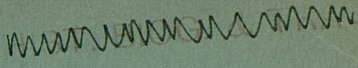
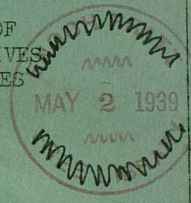


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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

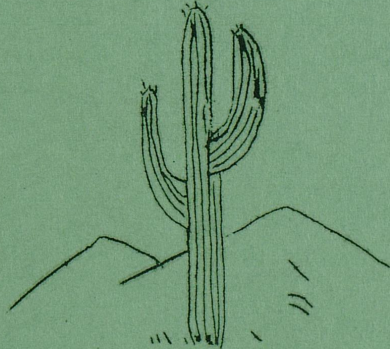


SERIES XV
THE WORKS PROGRESS ADMINISTRATION
NO. 3. ARIZONA

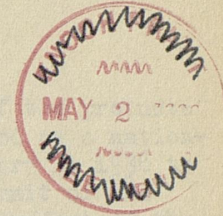
THE SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES



Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

SERIES XV. THE WORKS PROGRESS ADMINISTRATION

NO. 3. ARIZONA

Tucson, Arizona
The Survey of Federal Archives
1938

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.

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

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

In Arizona the work of the Survey was directed by Dr. H. A. Hubbard of the University of Arizona, with Mrs. Meryl E. Morgan as his assistant, until June 30, 1937. Since that date the state project has been directed by Mrs. Morgan. This inventory of the records of the Works Progress Administration in Arizona was prepared in the Tucson office of the Survey. It was edited before final typing by Mr. S. F. Riepma of the Division of War Department Archives of The National Archives.

Tucson, Arizona
September 9, 1938

Meryl E. Morgan,
State Director
Survey of Federal Archives
in Arizona

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WORKS PROGRESS ADMINISTRATION

INTRODUCTION

The organization of the Works Progress Administration in Arizona was begun in July 1935 and completed by the following December. There is a State Office consisting of Divisions of Operations, Finance and Statistics, Women's and Professional Projects, Education and Recreation, and Employment, each under directors and all under an administrator. The State Office is under the jurisdiction of a Regional Office in California, except the Division of Women's and Professional Projects which is under the jurisdiction of a Regional Office of Women's and Professional Projects in Salt Lake City, Utah.

The state was divided into three districts numbered 1, 2, and 3, under directors, but since July 1937 the districts have been abolished. Each district consisted of a number of counties each under a project superintendent who was under the supervision of his respective district director, but now is directly under the State Office. In large counties or those with heavy relief loads, or in the case of two counties under one Project Superintendent, a Supervising Timekeeper was established to assist the Project Superintendent, and this is still the situation.

Under either the County Project Superintendents, District Directors, Directors of the Division of Recreation and Education or the Division of Women's and Professional Projects, projects are operated either on a local district or statewide basis under directors or supervisors. Six projects: Music, Art, Writers', State Planning Board, Historical Records Survey, and the Survey of Federal Archives were operated as Federal projects with cooperating sponsorships outside of the state until July 1, 1937. All these projects, with the exception of the Writers' Project, have been made statewide projects with cooperating sponsorships within the state.

All WPA archives are generally well maintained, and there are at present 1,309 linear feet of such records in the state. Not all county project superintendents have separate records. Those of the sparsely settled counties of Apache and Mohave, being few, are filed with those of their district office. The more numerous records of Yavapai, Maricopa, and Pima Counties are also filed with those of each one's district office, the district offices being located in the above mentioned counties.

BISBEE

COCHISE COUNTY OFFICE

- (A) County Courthouse, Tombstone Canyon St.
(B) Franklin School Bldg., Opera Drive

The Works Progress Administration of Cochise County was established November 1, 1935 under a county project superintendent. This agency is under the administration of District 2.

1. CORRESPONDENCE, Nov. 1935 to date. From R. H. Lapham, Supervisor of Statistics, Tucson; incoming and outgoing correspondence of foremen and project superintendents; and all Works Progress Administration project correspondence in Cochise County. Filed numerically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 1 (Bldg. A). (59, 55, 56)
2. DAILY STRENGTH REPORT OF LABOR BY PROJECTS, Nov. 1935 to date. Weekly labor, daily labor, and strength reports. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. R. 1 (Bldg. A). (53, 58)
3. ARIZONA EMERGENCY RELIEF ADMINISTRATION SUPPLY RECEIPTS, Nov. 1935 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. A). (62)
4. LIST OF MEN WORKING ON BISBEE PROJECTS, Nov. 1935 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. A). (49)
5. LIST OF MEN WORKING ON DOUGLAS PROJECTS, Nov. 1935 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. A). (50)
6. PERSONNEL APPLICATIONS, Nov. 1935 to date. Application for position on Works Progress Administration showing age, experience, education, kind of position desired, etc. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. A). (51)
7. PROGRESS REPORTS, Nov. 1935 to date. Semi-monthly progress and physical reports of all projects showing kind and amount of work done, number working, etc. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of wooden filing case. R. 1 (Bldg. A). (57)
8. PROJECTS IN COCHISE COUNTY, Nov. 1935 to date. Douglas Drainage Ditch; St. David School; Benson Grammar School; Bakerville and Warren Sidewalks; Statewide Adult Education; Survey of Farm Mortgages; Survey of Federal Archives; State Planning Board Statistical Research; State Highway Planning Survey; Highway Safety Work; Construction of Pumphouse and Garages; widening and building shoulders from Lowell to Ranger

Station; Douglas International Airport; Survey of Historical Records; swimming pool construction, sinking well and repairing of grade school; Willcox Ornamental Paving; Tombstone-Gleason Road; School District 1 Tennis Courts; Pomerene School; Ornamental Street Paving; building an addition to Naco School; complete golf course, club house, and grounds in recreational area; installation of sanitary units on public property; Willcox Community Center; Improved Water supply, fencing improvement, school grounds, construction of tennis court for use of school and community; construction of two room addition to double adobe school house; erection of adobe stucco garage to house school busses and trucks; completion of concrete curbing and planting of trees in the more populated district of Willcox; grading additional ground for cemetery and reconstruction of fence; oil paintings, mural sculpturing, common statues to be placed at Willcox; improvement of Benson and Dragoon Road; paving to Douglas Airport; paving and grading certain streets in Bisbee; San Simon Gymnasium; Statewide Home Aid Project; and clearance of Naco Paving. Correspondence, and requisitions for workers and supplies for the above projects. Filed numerically. (Daily, official.) 9 x 12 folders, 6 ft., in drawers of steel filing cases. R. 1 (Bldg. A). (44, 43)

9. PROPOSED PROJECTS FOR COCHISE COUNTY AND REPORTS, Nov. 1935 to date. Showing kind of commodity and amount, to whom distributed, and address. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. A). (52)

10. RECEIPTS, Nov. 1935 to date. For purchase orders, requisitions for purchase, and for reports of foremen's receiving memoranda. Filed numerically. (Daily, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. R. 1 (Bldg. A). (54, 63)

11. RECORDS ON WESTERN EMULSION COMPANY, Nov. 1935 to date. Telegrams, bills of lading, etc. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. A) (60)

12. STATE SURPLUS COMMODITY DISTRIBUTION FILE, Nov. 1935 to date. Filed numerically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. A). (61)

13. TRANSMITTALS, Nov. 1935 to date. WPA Forms 404 - Reclassification, 403 - Notice of Change in Work Status, 402 - Reassignment, and USES Form 325 - Labor Assignment. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawers of steel and of wooden filing cases. R. 1 (Bldg. A). (45, 46, 47, 48)

Women's and Professional Projects
Sewing Project

Project 238 was established December 2, 1935. It has a branch project in Douglas, the reports of which are contained in the Bisbee Sewing

Project records. It is a part of the project in Tucson operating under the same work project number.

