifying that all employees assigned are present and on duty during official hours, except those indicated. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Personnel office. (127)

#### Adjudication Division

420. COMPENSATION CLAIMS, 1919 to date. Record of employees and their relatives who have filed claim for monetary benefits for causes resulting from their war service, showing complete case history of the employee or relative, with all supporting papers up to present status. Filed numerically. (Daily, official.) 9 x 11 folders, 24 ft., in 12 drawers of steel filing case. Adjudication division. (542)

421. BOARD OF REVIEW DECISIONS AND CORRESPONDENCE, 1921 - 1933. Containing appeals from decisions of adjudication rating boards, and correspondence with veteran, his attorney, or a liaison agency, relating to status of review. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 8 ft., in 4 drawers of wooden filing case. Adjudication division. (504)

422. INDEX TO EMPLOYEES' CLAIM FILES, Mar. 1933 to date. Shows rank and designation of employee within facility. Filed numerically and alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in 4 drawers of wooden card cabinet. Adjudication division. (500, 502)

423. APPEALS, 1933 to date. Form 670, record of veterans who have appealed for additional monetary benefits other than war risk insurance, and cases pending or canceled by request or by virtue of disallowance. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 ft., in 8 drawers of wooden card cabinets. Adjudication division. (501, 503)

424. RECOGNIZED ATTORNEYS, 1933 to date. Record showing names and addresses of attorneys approved by Washington office. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 3 ft., in 2 drawers of wooden card cabinet. Adjudication division. (499)



Contact Unit

425. DISCHARGED ENROLLEES, June 1933 to date. Applications of veterans who have served required six months term, and all data up to time of discharge, with related correspondence. Indexed. (Daily, official.) 8 x 10 folders, 40 ft., in 20 drawers of steel filing case. CCC office, 1st floor. (17)

426. ELIGIBLE APPLICATIONS, June 1933 to date. Applications of enrollees for veterans' contingent of CCC that have been returned to enrollees for proper certification, and advising applicant is deferred until next enrolling period; also contains other data relative to application. Filed geographically. Indexed. (Daily, official.) 8 x 10 folders, 38 ft., in drawers of steel and wooden filing cases. CCC office, 1st floor. (14, 11, 12)

427. INDEX, June 1933 to date. Index to CCC applicants, showing name, dates of enlistment and discharge, organization to which attached, and present status. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in 6 drawers of card cabinet. CCC office, 1st floor. (48)

428. MISCELLANEOUS CORRESPONDENCE, June 1933 to date. Correspondence with other Federal agencies, such as the War Dept. and CCC. Indexed. Filed alphabetically. (Daily, official.) 8 x 10 folders, 20 ft., in 10 drawers of steel filing case. CCC office, 1st floor. (13, 15, 16)

Cooperative Service Units

These offices were established at various dates, the earliest being July 1919. They are liaison units, with their respective service affiliations for beneficiaries of the Veterans' Administration, who are confined at the Hines Facility. A working agreement exists between unit executives and the manager of this facility insofar as the accessibility of the patients' records are concerned. Records are in good condition.

American Legion

429. GENERAL CORRESPONDENCE, Jan. 1920 to date. Letters of complaints, inquiries, and claims from Legion members, relating to facilities and services of Veterans' Administration. Filed alphabetically and numerically. (Daily, official.) 10 x 12 folders, 86 ft., in 43 drawers of steel filing cases. R. C-118. (492)

American Red Cross

430. MASTER INDEX, July 1919 to date. Showing name and address of veteran and claim number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 54 ft., in 54 wooden cabinets. R. C-117. (483)

431. RED CROSS CASES, Jan. 1930 to date. Correspondence between Red Cross posts and veterans, relating to services and compensation from Veterans' Administration. Filed alphabetically. Index. (Daily, official.) 10 x 12 folders, 154 ft., in 77 steel filing cases. R. C-117. (484, 485, 487)



432. RECORD OF APPEARANCE BEFORE RATING BOARD, Sept. 1, 1936 to date. For disability compensation in behalf of veteran, showing nature and status of claim. Entered alphabetically. (Frequently, official.) 10 x 12 loose-leaf books, 2 in., on desk. R. C-117. (486)

#### Disabled American Veterans of World War

433. CARD INDEX TO CASES, 1922 to date. Showing name, address, and case number of veteran. Filed alphabetically. (Daily, official.) 3 x 5 cards, 13 ft., in 13 drawers of card cabinets. R. C-119. (488, 490)

434. CASE RECORDS, Jan. 1922 to date. Correspondence with disabled veterans, relating to claims for disabilities and hospitalization. Filed by case number. Index. (Frequently, official.) 10 x 12 folders and bundles, 92 ft., in 16 drawers of steel filing case and on wooden shelves. R. C-119. (489, 491)

#### Veterans of Foreign Wars

435. C AND EX C FILES, Jan. 1932 to date. Files on cases in which the veteran or his dependent is claimant, consisting of correspondence with veteran and VFW posts relating to claims; also included are briefs of VA records. Filed by compensation number. Index. (Frequently, official.) 10 x 12 folders, 28 ft., in 14 drawers of steel filing cases. R. C-113. (480, 481)

436. CARD INDEX, Jan. 1932 to date. Showing name of veteran, address, compensation number and correspondence. Divided into "C" and "Ex C" depending upon whether veteran is living or dead. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 7 ft., in 7 card cabinets. R. C-113. (479)

437. CORRESPONDENCE, Jan. 1936 to date. Inquiries in which case records are not required. Filed alphabetically. Indexed. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. C-113. (482)

#### Finance Division

438. LOANS ON ADJUSTED SERVICE CERTIFICATES, VOUCHERS AND INDEX, 1927 - 1936. Showing name, address, and certificate number of veteran, date, amounts of loan and note, deductions on account of previous loan, and amount of final payment. Filed alphabetically. (Daily, official.) 5 x 8 slips, 118 ft. 6 in., in 79 drawers of steel filing cases. Finance dept., typists' and file rooms. (605, 613, 653)

439. COST ACCOUNTING REPORT, July 1927 to date. Report of all expenses for each month, indicating balances of registers, expenses of regional office and diagnostic center, and balances to date. Filed chronologically. (Older records, never; recent records, daily, official.) 24 x 24 and 10 x 12 loose sheets and folders, 7 in., in drawer of desk. Finance dept., and basement. (638, 667)



440. LEDGER ACCOUNT, PATIENTS' FUNDS, July 1927 to date. Form 1083 showing name of patient, location, whether competent or incompetent, dates of deposits and withdrawals, analysis of same, and certification by acting manager. (Older records, never; recent records, daily, official.) 8 x 10 cards, 14 ft. 3 in., in 8 drawers of steel card cabinets. Finance dept., and basement. (599, 600, 670)

441. PAID VOUCHERS, July 1927 to date. Forms 33, 1036, and 1034a, complete purchase file, including invitation, bid and acceptance, statement and certificate of award, certification by vendor that bill is correct, and paid voucher, showing purchasing agency, vendor, description of goods, authorization, and date paid. Filed chronologically and alphabetically. (Older records, never; recent records, daily, official.) 10 x 12 folders, 130 ft., in 65 drawers of steel filing case. Finance dept., and basement. (602, 657)

442. VOUCHER REGISTERS, July 1927 to date. Ledger accounts of regional office, diagnostic center, and hospital unit, showing all expense items of this facility, divided as to voucher number, amount, and date. Entered alphabetically and chronologically. (Older records, seldom; recent records, daily, official.) 18 x 24 and 10 x 12 loose-leaf books and folders, 2 ft. 6 in., on desk, wooden shelf and in drawer of steel filing case. Finance dept., vault and basement. (637, 648, 666)

443. PATIENTS' FUNDS, PAID VOUCHERS, Oct. 1927 to date. Forms 1048 and 1034, prepared by acting manager of incompetents, covering personal funds of deceased patients turned over to administrator, listing articles which have been ordered by incompetent patients and certified by acting manager. Filed chronologically. (Older records, rarely; recent records, weekly, official.) 8½ x 11 bundles, 9 ft., in 3 drawers of steel filing cases. Finance dept., and basement. (601, 661)

444. RECORD OF VETERANS' NOTES, 1927 to date. Showing name and address of veteran and record of note transactions, including computation of interest, amount and dates of payments, and certification of final settlement. These are records of loans made under 50% loan act only. Filed alphabetically. (Older records, never; recent records, daily, official.) 5 x 8 cards, 192 ft., in 104 drawers of steel card cabinets. Vault and typists' room. (652, 615)

445. DISABILITY COMPENSATION AWARD, July 1928 to date. Showing name and address of claimant, type of service, dates of enlistment and discharge, date claim filed, amount of monthly payment awarded, degree of disability, dates checks issued, debits and credits, adjustments, refunds, returned checks, changes of address, and transfers. Filed numerically. (Older records, occasionally; recent records, daily, official.) 5 x 8 cards and bundles, 198 ft., in 40 drawers of 6 tub tables. Finance dept., and basement. (630, 631, 664)

446. GENERAL CORRESPONDENCE, July 1928 to date. Between this office, veterans' liaison agencies, and the general public, concerning adjusted service certificates and disability compensation. Filed alphabetically.



(Older records, rarely; recent records, frequently, official.) 10 x 12 and 8½ x 11 folders and bundles, 34 ft., in 17 drawers of steel and wooden filing cases. Finance dept., typists' room, and basement. (656, 668)

447. PROCUREMENT INSTRUMENTS, July 1929 to date. Record of requisitions, contracts, purchase and travel orders, authority for other expenditures, and copy of voucher authorizing payment. (Older records, seldom; recent records, daily, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing case. Finance dept., and basement. (633, 636, 669)

448. PAID AND CANCELED REQUESTS, Aug. 1929 to date. Showing type, scope, and number of request, amount expended, name of veteran, place and date of issue, and date request became void. (Older records, seldom; recent records, occasionally, official.) 3 x 8 slips, 30 ft., in 18 drawers of steel filing case. Finance dept., and basement. (583, 658)

449. CONTRACTS, July 1931 - June 1934; July 1935 to date. Copies of contracts with various companies for services or materials, such as gas, electricity, telephone, and stationery. Filed alphabetically. (Older records, rarely; recent records, monthly, official.) 10 x 12 and 8½ x 11 folders and bundles, 6 ft., in 3 drawers of steel filing case. Finance dept., and basement. (596, 662)

450. PAY ROLLS AND RECEIPTS, July 1931 to date. Showing number, name of employee, amounts earned and paid, remarks, and payees' receipt for check. Filed chronologically. (Older records, rarely; recent records, frequently, official.) 10 x 12 folders 12 ft., in 6 drawers of steel filing case. Finance dept., and basement. (598, 663, 642)

451. BUDGET PROOF SHEETS, July 1932 - June 1936. Form 662D, issued to various departments of this facility, showing amount spent during month, and unexpended budgetary allotment. (Rarely, official.) 8½ x 11 bundles, 4 ft., in 2 drawers of steel filing case. Basement. (660)

452. ALLOTMENT LEDGER, July 1932 to date. Ledger accounts of all firms to which allotments have been made, showing amount, date, and type of expense. Entered alphabetically. (Older records, rarely; recent records, daily, official.) 10 x 16 sheets and loose-leaf books (14), 7 ft., in 2 drawers and on wooden shelf. Finance dept., and basement. (634, 659)

453. JOURNAL ENTRIES, July 1932 to date. Record of all adjustments made in registers. (Older records, rarely; recent records, monthly, official.) 8½ x 11 and 10 x 12 sheets and folders, 1 ft. 6 in., in steel filing case and drawer of desk. Finance dept., and basement. (638, 671)

454. FIELD SERVICE RECEIPTS, Jan. 1933 to date. Form 1028 showing name and identification number of beneficiary, description, reason, amount, application of remittance, and name of remitter. (Daily, official.) 5 x 8 slips, 13 ft., in 2 drawers of steel and wooden filing cases. Finance Dept. (603, 604)



455. APPROPRIATION AND TRUST FUND, ACCOUNT LEDGER, Jan. 1935 to date. Showing date of withdrawal, schedule and voucher numbers, amounts of debit and credit, and balance. Entered chronologically. (Daily, official.) 10 x 18 loose-leaf book, 1 in., on desk. Finance dept. (640)

456. SCHEDULES, Jan. 1935 to date. Daily record of financial transactions between cashier in this office and regional disbursing office of the Treasury Dept., pertaining to receipts and disbursements. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. Finance dept. (641)

457. SCHEDULE OF COLLECTIONS, Jan. 1935 to date. Copies of daily reports, showing amount of cash received, names of remitters, individual amounts, type of remittance, and purpose. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. Finance dept. (584)

458. SCHEDULE OF DISBURSEMENTS, Jan. 1935 to date. Daily reports showing purpose, amount, number, and date of check, name of payee, and totals. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. Finance dept. (644)

459. ACCOUNT OF SALE OR COLLECTION, Feb. 1935 to date. Form 1216, an account of sale of public property belonging to Veterans' Administration, collection for services rendered or subsistence furnished at this facility, showing quantity, articles, book value, name of purchaser, amount received, and certification by official in charge. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. Finance dept. (610)

460. PATIENTS' FUNDS, REQUISITION FILE, June 1935 to date. Form 2675, requisitions for cash or merchandise paid out of veterans' personal account, showing certification by finance department that veteran's account is sufficient to cover needs. Filed chronologically. (Occasionally, official.) 8½ x 11 sheets, 1 ft., in drawer of steel filing case. Finance dept. (611)

461. ABSTRACTS AND PROPOSALS, July 1935 to date. Proposals from various firms for furnishing perishable foods which have fluctuating value, such as vegetables and meats; also abstract of all proposals for preceding year. Filed alphabetically. (Weekly, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. Finance dept. (632)

462. GENERAL CORRESPONDENCE, July 1935 to date. Correspondence with Washington office and departments, regarding procedure, authorizations, policy, and personnel. Filed alphabetically and chronologically. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. Finance dept. (606)

463. PATIENT'S FUNDS FOLDERS, July 1935 to date. Covering hospitalized patients, showing receipts, signature of veteran, vouchers from refund department, and related correspondence. Filed alphabetically. (Seldom, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing case. Finance dept. (609)



464. CHANGE OF ADDRESS, Sept. 1935 to date. Form 1710, used by veterans to have entry made in records of their new address. (Older records, rarely; recent records, occasionally, official.) 10 x 12 and 8½ x 11 folders and bundles, 10 ft., in drawers of steel and wooden filing case. Finance Dept., typists' room, and basement. (607, 655, 665)

465. REQUEST TO DEDUCT INSURANCE PREMIUMS FROM COMPENSATION PAYMENTS OR RETIREMENT PAY, Dec. 1935 to date. Form 887A prepared and submitted by veterans, and resultant correspondence. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. Finance dept. (597)

466. INVENTORY OF PERSONAL EFFECTS, Jan. 1936 to date. List of all personal effects and money of veterans who have died at the hospital, attested to by ward surgeon, supply officer, and assistant cashier. (Occasionally, official.) 10 x 12 folders, 1 ft., on shelf. Vault. (647)

467. SIGNATURES, Jan. 1936 to date. Signatures of employees at this facility, used for check authorizations, permits, and pay rolls. (Frequently, official.) 3 x 5 cards, 3 in., in wooden card cabinet. Finance dept. (608)

468. ADJUSTED SERVICE CERTIFICATES, SETTLEMENTS, June 1936 to date. Showing name and address of veteran, date certificate issued, voucher number, amount of certificate, amounts paid, and balance payable. Filed alphabetically, numerically, and chronologically. (Daily, official.) 2 x 8 and 8 x 16 slips and loose-leaf books, 94 ft., in 21 drawers of steel filing case, and on wooden shelf. Finance dept., file room, and vault. (614, 645)

469. BOND RETURN NOTICES, June 1936 to date. Received from Federal Reserve Bank of Chicago, showing adjusted service compensation bonds returned from post office, and reason. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. Typists' room. (654)

470. RECORD OF PAID NOTES, June 15, 1936 to date. Showing name and address of veteran, description and number of certificate, date issued, amount, loan value, and record of note transactions, including computation of accrued interest and amount of final payment. Filed alphabetically. (Daily, official.) 5 x 8 slips, 176 ft., in 59 drawers of steel card cabinet. File room. (612)

471. CORRECTION NOTICES, ADJUSTED COMPENSATION, July 1936 to date. Form 1713 used to correct records of any errors in veterans' name, address, or amount to be paid. Filed alphabetically. (Daily, official.) 5 x 8 sheets, 1 ft., in drawer of steel filing case. Typists' room. (650)

472. NOTICES OF ITEMS TO BE VOIDED, July 1936 to date. Form 1711 used to void vouchers in which error has been made, also copies of voided and corrected vouchers. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. Typists' room. (651)



473. OVERPAYMENTS, July 1936 to date. Correspondence with regional disbursing office of Treasury Department, and veterans relative to overpayment of bonuses. Filed alphabetically. (Constantly, official.) 10 x 12 folders, 8 ft., in 4 drawers of wooden filing cases. Finance dept. (582)

474. UNPAID REQUESTS, July 1936 to date. Forms 3266A, 3267A, and 955B showing nature of request, number, amount to be expended, name of veteran, scope of request, place and date of issue, and date void. Filed numerically. (Frequently, official.) 3 x 8 sheets, 9 ft., in 6 drawers of steel filing case. Finance dept. (643)

475. VETERANS' NOTES, Oct. 16, 1936 to date. Form 1185 listing cases upon which certification to Treasury Department has not been made. Entered chronologically. (Frequently, official.) 8½ x 11 loose-leaf books, 2 in., on wooden shelf. Vault. (646)

476. DUPLICATE APPLICATIONS, Dec. 1936 to date. For adjusted compensation certificates which have been filed by veterans. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Typists' room. (649)

477. SALARY RECORD, current. Form 993 showing semimonthly pay date, name, position, amount earned, deduction, classification, and net amount paid. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9 ft., in 6 drawers of steel card cabinet. Finance dept. (629)

478. VOUCHER FILE, current. Copies of vouchers returned by disbursing department and passed for payment. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in wooden rack. Finance dept. (635)

#### Legal Division

479. CARD RECORD OF BANKS, FIDUCIARIES, July 1919 to date. Showing names and addresses of bank or trust company, ward, beneficiary, and name of county or probate court. Fiduciaries in these cases are corporations which have been appointed by court to act as conservator or guardian. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in wooden card cabinet. 2d floor. (472)

480. CARD RECORD OF FIDUCIARIES, INDIVIDUALS, July 1919 to date. Showing names and addresses of fiduciary ward and beneficiary, and name of county or probate court. Fiduciaries in these cases are individuals who have been appointed by court to act as conservator or guardian. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in wooden card cabinet. 2d floor. (473)

481. GUARDIANSHIP CASES, July 1919 to date. Active and closed cases containing correspondence relative to initiation and continuance of conservatorship or guardianship; also copies of legal pleadings before county and probate courts, and authorization of all expenditures made by conservator or guardian in pursuance of governmental supervision. Filed alphabetically. (Daily, official.) 10 x 12 folders, 362 ft., in 181 drawers of steel filing cases. 2d floor. (476, 477, 478)



482. RECORD OF ACTIVE, INACTIVE AND OBSOLETE CASES, July 1919 to date. Showing names and addresses of veteran, fiduciary, and beneficiary, name of county or probate court, disposition of case, and correspondence. Filed alphabetically. (Older records, seldom; recent records, daily, official.) 10 x 12 folders and 3 x 5 cards, 12 ft. 6 in., in drawers of wooden card cabinet and on desk. 2d floor. (474, 469, 470)

483. RECORD OF BONDING COMPANIES, July 1919 to date. Showing name, address, where authorized to do business, name and address of fiduciary, and in what capacity he acts. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in drawers of wooden card cabinet. 2d floor. (471)

#### Medical Division

##### Chief Nurse's Office

484. PERSONNEL INDEX FILE, 1921 to date. Information as to personal history of employee in condensed form, showing present address, and rank within hospital unit. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft., in wooden cabinet. R. D-209. (541)

485. GENERAL CONTROL FILE, Jan. 1935 to date. Activities of entire hospital as a unit, subdivided into departments and functions, showing individual duties of personnel, attendance record, leaves granted as per fiscal year. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. D-209. (539)

486. GENERAL CORRESPONDENCE, 1935 to date. Correspondence with Washington office, including rules and regulations. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. R. D-209. (540)

487. DAILY REPORTS, Jan. 1936 to date. Routine and procedure reports, transcribed from day and night reports, submitted by respective ward nurses. Filed numerically and alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. R. D-209. (538)

##### Clinical Laboratory

488. ALPHABETICAL AND NUMERICAL INDEX, 1920 to date. Index to laboratory slides of specimens procured from autopsies and biopsies. Filed alphabetically and numerically. (Occasionally, official.) 3 x 5 cards, 26 ft., in 17 drawers of wooden card cabinets. Clinical laboratory. (512, 513)

489. MICROSCOPIC LABORATORY SLIDES OF AUTOPSIES AND BIOPSIES, 1920 to Date. Slides of specimens. Filed numerically. Indexed. (Occasionally, official.) 1 x 4 glass slides, 272 ft., in 34 drawers of wooden cabinet. Clinical laboratory. (511)

490. BLOOD DONOR RECORD, 1929 to date. Showing physical and service record, dates of Kahn and Wassermann tests, names of recipients and dates



of transfusions. Filed numerically. (Occasionally, official.) 5 x 8 cards, 3 ft., in 2 drawers of wooden card cabinet. Clinical laboratory. (509)

491. AUTOPSY PROTOCOL DUPLICATES, 1933 to date. Results of autopsies performed upon deceased veterans with authorization from legal guardian. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 ft., in 2 drawers of wooden filing cases. Clinical laboratory. (510)

492. MORBID ANATOMY INTERPRETATIONS, 1933 to date. Brief medical terms of results of autopsies abstracted from autopsy protocol duplicates. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 ft., in 4 drawers of wooden card cabinets. Clinical laboratory. (514)

#### Clinical Records

493. CLINICAL FILES, Aug. 1921 to date. Record of patients who have been discharged, containing all correspondence and medical reports since date of entry. Filed alphabetically. Indexed. (Daily, official.) 9 x 11 folders, 2136 ft., in 28 drawers and 260 boxes. R. D-120 and storage room. (591, 622)

494. RECORD OF DOMICILIARY AND HOSPITAL CARE, Aug. 1921 to date. Abstract records of diagnostic findings of patient in order of severity and importance, showing number and stipulation as to whether or not it is service origin. Filed numerically. (Daily, official.) 9 x 11 folders, 87 ft., in 14 drawers of wooden filing case. R. D-120. (590)

495. INDEX AND LOCATION FILE, 1921 to date. Covers patients hospitalized, discharged, and deceased within facility, showing register number for each period of hospitalization and ward assignment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 51 ft., in 34 drawers of wooden card cabinets. R. D-120. (585, 586)

496. PATHOLOGICAL FILE, 1921 to date. Showing patients' name and disease for which he is being treated. Filed alphabetically. (Daily, official.) 5 x 8 cards, 28 ft., in 7 drawers of wooden card cabinets. R. D-120. (589)

497. ASSOCIATE DISEASE AND MAJOR DIAGNOSIS RECORDS, Mar. 1931 - Sept. 1936. Record of patients' associate disease of disability, literal translation, nomenclature number of major diagnosis, and date of discharge. Filed numerically. (Never.) 3 x 5 cards, 66 ft., in 44 drawers of card cabinets. R. D-120. (592, 593)

498. DEATH RECORD, Mar. 1931 - Sept. 1936. Literal translations of medical diagnosis, associate disease, and date of death. Filed alphabetically. (Never.) 3 x 5 cards, 13 ft., in 9 drawers of card cabinet. R. D-120. (595)

499. OPERATION RECORD, Mar. 1931 - Sept. 1936. Record of all operations performed on patient, literal translation and nomenclature numbers of major diagnosis, associate diseases, and date of discharge. Filed



alphabetically. (Never.) 3 x 5 cards, 27 ft., in 19 drawers of card cabinets. R. D-120. (594)

500. DECEASED PATIENTS' FOLDERS, Nov. 1934 to date. Certain pertinent and vital information abstracted from deceased patients' folders, which have been sent to Washington office in compliance with rules and regulations. Filed alphabetically. Indexed. (Daily, official.) 9 x 11 folders, 32 ft., in 16 drawers of steel filing case. R. D-120. (587)

501. GENERAL CORRESPONDENCE AND MEDICAL REPORTS, current. Individual files on patients, containing correspondence and medical reports, which are consolidated with patients clinical files at time of discharge. Filed alphabetically. Indexed. (Daily, official.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing case. R. D-120. (588)

#### Dental Clinic

502. MONTHLY REPORTS, Sept. 1930; Jan. 1, 1934 to date. Showing complete resume of work completed during month in clinic and laboratory; also amount and kind of materials used. Filed chronologically. (Monthly, official.) 10 x 12 envelopes, 2 ft. 6 in., in drawer of wooden filing case and safe. Dental clinic and laboratory. (529, 537)

503. WORK ORDERS, Sept. 1930 to date. Form 2804, orders from this clinic and other stations in this area for dentures. Filed chronologically. (Monthly, official.) 8½ x 11 and 10 x 14 sheets and bundles, 12 ft., on boards and in closet. Laboratory. (536)

504. APPOINTMENT BOOKS, July 1932 to date. Future appointments for each dentist, showing date, name of patient, and type of treatment. Entered chronologically. (Daily, official.) 4 x 10 vols., 2 ft. 6 in., on desks. Dental clinic. (530)

505. DESIGNATED DENTAL EXAMINERS, July 1932 to date. Names and addresses of dentists throughout the area serving out-patients who cannot come to this office. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 9 in., in drawer of wooden card cabinet. Dental clinic. (532)

506. CLINICAL RECORDS, July 1932 to date. Master cards and abeyance file showing record of work finished and needed, name of attending dentist, and examination sheets. Filed alphabetically. (Daily, official.) 10 x 12 folders, 19 ft., in 16 drawers of wooden card cabinets and filing cases. Dental clinic. (523, 524, 525, 526, 528, 531, 533, 534, 535)

507. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with various stations and departments, regarding laboratory work finished and to be done. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Dental clinic. (527)

508. PERSONNEL RECORD, Jan. 1936 to date. Showing name, address, phone number, nearest relative of employee, date entering service, amount of annual and sick leave accrued, and amount expended. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 1 ft., in drawer of wooden filing case. Dental clinic. (520)



509. RECORD OF ADMISSION AND DISCHARGE, Jan. 1936 to date. Showing date and names of patients. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. Dental clinic. (521)

510. EXAMINATION RECORD, current. Charts showing teeth needing attention, detailed description of treatment, necessary X-ray, etc. Filed alphabetically. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of wooden filing case. Dental clinic. (522)

#### Diagnostic Center

511. TRANSFER SLIPS, 1928 - 1935. Form 844, issued for transfer of patients following examination in this center. Filed chronologically. (Never.) 4 x 7 bundles (20), 10 ft., in wooden box. Vault on 2d floor. (294)

512. INDEX TO PATIENTS, Jan. 1931 to date. Record of patients hospitalized and discharged with this center, summarizing in brief the patient's service record, date of admission, and register number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 4 drawers of steel card cabinets. R. D-248. (553, 554)

513. PATHOLOGICAL RECORDS, Jan. 1931 to date. Records of patients hospitalized in and discharged from this center, depicting most important conditions. Filed alphabetically. Indexed. (Daily, official.) 5 x 8 slips, 16 ft., in 11 drawers of steel filing case. R. D-248. (555, 556)

514. PATIENTS' CLINICAL FILES, Jan. 1931 to date. Record of patients hospitalized in and discharged from this center who have been involved in controversy between regional medical officers and board of appeals, concerning physical status. Enclosures consist of summary of veterans' pre-war occupation, war record, medical data of treatment prior to hospitalization, personal history, and results of examination by physician and consultants. Filed alphabetically. Indexed. (Daily, official.) 9 x 11 folders, 6 ft., in 3 drawers of steel filing case. R. D-246. (557-559)

#### Dietetic Department

515. GENERAL CORRESPONDENCE, Jan. 1935 to date. Relative to various activities of chief dietician's office and matters relating to food budgets, special diets, and allotments. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of wooden filing case. R. D-401. (505)

516. MEALS SERVED, Jan. 1935 to date. Reports of meals prepared by assistants of chief dietician who are assigned to respective ward kitchens, showing number of meals served. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of wooden filing case. R. D-401. (508)



517. CONSOLIDATED DIET SHEETS OF WARDS, Jan. 1936 to date. Report from all wards condensed by ward surgeon and submitted to chief dietician. Filed numerically. (Daily, official.) 9 x 11 folders, 22 ft., in 32 Shannon files and drawer of wooden filing case. R. D-401. (506, 507)

#### Eye, Ear, Nose, and Throat Unit

518. RECORD OF DIAGNOSTIC CASES FOR EXAMINATIONS, Oct. 1926 to date. Record of all diagnostic cases sent in for examination, treatment, and operations, if necessary. Entered alphabetically. (Occasionally, official.) 6 x 9 vols., 6 in., on desk. R. C-105. (498)

519. RECORD OF EYE, EAR, NOSE, AND THROAT OPERATIONS, Oct. 1926 to date. Showing type and date of operation, and names of patients and surgeons'. Entered chronologically. (Occasionally, official.) 6 x 9 vols., 1 ft., on desk. R. C-105. (497)

520. EYE GROUND EXAMINATION, 1926 to date. Examination papers submitted to patients hospitalized in neuropsychiatric section of this facility. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. C-105. (496)

521. MISCELLANEOUS CORRESPONDENCE, 1934 to date. Relative to various activities of this clinic. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. R. C-105. (495)

522. ROUTINE EXAMINATIONS, 1934 to date. Record of individual examinations of hospitalized and in and out-patients treated in this clinic and diagnostic center. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. R. C-105. (493, 494)

#### Library

523. MONTHLY CIRCULATION RECORDS, 1921 to date. Record of distribution compiled in daily, progressive manner, enumerating number and classifications of books issued to patients and medical staff, and percentages of each class of literature distributed. Filed chronologically. (Daily, official.) 8 x 10 and 6 x 9 vols. (5), 2 ft., in drawer of desk. Library. (320, 322)

524. PATIENTS' AND STAFF CATALOG INVENTORY, 1921 to date. Index to all books, periodicals, and miscellaneous reading matter that may be loaned to patients and medical staff from this library. Filed alphabetically by author, title, and subject. (Daily, official.) 4 x 6 cards, 45 ft., in 30 drawers of wooden card cabinets. Library. (321, 323)



## Medical Service

525. ADMISSIONS AND TRANSFERS, Jan. 1923 to date. Record of patients admitted to wards and those transferred or discharged, showing inclusive dates of hospitalization and diagnosis. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, and 8 x 10 $\frac{1}{2}$  vols., 47 ft. 2 in., on desk, shelves, and in 33 card cabinets. Rs. A-148, A-236, A-324, B-157, B-257, B-327, C233, C239, C339, C416, D2, D337, D432, E328, E426, EN235, F1, F226, F324, G1, G3, G236, G434 and basement. (300, 302, 308, 328, 335, 341, 347, 352, 358, 364, 370, 376, 384, 401, 407, 433, 437, 441, 447, 451, 455, 515, 626)

526. PATIENTS' CLINICAL FILES, 1923 to date. Individual patients' records, consisting of all reports and entry papers, pertaining to case since date of hospitalization. Filed chronologically and alphabetically. (Daily, official.) 9 x 11 folders, 81 ft., in 43 steel and wooden filing cases. Rs. A148, A236, A326, A434, B157, B257, B327, C338, C415, D2, D338, D436, E426, EN235, F1, F226, F326, G1, G3, G236, and G432. (309, 327, 334, 339, 345, 350, 356, 362, 368, 374, 381, 387, 395, 399, 405, 436, 440, 446, 454, 460, 516)

527. CARDIOGRAMS, 1925 to date. Original tracings on bromide paper, produced by means of cardiograph machine, showing contractions of heart by registering pulsations from electrical contacts placed on wrists and one leg, indicating force and form of heart's movements. Filed chronologically and numerically. Indexed. (Daily, official.) 10 x 12 cards, 48 ft., in 24 drawers of steel and wooden filing cases. R. D338. (307)

528. CLINICAL INTERPRETATIONS OF CARDIOGRAMS, 1925 to date. Results of cardiograms taken of patients, after consultation between physicians specializing in cardiac cases, showing diagnosis of ailment from which treatment may be prescribed. Filed alphabetically and numerically. Indexed. (Daily, official.) 5 x 8 cards, 18 ft., in 12 drawers of steel card cabinets. R. D-338. (312)

529. INDEX TO CARDIOGRAMS AND CLINICAL INTERPRETATIONS, 1925 to date. Showing name, number, and status of every cardiogram taken since inception date of this hospital service. Filed alphabetically. (Daily, official.) 5 x 8 cards, 18 ft., in 12 drawers of wooden card cabinets. R. D-338. (313)

530. MONTHLY RECORD SHEETS OF ALCOHOLIC AND NARCOTIC DRUGS, Jan. 1932 to date. Showing accumulated amount of drugs dispensed during month and how administered. Filed chronologically. (Daily, official.) 9 x 11 folders and bundles, 75 ft., on clipboards, shelves, desks, and in drawers of filing case. Rs. A148, A236, A324, A402, B157, B257, B327, C223, C239, C338, C415, D2, D337, D432, D434, E326, E328, E426, EN235, F1, F226, F228, F324, F330, G1, G3, G236, G434, and basement. (297, 303, 310, 326, 332, 338, 344, 349, 355, 361, 367, 373, 379, 380, 386, 391, 398, 404, 435, 439, 444, 449, 445, 450, 453, 456, 459, 519, 625)



531. NURSES' DAY AND NIGHT REPORTS, Sept. 1933 to date. Consolidated report of activities for each tour of duty, beginning at 7:00 A.M. and ending at same time following day, showing orders and preparations of patients, as prescribed by attending physician. Filed chronologically. (Daily, official.) 6 x 9 and 8 x 10 $\frac{1}{2}$  vols., 104 ft. 6 in., on shelves, desks, and in drawers of filing case. Rs. A148, A236, A324, A402, B157, B257, B327, C223, C239, C416, D2, D331, D337, D432, D434, E328, E426, EN235, F1, F226, F228, F324, F330, G1, G3, G236, G238, G434, G438, and basement. (298, 299, 306, 314, 324, 325, 330, 331, 336, 337, 342, 343, 348, 353, 354, 359, 360, 365, 366, 371, 372, 377, 378, 384, 385, 390, 394, 396, 397, 402, 403, 434, 438, 442, 443, 448, 452, 457, 458, 517, 628)

532. NARCOTIC ORDER BOOKS, 1935 to date. Contains individual orders for alcohol and narcotics for patients, with signatures of prescribing physician and administering nurse. Filed chronologically. (Daily, official.) 5 x 8 vols., 14 ft. 2 in., on desk, shelves, and in desk drawer. Rs. A148, A236, A324, A402, B157, B257, B327, C239, C338, C415, D2, D337, D432, D434, E326, E328, E426, EN 235, F1, F226, F324, G1, G3, G236, G424, and basement. (301, 311, 329, 333, 340, 346, 351, 357, 363, 369, 375, 382, 388, 392, 400, 406, 461, 462, 463, 464, 465, 466, 467, 468, 518, 624)

#### Occupational Therapy

533. MASTER CARD FILE, Jan. 1, 1935 to date. Showing name of patient, register and ward numbers, type of work, date treatment began, and date of discharge. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. R. E-135. (573)

534. BUREAU CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with Washington office in regard to procedure, office supplies, and material needed. Filed chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. E-135. (545)

535. DAILY REPORTS, Jan. 1, 1936 to date. Form 2592 showing name of patient, type of project, and number of hours worked. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. E-135. (552)

536. MATERIAL REPORTS, Jan. 1, 1936 to date. Monthly reports of material issued, returned, and exchanged by patients. Filed chronologically. (Monthly, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. E-135. (549)

537. MATERIAL SLIPS, Jan. 1, 1936 to date. Form 2598 made in three colors: white, showing material charged to patient; blue, material returned, and pink, exchange of materials. Filed chronologically. (Monthly, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. E-135. (548)

538. MONTHLY REPORTS, Jan. 1, 1936 to date. Copies of reports to Washington office, showing hours spent by patients on various projects,



types of projects, material used, and amount of work finished. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. E-135. (546)

539. PROPERTY LIST, Jan. 1936 to date. Monthly list of all property in possession of this office. Filed chronologically. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. E-135. (575)

540. REPORT OF ARTICLES ON HAND FOR SALE, Jan. 1, 1936 to date. Copies of inventories prepared for Washington office, showing articles that have been fabricated by veterans and are offered for sale. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. E-135. (547)

541. REPORT OF COLLECTIONS, Jan. 1, 1936 to date. Form 1216 showing cash collected for articles sold, name and type of article, price, date sold, and cost of material. (Occasionally, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. E-135. (551)

542. UNOFFICIAL CORRESPONDENCE, Jan. 1, 1936 to date. Correspondence with individuals in regard to articles that are being made or are to be made for them. Filed chronologically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. E-135. (550)

543. USEFUL WORK REPORTS, Jan. 1, 1936 to date. Monthly reports to VA and central office at Washington, regarding useful work accomplished by patients, such as scrubbing, sweeping, lawn mowing, etc., and number of hours of employment on each type. Filed chronologically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. E-135. (543)

544. JULY AUDIT, July 1, 1936 to date. Copy of annual audit of finances of this department, showing amount of money received throughout year from sale of articles made, amounts spent for materials, and balance on hand. (Seldom, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. R. E-135. (544)