14. DOUGLAS INJURY REPORTS, Dec. 1935 to date. Daily injury lists and nurse's daily report. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1 (Bldg. B). (81)

15. DOUGLAS WEEKLY REPORTS, Dec. 1935 to date. Production reports from newer productions. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1 (Bldg. B). (84)

16. ACCOUNTANT, Dec. 2, 1935 to date. Articles delivered by commodity truck, transmittals from Project 279, transmittal sheets, purchases received, sewing room surplus received, cancelled purchase requisitions, materials received by foreman from Douglas, request for material from Douglas, items received, records and instructions. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 2 (Bldg. B). (78)

17. BISBEE INJURY REPORTS, Dec. 2, 1935 to date. Injury bulletins, correspondence, and safety inspection report. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1 (Bldg. B). (82)

18. BISBEE WEEKLY REPORTS, Dec. 2, 1935 to date. Production report from newer productions. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1 (Bldg. B). (80)

19. CORRESPONDENCE, Dec. 2, 1935 to date. Douglas: Stockroom Clerk, Supervising Timekeeper, NYA Supervisor, Division of Women's and Professional Projects; Tucson: WPA Case Worker, NYA Supervisor, Division of Women's and Professional Projects, Direct Commodity Distributors; Bisbee: WPA Manager. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 2 (Bldg. B). (77)

20. DAILY LABOR LOAD, Dec. 2, 1935 to date. Daily number of people working on projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1 (Bldg. B). (79)

21. REPORTS, Dec. 2, 1935 to date. Monthly and daily reports, lists of materials, and NYA workers. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in steel cabinet. R. 1 (Bldg. B). (86)

22. SEMI-MONTHLY REPORT ON MATERIALS, Dec. 2, 1935 to date. Douglas Sewing Project. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1 (Bldg. B). (83)

23. SEWING DEMONSTRATION, Dec. 2, 1935 to date. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel cabinet. R. 1 (Bldg. B). (85)

24. STOCK REPORTS, Dec. 2, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. 1 (Bldg. B). (76)

25. TIMEKEEPER'S SEMI-MONTHLY REPORTS, Dec. 2, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in steel cabinet. R. 1.(Bldg. B). (74)

26. TIMEKEEPER'S PAY ROLL REPORTS, Dec. 2, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{3}{4}$ in., in steel cabinet. R. 1.(Bldg. B). (75)

CASA GRANDE

PINAL COUNTY OFFICE
Byrd Bldg., Sacaton St.

The Works Progress Administration of Pinal County was organized in November 1935 under a county project superintendent. This agency is under the administration of District 2.

27. ASSIGNMENT SLIPS, Oct. 1935 to date. Assignment slips of men and women working on projects and private employment. Filed alphabetically. (Daily, official.) 4 x 6 slips, 1 ft. 10 in., in 4 drawers of steel card cabinet. R. 13. (23)

28. MATERIAL INVENTORY RECORD, Nov. 1, 1935 to date. Weekly record of materials received, used, and on hand. (Frequently, official.) 5 x 8 cards, 1 in., in drawer of steel filing case and on wooden clip board. Rs. 13 and 15. (24)

29. PAY ROLLS, TIME REPORTS, REFERRAL RECORDS, AND REQUISITIONS, Nov. 1, 1935 to date. Pay roll sheets and time reports showing amount earned and time worked by each employee, requisitions for men and material, schedule of operation, work schedule and analysis of labor, and transfer records. Filed alphabetically. (Semi-monthly, official.) Various sized notebooks, sheets and cards, 1 ft. 3 in., in wooden box, on wooden table and in drawer of wooden desk. R. 15. (25)

30. REPORTS AND CORRESPONDENCE, Nov. 1, 1935 to date. Reports on sewing, maintenance, accidents, property and personnel, progress, approved and proposed projects, and office correspondence. Filed numerically and chronologically. (Daily, official.) 9 x 12 envelopes and 8 x 10 $\frac{1}{2}$ sheets, 1 ft., in drawer of steel filing case. R. 13. (26)

CLIFTON

OFFICE OF GRAHAM AND GREENLEE COUNTIES
Greenlee County Courthouse, Webster and 4th Sts.

The Works Progress Administration of Graham and Greenlee Counties was established in November 1935 under a county project superintendent

located in Greenlee County. A Supervising Timekeeper's Office was established in January 1937, in Graham County, to assist the project superintendent of the two counties. This agency is under the administration of District 2.

31. REPORTS ON PROJECTS, 1934 to date. Projects approved and released; labor breakdown of inactive projects; WPA Form 303, work schedule and analysis of labor, and materials actually used; physical progress reports; Friday reports; semi-monthly reports; allotment details and statement of allotment detail for work projects; WPA Form 301 - Project Proposals; WPA Form 306 - Project Applications; ERA Form 141 - Monthly Progress Report, project number, and description of work. (Occasionally, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ covers, 4 ft. 9 in., in pocket of wooden filing cabinet. Basement. (223, 219)

32. GENERAL CORRESPONDENCE, 1935 - 1936. Correspondence relative to projects, supplies, employment, injuries, etc. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ covers, $7\frac{1}{2}$ in., in pocket of wooden filing cabinet. Basement. (220)

33. TIME REPORTS, 1935 - 1936. WPA Form 509 - Pay Roll for Personal Services; WPA Short Form 1013C - Pay Roll for Employees on Annual Salary Basis; WPA Form 502 - Time Report. (Daily, official.) 14 x 18 loose sheets, $6\frac{1}{2}$ in., on closed wooden shelf of wall cabinet. Basement. (214)

34. INJURY REPORTS, 1935 to date. CA-1 - Notice of Injury; CA-2 - Official Supervisor's Report; CA-16 - Request for Treatment; WPA Short Form 285 - Injury Report; WPA G1075-S611 - Foreman's and Witness' Statement. The earlier part of this serial is found in the Old Administration Office of the Public School Building in Morenci, Arizona, 7 miles from Clifton. (Earlier records, never; later records, occasionally, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ covers, 4 $\frac{1}{16}$ in., in drawer of steel filing case. Basement. (222)

35. MAINTENANCE AND OPERATION REPORTS, 1935 to date. Construction of Recreational Park, maintenance and operation of sewing room, house-keeping aid project, grading, draining of dips and paving streets on Clifton-Metcalf Highway, etc. (Daily, official.) $8\frac{1}{2}$ x 13 loose sheets, 1 in., on closed wooden shelf of wall cabinet. Basement. (216)

36. PROJECT SUPERINTENDENT'S GENERAL REFERENCE FILE, 1935 to date. Correspondence, reports, active cases, assignments, requisitions, injury claims, etc. In no particular order and contents of file change frequently. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ covers, 2 ft., in drawer of steel filing case. Basement. (215)

37. PROJECTS IN GRAHAM AND GREENLEE COUNTIES, 1935 to date. Assignment and reassignment slips of workers for each project, change of work status, whether worker is relief or non-relief, etc. List of projects: 89, Clifton Auditorium; 92, Clifton Street Paving; 101, Duncan Improvement Canals; 103, Gila Junior College; 109, Safford Clerical Help; 111, State Industrial School at Fort Grant; 135, Graham County Farm, NR; 255, Graham County Cannery; 278, Safford Sewing Room; 311, Educational Project; 329, Clifton Sewing Room; 330, Morenci Sewing Room; 332 Duncan

Sewing Room; 334, Thatcher Public School; 382, Clifton Ball Park; 394, Care of Undernourished Children; 403, Solomonville Public School; 412, Household Aid; 488, Clifton Street Paving; 494, Clifton Junior College; 543, Clifton-Metcalf Highway; 557, Duncan Grammar Schools; 585, County Wide Projects; 609, Clifton Auditorium, NR; 680, Thatcher Gymnasium. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ covers, 1 ft. 4 in., in pocket of wooden filing case. Basement. (224)

38. SPONSOR'S CONTRIBUTIONS, 1935 to date. WPA Forms 710, contributions other than pay roll; 710A, pay roll; 710B, liquidation of sponsor's pledges. (Occasionally, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ covers, 8 in., in pocket of wooden filing case. Basement. (218)

39. TIME RECORDS, 1935 to date. Time record of employees, inactive workers' cards, workers reassigned who have not been 403'd, active workers' cards, work division occupational classification record, time record of NYA employees. Filed alphabetically. (Daily, official.) 7 x 11 cards, $7\frac{1}{4}$ in., in wooden card cabinet. Basement. (227)

40. TOOL AND EQUIPMENT RECORD, 1935 to date. WPA Forms G335, requisitions on tools and equipment; G339, inventory; 713, report of materials received, used, and on hand. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ covers, 6 in., in pocket of wooden filing case. Basement. (226)

41. CLOSED AND COMPLETED PROJECTS, 1936 to date. WPA Form 708, closed and completed labor projects of Graham and Greenlee Counties. (Occasionally, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ covers, 2 in., in drawer of steel filing case. Basement. (225)

42. COUNTY PROJECT SUPERINTENDENT'S GENERAL FILES, 1936 to date. USES Form 325, United States Employment Service assignments to the Forest Service and to WPA Projects in Greenlee and Graham Counties; Form 2 - Referral; WPA Forms 340 - Operating Agency's Statement of Work Project Requirements; 401 - Requisition for Workers; 403 - Changing of Work Status; 402 - Reassignment Slips; 404 - Reclassification; and FERA Form 602 - Cancellation of Certification. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ covers, 1 ft., in pocket of wooden filing cabinet. Basement. (221)

43. SEWING ROOM REPORTS, 1936 to date. Hourly schedule of time, classification of workers of Greenlee and Graham Counties, daily time slips, yardage received, purchase orders and completed purchase orders, and reports of total and grand total hours on projects. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ covers, 7 in., in pocket of wooden filing cabinet. Basement. (217)

DOUGLAS

SUPERVISING TIMEKEEPER
City Barn, 11th St. and H Ave.

A Supervising Timekeeper's Office was established in Douglas in November 1935 to be of assistance to the Project Supervisor located in Bisbee, for the county.

44. EMPLOYMENT RECORDS, Dec. 1935. Reassignments, change in work status, and reclassifications. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x 6 loose-leaf books, 3 ft., in 2 drawers of wooden filing case. R. 1. (188)
45. GENERAL CORRESPONDENCE, Nov. 1935 to date. Filed alphabetically. (Daily, official.) 8 x 11 folders, 2 in., in cardboard letter file. R. 1. (186)
46. REQUISITIONS FOR WORKERS, Jan. 1936 to date. WPA Form 401. Filed numerically. (Seldom, official.) 9 x 12 folders, 1 ft., in wooden box. R. 1. (187)
47. TIME REPORT, July 11, 1936 to date. WPA Form 502, personal services, work projects on hourly basis. Filed chronologically. (Daily, official.) 14 x 15 loose-leaf books, 1 in., in cardboard carton. R. 1. (189)

FLAGSTAFF

COCONINO COUNTY OFFICE
City Park Bldg., 1 mi. N. of Flagstaff

The Works Progress Administration of Coconino County was established in November 1935 under a county project superintendent. This project is under the administration of District 1.

48. INVENTORY OF TOOLS, Mar. 31, 1934 - July 9, 1935. List and number, materials and equipment on hand, where used, etc. including use under the FERA program. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (255)
49. CERTIFICATION CARDS, 1935. Name of worker, case number, occupation, address, etc. (Occasionally, official.) 3 x 5 cards, 5 in., in drawer of cardboard filing case. R. 1. (253)
50. TOOL INVENTORY REPORT, Sept. 10, 1935 - May 1, 1937. Kind, number, and condition of tools on hand, and those being used on various projects, etc. (Occasionally, official.) 9 x 11 $\frac{3}{4}$ folders, 1 ft., in drawer of steel filing case. R. 1. (250)
51. REFERRAL CARDS, Oct. 20, 1935 - Mar. 10, 1936. Name of worker, address, occupation, date of referral, by whom referred, WPA District number, etc. (Occasionally, official.) 4 x 6 cards, 6 in., in drawer of cardboard filing case. R. 1. (254)
52. CORRESPONDENCE, Jan. 1, 1936 to date. Between project superintendents and district director of District 1, supervisor of labor management of District 1, Prescott, and others. (Occasionally, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. R. 1. (241)

53. ASSIGNMENT SLIPS, Jan. 16, 1936 to date. Name and identification number of worker, date, case number, project number, location, etc. (Occasionally, official.) 3 x 5 slips, 5 in., in wooden box. R. 1. (247)

54. PROJECT PROPOSALS, Jan. 16, 1936 to date. Form 301, project number, sponsor's proposal number, date, district number, state, county, city; description or character of work; summary of estimated costs; Federal funds; sponsor's contribution; total cost, etc. (Seldom, official.) 8 x 10 slips, 10 in., in wire tray on desk. R. 1. (249)

55. PROJECT REPORTS, Jan. 16, 1936 to date. Project number and location, number of workers on project, injuries, and man hours to date. (Occasionally, official.) 9 x 11 3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (242)

56. TIME RECORD CARDS, Jan. 16, 1936 to date. Name of worker, identification number, relief or non-relief, class, sex, occupation, hours worked each day, rate per pay period, project number, etc. (Occasionally, official.) 7 x 11 cards, 7 in., in 2 wooden boxes. R. 1. (246)

57. TIME REPORT, Jan. 16, 1936 to date. Pay roll number, official project number, identification number, name of employee, occupation class number, hours worked each day, rate for pay period, net amount paid, etc. (Occasionally, official.) 9 x 11 3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (244)

58. ACCIDENT REPORTS, Jan. 31, 1936 to date. Date of accident, kind of project, worker's name and address, nature of work, nature of injury, cause of accident, etc. (Occasionally, official.) 4 x 6 slips, 3 in., in desk. R. 1. (248)

59. PROGRESS REPORTS, Jan. 31, 1936 to date. District number, project number, type of work, amount of work by days, total for period, total completed, percentage of physical completion, etc. (Occasionally, official.) 9 x 11 3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (243)

60. MATERIAL REPORT, Mar. 17, 1936 to date. Kind and amount of material used, project number, etc. (Occasionally, official.) 9 x 11-3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (251)

61. PAY ROLL FOR PERSONAL SERVICE, Apr. 1, 1936 to date. State, district and counties, period, name of employee, identification number, rate for period, net amount paid, etc. (Occasionally, official.) 9 x 11 3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (245)

62. SAFETY REPORT, Mar. 17, 1937 to date. Name and number of project, location, date, name of project superintendent, conditions found, recommendations, etc. (Occasionally, official.) 9 x 11 3/4 folders, 1 ft., in drawer of steel filing case. R. 1. (252)

FREDONIARESIDENT ENGINEER INSPECTOR
Fredonia School

This office was established in 1935 for Northern Mohave County.

63. GENERAL FILE, 1935 to date. Pay roll copies, correspondence, and weekly reports. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 1. (1)

GLOBEGILA COUNTY OFFICE
Paul Michaelson Bldg., 149 S. Broad St.

The Works Progress Administration of Gila County was established in November 1935 under a county project superintendent. This agency is under the administration of District 3. Some CWA and FERA records are intermingled with this agency's archives.

64. MAPS AND BLUE PRINTS, Dec. 1933 to date. Tracings of proposed projects consisting of locations and proposed improvements for Gila County. These include CWA and FERA maps and prints. (Daily, official.) 28 x 38 maps, 1 ft. 10 in., in drawer of wooden desk. R. 4 of suite 2. (27)

65. CASE RECORDS, Mar. 20, 1935 to date. FERA Forms 144 - Work Division Occupational Classification Record; 600 - Certificate of Eligibility; USES Forms 325 - Assignment; 350 - Identification Card; and WPA Forms 404 - Reclassification; 402 - Reassignment; 403 - Change of Work Status. Index. Filed alphabetically and divided into active, inactive, and dead. (Daily, official.) 9 x 12 folders, 10 ft., in card cabinet. R. 3 of suite 2. (22)

66. INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORD, July 1, 1935 to date. FERA Form 144-A, card file of WPA workers in all towns in Gila County according to occupation. Employed or unemployed, employed at usual occupation, whether in second rank for employment, eligible or ineligible. 3 x 5 card index, 2 ft. (Daily, official.) 5 x 8 cards, 4 ft. 2 in., in 4 drawers of wooden filing case. R. 2 of suite 2. (24)

67. CORRESPONDENCE AND BULLETINS, Sept. 1, 1935 to date. State, District, and local office correspondence, Gila County project data, and records of deceased employees. Filed alphabetically and numerically. (Daily, official.) 10½ x 11½ folders, 6¼ in., in 2 drawers of steel filing case. R. 4 of suite 2. (26)

68. MISCELLANEOUS FILE, Oct. 15, 1935 to date. Requisitions and requests for tools, equipment and material; list of sponsors and contribu-

tions; and injury reports. Filed alphabetically. (Daily, official.) 10 x 11½ folders, 2 ft. 7½ in., in 2 drawers of steel filing case. R. 5 of suite 2. (28)

69. PAY ROLL, Oct. 21, 1935 to date. Duplicates; originals sent to Phoenix. (Occasionally, official.) 1 in., rolls, 1 ft. 1 in., on wooden cabinet. Damaged by careless handling, ink faded. R. 6 of suite 2. (31)

70. DAILY LETTER FILE, Nov. 1935 to date. Regarding check on time worked by laborer, report on work accomplished, materials used from either the Federal Government or the sponsor, trucks and equipment rental, other costs, men wanted, delays, accidents, visitors, remarks regarding each project, and a weather report. Filed chronologically. (Daily, official.) 10 x 11½ bundles, 1 ft. 1 in., in wooden box. R. 6 of suite 2. (30)

71. CORRESPONDENCE AND REPORTS, Nov. 1, 1935 to date. Incoming and outgoing correspondence; reports from State and District Offices; and WPA Form 401, requisitions for workers; requisitions from WPA office and FA contractors. Filed alphabetically and chronologically. (Daily, official.) 9½ x 12 folders, 6 in., in drawer of steel filing case. R. 2 of suite. (25)

72. GENERAL FILE, Nov. 1, 1935 to date. Circulars, correspondence with state officials, and records of long distance calls. Filed alphabetically. (Occasionally, official.) 10 x 11½ folders, 4 in., in drawer of steel filing case. R. 2 of suite 2. (19)

73. HISTORIES OF SPECIAL CASES, Nov. 1, 1935 to date. Complaints and records of clients who require special treatment. Indexed. (Daily, official.) 10 x 11½ folders, 4 in., in drawer of steel filing case. R. 2 of suite 2. (21)