545. CLINICAL RECORD, current. Form 2614-L showing name, register number, ward, diagnosis, occupation before hospitalization, conduct disorder, type of work patient may do, therapeutic benefits, and signatures of occupational therapy aide and surgeon. Filed alphabetically. (Daily, official.) 8½ x 11 sheets, 1 ft., on 10 clipboards. R. E-135. (574)

#### Out-Patient Clinical Service

546. MEDICAL TREATMENT FILES, 1921 - 1934; 1924 to date. Record of out-patients receiving medical treatment either at this facility or from designated physicians and dentists in the area, containing rating sheet compiled by rating boards to determine eligibility; also monthly treatment reports showing treatment, present condition of patient, and related



correspondence. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 122 ft., in 61 drawers of steel filing case. R. D-141 and basement. (285, 623)

547. LIST OF AMPUTEES, 1924 to date. Showing types of devices issued to disabled veterans, dates, and medical history of the case. Entered alphabetically. (Daily, official.) 9 x 11 loose-leaf books, 6 in., in drawer of wooden desk. R. D-141. (286)

548. PROSTHETIC SERVICE, Jan. 1934 - July 1936. Record showing requisitions for equipment and medical supplies issued to patients upon their discharge from facility. Filed alphabetically. (Never.) 3 x 5 cards, 3 ft., in drawer of wooden card cabinet. Basement. (627)

#### Pharmacy

549. INVENTORY CARDS FOR ALCOHOLIC AND NARCOTIC DRUGS, 1928 to date. Perpetual inventory of alcoholic and narcotic drugs received from supply unit and consumed. Filed chronologically. (Daily, official.) 5 x 8 folders, 3 in., in drawer of desk. Pharmacy. (319)

550. IN AND OUT-PATIENT PRESCRIPTIONS, May 1934 to date. Issued on authority of staff or attending physicians for patients hospitalized, showing chemicals and compounds to be used in wards and hospital units in preparation of medicinal treatment. Filed numerically and chronologically. (Daily, official.) 4 x 5½ slips, 22 ft. 6 in., in 5 drawers of wooden filing case. Pharmacy. (315, 316)

551. INSULIN PRESCRIPTIONS, May 1934 to date. Originating with staff or outside designated physicians, requesting insulin for patients confined in this hospital and those treated in their resident locality and receiving their prescriptions by mail. Filed chronologically. (Daily, official.) 4 x 5½ slips, 2 ft., in drawer of wooden filing case. Pharmacy. (318)

552. NARCOTIC PRESCRIPTIONS, Oct. 1934 to date. Prescriptions calling for narcotics, and sanctioned by chief medical officer. Filed chronologically. (Daily, official.) 4 x 5½ slips, 3 ft., in 2 drawers of wooden filing case. Pharmacy. (317)

#### Physiotherapy Unit

553. INDEX TO PATIENT UNDERGOING TREATMENT, 1934 to date. Showing case history of patient admitted to this unit for treatment. Filed alphabetically. (Older records, never; recent records, daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of wooden card cabinets. R. E-131. (620, 621)

554. GENERAL CORRESPONDENCE, 1935 to date. Correspondence with other units, relative to all activities of this unit. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of wooden filing case. R. E-131. (619)



555. **TECHNICIANS' REPORTS**, Jan. 1936 to date. Reports prepared by technicians administering treatments to patients, showing number and type of treatments. Filed numerically and chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of wooden filing case. R. E-131. (618)

556. **PATIENTS' CLINICAL RECORD OF PHYSIOTHERAPY TREATMENTS**, Aug. 1936 to date. Showing condition of patient prior to initial treatment, findings of X-ray examinations, and type of treatment prescribed. Filed alphabetically. Indexed. (Daily, official.) 9 x 11 folders, 4 ft., in drawers of wooden filing case. R. E-131. (616, 617)

#### Radium Therapy Unit

557. **MASTER CARD INDEX**, 1929 to date. Showing patient's name, register and room numbers, ward letter, diagnosis of tumor, description, dates, and amounts of treatments. (Daily, official.) 3 x 5 cards, 3 ft., in 2 drawers of wooden card cabinets. R. E-140. (560)

558. **CLINICAL FILES**, July 1929 to date. Files on radium cannon, local radium, and X-ray patients, showing complete medical history of patient, nature of malady, and record of treatment. Filed alphabetically. Indexed. (Daily, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing case. R. E-140. (561-553)

559. **DAILY LOG**, July 1929 to date. Showing name of patient, time in, and out, and total time consumed. Entered chronologically. (Older records, never; recent records, daily, official.) 8 x 10 vols. (8), 4 in., on desk. R. E-140. (565, 571)

560. **DECEASED PATIENTS**, July 1929 to date. Clinical files on cancer and tumor patients who had undergone treatment. Filed alphabetically. Indexed. (Rarely, official.) 10 x 12 folders, 4 ft., in pasteboard box. R. E-151. (570)

561. **RADIUM CANNON LOG BOOK**, Dec. 29, 1933 to date. Showing name of patient, ward, region treated, and time spent on treatment. Entered chronologically. (Older records, seldom; recent records, daily, official.) 8 x 10 vols., 3 in., on desk and in drawer of steel cabinet. R. E-150. (568, 572)

562. **RADIUM TUBE STRENGTH RECORD**, May 1935 to date. Each tube has distinctive marking in three colors and tubes are individually measured as to strength of rays emitted. Measurement is recorded with date and code colors of each tube. Tubes have fixed rate of deterioration and when tube has become inactive, it is refilled, measured, and so recorded. Entered chronologically. (Daily, official.) 5 x 8 vol., 1 in., on desk. R. E-140. (566)

563. **TECHNICIANS' LOG, DEEP X-RAY**, Jan. 1, 1936 to date. Showing date, thickness of copper filter used for particular patient, intensimeter reading, which is check on thickness of filters, time, treatment started, turned off, and total in minutes. Entered chronologically. (Daily, official.) 3 x 5 vols., 6 in., in drawer of desk. R. E-140. (564)



564. APPOINTMENT BOOK, Apr. 26, 1936 to date. Showing name of patient, ward, and time of next treatment with radium cannon. Filed chronologically. (Daily, official.) 4 x 7 vol., 1 in., on desk. R. E-150. (569)

565. RADIUM CANNON DIAGNOSIS SHEETS, current. Showing afflicted area, treatment order, distance from cannon to flesh, type and thickness of filter, time of exposure, and name of attending doctor. Filed alphabetically. Indexed. (Daily, official.) 8½ x 11 sheets, 1 in., on clipboard. R. E-150. (567)

#### Receptionist's Office

566. PATIENT DIRECTORY, 1921 to date. Record of all patients who are being hospitalized at this hospital, showing date of admission, location of ward, and patient's name, address, and room number. Filed alphabetically. (Daily, unofficial.) 5 x 18 cards, 2 ft., in rotary file stand. Information center. (120)

567. RECORD OF DISCHARGED PATIENTS, 1921 to date. Showing name of patient, last known address, date of admission, total days of hospitalization, inter-ward transfers during hospitalization, and date of discharge. Filed alphabetically. (Daily, unofficial.) 3 x 5 cards, 2 ft., in 6 drawers of card cabinets. Information center. (121)

#### Social Service

568. INDEX TO SOCIAL SERVICE CASES, 1926 to date. Index to active and inactive cases of deceased veterans, showing status of case, and name of office or station requesting original investigation. Filed alphabetically. (Daily, official.) 4 x 6 cards, 12 ft., in 6 drawers of wooden card cabinets. R. D-120. (288, 289)

569. SOCIAL SERVICE CASE FILES, 1926 to date. Showing results of investigation for purpose of clarifying conditions in administration or hospitalization of veteran, including social worker's confidential report and recommendations as to proper procedure. Filed alphabetically. Indexed. (Daily, confidential.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing cases. R. D-120. (287)

#### Surgery Service

570. RECORD OF OPERATIONS, Jan. 23, 1922 to date. Progressive record of all major and minor operations performed, showing date, patient's register number, name of surgeon, type of operation, and post-operative diagnosis. Filed chronologically. (Daily, official.) 9 x 15 and 6 x 9 vols. (7), 1 ft., on desk and in cabinet. Operating room. (408)

571. MONTHLY REPORT OF TREATMENTS, Apr. 1931 to date. Covering patients of tumor clinic, showing radium treatment rendered in deep X-ray therapy department, segregated according to number and types of treatment. Filed chronologically. (Daily, official.) 6 x 10 vols., 2 in., in desk drawer. R. E-424. (414)



572. OPERATIONS PERFORMED IN TUMOR WARDS, Feb. 1935 to date. Detailed reports on all operations. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of wooden filing case. R. E-424. (413)

573. TUMOR BOARD REPORTS, Feb. 1935 to date. Contains patient's original and supplemental reports portraying physical history, examinations, and diagnosis. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of wooden filing case. R. E-424. (412)

574. MONTHLY REPORT OF OPERATIONS, Apr. 1935 to date. Reports of major and minor operations, segregated according to types. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Operating room. (409)

575. TRANSMITTAL LETTERS CONCERNING PROLAN-A TEST, Nov. 1935 to date. Letters of transmittal with patients' specimens received from outside facilities to determine medical and chemistry analysis of carcinoma cases, for which this facility has discovered, by extensive research, a test known as prolan-a. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of wooden filing case. R. E-404. (410)

576. TUMOR AND CANCER FOLLOW-UP, Nov. 1935 to date. Index cards for discharged tumor patients, future date for questionnaire to be submitted for follow-up information data. Filed chronologically. (Occasionally, official.) 5 x 5 cards, 9 ft., in 6 drawers of card cabinets. R. E-404. (411)

577. TUMOR REGISTRY, Nov. 1935 to date. Folders of tumor and cancer, hospitalized, dehospitalized, and deceased patients, containing copies of medical examination and tumor board reports, and questionnaires used for follow-up work. Filed alphabetically. (Daily, official.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing case. R. E-404. (415)

578. DECEASED AND DISCHARGED TUMOR CASES, Jan. 1936 to date. Record in progressive form, showing name, diagnosis, and discharge date of all tumor and cancer cases. Filed chronologically. (Daily, official.) 9 x 15 vol., 2 in., in drawer of desk. R. E-404. (305)

579. TUMOR AND CANCER ADMISSIONS, Jan. 1936 to date. Showing name, and dates of diagnosis and admission to ward. Filed chronologically. (Daily, official.) 9 x 15 vol., 2 in., on desk. R. E-404. (304)

#### X-Ray Laboratory

580. INDEX TO X-RAY FILMS AND ROENTGENOLOGICAL REPORTS, 1930 to date. Index to hospitalized, discharged, and deceased patients' roentgenological reports and X-rays, showing patient's name and X-ray number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 117 ft. 6 in., in 79 drawers of steel filing card cabinets. R. D-132. (578-581)

581. ROENTGENOLOGICAL REQUESTS AND REPORTS, 1930 to date. Prepared by ward surgeon, showing findings and clinical interpretations as determined



from X-ray. Covers hospitalized, deceased, and discharged patients. Filed numerically. Indexed. (Daily, official.) 9 x 11 folders, 88 ft., in 44 steel and wooden filing case drawers. R. D-132. (576, 577)

#### Statistical Unit

582. ANNUAL REPORTS ON OCCUPATIONAL THERAPY, 1931 to date. Copies of annual report and audit by finance officer, showing occupational therapy by-products appraised and disposed of. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 5 in., in drawers of steel and wooden filing cases. Statistical office and basement. (102, 178)

583. ANNUAL REPORTS ON PATIENTS IN VETERANS' ADMINISTRATION FACILITY, CIVIL AND STATE HOSPITALS, 1931 to date. Lists of veterans receiving hospital or domiciliary care. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 6 in., in drawers of wooden and steel filing cases. Statistical office and basement. (75, 160, 211)

584. ATTENDING SPECIALISTS' REPORTS, 1931 to date. Monthly reports of medical officers attached to diagnostic center of hospital, who are on part-time working status and are called in for consultation in diagnosis, showing each one's special activity. Filed chronologically. (Older records, never; recent records, monthly, official.) 8 x 11 folders, 7 in., in drawers of wooden and steel filing cases. Statistical office and basement. (77, 167, 220)

585. AVERAGE IN-PATIENT DAYS OF DIAGNOSTIC CENTER, 1931 to date. Monthly reports of number of cases admitted to diagnostic center and total number of days consumed by all in-patients under observation, segregated according to classification of service rendered. Filed chronologically. (Older records, never; recent records, monthly, official.) 8½ x 11 folders, 6 in., in drawers of wooden and steel filing cases. Statistical office and basement. (67, 161, 215)

586. HOSPITAL LIBRARY REPORT, 1931 to date. Showing number of volumes on hand in patients' and medical library and number of volumes circulated during month. Filed chronologically. (Older records, never; recent records, monthly, official.) 9½ x 11 folders, 6 in., in drawers of wooden and steel filing case. Statistical office and basement. (85, 166, 219)

587. MONTHLY COST OF OUT-PATIENT SERVICE, 1931 to date. Itemized cost of personnel assigned to various types of service in out-patient clinic, and respective costs of supplies supporting said service. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 2 ft. 6 in., in drawer of steel and wooden filing cases. Statistical office and basement. (73, 96, 158, 212)

588. MONTHLY REPORT ON CONTACT UNIT ACTIVITIES, 1931 to date. Reports on work accomplished by Contact Unit, showing actual number of cases briefed and presented to rating board and number of letters and memoranda written.



Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 6 in., in drawers of wooden and steel filing case. Statistical office and basement. (74, 159, 214)

589. OFFICE MEMORANDA AND CORRESPONDENCE, 1931 to date. Orders pertaining to compilation of statistical reports and correspondence with Washington office relative to any corrections or revisions of reports. Filed chronologically and alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 6 in., in drawers of steel and wooden filing cases. Statistical office and basement. (68, 156, 213)

590. RECORD OF SPECIAL DISPATCHES, 1931 to date. Record of all incoming and outgoing telegrams, radiograms, and special delivery and air mail letters, pertinent to administrative and hospital activities. Filed numerically. (Older records, never; recent records, occasionally, official.) 9 x 11 bundles, 5 ft. 2 in., in drawers of wooden and steel filing cases. Statistical office and basement. (113, 163, 218)

591. RECORD OF VETERANS AWAITING ADMISSION FOR HOSPITALIZATION, 1931 to date. Report submitted to Washington office, showing number of veterans that have accepted hospitalization, and others that have notified this facility they wish to have their names removed from waiting list for various reasons. Filed chronologically. (Older records, never; recent records, occasionally, official.) 9 x 11 folders, 3 ft. 2 in., in drawers of wooden and steel filing case. Statistical office and basement. (69, 95, 157, 210)

592. REPORTS OF TUMOR CLINIC, 1931 to date. Reports from chief of tumor clinic to manager of this facility, showing number of new, re-admitted and discharged patients. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 6 in., in drawers of wooden and steel filing case. Statistical office and basement. (111, 165, 221)

593. SEMIANNUAL REPORT OF TRANSPORTATION, 1931 to date. Reports to the Administrator, showing accountability and disposition of Government transportation requests, for which procurement officer of this facility is responsible. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 6 in., in drawers of wooden and steel filing case. Statistical office and basement. (110, 162, 216)

594. X-RAY REPORT, 1931 to date. Showing number of exposures taken of clinic, classifications of examinations, and total supplies on hand at end of month. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders and bundles, 1 ft. 2 in., in drawers of wooden and steel filing cases. Statistical office and basement. (112, 164, 217)

595. ANNUAL REPORTS, 1932 to date. General reports in statistical and narrative form, showing ratio and comparisons of work performed, and general resume of various classes and activities of service in this facility. Filed chronologically. (Older records, never; recent records, occasionally, official.) 10 x 15 folders, 8 in., in drawers of wooden filing case. Statistical office and basement. (67, 182)



596. MONTHLY CONSOLIDATED REPORTS, Jan. 1932 to date. Covering various activities of Illinois regional office, showing detailed functions of their respective units and summary of all administrative personnel. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 2 ft., in drawers of steel and wooden filing case. Statistical office. (70, 97, 142)

597. MONTHLY REPORT OF DENTAL CLINIC, Jan. 1932 to date. Submitted by each dental officer, showing number of patients, type of treatment rendered or prescribed in each case, amount of supplies used, status of each patient, and recapitulation. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 3 ft., in 3 drawers of wooden filing case. Statistical office. (71, 94, 141)

598. MONTHLY REPORT OF OUT-PATIENT SERVICE, Jan. 1932 to date. Report of relief furnished to beneficiaries, classification of examinations and treatment, and recapitulation. Filed chronologically. (Older records, never; recent records, occasionally, official.) 10 x 12 folders, 3 ft. 3 in., in 3 drawers of wooden and steel filing case. Statistical office and basement. (72, 93, 140, 175)

599. PHYSICAL INVENTORY AND APPRAISAL REPORT OF LIVESTOCK, June 1932 to date. Copies of semiannual reports and letters of transmittal, covering inventory and appraisal report of livestock maintained on reservation in connection with various laboratory activities. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of wooden filing case. Statistical office. (104)

600. CENSUS OF EDWARD HINES, JR., FACILITY, 1933 to date. Record of all types of hospitalized patients for each month, segregated according to class of service rendered, showing number of discharges, transfers, and deaths during current month, and recapitulation of inhabitants. (Older records, never; recent records, monthly, official.) 9½ x 11 folders, 5 in., in drawer of wooden and steel filing cases. Statistical office and basement. (88, 172)

601. ISSUES TO INDIGENT PATIENTS, 1933 to date. Report compiled by supply officer, showing quantity, unit price, description, and total value of articles issued, and from what fund appropriated. Filed chronologically. (Older records, never; recent records, monthly, official.) 9½ x 11 folders, 8 in., in drawers of wooden and steel filing case. Statistical office and basement. (84, 168)

602. LABORATORY SERVICE RECORD, 1933 to date. Showing number and type of laboratory clinical tests made for this facility and other similar stations. Filed chronologically. (Older records, never; recent records, daily, official.) 9½ x 11 folders, 5 in., in drawers of wooden and steel filing cases. Statistical office and basement. (86, 170)

603. MONTHLY REPORT OF PHYSIOTHERAPY, 1933 to date. Prepared by medical officer in charge of physiotherapy, showing number of individual patients dealt with during month and number released from observation. Figures are segregated according to various types of mental cases. Filed chronologically.