74. MEMORANDA OF CLIENTS, Nov. 1, 1935 to date. Conditions of work and complications that arise due to small wages. Filed alphabetically. (Daily, official.) 6 x 9 sheets, 1 ft. 3 in., in wooden box. R. 2 of suite 2. (21)

75. ACTIVE PROJECTS, Nov. 2, 1935 to date. Dates, requisitions, names, classifications, number employed, and rate of pay for each person working on WPA projects in Gila County. Filed numerically. (Daily, official.) 9½ x 12 folders, 8 in., in drawer of steel filing case. R. 3 of suite 2. (23)

76. PHYSICAL PROGRESS REPORTS, Jan. 15, 1936 to date. Daily entries of progress itemized, work accomplished and materials used on physical completion of project; and pay roll and percentage. Originals sent bi-weekly to Phoenix. Filed chronologically. (Bi-weekly, official.) 12 x 14 folded packets, 1 ft. 4 in., in drawers. R. 6 of suite 2. (29)

HEREFORDCORONADO NATIONAL FOREST
ASH CANYON WORK CAMP
Bldg. No. 3, 14 mi. SW. of Hereford

The Ash Canyon Work Camp was taken over by the Forest Service on August 10, 1936, from the Works Progress Administration, which had taken it over from the FERA on December 6, 1935. Up to the time that it came under the jurisdiction of the Forest Service it was designated as Transient Camp OP-201-5001. Practically all the Transient Camp records having been destroyed by fire on June 7, 1936, most of the records surveyed belong to the Forest Service. These records are listed under WPA due to the late date of their transfer to the Forest Service.

Finance and Accounts

77. INDIVIDUAL EQUIPMENT COSTS, Dec. 1935 to date. Record of all parts and equipment, gas, oil, grease, and hours for Work Camp OP-201-5001. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (2)
78. GAS AND OIL ISSUES, Dec. 6, 1935 to date. Daily records of issues of gas, oil, and grease to motor vehicles. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (26)
79. REQUISITIONS AND INVOICES, Dec. 6, 1935 to date. For supplies. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (31)
80. BILLS AND RECEIPTS, Mar. 5, 1936 to date. For equipment. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (30)
81. TRAVEL ACCOUNT, May 1 - Aug. 10, 1936. USDA Form 22, statement of travel by motor vehicles, and correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (17)
82. REQUISITION INDEX, May 8 - Aug. 10, 1936. To merchants filling requisitions. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (16)
83. CAMP CANTEEN, May 10 - Aug. 21, 1936. Inventory, purchases, accounts, outstanding credits, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (18)
84. REQUISITIONS, May 27, 1936 to date. For supplies and equipment for Camp No. 65-2-504. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (15)
85. AWARDS, June 8, 1936 to date. Of contracts for supplies and equipment. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (5)

86. PURCHASE ORDERS AND VOUCHERS, June 8, 1936 to date. For supplies requisitioned for Camp 65-2-504. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 1. (1)

87. INVENTORY AND DAILY WITHDRAWALS, June 10, 1936 to date. Individual cards for each commodity in the commissary showing daily record of withdrawals. Filed alphabetically. (Daily, official.) 5 x 7 cards, 6 in., in open wooden box. R. 1. (21)

88. RECEIVING REPORTS AND REQUISITIONS, June 20, 1936 to date. Correspondence regarding receiving reports and requisitions for supplies and equipment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (14)

89. GASOLINE, GREASE, AND OIL, July 9, 1936 to date. Bulletin describing the U. S. Government contract with the Texas Company showing the price, etc. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (24)

90. PROVISIONS, Aug. 31, 1936 to date. Correspondence regarding supplies. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (23)

Operations

91. FERA TRANSIENT FILE, July 1, 1934 to date. Individual registration cards showing personal record. Duplicates of the cards destroyed by fire. Filed alphabetically. (Daily, official.) $2\frac{1}{2}$ x 5 cards, 2 in., in drawer of steel filing case. R. 1. (19)

92. GENERAL CORRESPONDENCE, Dec. 6, 1935 to date. Incoming and outgoing on Camp 65-2-504 and miscellaneous from out of state. Filed chronologically and alphabetically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. R. 1. (32, 4, 10)

93. PAY ROLLS, Dec. 6, 1935 to date. Individual semi-monthly service reports, supervisory pay rolls, administrative pay roll report and correspondence, and semi-monthly enrollees pay roll. Filed chronologically. (Obsolete form, rarely; current forms, daily, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. R. 1. (25, 11, 13)

94. PERSONNEL FILES, June 5 - Aug. 11, 1936. Reclassifications, reassignments, change of work status, and identification cards. Filed alphabetically. (Daily, official.) 4 x 6 cards and slips, 2 in., in cardboard box. R. 1. (20)

95. ASSIGNMENTS AND REQUISITIONS, June 8, 1936 to date. Including correspondence for workers. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (3)

96. BOARD AND LODGING, June 8, 1936 to date. Record of forest employees in Camp No. 65-2-504. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (6)

97. INVENTORY, June 8, 1936 to date. Monthly inventory for Camp 65-2-504. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1. (8)

98. LIBERTY PARTIES, June 8, 1936 to date. Daily list of all enrollees on leave of absence. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (9)

99. PAY ROLL AND CHECK CORRESPONDENCE, June 8, 1936 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (12)

100. COMPENSATION, June 29, 1936 to date. Correspondence pertaining to compensation of men injured on job. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (7)

101. EMPLOYEES' LICENSE CARDS, Sept. 3, 1936 to date. Memorandum Form 874-16 - Forest Service Employee's License Card and correspondence. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (22)

Forest Management

102. ACCIDENT REPORTS, Dec. 6, 1935 to date. Reports of injuries to enrollees. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (29)

103. MILEAGE SERVICE REPORTS, Dec. 6, 1935 to date. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (34)

104. MONTHLY PROJECT REPORTS, Dec. 6, 1935 to date. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (33)

105. PROGRESS REPORTS, Dec. 6, 1935 to date. Monthly, on all projects of camp. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (27)

106. SAFETY INSTRUCTIONS, Dec. 6, 1935 to date. Memoranda and bulletins for WPA Safety First Program. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 1. (28)

HOLBROOK

NAVAJO COUNTY OFFICE
Hookway Bldg.

The Works Progress Administration of Navajo County was organized in November 1935 under a county project superintendent and is under the administration of District 1. Some FERA records are intermingled with this agency's archives.

107. FINANCIAL RECORDS, 1934 to date. Vouchers, disbursing orders, and copies of checks. (Occasionally, official.) 8 x 20 and 10 x 12 bundles, 9 ft., in 3 wooden and 6 pasteboard boxes. Dirty. Main room. (50)

108. MASTER CARDS, 1934 to date. Case records of each client. These are continuous from FERA cards. (Daily, official.) 8 x 11 cards, 2 ft. 6 in., in open wooden case. Dirty. Main room. (49)

109. VOUCHERS AND CORRESPONDENCE, July 1935 to date. (Frequently, official.) Various sized bundles, 2 ft., in 6 paper transfer cases. Dirty. Rear room. (51)

110. ASSIGNMENT SLIPS, Nov. 1, 1935 to date. Assignment of relief clients to jobs. (Daily, official.) 4 x 5 cards, 4 in., in wooden case. Main room. (48)

111. CASE RECORDS, Nov. 1, 1935 to date. Weekly reports and intake certification. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in open wooden case. Main room. (44)

112. RECORDS OF INDIVIDUAL CASES, Nov. 1, 1935 to date. (Daily, official.) 10 x 12 folders, 1 ft. 8 in., in drawer of wooden filing case. Main room. (45)

113. TIME CARDS, Nov. 1, 1935 to date. Time of workers on projects. (Daily, official.) 7 x 11 cards, 6 in., in drawer of wooden filing case. Main room. (47)

114. CORRESPONDENCE, Nov. 1, 1936 to date. (Daily, official.) 10 x 12 folders, 2 ft., in 2 drawers of steel filing case. Main room. (46)

MESA

TONTO NATIONAL FOREST
STEWART MOUNTAIN CAMP
SCS Bldg., 20 mi. NE. of Mesa

The archives of this agency cover three administrations, viz: ERA Transient Camp until December 6, 1935, WPA Project 282 until August 10, 1936, and the present Forest Service project from August 10, 1936 to date. A majority of the workers are from the rolls of the Works Progress Administration, working under the supervision of Forest Service employees.