(Older records, never; recent records, monthly, official.) 9 x 11 folders, 5 in., in drawers of steel and wooden filing cases. Statistical office and basement. (105, 179)

604. MONTHLY REPORT OF VETERANS ADMINISTRATION'S DIAGNOSTIC CENTER, 1933 to date. Table of hospitalization, showing all patients admitted to diagnostic center for observation to determine definite diagnosis for compensation, pension, or insurance purposes, and who cannot be classified under provisions of existing regulations. Filed chronologically. (Older records, never; recent records, monthly, official.)  $9\frac{1}{2}$  x 11 folders, 5 in., in drawers of steel and wooden filing cases. Statistical office and basement. (87, 171, 89, 174)

605. REPORT OF FILES, RECORDS, AND MAIL UNIT, 1933 to date. Monthly report of work performed, showing list of personnel, duties, rate of compensation, and total maintenance cost. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 5 in., in drawers of steel and wooden filing case. Statistical office and basement. (108, 173)

606. REPORT OF ORTHOPEDIC SHOP, 1933 to date. Monthly report of articles made by orthopedic shop of this facility, showing manufacturing unit cost in comparison with price if purchased, and net saving. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 5 in., in drawers of steel and wooden filing case. Statistical office and basement. (101, 177)

607. REPORT OF PSYCHIATRIC SOCIAL WORKERS, 1933 to date. Showing detailed description and number of various types of cases assigned during month, progress, and final disposition. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 5 in., in drawers of wooden and steel filing case. Statistical office and basement. (106, 180)

608. REPORT OF SURGICAL SERVICE, 1933 to date. Reports of operations performed during month in Surgery Unit and in Eye, Ear, Nose and Throat clinic. Segregated according to major and minor classification. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 4 in., in drawers of steel and wooden filing case. Statistical office and basement. (109, 169)

609. SEMIANNUAL REPORT OF RECORDS, 1933 to date. Reports to chief clerk in Washington office showing consolidated inventory of filing equipment and records of all units of this facility. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 1 ft. 2 in., in steel and wooden drawers of filing case. Statistical office and basement. (107, 176)

610. REPORT OF OCCUPATIONAL THERAPY, July 1936 to date. Monthly reports of progress and work accomplished, showing days worked by executives in supervision of personnel, work done by patients replacing regular employees,



and those supplementary to labor of employees. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of wooden filing case. Statistical office. (103)

#### Supply Division

611. INDEX TO X-RAY FILMS, 1921 - 1932. Showing veteran's name, address, register number, number of X-ray film, and section of anatomy. Records were forwarded from Dwight facility for safekeeping. Filed alphabetically. (Never.) 3 x 5 and 4 x 6 cards, 26 ft., in 26 drawers of card cabinets. Vault, 2d floor. (295, 296)

612. MACHINE NUMBER RECORD INDEX, 1921 to date. Record of all motors, fans, and other equipment of this facility which have been repaired and reconditioned. Filed numerically. (Daily, official.) 8 x 10 cards, 1 ft., in drawer of card cabinet. Shops' office. (99)

613. SUBSISTENCE RECORD, 1927 to date. Showing each kind of expendable property, unit price, voucher number, and amount received and issued. Filed numerically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. Office of stockkeeper. (281)

614. REPORT OF SURVEY OF SUPPLY SERVICE ACTIVITY, 1928 to date. Copies of recapitulations of annual surveys made by field supervisors, supported by related correspondence. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 6 in., in drawer of steel filing case. Supply office. (194)

615. PROPERTY RECORD OF EXPENDABLE PROPERTY, Oct. 1929 - Aug. 1934; July 1935 to date. Showing unit price, voucher number, amounts received and issued. Filed numerically and alphabetically. (Older records, never; recent records, daily, official.) 5 x 8 cards and bundles, 10 ft. 6 in., in 7 drawers of steel and wooden card cabinets. Supply office and basement. (250, 283)

616. COMPTROLLER GENERAL'S DECISIONS, 1929 to date. Pertaining to all matters involving disbursing of money used in operation of this facility, financial settlements bestowed on veterans in form of compensation, and to widows and heirs of veterans, in form of insurance and stipulated pensions. Entered chronologically. (Older records, never; recent records, occasionally, official.) 9 x 11 loose-leaf books, 3 ft., in drawer of steel filing case and bookcase. Supply office and basement. (203, 270)

617. PATIENTS' PERSONAL PROPERTY, 1929 to date. Showing issue slips for clothing furnished, correspondence and recommendations of committee, that veteran be permitted to take away government owned property, when discharged or transferred. Filed numerically. (Older records, never; recent records, occasionally, official.) 9 x 11 folders and bundles, 6 ft., in 4 drawers of steel filing case and on 2 shelves. Patients' clothing room, office of storekeeper, and basement. (264, 267, 274, 277)

618. SERVICE LETTERS, 1929 to date. Covering every important phase of activities of supply units of the VA as a whole, excerpts of which may be applicable to functions of units of this facility. Originate at Washington office and are distributed to all VA stations. Entered alphabetically. (Occasionally, official.) 9 x 11 loose-leaf books, 2 ft., in bookcase. Supply office. (200)



619. VALUABLES AND MISCELLANEOUS, 1929 to date. Individual receipts signed by supply officer and given to veteran who has deposited valuables for safekeeping while hospitalized, countersigned by veteran, or his beneficiary and heirs, as acknowledgment of receipt of valuables or miscellaneous items upon discharge from hospital or in event of death of patient. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 2 ft., in 2 drawers of wooden card cabinets. Patients' clothing room. (262, 263)

620. MONTHLY CONSOLIDATED REPORT OF TRANSPORTATION, Nov. 1929 to date. Showing total cost and classification of various types of transportation for previous month; also meals and lodging cases. Submitted to Washington office by statistical department. Filed chronologically. (Occasionally, official.) 8 x 10 folders, 6 in., on desk. Transportation office. (27)

621. ADMINISTRATOR'S DECISIONS, 1930 to date. Decisions handed down by the Administrator, which effect and create additions and changes in rules and procedure within this facility as to proper conduct in administration in all branches and units. Entered chronologically. (Occasionally, official.) 9 x 11 loose-leaf books (3), 9 in., in bookcase. Supply office. (202)

622. RADIUM, 1930 to date. Specifications for radium to be used by cancer clinic of this facility, with related correspondence and certificates from Bureau of Standards. Filed chronologically. (Weekly, confidential.) 9 x 11 folders, 3 in., in drawer of steel filing case. Supply office. (185)

623. BIDS FOR CONTRACTS, 1931 to date. Record of bids and acceptance on short form contracts which have been publicly opened by board, in pursuance to rules and procedures. All bids pertaining to one certain proposal are briefed together after an abstract has been tabulated and attached to proposals before being submitted to contractors. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 11 folders and bundles, 40 ft., in 16 drawers of steel filing case and on wooden shelves. Supply office, office of stockkeeper, and basement. (209, 255, 260, 268, 275, 280)

624. CORRESPONDENCE, BURIAL FLAGS, 1931 to date. Correspondence and receipts from all county seat postmasters, for burial flags issued for deceased veterans by VA in accordance with existing legislation and regulations. Filed alphabetically. (Daily, official.) 9 x 11 folders and bundles, 3 ft., in 2 drawers of steel filing case. Supply office. (230, 231)

625. FEDERAL SPECIFICATIONS, 1931 to date. Printed pamphlets approved by Federal Specifications Board in purchase of commodities. Filed alphabetically. (Daily, official.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing case. Supply office. (224)

626. MAILING LIST, 1931 to date. Showing names of bidders and type of commodity they furnish. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 6 ft., in 4 drawers of wooden card cabinet. Supply office. (225)



627. SEMIANNUAL PHYSICAL INVENTORY OF LIVESTOCK, 1931 to date. Copies of reports and letters of transmittal, covering inventory and appraisal report of livestock maintained on reservation in connection with various laboratory activities. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (191)

628. CONTRACTS, 1932; July 1934 to date. Quadruplicate copies of all contracts which have been awarded for subsistence and supplies, setting forth requirements to be conformed to by contractors. Each contract is supported by copy of letter of notification to said contractor, confirming award. Correspondence relative to contracts attached thereto. Awards are made monthly, quarterly, and annually. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 10 ft., in 4 drawers of steel and wooden filing cases and wooden box. Supply office, and basement. (226, 227, 254, 272, 276)

629. CONSOLIDATED MEMORANDA RECEIPTS, 1932 to date. Receipts for non-expendable property issued to all offices and units. Charges and credits are made by supply office as property is issued and progressive, quarterly inventory is maintained on this form. There being 115 offices of accountability, separate folder is maintained for each, and contents are supported by duplicate copies of issue and credit slip, for which department head has acknowledged receipt. Index. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing case. Supply office and basement. (228, 269)

630. REGULATIONS AND PROCEDURE, 1932 to date. Correspondence between this office and Chief of Regulations and Procedure Division, Washington office relative to procurement of copies of orders concerning all organization units. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (187)

631. WAREHOUSING, 1932 to date. Records taken at various intervals, of Government owned buildings used for offices and warehousing purposes, showing area in square footage and all mechanical equipment used in pursuance to warehousing; also questionnaire pertaining to conditions of activities that are comparable to supply division. Filed chronologically. (Weekly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (198)

632. GENERAL CORRESPONDENCE CONCERNING DWIGHT FACILITY, Dec. 1932 to date. Pertaining to procurement of supplies for Dwight facility, for period when all requisitioning for supplies was made direct to this facility. Since Sept. 1935 Dwight has become an independent facility and requisitions for supplies are made direct to Central Supply Depot. Filed chronologically. (Rarely, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Supply office. (197)

633. AUTHORIZATIONS FOR TRAVEL ORDERS, TRANSPORTATION, MEALS, AND LODGING REQUESTS, Jan. 1933 - Dec. 1934; May 1935 to date. Authorizations from chief medical officer to transportation section, designating point of destination. Filed chronologically and alphabetically. (Older records, never; recent records, occasionally, official.) 8 x 10 folders and bundles, 8 ft., in 4 drawers of steel filing case. Transportation office. (18, 61)



634. DAILY RECORD OF REGULAR EMPLOYEES, Apr. 1933 to date. Semimonthly attendance report of regular employees of supply division, showing name, time worked and absent, with pertinent notations. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders and bundles, 1 ft. 2 in., in 2 drawers of steel filing case. Supply office and basement. (186, 284)

635. PROPERTY VOUCHERS, Apr. 12, 1933 to date. Including invoices and receipts for all purchases of expendable and non-expendable property, copies of combination request and receipt for obtaining supplies and property from supply depot. (Older records, rarely; recent records, daily, official.) 9 x 11 folders, 15 ft., in 8 drawers of steel filing cases. Supply office. (237, 238, 239)

636. RECORD OF ELEVATED RAILWAY AND BUS TICKETS TO VETERANS OF ALLIED FORCES, June 1933 to date. Showing organization, rank, and unit in which veteran had served. Filed alphabetically. (Daily, official.) 3 x 6 cards, 1 ft., in drawer of wooden card cabinet. Transportation office. (29)

637. SUPPLY DEPOT REQUISITIONS, June 1933 - July 1934; July 1935 to date. Copies of requisitions, invoices, and receipts for expendable and non-expendable property and supplies that have been requisitioned from supply depot and have either been received or are in transit. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing case. Supply office and basement. (247, 257)

638. CENTRAL OFFICE REQUISITIONS, July 1933 - June 1934; July 1935 to date. Pending and completed requisitions for expendable or non-expendable property and supplies from Washington office. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 12 ft., in 8 drawers of steel filing case. Supply office and basement. (243-246, 256)

639. GOVERNMENT REQUESTS FOR MEALS AND LODGING, July 1933 to date. Form 3266B, triplicate copies, showing name of veterans and purpose of travel. Filed numerically. (Older records, never; recent records, occasionally, official.) 4 x 8 cards, 14 ft., in steel card cabinets and on vault. Transportation office. (25, 26)

640. REGISTERS OF SUPPLY DEPOT AND CENTRAL OFFICE REQUISITIONS, July 1933 to date. Listing requisitions in order compiled. Entered numerically. (Occasionally, official.) 6 x 9 vols. (2), 4 in., on cabinet. Supply office. (251, 252)

641. EMPLOYEES REQUESTS FOR STREET CAR TOKENS, BUS AND ELEVATED TICKETS, Sept. 1933 to date. Form S93 showing exact purpose of issue and name of recipient. Filed chronologically. (Monthly, official.) 5 x 8 slips, 6 in., in drawer of steel filing case. Supply office. (195)

642. TRAVEL ORDERS, Oct. 1933 to date. Issued to veterans admitted to hospital for treatment or discharged, showing type of travel, meal and lodging allowances, veteran's name, address, and compensation number. Filed



chronologically and alphabetically. (Monthly, official.) 8 x 10 folders and bundles, 6 ft., in 2 drawers of steel filing case and on table. Transportation office. (20, 62)

643. WASHINGTON OFFICE LETTERS OF AUTHORITY, 1933 to date. Authorizing purchase of certain non-standard articles, and approving requisitions previously submitted. Before purchases are made approval must come from the Washington office. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 11 folders and bundles, 3 ft., in 3 drawers of steel filing case. Supply office, office of storekeeper and basement. (208, 271, 279)

644. CORRESPONDENCE, PROPERTY VOUCHERS, 1933 to date. Supplemental specifications and correspondence relative to vouchers and property received. Filed numerically. (Older records, rarely; recent records, daily, official.) 9 x 11 folders and bundles, 6 ft. 2 in., in 4 drawers of steel filing cases. Supply office and office stockkeeper. (240, 241, 242, 278)

645. FACILITY ORDERS, 1933 to date. Issued by authority of manager and usually directed to a particular department, however, copy of general order originating in Washington office is transcribed and becomes general facility order, directed to all units. Entered chronologically. (Occasionally, official.) 9 x 11 loose-leaf books (3), 9 in., in bookcase. Supply office. (204)

646. GENERAL CORRESPONDENCE, 1933 to date. Pertaining to purchase of all supplies, equipment, property, and utility services for entire facility, and preparation and forwarding of all contracts, leases, proposals, purchase orders, and reports, excepting contract purchases. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 6 ft., in 3 drawers of steel filing case. Supply office and basement. (205, 223, 273)

647. SPECIFICATIONS FOR EQUIPMENT, 1933 to date. For all equipment and supplies used by this facility as required by Washington office and by the Bureau of Standards. Filed alphabetically. (Weekly, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Supply office. (199)

648. TRANSPORTATION REQUESTS, 1933 to date. Triplicate copies showing serial number, names of applicant and railroad, and estimated cost of travel. Filed numerically. (Older records, never; recent records, occasionally, official.) 3 x 8 cards and bundles, 16 ft., in 6 drawers of steel filing case, 3 transfer cases, and on vault. Transportation office. (19, 21, 22, 23, 63)

649. VETERANS' REGULATIONS, 1933 to date. Rules and procedure set forth in a presidential order; also orders of a general nature originating under authority of the Administrator, regarding all activities as a whole. Entered chronologically. (Occasionally, official.) 9 x 11 loose-leaf books (2), 6 in., in bookcase. Supply office. (201)

650. REGISTER OF DELIVERY, Jan. 1934 to date. Data relative to delivery of property, showing name of firm making shipment, date of receipt, place of deposits following receipt, and means of delivery. Entered chronologically. (Daily, official.) 9 x 12 vols., 6 in., on desk. Office of storekeeper. (292)



651. TRANSPORTATION OF DECEASED VETERANS, Jan. 1934 to date. Monthly report showing cost and number of deceased patients furnished transportation by Veterans' Administration. Filed chronologically. (Monthly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (192)

652. FUNCTIONS OF SUPPLY DIVISION, Feb. 1934 to date. Tables, charts, and related correspondence, setting forth duties of supply officer and his immediate subordinates, with prescribed functions of the division in compliance with rules and procedure of the facility. Filed chronologically. (Weekly, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (196)

653. ISSUE AND CREDIT SLIPS, May 1934 to date. Cover non-expendable property for all units, serving as requisitions to property custodian, issue slip for property, and temporary receipts for property in possession of responsible employees. Filed numerically and chronologically. (Older records, never; recent records, daily, official.) 3 x 9 and 9 x 11 bundles, 12 ft., in 6 drawers of steel filing cases. Supply office and basement. (235, 282)

654. INDEX TO CONSOLIDATED MEMORANDUM RECEIPTS, June 6, 1934 to date. Index to all departments and units to which non-expendable property has been issued, showing name and location of office, department or unit, and person in charge, whose signature is required on all requisitions and receipts. Filed numerically. (Daily, official.) 9 x 11 folders, 2 in., on desk. Supply office. (229)

655. PURCHASE ORDERS, July 1934 to date. Copies of purchase orders submitted by this agency to contractors in accordance with terms of proposal. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 11 ft., in 5 drawers of steel filing case. Supply office and basement. (207, 253, 259)

656. GOVERNMENT BILLS OF LADING, Oct. 1934 to date. Copies of bills for incoming and outgoing commodities and corpses that have been routed by way of public carriers. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 3 ft., in 2 drawers of steel filing case. Supply office and basement. (248, 258)

657. FUEL OIL, Jan. 1935 to date. Record showing name of shipper, total amount in gallons, and date of receipt. Filed chronologically. (Daily, official.) 6 x 8 cards, 6 in., in drawer of wooden card cabinet. Office of storekeeper. (290)

658. QUARTERLY SHORTAGE AND OVERAGE REPORTS, Jan. 1935 to date. Individual records of all wards, departments, and offices, showing overages and shortages as result of joint physical inventory. Explanations are on reverse side and final adjustment is made by responsible office. Filed numerically and chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 2 ft., in 2 drawers of steel filing case. Supply office. (233, 236)



659. RECEIPTS FOR PERSONAL PROPERTY, Jan. 1935 to date. Receipts from beneficiaries, heirs of deceased veterans, and patient. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. Patient's clothing room. (261)

660. SEMIANNUAL REPORTS OF RECORDS AND FILING EQUIPMENT, Jan. 1935 to date. Showing active and inactive files. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (189)

661. SPECIAL INVENTORIES, 1935 to date. Certificates showing that actual physical inventory of certain property item has been completely surveyed throughout entire facility for purpose of revealing an overage or shortage, and to determine financial responsibility for loss of said property. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Supply office. (232)

662. SANITARY INSPECTION REPORTS, Jan. 2, 1935 to date. Reports by staff doctors detailed to inspect certain sections of facility at regular prescribed dates. Filed chronologically. (Weekly, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Supply office. (193)

663. ORDERS TO STORE PERSONAL EFFECTS, Jan. 12, 1935 to date. Letters of authority from Washington office to store personal property and effects of deceased veterans whose beneficiaries or next of kin cannot be located. Filed alphabetically. (Seldom, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Patients' clothing room. (265)

664. BUS TICKETS AND TRAVEL ORDERS RETURNED FOR CANCELTION, Mar. 1935 to date. Orders returned by veteran because he resorted to some other method of travel. Filed chronologically. (Occasionally, official.) 3 x 5 cards, 2 ft., in drawer of steel filing case. Transportation office. (24)

665. STAFF TRANSPORTATION, Mar. 1935 to date. Record of all transportation request booklets issued to staff members of this facility, showing names of employees, serial number, disposition of originals, and dates used. Filed alphabetically. (Weekly, official.) 4½ x 9 cards, 1 ft., in drawer of wooden card cabinet. Transportation office. (28)