115. ASSIGNMENT AND CHANGE IN WORK STATUS RECORDS, Dec. 6, 1935 to date. Work status slips showing name, address, case number, identification number, assigned occupation, location of project, reason for change; and assignment slips showing name, address, identification number, case number, relief district, age, sex, reassigned from project to project, number, date person is to report, occupation, code, rate of pay, description of project, location of same, and name of foreman or supervisor. Filed alphabetically. (Daily, official.) 4 x 6 slips, 4 in., in 2 wooden card cases. Office. (8)

116. GENERAL FILES, Dec. 14, 1935 to date. Accident reports, credit cards, drivers' licenses, equipment, operation and costs, food contracts, correspondence, requisitions, oil and gas reports, instructions, inventories, meal costs, medical reports, property transfers, etc. Filed alphabetically by subject. (Daily, official.) $8 \times 10\frac{1}{2}$ and $8\frac{1}{2} \times 11$ loose sheets, 1 ft. 6 in., in 4 drawers of steel filing case. Office. (7)

117. TIME REPORTS, Aug. 11, 1936 to date. Daily and semi-monthly time reports for each employee showing project, name, address, month, job, date, time, rate, amount, remarks, total salary, title, and forest. Filed alphabetically. (Daily, official.) $4\frac{1}{2} \times 8$ loose-leaf books and $3 \frac{3}{4} \times 6 \frac{3}{4}$ slips, 3 in., in drawer of steel filing case and on wooden desk. Office. (9)

118. PROPERTY RECORDS, Oct. 1, 1936 to date. Cards showing articles, sizes, date, transfer number, transferred from and to, number transferred, forest account number, and amount in stock. Filed alphabetically. (Daily, official.) 5×8 cards, 2 in., in wooden card case. Office. (10)

NOGALES

SANTA CRUZ COUNTY OFFICE
City Hall, 211 Grand Ave.

The Works Progress Administration of Santa Cruz County was organized in November 1935 under a county project superintendent. This agency is under the administration of District 2.

119. ACCIDENT REPORTS, 1935 to date. WPA Form G-285, records of injury received by worker, signed by both worker and job foreman, showing description of the injury and of the accident. One copy sent to the District WPA office. Reports filed chronologically; folders by subject of accident report. (Frequently, official.) 9×12 folders, 6 in., in drawer of steel filing case. E. of front room. (247)

120. COPIES OF ORIGINAL CERTIFICATES OF ELIGIBILITY, 1935 to date. FERA Form 600. Also includes FERA Forms 601 - Notice of Case Change; 602, cancellation for WPA work; and referrals for assignment. Filed alphabetically. (Constantly, official.) 6×9 folders, 4 ft., in 2 wooden boxes. E. of front room. (251)

121. CORRESPONDENCE, 1935 to date. Mostly between this office and district manager in Tucson on expenses of certain projects, proposals of same, etc. Filed chronologically. (Frequently, official.) 9×12 folders, 2 ft., in drawer of steel filing case. E. of front room. (249)

122. INDIVIDUAL CASE RECORDS, 1935 to date. Persons certified for work. Filed numerically. (Daily, official.) 9×12 folders, 1 ft., in drawer of steel filing case. E. of front room. (250)

123. INSTRUCTIONS, 1935 to date. Regulations of WPA regarding leave of absence, sick leave, travel vouchers, etc. Filed by subject. (Frequently, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case. E. of front room. (243)
124. PROJECT RECORDS, 1935 to date. Sponsors' pledges and certificates; semi-monthly physical progress report; WPA Form 40, requisitions for workers on project; allotment detail for work project; WPA Form 301, project proposal giving complete description: location, character of work, estimated cost, Federal funds and sponsors; contributions and general printed questionnaire; vouchers, etc. Filed numerically and chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. E. of front room. (248)
125. REPORT OF MATERIAL, 1935 to date. Weekly report of materials such as tools received, used, and on hand at the end of the period. Filed chronologically. (Rarely, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. E. of front room. (245)
126. REQUISITIONS FOR PURCHASES, FILLED AND COMPLETED, 1935 to date. Date, quantity of material needed, description, and estimated waste; signed by the project engineer. Filed by subject and chronologically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. E. of front room. (246)
127. REQUISITIONS ON TOOL AND EQUIPMENT INVENTORY, 1935 to date. (Rarely, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. E. of front room. (244)
128. TRANSMITTAL SHEETS, 1935 to date. Transmitting of various forms to the district office. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. E. of front room. (242)
129. GENERAL CORRESPONDENCE, Nov. 1935 to date. Projects approved, complaints, regulations, general instructions, industrial compensation and accidents, assignment slips, transmittals, bulletins, and circulars all concerning WPA office. Filed chronologically and by subject. (Daily, official.) 9 x 11½ folders, 2 ft., in drawer of filing case. E. of front room. (239)
130. MISCELLANEOUS RECORDS, Nov. 1, 1935 to date. Labor assignment slips, pay rolls, case records, referrals, quota reduction, and sewing project records. Assignment slips filed alphabetically; pay rolls chronologically; and others numerically. (Daily, official.) 4 x 6 slips, 6 ft., in drawer of filing case and in 2 pasteboard boxes. E. of front room. (241)
131. TIME CARDS AND PROJECT FILE, Nov. 1, 1935 to date. Records of projects, daily labor reports, requisitions, schedules, instructions, pay check receipts, and transmittal sheets. Filed numerically by projects. (Daily, official.) 7 x 11 folders, 4 ft., in drawer of filing case and in wooden box. E. of front room. (240)

WPA AND PUBLIC WELFARE PROJECT
TRANSIENT CAMP

- (A) Transient Camp Bldg.
(B) Administration Bldg.
Camp Stephen D. Little

This project was organized in 1933 under the Arizona Emergency Relief Administration. On December 10, 1935, it was divided into two groups, employables and unemployables, the Works Progress Administration taking care of the employable men and the Arizona Board of Public Welfare taking care of the unemployable men.

Administration

132. BLUEPRINTS, c. 1912 - 1933. Print of camp proper showing location of every building on property and one showing different break down divisions from headquarters in Washington down to the lowest subdivision of Social Service. (Frequently, official.) Roll, 1 in., on wooden shelf. Main office (Bldg. A). (140)

133. ASSIGNMENT CARDS, Nov. 3, 1933 to date. White card, regular; yellow, tubercular; pink, colored race. Record of age, medical status, date entered camp, where assigned for work, whether man was discharged, AWOL, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 ft. 6 in., in 4 wooden boxes. Main office (Bldg. A). (139)

134. CORRESPONDENCE, Nov. 3, 1933 to date. Incoming and outgoing, regarding instructions from State Office in Phoenix, Social Service Work, inter-camp bulletins and notices, dentists and opticians, veterans, compensation data, personnel data, WPA Labor Department, miscellaneous, and director's own personal file. (Daily, official.) 9 x 15 folders, 5 ft., in wooden cabinet and drawer of wooden desk. Scattered. Main office (Bldg. A). (142)

135. INDIVIDUAL CASE FILE, Nov. 3, 1933 to date. FERA Form Tr-10 - Registration Card, medical status, personal case histories; correspondence and telegrams sent and received regarding disposition of case, whether return to home town or elsewhere is authorized, date of disbursing orders covering expenses; or is discharged. Nos. 1 to 7166. Filed numerically. (Inactive file, rarely; active file, frequently, official.) 9 x 15 folders, 48 ft., in 24 drawers of wooden filing cases. Main office (Bldg. A). (136)

136. INDIVIDUAL STATE REGISTRATION CARDS, Nov. 3, 1933 to date. FERA Form Tr-5, name, age, occupation, date arrived in camp, last job held, where from, etc. Divided as to men on WPA and on Public Welfare. Filed alphabetically. (Inactive file, rarely; active file, frequently, official.) 3 x 5 cards, 5 ft. 6 in., in 3 wooden boxes. Main office (Bldg. A). (138)

137. STATISTICAL REPORTS, c. 1934 to date. Compiled as to number of cases in camp, all changes of same, etc. Report sent monthly to Phoenix. Filed chronologically. (Daily, official.) 12 x 15 loose-leaf books, 3 in., in drawer of wooden desk. Main office (Bldg. A). (141)

Hospital

138. ACTIVE TUBERCULOSIS FILE, Nov. 1933 to date. Description of patient, name, date entered hospital, procedure of case, progress notes, daily temperature reports, sputum tests, gain or loss of weight, treatment prescribed, when discharged, etc. 3 x 5 card index, 2 ft. Filed numerically. (Inactive file, rarely; active file, frequently, official.) 9 x 12 folders, 10 ft., in 3 drawers of wooden filing case and 2 pasteboard boxes. Damaged by faulty containers. Office (Bldg. B). (147)
139. CORRESPONDENCE, Nov. 1933 to date. Inter-office communications, correspondence with local dentists in town assigned to do dental work on patients, bulletins, advertising matter from various concerns selling hospital supplies, and doctor's orders (obsolete). Filed alphabetically. (Frequently, official.) 9 x 12 folders, 3 ft., in drawer of steel filing case. Office (Bldg. B). (148)
140. DAILY AND BI-MONTHLY REPORTS, Nov. 3, 1933 to date. Total number of men in camp at 6:00 P.M. for that day; new registrations; discharged men; men in isolation, TB, asthmatic, and GU wards and infirmary; men on WPA work; and number of unemployables. Bi-monthly report compiled from daily report and wired to Phoenix (duplicates). Filed chronologically. (Daily, official.) 12 x 15 envelopes and 9 x 15 loose sheets, 11 in., on closed wooden shelves in supply cabinet and on filing board on wall. Main office (Bldg. A). (137)
141. PHYSICAL EXAMINATIONS, Nov. 3, 1933 to date. A complete medical record of each man when he entered camp, with all defects noted and reported. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Office (Bldg. B). (143)
142. DAILY ACCUMULATIVE REPORT OF HOSPITAL, Nov. 24, 1933 to date. A daily report of number of men in hospital listed by wards: Main, TB, Isolation, and GU, and number of men admitted or discharged from hospital. Filed chronologically. (Daily, official.) 9 x 12 folders and 9 x 15 loose sheets, 3 ft. 6 in., in 4 pasteboard boxes. Office (Bldg. B). (149)
143. MEDICAL CASE RECORDS, Dec. 1933 to date. Description of each man who has ever entered hospital, giving name, date entered, procedure of case, progress notes, operation if any, results, when discharged, etc. 3 x 5 card index, 2 ft. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 15 ft., in 5 drawers of steel filing cases. Office (Bldg. B). (146)
144. OUT PATIENT FILE, 1934 to date. A report on men not confined in bed but receiving daily treatment at the hospital. Patient's name, by whom treated, time treated, and nature of treatment. Filed alphabetically. (Daily, official.) 9 x 15 folders (3), 1 ft., in drawer of steel filing case and pasteboard box. Office (Bldg. B). (144)
145. COMMUNICABLE DISEASES IN CAMP, Jan. 1, 1935 to date. Reports on the nature of the disease, how many men are afflicted, etc., which together with a copy of the letter is sent to the City Health Department. (Rarely, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. Office (Bldg. B). (150)

146. STOCK RECORDS, Oct. 1936 to date. Daily report of amount of food, drugs, medicine, and hospital supplies required for that day, amount left on hand, etc. (Daily, official.) 4 x 8 cards, 1 ft., in 2 wooden boxes. Office (Bldg. B). (145)

147. X-RAYS OF PATIENTS IN CAMP HOSPITAL, n.d. Negatives (c. 60), in jackets. Filed alphabetically. In old filing cabinet. Superintendent's office (Bldg. A). (P-2)

Finance and Statistics

148. DISBURSING ORDERS, 1933 - 1934. Orders on stores, etc. for merchandise received. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 4 ft., in 2 drawers of wooden filing case. Supply office (Bldg. A). (164)

149. RECEIVING AND INSPECTION REPORTS, 1934 - 1935. WPA file: Verification of merchandise received at camp, giving date, contract number, description of goods, whether accepted or not. FERA file: Rent, tobacco, etc. which are charged to FERA. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 17 ft., in 2 drawers of steel filing case, 4 wooden and 2 pasteboard boxes, and in drawer of wooden desk. Supply office (Bldg. A). (151)

150. SCHEDULES OF DISBURSEMENTS, 1934 - 1935. Contracts with different firms, monthly requisitions, and travel vouchers. Filed chronologically. (Never.) 9 x 15 folders, 2 ft., in drawer of wooden filing case. Supply office (Bldg. A). (157)

151. REQUISITIONS AND TRANSMITTAL SHEETS, c. 1934 to date. Form A-6, approval of requisition; Form A-7, purchase order; and Form A-8, receipt of goods. Filed numerically and chronologically. (Frequently, official.) 9 x 15 folders, 4 ft. 6 in., in 3 drawers of steel filing case. Supply office (Bldg. A). (152)

152. PURCHASE ORDERS FOR CAMPS, 1934 to date. Transient purchase, transient emergency purchase, and family camp purchases. Indexed. Filed chronologically by firm's name. (Frequently, official.) 9 x 15 folders, 18 ft., in steel and in 8 wooden drawers of filing cases. Supply office (Bldg. A). (158)

153. BUDGET CONTROL SYSTEM, Apr. - Dec. 1935. FERA report of allotments of money spent for various activities of camp, confirmed commitments, and total amount of expenditures for camp. Indexed. (Rarely, official.) 10 x 16 vols. (2), 6 in., in drawer of wooden desk. Supply office (Bldg. A). (154)

154. PAY ROLLS, May 1935 to date. Man's name, hours worked, amount received, and amount deducted for board. Filed chronologically. (Monthly, official.) 9 x 15 folders, 6 ft., in 3 drawers of steel filing case. Supply office (Bldg. A). (165)

155. ADMINISTRATIVE PAY ROLL, Dec. 1935 to date. Pay rolls and correspondence file relative to different pay rolls of personnel of

camp (duplicates). Filed chronologically. (Frequently, official.) 9 x 15 folders, 3 ft., in 2 drawers of steel filing case. Supply office (Bldg. A). (161)

156. MONTHLY FINANCIAL STATEMENT, Dec. 1935 to date. Report showing budget, average costs by location of WPA men in camp, unemployables in hospital, amounts on monthly requisitions for food, rent, heat, light, hospital supplies, and general miscellaneous. Filed chronologically. (Monthly, official.) 9 x 15 folders, 1 ft., in drawer of wooden filing case. Supply office (Bldg. A). (156)

Equipment and Supplies

157. STOCK RECORD, c. 1934 to date. Form TD-8-MS-54258, food; and Form TD-10, clothing received and disbursed in camp. Filed alphabetically. (Daily, official.) 5 x 8 $\frac{1}{2}$ cards, 7 ft., in wooden cabinet and 2 wooden boxes. Supply office (Bldg. A). (162)

158. CORRESPONDENCE, c. July 1934 to date. Instructions from State Office, inter-office correspondence, and various letters from firms concerning supplies. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 2 ft. 6 in., in 2 drawers of steel filing case. Supply room (Bldg. A). (153)

159. DAILY FOOD REQUIREMENTS, July 1935 to date. A report sent to the commissary every day from both the main and hospital kitchens, stating needs for the following day. Filed chronologically. (Frequently, official.) 9 x 15 folders, 2 ft., in drawer of wooden filing case. Supply office (Bldg. A). (160)

160. MONTHLY PHYSICAL INVENTORY REPORT, July 1935 to date. Filed chronologically. (Monthly, official.) 9 x 15 folders, 6 ft., in 3 drawers of wooden filing case. Supply office (Bldg. A). (159)

161. REPORTS, c. Sept. 1935 to date. Amount of gas and oil used, compiled three times per month; trucks used and consignee for same; Form QM 216, broken and worn out equipment; Form QM 208, monthly surplus equipment; inventory report on food, clothing, and everything that comes from supply office. One copy sent to FERA Office and one to Supply Office in Phoenix. Filed chronologically. (Frequently, official.) 9 x 15 folders, 2 ft., in drawer of wooden filing case. Supply office (Bldg. A). (155)

162. CANTEEN FILE, Nov. 1935 to date. A monthly report regarding finance of camp canteen. Filed chronologically. (Monthly, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Supply office (Bldg. A). (163)

PERKINSVILLEPRESCOTT NATIONAL FOREST
PERKINSVILLE WORK CAMP
Main Office Bldg.

This camp was established in August 1935 as a Works Progress Administration Transient Camp and transferred to the Forest Service on August 10, 1936. The archives surveyed date from the Transient Camp period and were inherited and continued under the Forest Service. The seventy enrollees are engaged in road and trail work, bridge and fence building, etc. in the Prescott National Forest.

163. MISCELLANEOUS RECORDS, Aug. 1935 to date. Forest Service bulletins, supervisory letters, truck drivers' information, monthly oil and gas reports, purchase orders, receipts, etc. (Occasionally, official.) 9 x 11 folders, 1 ft., in drawer of wooden filing case. R. 1. (1)

164. OLD MISCELLANEOUS RECORDS AND REPORTS, Aug. 1935 to date. WPA correspondence, clearance slips, use of forestry trucks, requests for material and supplies, transfers of men, requisitions, vouchers, travel memoranda, monthly meal statements for forest men, etc., monthly inventories. (Dead files, occasionally, official.) 9 x 11 folders, 3½ in., in drawer of wooden filing case. R. 1. (4)

165. MONTHLY PROGRESS REPORTS, Dec. 6, 1935 to date. Kind, place, and amount of work done during the month compiled into one report and sent monthly to Forest Service Headquarters in Prescott. (Occasionally, official.) 8 x 10½ loose sheets, ½ in., on table. R. 1. (3)

166. WEEKLY WORK REPORTS, Dec. 6, 1935 to date. Names and number of men working, kind and amount of work done, etc.; compiled monthly and copies sent to Forest Headquarters in Prescott. (Occasionally, official.) 5½ x 8 loose sheets, ½ in., on table. R. 1. (2)

PHOENIX

DISTRICT 3 OFFICE

- (A) United Farmers Mkt. (WPA Office) Bldg., 815 E. Jefferson St.
(B) Laura Bell Gardner Bldg., 225 E. Adams St.