666. INVENTORY OF PERSONAL EFFECTS OF DECEASED VETERAN, June 12, 1935 to date. Containing copy of letter of transmittal to Washington office, enumerating personal effects, and requesting authority to dispose of same. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Patients' clothing room. (266)

667. SEMIANNUAL REPORT ON INACTIVE RECORDS, Dec. 1935 to date. Report to chief clerk in Washington office requesting authority to destroy certain inactive records, in accordance with rules and procedure. Original of this report submitted to Statistic Unit of this facility. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (190)



668. APPLICATIONS FOR BURIAL FLAGS BY CHICAGO UNDERTAKERS, Jan. 1936 to date. For draping caskets of deceased veterans, showing name, dates of enlistment and discharge, and history of military service. Filed chronologically. (Monthly, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Supply office. (234)

669. INVOICES AND RECEIPTS, May 1936 to date. For expendable property to be delivered on designated date. Following delivery, invoices and receipts are sent to Finance Division for payment. Filed by name of firm. (Daily, official.) 9 x 11 folders, 5 in., in desk. Office of storekeeper. (293)

670. INSPECTIONS, June 1936 to date. Reports submitted by board of inspectors, showing names of staff doctors and supply officer conveying findings and recommendations of inspection of plants and equipment belonging to certain bidders proposing to furnish this facility with subsistence products. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 2 in., in drawer of steel filing case. Supply office. (188)

671. PUBLIC VOUCHERS FOR PURCHASE AND SERVICES, OTHER THAN PERSONAL, June 1936 to date. For subsistence products purchased on recent date, certifying that commodities received were in acceptable condition after inspection, and were procured under existing contracts. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Supply office. (222)

672. SUBSISTENCE ORDERS, July 1936 to date. From facility units, declaring their needs for dietetic and mess kitchens for ensuing month. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of steel filing case. Supply office. (206)

673. REQUESTS AND RECEIPTS FOR EXPENDABLE SUPPLIES, Aug. 1936 to date. For each organization unit, showing printed issue list of expendable property, and amount desired. Entered numerically. (Monthly, official.) 10 x 15 loose-leaf books, 2 ft., in drawer of steel filing case. Supply office. (249)

674. OXYGEN TANK RECEIPTS, 1936 to date. Record of firms making delivery of oxygen tanks for use in hospital unit of this facility, showing name of firm, dates of delivery, disbursement, and amount. Filed alphabetically. (Daily, official.) 6 x 8 cards, 6 in., in drawer of wooden card cabinet. Office of storekeeper. (291)

#### Utility Division

675. CHARTS OF ADMINISTRATION, HOSPITAL, AND UTILITY BUILDINGS, Jan. 1919 to date. Blueprints of 29 buildings occupied by various activities of the facility, showing dimensions and details of construction and floor space. Filed numerically. (Daily, official.) 24 x 36 blueprints, 4 ft., in 19 drawers of wooden filing cases. Utility office. (30, 31)



676. KARDEX FILE, UTILITY PERSONNEL, June 1919 to date. Individual history of each employee of this division, showing date of assignment, exact duties, rate of pay, and promotions or demotions. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of steel card cabinet. Utility office. (33)

677. RECORD OF RESIGNED OR DISCHARGED PERSONNEL, July 1919 to date. Information relative to employees connected with this division, showing employee's duties, date of assignment, rate of pay, and date of termination of service. Filed alphabetically. (Occasionally, official.) 6 x 10 cards, 1 ft., in drawer of wooden card cabinet. Utility office. (32)

678. BLUEPRINTS, OUT-OF-STATE UNITS OF VETERANS BUREAU, June 1921 - 1934. Blueprints of all buildings of VA in all principal cities of the U.S., where combined facilities are maintained. Charts prepared by chief construction engineer in Washington office and are now obsolete. Filed chronologically. (Never.) 40 x 60 blueprints, 10 ft., in chart drawer. Office of chief engineer. (92)

679. BLUEPRINTS, GARDEN PLOTS, June 1921 to date. Complete plan of area of hospital not occupied by buildings and proposed as garden plot under cultivation or in primary stages thereof. Filed chronologically. (Occasionally, official.) 36 x 48 blueprint charts, 10 ft., in wooden rack. Office of chief engineer. (91)

680. STEAM AND OIL CONSUMPTION CHARTS, July 1921 to date. Charts used to determine amount of oil which flows from storage tanks to boiler unit and proportionate amount of steam produced. Filed chronologically. (Older records, occasionally; recent records, daily, official.) 12 in., diameter graph form charts, 11 ft., on spindle and wooden shelf. Chief engineer's office and basement engine room. (82, 83)

681. CHARTS, POWER HOUSE, 1921 to date. Showing location of various relay pressure pumps and cutout valves, and exact location of fire hydrants within premises. Filed numerically. (Daily, official.) 36 x 46 blueprint charts, 10 ft., in wooden rack. Office of chief engineer. (90)

682. FUEL OIL RECORD BOOK, 1921 to date. Record of all fuel oil delivered to this agency, supplying a perpetual inventory, indicating approximate number of gallons on hand. Filed chronologically. (Daily, official.) 5 x 8 vols., 1 ft., in drawer of desk. Office of chief engineer. (79)

683. PLANT OPERATION REPORTS, 1921 to date. Prepared monthly, showing total cost of service, boiler operation, operating materials, supplies consumed, boiler room equipment, repairs and maintenance, and operating personnel cost. Filed chronologically. (Daily, official.) 9 x 11 folders, 1 ft., in drawer of desk. Office of chief engineer. (81)



684. WEEKLY PROGRESS REPORTS, 1921 to date. Suspense record of all activity and action taken in response to work requisitions which were issued by various department heads. Include data of complete and incomplete jobs with which this unit has been designated to perform. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft., in wooden case. Shops' office. (98)

685. RECORD OF HOURS OF OPERATION, July 1922 to date. Record of total hours of service for each eight boiler units in operation before they are shut down for purpose of cleaning and overhauling. Entered chronologically. (Daily, official.) 5 x 8 vols., 1 ft., in drawer of wooden filing case. Office of chief engineer. (78)

686. REQUESTS FOR TRANSPORTATION, July 1, 1923 - Dec. 31, 1933. Form 907, directed to garage unit of utility division, for all motor vehicle service necessary within confines of combined facility. Filed numerically and chronologically. (Never.) 4 x 6 bundles, 10 ft., in corrugated box. Billiard and games room. (43)

687. ALLOTMENT REQUESTS, July 1925 to date. Requests for allotments for various units of the facility, with correspondence on various projects. Filed alphabetically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Utility office. (53)

688. CONTRACTS, Jan. 1930 to date. Issued to commercial firms, relative to construction, remodeling, or repairing of any unit or building. Included are blueprints, vouchers, progress reports and pictures, time reports, cost data, and preliminary correspondence pertinent to awarding of contracts. Filed alphabetically. (Semiweekly, official.) 9 x 11 folders, 6 ft., in 3 drawers of steel filing case. Utility office. (46)

689. DRIVERS' TRIP RECORDS AND ACCIDENT REPORTS, July 1, 1930 - Dec. 31, 1933. Showing total miles covered, time elapsed during trip, mission performed, and detailed report in event of accident. Filed chronologically. (Never.) 9 x 11 folders, 1 ft., in steel transfer case. Billiard and games room. (45)

690. LAUNDRY LIST, DEPARTMENT OR SECTION, June 1931 to date. Itemized list of laundry issued to department or section in surgical unit, showing surgical gowns and special sterilized linen. Filed numerically. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Laundry office. (119)

691. INDIVIDUAL LAUNDRY LISTS, 1931 to date. Originating at hospital and designating whether laundry to be serviced is property of patient or member of staff. List is itemized as to individual garment. Filed chronologically. (Daily, official.) 3 x 4 bundles, 10 ft., in 4 corrugated boxes. Laundry office. (117)

692. LOG SHEETS, GRAPHS, AND CHARTS, 1931 to date. Data inserted daily on monthly form by chief engineer, showing daily consumption of oil, amount of steam used in heating buildings, amount of water heated, and record of



all unusual proceedings in operation of boiler-room. Entered chronologically. (Older records, never; recent records, daily, official.) Various sized envelopes, folders, and loose-leaf books, 6 ft. 6 in., in drawer of desk. Office of chief engineer, billiard and games room. (80, 44, 59, 118)

693. PERSONNEL CORRESPONDENCE, Jan. 1932 to date. Correspondence with Washington office concerning personnel of this division. Filed alphabetically. (Older records, never; recent records, occasionally, official.) 9 x 11 folders, 8 ft., in 4 drawers of steel filing case. Utility office and basement. (38, 184)

694. OPERATING RECORDS AND RECAPITULATION OF MONTHLY VEHICLE OPERATION AND MAINTENANCE COST RECORD, July 1, 1932 - Dec. 31, 1933. Showing an itemized cost report, including salary of personnel, equipment, supplies, repairs, and general maintenance cost, prepared daily by supervisor of the motor vehicle unit, and submitted to general office of this division as basis of compiling general recapitulation of operation and maintenance cost record. Filed chronologically. (Never.) 9 x 11 folders, 2 ft., in steel transfer case. Billiard and games room. (51)

695. PLANT, LAUNDRY, OPERATIONS, AND MECHANICAL REPORTS, July 1, 1932 - Dec. 31, 1933. Monthly reports prepared by department heads of various units of this division, showing total cost of operation and condition of all mechanical equipment under their jurisdiction. (Never.) 9 x 11 folders, 1 ft., in 2 drawers of steel filing cases. Billiard and games room. (50)

696. PURCHASE ORDERS, AND REQUESTS FOR ALLOTMENTS AND CONSTRUCTION SERVICE ALLOTMENTS, July 1, 1932 - Dec. 31, 1933. Purchase orders originate in general office and are charged against quarterly allotment designated for this purpose. Purchase requests to Washington office also originate in that office, and determine amount necessary for future allotment. Construction allotments to Utility Division are designated for work in erection of new buildings, remodeling, etc. Filed chronologically and alphabetically. (Never.) 8 x 12 bundles, 3 ft., in 2 steel transfer cases. Billiard and games room. (54)

697. REQUISITIONS FOR MAINTENANCE, REPAIRS, AND SERVICE, July 1, 1932 - Dec. 31, 1933. Requisitions originate in various offices of supervisors and department heads within this facility directed to Washington office, from which they are dispatched to their respective units. Filed chronologically. (Never.) 5 x 8 bundles, 21 ft. 6 in., in 4 steel transfer cases. Billiard and games room. (58)

698. FIRE AND POLICE PROTECTION REPORTS, July 1932 - Dec. 1933; June 1934 to date. Showing total cost of supervision and labor, operating materials and supplies consumed, repairs and maintenance, valuation of property and supplies, inspection of apparatus, and recommendations. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 11 folders, 3 in., in 2 drawers of steel filing case. Guard, billiard, and games rooms. (41, 66)



699. GATE HOUSE BOOKS, July 1932 to date. Showing persons entering or leaving reservation between the hours of 12 midnight and 8 A.M. Entered chronologically. (Older records, never; recent records, daily, official.) 9 x 13 vols., 1 ft. 2 in., in drawer of desk and on cabinet. Guard, billiard, and games rooms. (52, 55)

700. MISCELLANEOUS CORRESPONDENCE, July 1932 - Dec. 31, 1932; July 1935 to date. Consists of inter-office correspondence and correspondence with Washington office, regarding requests for construction funds, complaints, requisitions for supplies, inspection of apparatus, and fire and guard drills. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 2 ft. 4 in., in drawer of steel filing case and transfer case. Utility office and billiard and games rooms. (37, 42)

701. TIME REPORTS, July 1932 - Dec. 31, 1933; Sept. 1, 1934 to date. Daily time reports for pay roll purposes, prepared by heads of various units, showing man hours consumed on certain jobs. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. Utility office and billiard and games rooms. (36, 40)

702. CONSOLIDATED MEMORANDA RECEIPTS, Oct. 1933 to date. For all non-expendable material issued to this division. Entered chronologically. (Monthly, official.) 9 x 11 loose-leaf books, 6 in., in drawer of desk. Guard room. (57)

703. DISCIPLINARY BOARD FINDINGS, 1933 to date. Data of all proceedings and disposition of trials conducted by three staff doctors, who act as court of inquiry to pass upon all disciplinary measures that may be imposed upon patient who violates more serious regulations of this facility. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 6 in., in wooden filing case. Guard room. (56)

704. KEY RECORD, 1933 to date. Record of every key on reservation, showing location of lock or door to which it belongs, and key, room, and building numbers. Filed numerically. (Occasionally, official.) 3 x 5 cards, 6 ft., in 6 drawers of card cabinet. Utility office. (34, 35)

705. AUTOMOBILE REGISTRATIONS, 1934 to date. Cards issued to all employees operating motor vehicles on reservation for purpose of allotting parking space; also information as to violations of rules and regulations. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of desk. Guard room. (64)

706. GENERAL REPAIR RECORD, Jan. 1934 to date. Record of each vehicle from date of purchase until disposition of service, showing accumulative cost of repairs. Filed numerically. (Daily, official.) 9 x 12 cards, 2 in., on wooden shelf. Office of garage. (115)

707. MONTHLY REPORTS, Jan. 1934 to date. Reports of all departments in this division, showing plant operations for all activities for previous month. Original is submitted to Washington office. Filed chronologically.



(Older records, never; recent records, monthly, official.) 9 x 11 folders, 2 ft. 6 in., in 2 drawers of steel filing case. Utility office and basement. (47, 183)

708. MONTHLY LAUNDRY OPERATION REPORT, June 1934 to date. Containing detailed information as to total operating cost of department for month, including light, power, water, supervision, labor, transportation, repairs, and supplies. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 1 in., in drawer of steel filing case. Laundry office. (122)

709. PARCEL PASSES, Jan. 1935 to date. Authorizations issued by department head and supervisors for any patient, employee or visitor, who wishes to leave reservation with package, stating that same has been examined and found not to contain U.S. property. Filed chronologically. (Daily, official.) 6 x 8 folders, 1 ft., on cabinet. Guard room. (60)

710. SERVICE LETTERS AND WASHINGTON OFFICE ORDERS, June 1935 to date. Originating in ~~Managers Office~~ for all department supervisors. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. Utility office. (39)

711. GUARD REPORTS, Jan. 1936 to date. Police and fire guards reports to chief guard's office, showing account of each days activities, with special notation of any unusual events. Filed chronologically. (Occasionally, official.) 8½ x 11 bundles, 2 ft., on desk. Chief guard's office. (49)

712. TIRE RECORD, Feb. 1936 to date. Complete history of each tire's service, embracing all repairs, changes from one wheel of vehicle to another, and total mileage run. Filed numerically. (Daily, official.) 9 x 12 cards, 5 in., on wooden shelf. Office of garage. (114)

713. WATCHMANS' TIME CLOCK RECORD, Feb. 26, 1936 to date. Graph form showing time and place of registration during each tour of duty. Filed chronologically. (Daily, official.) 3 x 4 envelopes, 6 in., on steel cabinet. Guard room. (65)

714. DAILY RECORDS OF REGULAR EMPLOYEES, Aug. 1, 1936 to date. Showing attendance card record of all employees connected with shop unit of this division, and notation of any absence, as basis for pay roll preparation. Filed chronologically. (Daily, official.) 9 x 11 sheets, 1 ft., on clipboard. Shops' office. (100)

715. GAS AND OIL RECEIPTS, Aug. 15, 1936 to date. Prepared daily, by supervising mechanic upon refueling of any motor vehicle of combined facility, and signed by mechanic or chauffeur in charge of said vehicle. Filed chronologically. (Daily, official.) 3 x 4 folders, 1 in., in wooden filing case. Office of chief mechanic. (116)



NORTH CHICAGOVETERANS' ADMINISTRATION FACILITY  
Downey Road,  $\frac{1}{2}$  mile south of North Chicago

This office was established here in March 1926 under the United States Veterans' Bureau, and was changed to its present designation during the fall of 1930. Since its establishment over 1500 patients have been admitted, of which there are approximately 1200 remaining at this time. Each patient is under the personal supervision of a physician, thereby receiving medical attention as the occasion arises. Trained nurses and assistants are in constant attendance. In addition to the medical treatment, the hospital maintains a well equipped physiotherapy department, where all the recognized treatments of electrotherapy and hydrotherapy are given.

Entertainment is supplied, consisting of not less than two motion pictures each week, in addition one or two entertainments furnished by various clubs and societies, with frequent band concerts. The hospital maintains a physical director, whose sole duty is to promote patients' health through athletic activities. Occupational therapy is recognized as one of the most valuable forms of treatment, embracing basketry, weaving, rug making, wood-working, agricultural activities, animal husbandry, and other crafts, directed by trained aides.

The admission of patients to this hospital is by the authority of the Administrator's of Veterans' Affairs, through the various regional offices or through the central office in Washington. Hospitalization is given to all ex-service men in the state of Illinois who are suffering from mental and nervous disabilities. Certain records are destroyed by authorization from the Washington office. No voluminous records are sent direct to Washington. Records in attic of the Administration Building are in very poor condition; while those in the offices are in good condition.

Manager's and Personnel Office

716. CIVIL SERVICE DATA, Mar. 1926 to date. Certificates showing names and addresses of persons eligible for appointment and those selected, with correspondence concerning regulations, appointments, and status of appointee. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. Manager's office. (153)

717. MISCELLANEOUS REPORTS, Mar. 1926 to date. Monthly and annual reports regarding accounts, reconciliation of patients, inspections, alcoholics, narcotics, gold, American College of Surgeons, Bureau of Census, monthly dietetics, foot clinic, garbage, laboratory examinations of water, dairy products, and miscellaneous items. Filed by subject. (Weekly, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Manager's office. (164)

718. 'PATIENTS' CARDS, Mar. 1926 to date. Record of active and inactive patients, submitted to manager's office by clinical file department, showing name and home address of patient, compensation claim number, date of birth, last rank in organization, wards in which incarcerated, in-patient record,



and reason for separation from hospital. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. Manager's office. (174, 196)

719. PERSONAL CLASSIFICATION RECORDS, Mar. 1926 to date. Specific position and duties of active and inactive employees at this facility, showing name, previous incumbent, department, sub-division, pay roll and customary office titles, number of regular working hours per day and week, present rate of pay, extent of education, and complete description of duties and percentage of time spent on each. Filed alphabetically. (Older records, occasionally; recent records, weekly, official.) 9 x 12 folders, and loose-leaf books, 6 in., in bookcase and drawer of steel filing case. Manager's office. (172, 197)

720. PERSONNEL FOLDERS, Mar. 1926 to date. Record showing medical examination, oath of office, confidential efficiency ratings, all changes of status and salaries, injury reports, sick, annual and leaves without pay, subsequent physical examinations, date, and reason. Filed alphabetically. (Older records, seldom, recent records, daily, official.) 9 x 12 folders, 17 ft., in 8 drawers of steel filing case and wooden box. Manager's office and attic. (145, 161, 349)

721. SERVICE RECORD CARDS, Mar. 1926 to date. Active and inactive records showing name and home address, legal voting residence, place and date of birth, marital status, race, color, previous Government service, date and nature of action, appointments, promotions, demotions, position, salary, department or ward, civil service status, date separated from service, and reason. Filed alphabetically. (Constantly, official.) 5 x 8 cards, 2 ft. 6 in., in 3 drawers of wooden card cabinet. Manager's office. (173, 195)

722. STATION ORDERS, Mar. 1926 to date. Consist of employee's activities, specific rules and regulations, procedures to be followed, board appointments, investigations begun, wearing apparel specifications, and miscellaneous decisions. Filed numerically. (Weekly, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. Manager's office. (159)

723. PERSONNEL JOURNAL, May 1, 1926 to date. Authority for all personnel action taken, pertinent to appointments, changes of designation and salaries, discharges, separations and occasional transfers when requested, showing station, date beginning, entry number, name of employee, date of birth, nature of action, position, salary, date effective, remarks, and signature of facility manager. Filed chronologically. (Weekly, official.) 12 x 19 loose-leaf books, 3 in., on desk. Manager's office. (177)

724. INSPECTION REPORTS, Oct. 5, 1926 to date. Prepared by inspectors from Washington office, covering following departments: Finance, laundry, medical, miscellaneous, subsistence supply, general hospital, budget, construction division, dental, and library. Filed alphabetically. (Monthly, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Manager's office. (179)



725. MISCELLANEOUS INSTRUCTIONS, BULLETINS, AND DECISIONS, Nov. 1928 to date. Administrator's, Treasury Department, and Comptroller General's decisions, instructions, orders, circulars, solicitor's office, pension service, executive orders, director's letters, War Department regulations, general orders, and personnel division circulars. Filed by subject. (Weekly, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Manager's office. (168)

726. SERVICE LETTERS, Nov. 1928 to date. Letters issued by various departments of the Washington office relative to adjudication service, administrator's office, budget statistics, construction service, coordination, finance, legal, medical, pensions, compensation, solicitor's office, and supplies. Filed by division. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Manager's office. (169)

727. RECEIPTS FOR PATIENTS' FUNDS, July 1929 to date. Receipts listing date, name of remitter, purpose, amount and fund to which credited, hospital number, name and identification number of beneficiary, amounts, description and reason of remittance. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case and wooden box. Manager's office and attic. (158, 350)

728. WASHINGTON OFFICE CORRESPONDENCE, Jan. 1930 to date. Correspondence with various departments and divisions of the Washington office, covering the following subjects: administrative, bed capacity, ratio of patients to personnel, chief of classification and construction, medical director, personnel, miscellaneous personnel division, administration furlough, and press relations. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. Manager's office. (162)

729. APPLICATIONS AND CORRESPONDENCE REGARDING POSITIONS, Jan. 1, 1931, to date. Active, inactive, and disapproved applications relative to all types of employment at this facility, showing military preference, dependents, not local, ex-service or non-ex-service, correspondence, and general and classified positions. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 12 folders, 1 ft. 5 in., in 2 drawers of steel filing case and wooden box. Manager's office and attic. (144, 154, 351)

730. TABLES OF ORGANIZATION, Jan. 1931 to date. Photostatic copies of authorized positions in the following departments: manager's office, dental group, medical staff, technical group, physiotherapy, nursing service, social service, occupational therapy, farm, dietetic department, Utility Division, accounting, and supplies; also correspondence pertinent to the changes of organization. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. Manager's office. (163)



731. MISCELLANEOUS CORRESPONDENCE, July 1931 to date. Correspondence with various departments of Washington office, regional offices, Federal Housing Administration, American Legion, Federal Business Association, Works Progress Administration, Medical Director, and School for Occupational Therapy, all relating to code covering field positions, conference on leases, manager of personnel, inventory of manager's office and quarters, lost and found articles, Danville and Hines facilities, miscellaneous, personnel, menus, medical papers for publication, photographs, recreation programs, annual leave, and automobile, meal, and tax tag numbers. Filed by subject. (Older records, seldom; recent records, daily, official.) 9 x 12 folders, 6 ft., in drawers of steel and wooden filing case. Manager's office and attic. (165, 345)

732. VETERANS' REGULATIONS, May 8, 1933 to date. Issued by the Administrator at Washington, pertaining to abstract cards, accounts, adjudication board of veterans appeals, applications, awards, benefits, burial expense, claims, compensation, decisions, retirement, examinations, ratings, special review board, and transportation. Filed by subject. (Weekly, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case and wooden cabinet. Manager's office. (180)

733. MOVEMENT OF POPULATION, July 1933 to date. Record of patients admitted, discharged, eloped, died, and transferred from one ward to another, trial visits, total number of patients and beds, names and status, dates, and signature of clinical clerk, covering the following departments: manager, finance, supply, laundry, clothing, clinical director, clinical file, social service, X-ray, dental, laboratory, occupational and physiotherapy, and surgery. Filed chronologically. (Daily, official.) 9 x 12 folders, and loose-leaf books, 12 ft. 9 in., on clipboards, desk and in drawers of wooden filing cases. Manager's office. (215-217, 223, 227-235, 252)

734. FACILITY MEMORANDA ISSUED AND RECEIVED, Dec. 1933 to date. Regarding meetings, lectures, course of training for attendants, subsistence, annual leaves, changes in personnel, salary estimates, holidays, laundry services, receipts of alcoholics and narcotics, changes in status and other miscellaneous subjects. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. Manager's office. (157)

735. APPLICATIONS FOR LEAVE, Jan. 1934 to date. Cover annual, sick and leaves without pay, for all employees of this facility, showing name of station, division, location, date, amount of days requested, certification of period of illness, nature, name of attending physician, and signatures of employee and chief of division. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 12 folders, and 5 x 8 cards, 3 ft. 6 in., in drawer of wooden card cabinet, and on floor. Manager's office and attic. (166, 346)

736. MONTHLY REPORT OF PERSONNEL, Jan. 1934 to date. Prepared by personnel clerk, showing salaries, new appointments, transfers, separations and monthly changes in personnel; also memoranda received from various departments, covering changes. Filed chronologically. (Older records, never;



recent records, monthly, official.) 9 x 15 folders and bundles, 1 ft., in drawer of cabinet and on floor. Manager's office and attic. (176, 352)

737. PERSONNEL REPORTS, Mar. 1934 to date. Compiled by manager and submitted to personnel department, regarding overtime, unsatisfactory attendants, employees' beneficiaries, salary, waiver and impoundment notices, account of sale or collections, yearly leave report, and efficiency ratings. Filed by subject. (Weekly, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Manager's office. (178)

738. TRAVEL EXPENSE VOUCHERS AND CORRESPONDENCE, Mar. 1934 to date. Copies of vouchers issued to employees, covering expenses incurred in transfer from other facilities to this station. Traveling expenses figured in per diem basis and household goods transferred by contract. Correspondence relative to moving of household goods and retained as supporting papers covering issuance of vouchers. Filed chronologically. (Monthly, official.) 9 x 12 folders, 2 in., in steel filing case. Manager's office. (167)

739. DAILY PERSONNEL REPORTS, July 1934 to date. Record of absentees containing date, name of employee, whether late or excused, time off duty, time charged, reason for loss and signature of department head. Semimonthly report showing time period, department, division, section, names of employees, and whether absent or present. Filed chronologically. (Older records, seldom; recent records, daily, official.) 9 x 12 folders, 6 ft. 6 in., in drawer of steel filing case and wooden boxes. Manager's office and attic. (160, 348)

740. BUDGET FILES, July 1935 to date. Copies of original budgets submitted to Washington office, and all correspondence pertinent to addition and subtraction of appropriations; also weekly reports prepared by finance officer illustrating balances of accounts. Filed chronologically. (Older records, seldom; recent records, daily, official.) 9 x 12 folders, 4 in., in 2 drawers of steel filing case. Manager's office. (152, 155)

741. RECORD OF ORGANIZATION, July 1935 to date. Comprising all positions included in the following departments: manager's office, medical, dental, technical, physiotherapy, nursing, social, recreational, occupational therapy, dietetic, utility, supply, and accounting; showing position number, designation, salary range, name of incumbent, date employed, promoted, changed, or separated, and salary. Filed alphabetically. (Constantly, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. Manager's office. (171)

742. RECORD OF LEAVES OF ABSENCE, Jan. 1936 to date. Annual, sick, and leaves without pay, showing name of employee, accrued annual leave, date of oath, salary, and amount of time absent; also tardiness and salary deductions for excessive absence. Filed alphabetically. (Constantly, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. (170)

743. DAILY RECORD OF WARD PERSONNEL, Apr. 1936 to date. Ward and page numbers, date, inclusive time off day or night, name and designation of



employees, and time in and out on tour of duty; also description of activities while off duty. Used to verify employee's attendance or to determine off duty activities. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 12 sheets and loose-leaf books, 4 ft. 6 in., in cabinet and on floor. Manager's office and attic. (175, 347)

#### Finance Division

744. PATIENTS LEDGER CARDS, Mar. 1926 to date. Record of funds received for patients' credit and disbursements made therefrom, showing name of patient, compensation claim number, fund, name and address of legal guardian, admission date, memorandum pertaining to patient's financial status and a complete account of money received and disbursements made. Filed alphabetically. (Older records, occasionally; recent records, daily, official.) 9 x 12 cards, 12 ft., in 2 drawers of steel and wooden filing card cabinets. Finance office. (137, 142)

745. PATIENTS REQUISITIONS AND VOUCHERS, Mar. 1926 to date. For supplies, services and moneys, paid from patient's personal fund, showing number, name, compensation claim number, date, ward, quantity, articles, unit cost, total amount, and signatures of ward surgeon, nurse, and finance officer. Filed alphabetically. (Older records, seldom; recent records, occasionally, official.) 9 x 12 folders, 226 ft., in 32 steel drawers of filing cases and wooden boxes. Finance office and warehouse. (135, 139, 148, 356, 358)

746. SALARY RECORD CARDS, July 1927 to date. Showing name, station, dates of birth and appointment, position, date, grade, salary, semimonthly period of fiscal year, gross amount earned, deductions, net amount paid, and remarks. Filed alphabetically and by salary range. (Older records, never; recent records, daily, official.) 5 x 8 cards and bundles, 3 ft., in 3 wooden drawers of card cabinet and on wooden shelf. Finance office and attic. (133, 149, 367)

747. ALLOTMENT LEDGERS, July 1929 to date. Various allocations for salaries and expenses of restricted and unrestricted symbols, showing number, symbol, previous balance, date, reference number, audited vouchers, encumbrances liquidated and authorized, allotments and unencumbered balance of allotments. Entered by symbol. (Older records, never; recent records, daily, official.) 10 x 15 vols., and bundles, 4 ft. 6 in., on desk and wooden shelf. Finance office and attic. (127, 128, 364)

748. MIMEOGRAPHED SERVICE LETTERS AND CIRCULARS, Jan. 1930 to date. Bulletins covering the following subjects: budget, statistics, finance, supply, medical, hospital, Administrator's office, pensions, compensation, veterans' regulations, Administrator's decisions, orders, Comptroller General, and the Department of Justice. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of wooden desk. Finance office. (146)

749. CONTRACTS, July 1930 to date. Statement and certificate of award showing names of firms, firms to which bids were sent and from whom answers were received, firms to which contract awarded, description and amount of



contract. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 12 folders, 5 ft., in drawer of wooden filing case and on wooden shelf. Finance office and attic. (150, 362)

750. PAY ROLLS, July 1930 to date. Originals submitted to regional director at Chicago, showing department or division, location, name of the disbursing officer, time period, number, name, grade, designation, total salary rate, gross amount earned, deductions, net amount paid, memorandum and remarks. Filed chronologically. (Older records, never; recent records, daily, official.) 11 x 17 loose sheets and bundles, 2 ft. 3 in., in cabinet and on wooden shelf. Finance office and attic. (134, 359)

751. PUBLIC VOUCHERS, July 1930 to date. Purchases and services, other than personal, for this facility, showing voucher number, name of station, appropriation, name and address of payee, date, number of order, date of delivery, name and description of articles or services, quantity, unit price, amount of order, and signatures of supply and finance officers. Previous records stored in supply depot at Perryville, Md. Filed alphabetically. (Older records, seldom; recent records, monthly, official.) 9 x 12 folders, 92 ft., in 10 steel filing cases, and 6 wooden boxes. Finance office and warehouse. (136, 357)

752. SUPPORTING PAPERS FOR COST ACCOUNTING REPORTS, July 1930 to date. Copies of expenditure, supply and service vouchers, journal entries and job orders; also papers necessary for compilation of monthly reports, which comprise instruments for distributing expenditures made in course of facility operation. Filed chronologically. (Older records, never; recent records, monthly, official.) 9 x 12 folders, 11 ft., in drawer of steel filing case and on 2 wooden shelves. Finance office and attic. (151, 361)

753. MISCELLANEOUS CORRESPONDENCE, SCHEDULES AND REPORTS, Nov. 1930 to date. Covering the following subjects: assignment of quarters, garage rent, reimbursement vouchers for cash accounts, schedule of patients, general collections, miscellaneous correspondence, leave without pay, leases of public buildings, occupational therapy audit, letters of exception, companies debarred from bidding, duty assignments of attendants, division of disbursements, authority for signing papers, records of finance office, boxed for shipment, data on Federal taxes, purchase of U.S. products, vouchers, NRA code, instructions for soliciting contracts and proposals, cost accounting, memorandums to business manager, livestock inventories, monthly voucher reports, requests vouchers from warehouse, accounts of sales and collections paid, schedules of disbursements and ration reports. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Finance office. (143)

754. BUDGET FILES, July 1931 to date. Allotments and balances of salaries and expenses, for each fiscal year, authorizations for expenditures of both restricted and unrestricted symbols, information derived from reports submitted by all departments and divisions. Filed by allotment symbol. (Older records, never; recent records, daily, official.) 9 x 12 folders and bundles, 13 ft., in 4 drawers of steel filing case and on wooden shelf. Finance office and attic. (129, 130, 360)



755. COST ACCOUNTING REGISTERS AND REPORTS, July 1931 to date. Pertaining to the cost of operating various departments of this facility, showing total supplies issued from storehouse and their distribution to the various operating departments; funds expended for salaries, services, and materials during each month and their apportionment to various operating and non-operating accounts; consolidation of operating expense of the various departments, plus any adjustment necessary, and capital and control accounts. Filed chronologically. (Older records, never; recent records, daily, official.) 14 x 17 loose-leaf books and bundles, 8 in., on desk and wooden shelf. Finance office and attic. (140, 141, 365, 366)

756. FIELD SERVICE RECEIPTS FOR PATIENT'S FUNDS, July 1931 to date. Receipt, date, hospital number, name and identification number of beneficiary, amount, description of and reason for remittance, account to which applied and signature of receiving officer. Filed numerically. (Older records, never; recent records, daily, official.) 3 x 8 slips and bundles, 3 ft., in drawer of steel filing case and wooden box. Finance office and warehouse. (138, 363)

757. PROOF SHEETS, July 1931 to date. Summary of postings from allotment ledgers, showing number, month, unit, previous balance, symbol, date, reference number, description, audited vouchers, encumbrances, liquidated and authorized, allotments, unencumbered balance of allotments and proof. Filed chronologically. (Older records, never; recent records, monthly, official.) 14 x 17 loose-leaf books and bundles, 8 in., on desk and floor. Finance office and attic. (131, 368)

758. SCHEDULES OF PAYMENTS, June 1933 to date. Prepared by various regional offices, transmitting institutional award funds for patients hospitalized at this facility, showing field station, regional and symbol numbers, appropriation, check and claim numbers, name and address of payee, period from and to, rate per month, amount accrued, previous payments, other deductions, amount of check and remarks. Entered numerically. (Older records, seldom; recent records, daily, official.) 9 x 12 loose-leaf books, 8 in., on desk and filing case. (147, 156)

759. CONSOLIDATED MONTHLY REPORT OF BUDGET ACTIVITIES, July 1934 to date. Showing date, symbols posted in numerical sequence, complete description of symbols, total allotment, and encumbrance, net encumbrance for the current month, unencumbered balance, totals and amount of appropriation. Filed chronologically. (Quarterly, official.) 14 x 23 loose-leaf books, 2 in., in cabinet. Finance office. (126)

760. APPROPRIATION AND FUND LEDGER, Mar. 1, 1935 to date. Record of funds appropriated and allocated by Washington office from which payments and credits are made, showing classification of account, date, description, debits, credits, and balance. Entered by appropriations, funds, and chronologically. (Daily, official.) 10 x 16 vol., 1 in., on desk. Finance office. (132)



Medical Division

## Clinical Director's Office and File Room

761. CLINICAL RECORDS OF PATIENTS, Mar. 1926 to date. Reports pertinent to treatment, physical and mental conditions and complete status while under observation at this hospital, admission letter, questionnaire containing complete history of patient, ward surgeons progress notes, staff reports, laboratory and X-ray tests, dental reports, eye, ear, nose, and throat examinations, physical and occupational therapy, social service data, court records, injury reports, records of past visits, clothing cards, nurses' progress, treatment notes, and weight charts; also correspondence mainly between relatives of patients, doctors, regional offices, conservators, veterans' organizations, and staff officers of this facility. Filed numerically. Indexed. (Older records, occasionally; recent records, constantly, official.) 9 x 12 folders, 304 ft., in 63 drawers of steel filing cases and on 25 open wooden shelves. Clinical file room. (61, 64)

762. DAILY RECORD OF OFFICER OF THE DAY, Mar. 1926 to date. Showing date officer was relieved, verification of receipt of keys, posting of time, inspections made, recapitulations of status of hospital, inspection of meals, buildings, wards, grounds, and patients, and temperature readings at specific hours. Entered chronologically. (Older records, never; recent records, daily, official.) 10 x 15 vols., 1 ft. 2 in., on desk and floor. Supervisory attendant's office and attic. (82, 310)

763. INDEX FILE, Mar. 1926 to date. Showing name and home address of patient, compensation and registry claim numbers, date of birth, last rank in organization, dates of admittance and discharge, religion and name of conservator. Filed alphabetically under State and County. (Constantly, official.) 3 x 5 cards, 20 ft., in 10 drawers of steel card cabinet. Clinical file room. (59, 67)

764. PATIENTS' PERSONNEL CARDS, Mar. 1926 to date. Record showing name and address of patient, class of beneficiary, type of veteran, compensation claim and registry numbers, date of admission, sex, race, date and place of birth, date of most recent military service, last rank in organization, diagnosis in order of severity, and importance and result of treatment. Reverse side contains remarks pertinent to status of patient, leaves of absence from hospital, and trial visits. Filed numerically. Index. (Older records, occasionally; recent records, constantly, official.) 5 x 8 cards, 10 ft., in 5 drawers of steel card cabinets. Clinical file room. (60, 68)