The Works Progress Administration in District 3 was established November 1, 1935. It has jurisdiction over the following counties: Maricopa, Yuma, and Gila and is under the administration of the State Office in Phoenix, Arizona. The Works Progress Administration office building, formerly a public market, is not divided into rooms. The various divisions of the agency occupy certain sections of the building, and the same condition exists in the Laura Bell Gardner building, therefore, the location of the records are designated by sections or corners of the buildings,

District Director

167. BULLETINS, Nov. 1, 1935 to date. Instructions to various departments, administrative orders, state circulars, national circulars and state bulletins on government work, and press data. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. Office Mgr's. section (Bldg. A). (565)

168. DISTRICT PROJECT FILE, Nov. 1, 1935 to date. Projects approved and unapproved, correspondence, and submitted forms on projects number 1 to 427. 5 x 8 card index, 1 ft. 6 in. (Daily, official.) 10 x 14 folders, 2 ft., in 2 drawers of steel filing case. Middle (Bldg. A). (581)

169. GENERAL CORRESPONDENCE, Nov. 1, 1935 to date. Relating to projects, executive orders, information for the activity of projects, and general progress of all jobs. (Daily, official.) 10 x 14 folders, 13 ft., in 8 drawers of steel filing cases. Middle (Bldg. A). (576, 578)

170. PERSONNEL FILE, Nov. 1, 1935 to date. Non-relief personnel covering the entire office of District 3. (Daily, official.) 4 x 6 cards, 1 ft. 6 in., in 2 drawers of steel card cabinet. Office Mgr's. section (Bldg. A). (564)

171. ACTIVITIES AND CONSTRUCTION OF WORK PROJECTS, n.d. Before, during, and after. Photographic negatives, acetate (100); photographic negatives, nitrate (1900); 16MM color positive, film (400'); negative rolls (4) and positive rolls (4) of slide films. Films in metal containers; slide films in cans. 8 x 12½ vol. index to cut negatives. Warehouse room (Bldg. A). (P-1)

Division of Employment

172. ASSIGNMENT SLIPS, Nov. 1, 1935 to date. USES Form 325: Name of project, name and classification of workers, and hours they are to work. (Daily, official.) 4 x 6 cards, 9 ft. 6 in., in 11 drawers of steel card cabinets. NW. cor. (Bldg. A). (588)

173. CASE HISTORIES, Nov. 1, 1935 to date. Clients necessitating visits by case workers. (Daily, official.) 5 x 8 folders, 1 ft., in drawer of steel card cabinet. SW. cor. (Bldg. A). (544)

174. CASE RECORDS OF MARICOPA COUNTY, Nov. 1, 1935 to date. All persons on relief in Maricopa County outside of Phoenix. (Daily, official.) 10 x 12 folders, 7 ft. 6 in., in 3 filing bins. SW. cor. (Bldg. A). (545)

175. CLASSIFICATION CARDS, Nov. 1, 1935 to date. FERA Form 144, individual record classification of each client according to code number which determines rate and kind of work; and employment history. Filed numerically and alphabetically. (Daily, official.) 5 x 8 cards, 12 ft., in 19 drawers of steel card cabinets. SW. cor. (Bldg. A). (546)

176. LABOR REQUESTS, Nov. 1, 1935 to date. Requisitions and requests for labor on the various projects. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. Middle (Bldg. A). (575)

177. REASSIGNMENTS, Nov. 1, 1935 to date. WPA Form 402. (Daily, official.) 4 x 6 slips, 23 ft., in 12 drawers of wooden card cabinets. SW. cor. (Bldg. A). (592)

178. REFERRALS, Nov. 1, 1935 to date. Memoranda on all cases interviewed and referred to the county because of inability to work. (Daily, official.) 6 x 6 folders, 2 ft. 6 in., in drawer of steel filing case. SW. cor. (Bldg. A). (563)

179. SICK CLIENTS, Nov. 1, 1935 to date. Information concerning sick clients sent to the county doctor who are rejected or returned to work (copies). (Daily, official.) 5 x 8 folders, 1 ft., in drawer of steel filing case. SW. cor. (Bldg. A). (547)

Division of Finance and Statistics

180. PAY ROLL RECEIPTS, Nov. 1, 1935 - June 22, 1936. Sheets signed by persons receiving checks. (Never.) 10 x 12 folders, 1 ft., in drawer of steel filing case. NW. cor. (Bldg. A). (558)

181. ADMINISTRATION PROJECT REGISTER, Nov. 1, 1935 to date. Compensations and projects. (Daily, official.) 16 x 18 loose-leaf book, 1 in., in drawer of wooden filing case. NW. cor. (Bldg. A). (552)

182. COPIES OF PAID PAY ROLLS, Nov. 1, 1935 to date. (Rarely, official.) 10 x 14 folders, 15 ft. 3 in., in 9 drawers of steel filing cases. NW. cor. (Bldg. A). (591)

183. EARNINGS RECORD, Nov. 1, 1935 to date. Classification of workers, hours they are to work, and project to which they are assigned. Filed by identification number. 3 x 5 card index, 9 ft. (Daily, official.) 5 x 8 cards, 10 ft., in 18 drawers of wooden card cabinets. NW. cor. (Bldg. A). (589)

184. GENERAL ADMINISTRATION RECORDS, Nov. 1, 1935 to date. Correspondence vouchers, pay rolls; and Form 1064, requisitions of various projects, Nos. 8 to 440, complete to June 1936. (Daily, official.) 10 x 14 folders, 4 ft., in 3 drawers of steel filing case. NW. cor. (Bldg. A). (556)

185. GENERAL CORRESPONDENCE, Nov. 1, 1935 to date. From different departments and agencies concerning pay rolls. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. NW. cor. (Bldg. A). (557)

186. INVENTORY OF MATERIAL COSTS, Nov. 1, 1935 to date. Cost of material used on each job. (Weekly, official.) 6 x 8 cards, 2 ft. 6 in., in 2 drawers of steel card cabinet. Middle (Bldg. A). (571)

187. MISCELLANEOUS ENCUMBRANCE FILE, Nov. 1, 1935 to date. Sponsor's contributions, Treasury Department Form B 110, physical progress reports on all projects, Nos. 8 to 1003. (Daily, official.) 10 x 14 folders, 7 ft., in 4 drawers of steel filing case. NW. cor. (Bldg. A). (555)

188. PROJECT REGISTER, Nov. 1, 1935 to date. Semi-monthly reports on work progress, copies of which are sent to District Office in San Francisco and to Regional Office, Phoenix. (Daily, official.) 14 x 18 loose-leaf books, 6 in., in drawer of wooden filing case. NW. cor. (Bldg. A). (544)

189. RECORDS, Nov. 1, 1935 to date. Forms A-24 and A-CC, distribution of money to the various projects; and inter-office business. (Daily, official.) 10 x 14 folders, 1 ft., in drawer of steel filing case. Middle (Bldg. A). (586)

190. TIME REPORTS, Nov. 1, 1935 to date. Filed alphabetically and numerically. (Daily, official.) 9 x 14 folders, 6 ft., in 4 drawers of steel filing cabinet. NW. cor. (Bldg. A). (590)

191. TRAVEL FILE, Nov. 1, 1935 to date. Vouchers and copies of daily travel expense sheets. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. Middle (Bldg. A). (569)

192. WORK PROJECT REGISTER, Nov. 1, 1935 to date. Cost accounts and reports. (Daily, official.) 16 x 18 loose-leaf books (3), 6 in., in drawer of wooden filing case. NW. cor. (Bldg. A). (553)

Compensation Section

193. DOCTORS STATEMENTS, Nov. 1, 1935 to date. Regarding clients after examination. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of steel card cabinet. SW. cor. (Bldg. A). (548)

Division of Operations

194. DAILY PROGRESS OF JOBS, Nov. 1, 1935 to date. Daily report from the foremen on various projects, showing the work done, number of men, and the amount of material used. (Daily, official.) 10 x 14 folders, 5 ft. 6 in., in 4 drawers of steel filing case. Middle (Bldg. A). (572)

195. EQUIPMENT CARDS, Nov. 1, 1935 to date. Tools and other equipment used on the various projects. Filed by projects. (Daily, official.) 6 x 6 cards, 2 ft., in drawer of steel filing case. SW. cor. (Bldg. A). (566)

196. FILLED REQUISITIONS FOR MATERIALS, Nov. 1, 1935 to date. (Monthly, official.) 10 x 14 envelopes, 1 ft. 9 in., in 2 drawers of steel filing case. Middle (Bldg. A). (583)

197. GENERAL CORRESPONDENCE, Nov. 1, 1935 to date. Regarding different questions which arise on the various projects. (Weekly, official.) 10 x 14 folders, 1 ft., in drawer of steel filing case. Middle (Bldg. A). (573)