765. REGISTRY OF PATIENTS, Mar. 1926 to date. Record of patients admitted to hospital for treatment, showing registry number, initials of examiner, name of patient, class of beneficiary, admission date, compensation claim number, date and to whom examination report forwarded. Entered numerically. (Older records, never; recent records, daily, official.) 10 x 15 vols., 6 in., on desk. Clinical file room. (58, 66)

766. MIMEOGRAPHED CIRCULARS AND BULLETINS, 1929 to date. Data of Comptroller General, administration bulletins, service letters, finance



reports, Administrator's decisions, supply, medical, and hospital services, budget, statistics, inventories and clinical bulletins. Filed by subject. (Occasionally, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Clinical director's office. (81)

767. RECORD OF PATIENTS FINANCIAL STATUS, 1933 to date. Showing patients name, compensation claim number, status, conservator, amount of pension, Government insurance, private insurance, or other income, source, and date when application for clothing and incidentals was received. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 4 ft., in 2 drawers of steel card cabinets. Clinical Director's office. (87)

768. CLINICAL DIRECTOR'S CORRESPONDENCE, Jan. 1934 to date. Mainly correspondence with hospitals, doctors, veterans' organizations, medical director at Washington, and private individuals, comprising files on the following subjects: classification of patients, transfers, claimants awaiting hospitalization, veterans' regulations, VA instructions, antileuectic treatments, board investigations, clinical staff conferences, memoranda, and miscellaneous data. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Clinical Director's office. (80)

769. OFFICER OF THE DAY CASH RECEIPT BOOK, Aug. 21, 1936 to date. Daily account of valuables taken from patients when admitted to hospital, showing date, name of patient admitted, ward to which assigned and description of cash or valuables taken, and signature of agent cashier. Entered chronologically. (Occasionally, official.) 9 x 12 vols., 2 in., on desk. Supervisory attendant's office. (62)

#### Clinical Laboratory

770. AUTOPSY SLIDES, Mar. 1926 - 1933; Jan. 1936 to date. Histopathological slides of tissues selected from autopsies, showing positive tuberculosis malaria and eurethro smears, and number identifying autopsy tissues, as shown in pathological register. Filed numerically. (Older records, never; recent records, occasionally, official.) 1 x 4 glass slides, 11 ft., in 11 wooden slide cabinets. Laboratory. (202, 206)

771. CLINICAL LABORATORY RECORDS, Mar. 1926 to date. Comprising laboratory routine examinations including the following: urinalysis, sputum, blood, blood typing, feces, gastric content, duodenal fluid, spinal fluid, basal metabolism, vital capacity, and other special examinations. Records cover active and inactive patients. Filed alphabetically by name of patient. (Daily, official.) 9 x 12 folders, 16 ft., in 8 steel filing cases. Laboratory. (204, 209)

772. MISCELLANEOUS LABORATORY DATA, Mar. 1926 to date. Consist of correspondence, reports, circulars, and service letters, covering the following: station orders, reprints, laboratory procedures, personnel, pension, monthly reports of laboratory activities, quarterly requisitions, mimeograph receipts, water and dairy product reports, and inventory. Filed by subject. (Monthly, official.) 9 x 12 folders, 1 ft., in drawer of desk. Laboratory. (205)



773. CARD RECORD OF PATIENTS, Mar. 1926 to date. Showing names of active and discharged patients, compensation claim and registry numbers, chronological record and type of tests, and a complete description of findings. Filed alphabetically by name of patient. (Daily, official.) 5 x 8 cards, 6 ft., in 5 wooden drawers of filing cabinets. (208, 203)

774. PATHOLOGY RECORD, Oct. 17, 1931 to date. Record of autopsy tissue used for histopathological diagnosis, which is necessary in cases where cause of death is indeterminate, showing name of deceased, date, type of tissue, and a complete description of diagnosis. Filed alphabetically. (Monthly, official.) 9 x 12 vol., 1 in., in drawer of desk. Laboratory. (211)

#### Dental Clinic

775. DENTAL RECORD OF PATIENTS, Mar. 1926 to date. Clinical record of dental work performed, showing patient's name, class of beneficiary, claim and registry numbers, date examined, complete description of the condition of teeth, remarks, and signature of examining dentist; also dental relief requested and rendered, dates, operation, tooth number, cavity location, materials, operator, and authorization by chief dental officer. Filed alphabetically. (Constantly, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. Dental laboratory. (247, 248)

776. APPOINTMENT AND RECORD BOOK, 1928 to date. Showing date, name of patient, claim and registry numbers, class, tooth numbers, cavity locations, services rendered, remarks, and total time necessary for the operation. Filed chronologically. (Older records, seldom; recent records, daily, official.) 6 x 10 vols., 1 ft. 5 in., on desk, in drawer, and on floor. Dental laboratory and attic. (249, 251, 353)

777. MISCELLANEOUS CORRESPONDENCE AND REPORTS, July 1930 to date. Pertaining to personnel, equipment, and supplies, gold issue and scrap, inventory, pathological, bacteriological, and Wassermann tests, medical officer in charge, local orders and memoranda, material received, requisitions, patient's diagnoses, etc. Correspondence mainly with Washington office, regional offices, and persons responsible for patients. Filed by subject. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Dental laboratory. (250)

#### Library

778. MONTHLY LIBRARY REPORTS, Mar. 1926 to date. Showing monthly circulation and other statistical data, date, number of fiction and non-fiction volumes to date in patient's and medical libraries, location of library at facility, and signature of librarian. Filed chronologically. (Monthly, official.) 9 x 12 sheets, 6 in., in cabinet. Library. (307)

779. RECORD OF BORROWERS, Mar. 1926 to date. Showing name of borrower, whether patient or employee, ward number or classification, title of book, and dates due and actually returned. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. Library. (308)



780. SHELF LIST AND CARD CATALOG, Mar. 1926 to date. Showing name of author, title of book, date published, publisher's name, date received in library, whether purchased or donated, and number of classification. Filed alphabetically and numerically. (Constantly, official.) 3 x 5 cards, 14 ft., in 14 drawers of wooden card cabinets. Library. (309)

Nurses' Office and Dietetic Department

781. CHIEF NURSE'S RECORD OF PATIENTS, Mar. 1926 to date. Showing name of patient, registry and compensation claim numbers, date of admittance, religion, ward to which assigned, and subsequent transfers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 2 drawers of steel card cabinet. Chief nurse's office. (57, 65)

782. LEDGER RECORD OF NURSES' TIME OFF DUTY, Mar. 1926 to date. Showing nurse's number and name, specific building and ward to which assigned, and daily posting of time off during month, monthly summary of nurses on day, night, and special duty, and sick, annual, and leaves without pay. Entered numerically and chronologically. (Daily, official.) 9 x 12 vols., 3 in., on desk. Chief nurse's office. (55)

783. DIETITIAN'S MONTHLY REPORT, May 1926 to date. Showing operating expenses and other statistical data of dietetic department, such as complete account and description of rations, waste, general equipment, kitchen help, diets, messes, quality and variety of food, recommendations, efficiency, and dates. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Dietetic office. (281)

784. ATTENDANTS' RECORD, 1930 to date. Showing date of appointment, name and home address of attendant, age, previous experience, military and marital status, and if discharged, reason and date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of wooden filing card cabinet. Supervisory attendant's office. (88)

785. CONSOLIDATED DIET SHEETS, July 1931 to date. Daily report prepared in each ward, showing ward number, date, total number of patients, number of regular, light, liquid, and special diets, additional articles required, and necessary quantities and types for each meal. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 12 sheets and bundles, 26 ft., on clipboard and floor. Dietetic office and attic. (282, 354)

786. ATTENDANTS' DAILY TIME BOOK, May 1934 to date. Showing names of attendants, janitors, and barbers employed by hospital, time and location of daily assignments; also monthly recapitulation showing day, night, and special attendance, annual and sick leave, discharges, and totals. Entered alphabetically and chronologically. (Older records, never; recent records, daily, official.) 10 x 15 vols. (2), 4 in., on desk and floor. Supervisory attendant's office and attic. (63, 331)

787. CREDIT UNION RECORDS, 1934 to date. Showing names of employees who have requested loans, and their co-signers, and date and amount of loan. Requests are submitted to committee, who determine eligibility of



employee for loan. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of steel card cabinet. Supervisory attendant's office. (71)

#### Occupational Therapy Unit

788. CORRESPONDENCE AND PERIODIC REPORTS, Mar. 1926 to date. Pertaining to the fabrication of articles, arts and crafts, woodworking, bookbinding, cement work, painting, machine shop, mattress making, upholstery, carpentry, agriculture, horticulture, and upkeep of hospital in general. Correspondence mainly with Washington office, private individuals, and other facilities. Filed by subject. (Older records, occasionally; recent records, constantly, official.) 9 x 12 folders, 12 ft., in 4 drawers of steel filing cases and wooden box. Office. (218, 219)

789. MATERIAL ISSUED AND RECORD OF ARTICLE, Mar. 1926 to date. Record of articles fabricated and sold or placed in Government warehouse, showing name of patient, date of issue, aide directing work, type of material, quantity, value, date, and signature of person issuing material; also receipt showing serial number, name of article, and signature of individual or supply officer verifying payment or receipt for Government use. Filed chronologically. (Older records, seldom; recent records, constantly, official.) 9 x 12 folders, 6 ft., in 4 drawers of steel filing case. Office. (253, 354)

790. REQUISITIONS, Jan. 1930 to date. Daily and quarterly requisitions for supplies, showing date, class of supplies, stock item number, complete description of articles, quantity, and price. Filed chronologically. (Older records, occasionally; recent records, weekly, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. Office. (221, 222)

791. PROPERTY, 1931 to date. Record of all expendable property received and issued, showing name, complete description and classification of article, number of receipt or issue voucher, date, quantities received or issued, balance, unit price, and total value. Filed alphabetically. (Occasionally, official.) 9 x 12 cards, 2 ft., in drawer of steel card cabinet. Office. (220)

792. DAILY REPORTS OF OCCUPATIONAL THERAPY WORK, Nov. 1932 to date. Submitted by wards or details, showing number of ward or name of detail, date, kind of work, location, actual number employed, total hours worked, number of patients assigned and discharged, and remarks. Entered chronologically. (Older records, never; recent records, occasionally, official.) 5 x 8 sheets and loose-leaf books, 6 ft. 6 in., in drawers of steel filing case and pasteboard box. Office. (242, 246)

793. PATIENTS' PRE-WAR OCCUPATIONS, 1932 to date. Record of all patients having pre-war trades or occupations, showing name of patient, compensation claim and registry numbers, ward in which incarcerated, and a condensed description of pre-war occupation. Filed alphabetically and by occupations. (Semiweekly, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel card cabinet. Office. (243)



794. COMPLETED WORK ORDERS, Jan. 1933 to date. Covering labor and materials necessary for general repairs, and authority for issuing supplies or material, showing name of department by which work is done, description of repairs or labor, number of workmen, date completed, time consumed, cost of material and labor, and remarks. Filed chronologically. (Older records, occasionally; recent records, daily, official.) 4 x 8 sheets and bundles, 4 ft., in drawer of steel filing case and pasteboard box. Office. (244, 245)

#### Pharmacy

795. ISSUE SLIPS COVERING EXPENDABLE PROPERTY, 1926 - 1936. Prepared by pharmacist, showing date, complete description and quantities of articles, and signatures of property custodian and pharmacist. Entered chronologically. (Never.) 14 x 17 vols., 2 ft., on desk. Pharmacy. (198)

796. PRESCRIPTIONS, 1926 to date. Record showing prescription number, name of station, date, department, ward or patient to whom issued, complete description of contents, and signatures of medical doctor and recipient. Entered numerically. (Older records, never; recent records, quarterly, official.) 14 x 17 vols., and 4 x 5½ slips, 15 ft., in 3 wooden drawers, on desk, and floor. Pharmacy and attic. (186, 187, 199, 200, 201, 369)

#### Physiotherapy Unit

797. REGISTER OF PATIENTS, Jan. 1930 to date. Daily record of patients admitted and discharged, showing name of patient, date, claim and registry numbers, and ward assignments at time of admittance and discharge. Filed chronologically. (Daily, official.) 12 x 18 vol., 1 in., on desk. Office. (226)

798. PHYSIOTHERAPY DAILY PROGRESS REPORT, July 1933 to date. Showing patient's name, ward, claim and registry numbers, date, diagnosis, complete description of prescription, date of treatment, modality, and aide administering treatment. Filed alphabetically by name of patient. (Older records, occasionally; recent records, daily, official.) 5 x 8 cards, 4 ft., in drawers of steel and wooden card cabinets. Office. (224, 225)

#### Receptionist's Office

799. RECORD OF PATIENTS, Mar. 1926 to date. Showing compensation claim and registry numbers, name of patient, date admitted, wards to which assigned and transferred, name and address of conservator, and information regarding visitors. Covers hospitalized patients and those separated from institution. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 3 ft., in drawers of wooden and steel card cabinets. Telephone operator's office. (181, 194)

800. RECORD OF PERSONNEL, Mar. 1926 to date. Showing name of employee, classification or designation, home or hospital address, date of appointment, and home telephone number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. Telephone operator's office. (193)



801. RECORD OF VISITS, Mar. 1926 to date. Showing name of patient, compensation claim and registry numbers, date of admittance, name and address of nearest relative, guardian, committee, or conservator, dates of visits, names and addresses of visitors, and their relationship to the patient. Filed alphabetically. (Constantly, official.) 5 x 8 cards, 8 ft., in 4 drawers of wooden card cabinet. Telephone operator's office. (191, 192)

802. REGISTERS OF TOLL CALLS, Mar. 1926 to date. Record of official and unofficial calls made from this facility, showing registry number, date, person calling, name and address of person receiving call, exchange, number, time consumed in conversation, and charge. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 12 vols. (2), 4 in., on open shelf and floor. Reception office and attic. (189, 370)

803. PASS LIST, Sept. 1936 to date. Showing names of patients allowed to leave wards and take automobile rides or stroll on grounds, type of diversion, and names of persons accompanying patients. Filed alphabetically. (Constantly, official.) 9 x 12 sheets, 1 in., in drawer of cabinet. Telephone operator's office. (190)

804. NEWSPAPER RECORD, Oct. 1936 to date. Showing current monthly list of newspapers ordered for patients, requisitions from each ward to newspaper vendors, names of patients, type and total number of newspapers to be delivered to patients, and total value of order. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2 in., in drawer of cabinet. Telephone operator's office. (188)

#### Recreational Department

805. RECORD OF SCHEDULED ENTERTAINMENT, July 1932 to date. Showing date, complete description of entertainment scheduled, specific time and place, name of person arranging program, and pertinent comments. Entered chronologically. (Daily, official.) 9 x 12 vols. (6), 6 in., in drawer of desk. Recreational office. (330)

806. RECREATION CORRESPONDENCE, July 1932 to date. Regarding type of entertainment to be scheduled, and letters of thanks to persons suggesting or responsible for entertainment. Filed by subject. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of desk. Recreational office. (329)

#### Social Service

807. DATA OF PATIENTS, 1929 to date. Record of all conferences, visits, reports, and plans for social treatment of discharged patients; also correspondence with social service agencies, doctors, and other facilities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing case. Social service. (85)

808. MIMEOGRAPHED LETTERS AND BULLETINS, 1931 to date. Pertaining to general regulations of hospital, administrative decisions and orders, general station orders, announcements of appointments and promotions, and organization of offices. Filed by subjects. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Social service. (86)



809. RECORD OF PATIENTS, July 1934 to date. Showing name and home address of patient, compensation claim number, status, date of admission, relatives or conservator, and complete diagnosis and social service record. Filed alphabetically. (Older records, occasionally; recent records, daily, official.) 5 x 8 cards, 11 ft., in 6 drawers of steel card cabinet. Social service. (83, 84)

#### Surgery Unit

810. ALCOHOL AND NARCOTICS RECEIVED AND DISPENSED, May 1926 to date. Showing date, type, signatures of assisting nurse and doctor in charge of surgery, and to whom administered. Filed chronologically. (Older records, never; recent records, weekly, official.) 9 x 12 vols. (2), 4 in., in cabinet and on floor. Surgery office and attic. (241, 374)

811. RECORD OF OPERATIONS, July 1926 to date. Showing claim number, date and type of operation, names of patient, surgeon, and assistant, anesthetic administered, nurse assisting, inclusive time consumed, description of operation, and instruments used. Entered numerically. (Older records, never; recent records, occasionally, official.) 9 x 12 vols. (2), 4 in., in cabinet and on floor. Surgery office and attic. (239, 375)

812. CLINICAL OPERATION RECORDS, Aug. 1926 to date. Showing complete descriptions of diagnosis and operations, condition of patient after operation, nurse's report, name of patient, claim and registry numbers, date, surgical and general physical conditions, final diagnosis, and treatment. Filed chronologically. (Older records, never; recent records, occasionally, official.) 9 x 12 folders, 6 in., in cabinet and on floor. Surgery office and attic. (237, 377)

813. RECORD OF QUARTERLY SUPPLIES ORDERED, Sept. 15, 1928 to date. Showing article number, name of manufacturer, and complete description, quantity, value, and receipt of articles. Filed chronologically. (Older records, never; recent records, occasionally, official.) 9 x 12 vols. (2), 4 in., in cabinet and on floor. Surgery office and attic. (238, 378)

814. ANTI-LEUETIC TREATMENT, Jan. 1932 to date. Showing name of patient, claim and registry numbers, date admitted to hospital, ward assignment, diagnosis, Wassermann tests, spinal punctures, and complete record of treatment. Entered chronologically. (Older records, never; recent records, semiweekly, official.) 9 x 12 sheets and vols., 5 in., on clipboard and floor. Surgery office and attic. (236, 376)

815. RECORD OF WASSERMANN TESTS AND LUMBAR PUNCTURES, Jan. 1932 to date. Contains name of patient, ward assignment, date of operation, type of treatment, and names of doctor and nurse. Entered chronologically. (Weekly, official.) 9 x 12 vol., 2 in., in cabinet. Surgery office and attic. (240)



## Ward Records

816. NURSE'S DAY AND NIGHT REPORT BOOK, Mar. 1926 to date. Showing ward number, date, capacity, admissions, census 7 AM previous day, discharge, transfers, trial visits, eloped, deaths, vacant beds, seizures, injuries, patients in seclusion and restraint, entertainment, walks, roll call, grills inspected, exercises, and remarks. Nurse's day and night book was superseded in April 1933 by nurse's 24 hour report. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 12 sheets, vols., and bundles, 55 ft. 9 in., on clipboard, desk, and on floor. A,B,C,D, and E wards, and attic. (255, 257, 258, 262-271, 274, 275, 278, 279, 280, 289, 290-293, 295, 300, 305, 311-313, 316, 317, 319-322, 325, 326, 341, 342, 344)

817. RECORD SHEET FOR ALCOHOL AND NARCOTICS, 1936 to date. Perpetual inventory, showing year, month, ward, drug, balance from last month, amount received and dispensed during month, date, method of administering, names of patient and nurse, and balance on hand at end of month. Filed chronologically. (Daily, official.) 9 x 12 sheets, 2 ft. 1 in., on clipboards. A,B,C, and D wards. (256, 259, 260, 261, 268, 272, 274, 276, 277, 286, 287, 288, 294, 301-304, 314, 315, 318, 323, 324, 343)

## X-ray Laboratory

818. INDEX OF PATIENTS X-RAYED AND CARDIOGRAPHED, Mar. 1926 to date. Showing names of active and discharged patients, compensation, claim and registry numbers, ward in which incarcerated, dates of X-rays or cardiograms, number of film or cardiograph, and description of part analyzed. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 6 ft., in 6 drawers of steel card cabinet. X-ray laboratory. (182, 183)

819. MISCELLANEOUS CORRESPONDENCE AND REPORTS, Mar. 1926 to date. Pertaining to general station orders, requisitions for supplies and repairs, monthly reports of supplies received, used, and on hand, equipment, and other miscellaneous data. Reports submitted to office in Washington, correspondence mainly between equipment firms, other departments and this office. Filed by subject and chronologically. (Monthly, official.) 9 x 12 folders, 6 in., in drawer of desk. X-ray laboratory. (214)

820. RADIOGRAPHIC REPORTS OF X-RAYS, Mar. 1926 to date. Showing ward number, date, information requested, date of previous report, and signature of surgeon; also number and size of film, part X-rayed, name of patient, claim and registry numbers, and disposition. Filed numerically by X-ray film number. (Older records, occasionally, recent records, constantly, official.) 15 x 18 envelopes, 14 ft., in 5 drawers of steel filing case and on 7 shelves. X-ray laboratory and warehouse. (213, 380)

821. REGISTER OF PATIENT'S X-RAYED OR ELECTRO-CARDIOGRAPHED, Mar. 1926 to date. Showing date, film or cardiograph number, name of patient, compensation claim and registry numbers, parts X-rayed or cardiographed, number of exposures, unsatisfactory films and remarks. Entered numerically by registry number. (Older records, seldom; recent records, constantly, official.) 9 x 12 vols. (7), 7 in., on desk and open wooden shelf. X-ray laboratory. (184, 185)



822. ROENTGEOLOGICAL REPORTS OF CARDIOGRAMS, Jan. 1932 to date. Showing ward number, date, examination requested, date of previous report, clinical diagnosis, complete description of findings, cardiograph number, patient's name, claim and registry numbers, and disposition. Filed numerically. (Occasionally, official.) 15 x 18 envelopes, 1 ft., in drawer of steel filing case. X-ray laboratory. (212)

#### Supply Division

823. CATALOGS WITH INDEX, Mar. 1926 to date. Covering all types of articles and commodities purchased and used by this facility, such as: hospital, kitchen, electrical, engineering, and office equipment. Filed by subject. 3 x 5 card index, 2 ft. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing cases. Supply office. (105, 106)

824. PATIENT'S CLOTHING FOLDERS, Mar. 1926 to date. Card and journal record of all unserviceable or missing articles, showing patient's name, claim and registry numbers, date admitted, enumeration of articles credited on hospitalization, where stored, replenishments received, withdrawals, and signature of storekeeper verifying receipt of articles shown. Filed alphabetically. (Older records, never; recent records, constantly, official.) 9 x 12 folders and bundles, 30 ft., in 14 drawers of steel filing cases, and on floor. Clothing room and attic. (265, 266, 355)

825. PROCUREMENT CORRESPONDENCE, Mar. 1926 to date. Covering account of sales and collections, accounting division, Washington office, Administrator, debarred list of bidders, Bureau of Agriculture and Economics, Bureau of Mines, contracts, procurement, and Federal specifications. Filed by subject. (Older records, never; recent records, daily, official.) 9 x 12 folders and bundles, 2 ft., in drawer of steel filing case and on floor. Supply office and attic. (93, 334)

826. PROPERTY RECORD CARDS, Mar. 1926 to date. Record of all expendable and non-expendable supplies on hand and in warehouse, showing class number, unit, article, depot item number, unit price, card number, supplies received and issued, and location. Filed numerically. (Older records, never; recent records, constantly, official.) 5 x 8 cards and bundles, 18 ft. 6 in., in 10 drawers of card cabinet and on floor. Supply office and attic. (110, 111, 372)

827. RECEPTACLES FOR VALUABLES AND PERSONAL EFFECTS, Mar. 1926 to date. Valuables and personal effects, exclusive of cash or clothing, showing receipt number, date, name of patient, date of admittance, complete inventory of valuables, and signatures of patient or authorized agent, and employee. Filed alphabetically. (Older records, never; recent records, weekly, official.) 5 x 8 envelopes and bundles, 30 ft. 8 in., in 15 drawers of steel filing case and on floor. Supply office and attic. (109, 373)

828. RECORD OF BIDDERS, Mar. 1926 to date. List of bidders to whom questionnaires may be sent, requesting quotations covering purchases for this facility, showing name of article of manufacture, name and address of bidder and in some cases, specific classification and type of articles manufactured.



Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in drawer of wooden card cabinet. Supply office. (90)

829. RECORD OF KEYS, Mar. 1926 to date. Issued to employees of this facility, showing name of employee, dates keys were issued and returned, quantity, and complete description and signature of employee verifying receipt. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 13 in., in wooden box. Supply office. (124)

830. RECORD OF VALUABLES AND MISCELLANEOUS PERSONAL EFFECTS, Mar. 1926 to date. Valuables and personal effects, other than cash or clothing, which were taken from patients during course of treatment at this facility, showing name and home address of patient, compensation claim and receipt numbers, date of admittance, name and address of legal guardian, list of articles, description, and signature of responsible person. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 2 drawers of card cabinet. Supply office and attic. (108, 117)

831. TRANSPORTATION AND MEAL REQUESTS, Apr. 1926 to date. Copies issued to attendants, beneficiaries, and other individuals connected with this facility who are not Government employees, showing serial number, to whom issued, date, carrier or compensation claim number, cost of meal, place of issuance, estimated cost, and signature of Supply Officer. Filed numerically. (Older records, never; recent records, occasionally, official.) 3 x 8 slips and bundles, 6 in., in drawer of wooden filing case and on floor. Supply office and attic. (97, 98, 332)

832. LEDGER RECORD OF PURCHASES, May 1926 to date. Showing purchase order number, date, name of dealer, classification of commodity, date goods received, date voucher sent to Finance Office, amount of order and remarks, and whether voucher was sent to dealer for signature, or if certified invoice submitted. Entered numerically. (Older records, never; recent records, daily, official.) 9 x 12 vols. (6), 7 in., on desk and floor. Supply office and attic. (102, 340)

833. CONTRACTS, July 1926 to date. Monthly, quarterly, semiannual and annual contracts, covering services and supplies, artificial limbs, asphaltic emulsion, bacon, batteries, burial services, canteen concession, coal, clothing, cement, dairy products, films, gasoline, fuel oil, hospital supplies and allotments, janitor, laundry, packing house products, telephone, and other miscellaneous items. Filed by subject. (Older records, never; recent records, daily, official.) 9 x 12 folders, 12 ft., in 2 drawers of steel filing case and 2 boxes. Supply office and attic. (79, 91, 335)

834. FEDERAL SPECIFICATIONS, 1929 to date. Prepared and issued by Federal Specifications Board at Washington, covering purchases made by this facility, showing types and sizes, material and workmanship, general and detailed requirements, methods of inspection, tests, packing, and marking. Filed alphabetically by symbol. (Daily, official.) 5 x 8 booklets, 3 ft., in drawers of wooden filing case. Supply office and attic. (89)



835. PROPERTY VOUCHER REGISTER, July 1932 to date. Showing date, voucher and purchase order numbers, name of shipper, classification of articles or commodities, and a complete description of items requisitioned. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 12 vols. (3), 4 in., on desk and floor. Supply office and attic. (121, 333)

836. REGISTER OF NEW PROPERTY, July 1932 to date. List of property cards prepared after each audit, and subsequent new cards, showing card number, classification and complete description of articles retained by department or ward. Filed numerically. (Occasionally, official.) 9 x 12 vols. 2 in., on desk. Supply office. (122)

837. TRANSPORTATION CORRESPONDENCE, Jan. 1933 to date. Mainly between beneficiaries, attendants, and Finance Office at Washington, regarding instructions, transportation received and issued, copies of travel orders, reduced fare requests, tokens, tickets, and other transportation data. Filed by subject. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. Supply office. (94)

838. WASHINGTON OFFICE AND SUPPLY DEPOT REQUISITIONS FOR SUPPLIES, July 1, 1933 to date. Showing station, class of standard and non-standard supplies, by whom and for what used, requisition and stock numbers, date, item, unit, quantity desired, amount in use now, amount used during last three months, or in storage, and estimated costs. Filed numerically. (Older records, never; recent records, daily, official.) 9 x 12 folders, 9 ft., in 4 drawers of steel filing case and 2 wooden boxes. Supply office and attic. (100, 103, 115, 116, 338)

839. MISCELLANEOUS CORRESPONDENCE AND REPORTS, July 1933 to date. Pertaining to transportation, purchase orders, property vouchers, deliveries, construction inventories, inspection, and statistics. Filed by subject. (Older records, never; recent records, daily, official.) 9 x 12 folders, 20 ft., in 4 drawers of steel filing case and on floor. Supply office and attic. (114, 118, 337)

840. PROPERTY VOUCHERS, July 1933 to date. Record of supplies received and issued, showing date, order, item, voucher, and allotment numbers, name of station, from whom received, specific date of delivery, and signature of supply officer. Filed numerically. (Older records, occasionally; recent records, weekly, official.) 9 x 12 folders, 6 ft., in drawers of steel filing case and wooden box. Supply office and attic. (113, 336)

841. RECORD OF TRANSPORTATION, AND MEAL AND LODGING REQUESTS, July 1933 to date. Requests received and receipts issued, showing date, requisition, book, and inclusive serial numbers, quantity, and signature of recipient. Filed chronologically. (Weekly, official.) 9 x 12 vol., 1 in., on desk. Supply office. (119)

842. REGISTER FOR BILLS OF LADING, July 1933 to date. Incoming and outgoing shipments, showing number, date issued, complete description of articles sent or received, name of consignee or consignor, mode of transportation, and date copy forwarded to Washington office. Filed numerically. (Daily, official.) 9 x 12 vol., 1 in., on desk. Supply office. (123)



843. REQUISITION REGISTERS, July 1933 to date. Supply Depot and Washington office requisitions, showing requisition number, class of articles, complete description, date of requisition, symbol, amount of order, and date completed. Entered numerically. (Older records, never; recent records, daily, official.) 9 x 12 vols. (2), 2 in., in cabinet and on floor. Supply office and attic. (101, 339)

844. CONSOLIDATED MEMORANDUM RECEIPT FOR NON-EXPENDABLE PROPERTY, Aug. 1933 to date. Record for each department or ward, illustrating all non-expendable articles contained therein, classification, complete description, quantity on hand, and signature of department head. Filed by department and alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Supply office. (107)

845. DEPARTMENTAL REPORTS OF NON-EXPENDABLE ITEMS, Aug. 1933 to date. Prepared by departments or wards, showing non-expendable property issued, returned, and exchanged, name of department or ward, date, class, quantity, article, complete description and signatures of department head, superior officer and property custodian. Filed chronologically. (Older records, never; recent records, daily, official.) 3 x 8 slips, and bundles, 6 ft., in 2 drawers of steel filing case, and on floor. Supply office and attic. (104, 371)

846. QUARTERLY REPORTS OF INVENTORIES, Aug. 1933 to date. Submitted by head of departments, showing averages and shortages of accounts, name of department or number of ward, names of articles, quantities charged with and on hand, overage or shortage, and signature of responsible employee. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Supply office. (120)

847. RECORD OF TRANSPORTATION ISSUED TO GOVERNMENT EMPLOYEES, Jan. 1935 to date. Showing name of employee, transportation request number, carrier, date, symbol, and value of transportation. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 2 in., in drawer of wooden card cabinet. Supply office. (99)

848. SUPPLY REPORTS, July 1935 to date. Monthly and quarterly reports of subsistence, reduced fare requests, purchases made under supply service contracts, hospital supplies, purchase of foreign and domestic products, subsistence prices paid, car tokens and tickets, and transportation requests issued. Filed by subject. (Weekly, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. Supply office. (95)

849. EXPENDITURE LISTS, Mar. 1936 to date. Alphabetical postings, according to classification, designating name of article and description, items, consolidation of issues, total number, unit cost and total amount; also recapitulation, showing class of articles, values posted, and expendable and non-expendable amounts unposted. Filed chronologically. (Monthly, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. Supply office. (112)



850. PENDING AND ACCEPTED PROPOSALS, July 1936 to date. Quotations sent to corporations or manufacturers, requesting prices and status of delivery; upon receipt of all bids, contract is awarded to lowest bidder and file is placed with accepted bids awaiting completion. Filed numerically and chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Supply office. (92)

851. PENDING PURCHASE ORDERS, July 1, 1936 to date. Orders held awaiting delivery of merchandise, showing date, order, allotment or requisition numbers, to whom shipped, from whom purchased, carrier, time of delivery, item number, quantity, article, service, and description, unit, unit and aggregate prices, and signature of Supply Officer. Filed alphabetically. (Constantly, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Supply office. (96)

852. RECORD OF POSTAGE ISSUED, Aug. 1, 1936 to date. For letters and parcels sent from this facility, showing date, name and address of consignee, registry or insurance, if any, contents, weight, parcel post zone, amount of postage, and totals for month. Filed chronologically. (Semiweekly, official.) 5 x 8 vol., 2 in., on desk. Supply office. (125)

#### Utility Division

853. BLUEPRINTS, Feb. 1925 to date. Blueprints of buildings, grounds, construction, repairs, and any new equipment anticipated for this facility, including steam and sewage, electrical details, covered walks, athletic field, golf course, subway, bed capacity, proposed projects, and other drawings and tracings. Filed by subject. (Daily, official.) Various sized loose sheets, 4 ft., in 18 drawers of filing case. Utility office. (69)

854. CARD RECORDS OF MECHANICAL DEVICES, Mar. 1926 to date. Covering elevators, fans, kitchen equipment, occupational therapy machines, polishers, gas ranges, refrigerators, sweepers, water cleaners, and wall washers, showing name, make, model, size and serial number of device, dates of repairs, and cost of labor and materials; reverse side shows movement of device, date, requisition number, to whom issued, date returned, and voucher number. Filed by subject. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of wooden filing case. Utility office. (78)

855. GENERAL CORRESPONDENCE, Mar. 1926 to date. Mainly between dealers, manufacturers, Construction Division at Washington, and this office regarding construction, account of sales or collection, coordinator area in Washington, contractor, construction of new buildings, custodianship, inventory, general memoranda, special station orders, painting, radio, refrigeration, and other miscellaneous data. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. Utility office. (75)

856. MAINTENANCE AND SERVICE RECORDS FOR MECHANICAL DEVICES, Mar. 1926 to date. Covering vacuum sweepers, elevators, polishers, refrigerators, water coolers, meat slicers, sprayers, dishwashers, and fans, showing location, make, serial number, dates of cleaning, oiling, inspection and remarks. Filed by subjects. (Monthly, official.) 5 x 8 cards, 1 ft., in drawer of wooden filing case. Utility office. (73)



857. REQUISITIONS FOR GENERAL REPAIRS AND LABOR, Aug. 1934 to date. Showing date, to whom order issued or instructions given, detailed description of work to be done, desired date of completion, signature of approving official; also names of workmen, time consumed, source of material, date work completed, and remarks. Filed chronologically. (Older records, never; recent records, daily, official.) 4 x 8 sheets and bundles, 5 ft., on open wooden shelf and floor. Utility office and attic. (72, 379)

858. SPECIFICATIONS OF BUILDINGS, 1926 to date. Prepared by construction department in Washington office, covering buildings, fixtures, equipment, construction, and repairs completed and anticipated, materials to be used, and details of work performed. Entered numerically. (Occasionally, official.) 9 x 12 loose-leaf books, 1 ft., on open wooden shelf. Utility office. (70)

859. MISCELLANEOUS CIRCULARS AND BULLETINS, Mar. 1926 to date. Issued by various departments in Washington office, covering supply service, pensions, compensation, medical and hospital service, legal matters, finance, director's office, construction division, budgets, statistics, and administrative letters. Filed by subject. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Utility office. (77)

860. LAUNDRY OPERATION REPORT, Oct. 1926 to date. Showing date, average number of patients and personnel for month, bed capacity, supervision, labor, materials, and supplies used, description of work accomplished, number of pieces, and cost. Filed chronologically. (Monthly, official.) 9 x 12 sheets, 6 in., in drawer of desk. Laundry office. (306)

861. TRIP AND OPERATING RECORDS, Jan. 1932 to date. Monthly record of trips made by facility automobiles, showing costs of operation, service car number, date, chauffeurs initials, time departed, returned, and consumed on trip, load pounds, two way meter readings, total miles, destination, by whom authorized and used, and gas and oil consumed. Filed chronologically. (Daily, official.) 9 x 12 sheets, 5 ft., in drawer of desk and pasteboard box. Garage office. (283)

862. PLANT OPERATION, Dec. 1933 to date. Report submitted to utility officer for transmission to Washington office, showing date, summary of services, output, unit and total costs, data on boiler operation, personnel, material and supplies used, repairs, maintenance, and remarks. Filed chronologically. (Monthly, official.) 9 x 12 sheets, 2 in., in drawer of desk. Engineer's office. (328)

863. PERIODICAL REPORTS, July 1934 to date. Submitted by various departments of this facility, regarding leases, expenditures, construction, fire prevention, guards, garage, lamp replacements, livestock, laundry, mechanical utilities, and purchase and hire allotments, boiler inspection service, and monthly operations. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Utility office. (76)



864. DAILY LOG SHEET, Oct. 1, 1935 to date. Showing boiler statistics and complete operation of power plant, date, time, condition of boilers, pressure gauges, generators, fuel record, supplies consumed, temperatures, refrigeration, auxiliaries, by whom checked, time of shifts, and remarks. Filed chronologically. (Daily, official.) 13 x 22 sheets, 6 in., on top of cabinet. Engineer's office. (327)

865. MAINTENANCE AND REPAIR REQUESTS, July 1936 to date. Showing date, request number, detailed description of requirements, station estimate of cost, materials, labor, remarks, and signatures of manager, chief engineer, and utility officer. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. Utility office. (74)

866. GAS AND OIL RECEIPTS, Aug. 1936 to date. Showing date, facility car number, quantity of gasoline, oil, ebomite, cup grease, kerosene, or alcohol furnished, and signature of driver verifying receipt. Filed chronologically. (Daily, official.) 4 x 4 sheets, 1 ft., on spindle. Garage office. (285)



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Calendars of Collections;  
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