198. LOCAL PROJECT FILE, Nov. 1, 1935 to date. Local projects segregated from the district projects, Nos. 8 to 446. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. Middle (Bldg. A). (579)

199. MATERIAL AND EQUIPMENT, Nov. 1, 1935 to date. Records of and requisitions for material used on the various projects. (Daily, official.) 10 x 14 folders, 1 ft. 3 in., in drawer of steel filing case. Middle (Bldg. A). (574)
200. MIMEOGRAPH RECORDS, Nov. 1, 1935 to date. Forms S-199 and G-699, orders received from the State Office for mimeographs and stencils, and records of all work done in this department. Filed numerically. (Daily, official.) 10 x 12 folders, 8 ft., in 4 drawers of steel filing case. SE. cor. (Bldg. A). (561)
201. MISCELLANEOUS FILE, Nov. 1, 1935 to date. Applications for projects, plans in progress, project proposals, transmittal sheets, and inter-office correspondence. (Daily, official.) 10 x 14 folders, 6 ft., in 3 drawers of steel filing case. Office Mgr's. section (Bldg. A). (560)
202. PHOENIX CASE RECORDS, Nov. 1, 1935 to date. Filed alphabetically. (Daily, official.) 10 x 12 folders, 26 ft., in 13 filing bins. SW. cor. (Bldg. A). (559)
203. PROJECT SPONSOR'S FILE, Nov. 1, 1935 to date. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. Middle (Bldg. A). (577)
204. PROJECTS FILE, Nov. 1, 1935 to date. Description of jobs, hours worked, money spent, and general information submitted daily by the job superintendents. (Daily, official.) 10 x 14 folders, 2 ft., in drawer of steel filing case. Middle (Bldg. A). (582)
205. PROJECT OUTLINES, Nov. 1, 1935 to date. Instructions and information on open and closed projects, Nos. 8 to 446. (Daily, official.) 10 x 14 folders, 3 ft., in 2 drawers of steel filing case. Middle (Bldg. A). (585)
206. PROJECT REQUISITION FILE, Nov. 1, 1935 to date. Requisitions 1 to 877 for open and closed projects and requisitions 1 to 18 for projects set up since June 22, 1936. (Daily, official.) 10 x 14 folders, 2 ft. 6 in., in drawers of steel filing case. Middle (Bldg. A). (570, 584)
207. RECEIVING MEMORANDUM, Nov. 1, 1935 to date. Receipts for materials used on all jobs. Filed numerically. (Daily, official.) 10 x 14 folders, 1 ft. 6 in., in drawer of steel filing case. Middle (Bldg. A). (568)
208. SUBMITTED PROJECTS, Nov. 1, 1935 to date. Forms and correspondence on projects submitted for approval, Nos. 1 to 446. (Daily, official.) 10 x 14 folders, 5 ft., in 4 drawers of steel filing case. Middle (Bldg. A). (580)
209. TIME CARDS AND RECORDS OF CLOSED PROJECTS, Nov. 1, 1935 to date. (Rarely, official.) 8 x 12 bundles, 6 ft., on open wooden shelves. NW. cor. (Bldg. A). (587)

210. TOOLS AND EQUIPMENT, Nov. 1, 1935 to date. Record of, and correspondence concerning all tools and equipment used on projects in this district. (Daily, official.) 10 x 14 folders, 2 ft. 3 in., in 2 drawers of steel filing case. SW. cor. (Bldg. A). (549)

211. TRANSIENT CASE RECORDS, Nov. 1, 1935 to date. Case histories. (Daily, official.) 10 x 12 folders, 22 ft. 6 in., in 12 drawers of steel filing cases. SW. cor. (Bldg. A). (551)

212. TRANSIENT CLASSIFICATION CARDS, Nov. 1, 1935 to date. Ratings and classifications. (Daily, official.) 5 x 8 folders, 2 ft. 9 in., in 2 drawers of steel filing case. SW. cor. (Bldg. A). (562)

213. NEW PROJECTS, June 22, 1936 to date. Those submitted since June 22, 1936. (Daily, official.) 4 x 8 folders, 6 in., in drawer of steel filing case. Middle (Bldg. A). (567)

Women's and Professional Projects

214. SEWING ROOM SURVEY, Nov. 1, 1935 to date. Records of the status of women employed in the sewing room. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of steel filing cabinet. SW. cor. (Bldg. A). (550)

Sewing Project

This project was established November 6, 1935.

215. GARMENT AUTHORIZATION, Nov. 6, 1935 to date. Requests for allotment of materials and supplies; inventories of equipment and materials finished and unfinished; list of workers in each unit with names, addresses, and case numbers. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing case. NW. cor. (Bldg. B). (845)

216. MISCELLANEOUS RECORDS, Nov. 6, 1935 to date. Weekly progress reports, narrative reports for each five days of work; report of project progress; stock room reports of material and finished articles received, used, and on hand; job requests for workers, and msc. correspondence with district office. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. NW. cor. (Bldg. B). (846)

217. STOCK LEDGER, Nov. 6, 1935 to date. Ledger of stock received from FERA and other sources, record of material findings, finished and unfinished garments, products received and issued, and msc. matter. (Daily, official.) 9 x 11 loose-leaf books, 4 in., on desk. NW. cor. (Bldg. B). (847)

STATE OFFICE

- (A) Heard Bldg., 114 N. Central Ave.
- (B) Farmers United Mkt. Bldg., 815 E. Jefferson St.
- (C) Social Service Center Bldg., 710 E. Adams St.
- (D) Maricopa County Courthouse, 125 W. Washington St.
- (E) Korrick, Rosenzweig & Korrick Investment Bldg.,
28-32 W. Jefferson St.
- (F) Phoenix National Bank Bldg., Washington St. and 1st Ave.
- (G) State Capitol Bldg., W. Washington St. and 1st Ave.
- (H) Rosenberg Warehouse, 719 E. Madison St.

This agency was established in July 1935 and has jurisdiction over the state, which is divided into three district offices, District No. 1 located at Prescott, District No. 2 at Tucson, and District No. 3 at Phoenix, each embracing several counties as shown in the history of each district. Administratively the State Office is under a Regional Office in San Francisco, and the Division of Women's and Professional Projects is under a Regional Office of Women's and Professional Projects in Salt Lake City, Utah. In July 1937 the three district offices were abolished. Records are sent to Washington only upon order.

Administrator

218. GENERAL CORRESPONDENCE, 1935 to date. Copies of all letters written within the organization on everything pertaining to the WPA. Filed alphabetically. (Daily, official.) 10 x 12 folders, 10 ft., in 6 drawers of steel filing cases. R. 708 (Bldg. A). (1533)

219. PERSONNEL RECORDS, 1935 to date. Record of every one on the administrative pay roll. Filed numerically. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 724 (Bldg. A). (1534)

220. SUBMITTED PROJECTS, 1935 to date. A record of all projects that have been submitted to Washington. Filed by counties. (Daily, official.) 10 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 709 (Bldg. A). (1530)

Division of Education and Recreation

221. GENERAL CORRESPONDENCE AND APPLICATIONS, Oct. 1935 to date. Inter-office correspondence with district offices, to and from U. S. Treasury Office, and with directors of professional projects; Forms S-625 and WPA G-1092, position of person asking for vacation, time of vacation, reason for request, etc.; WPA Form 330, request for approval of project unit, giving name of cooperating sponsor, type of sponsor, amount of money requested, technical and administrative approval; WPA Form 257 - Personnel Application, personal data of applicant, kind of position desired, work questions, etc.; application letters; WPA Form G-1191, labor reports giving project number and name, number of relief and non-relief employees and status; circular letters; and supervisor of nurses' monthly reports on activities. Filed alphabetically by department. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 603

222. TIME REPORTS AND PAY ROLLS, Oct. 1935 to date. WPA Form 503, pay roll for personal services giving project number and location, name of sponsor, dates, name of employee, identification number, occupation, hours worked, and rate of pay; WPA Form 502, time reports with same data as pay roll sheets, except itemized dates and hours of working. (Daily, official.) 9 x 15 folders, 2 ft. 6 in., in 2 drawers of steel filing case. R. 603 (Bldg. A). (1559)

223. NURSERY REPORTS, Oct. 1, 1935 to date. WPA Form G-104C, reports by teachers in nursery schools, questions and answers regarding status of class, whether meeting with approval or not, attitude of citizens, number of classes, enrollment, and average daily attendance of each class; WPA Form G-732, individual reports on each child as to eating, sleeping, behavior, name of child, and location of school. (Never.) 9 x 12 folders and 9 1/2 x 12 envelopes, 2 ft. 6 in., in pasteboard boxes. R. 603 (Bldg. A). (1557)

224. REPORTS AND GENERAL CORRESPONDENCE, Oct. 1, 1935 to date. WPA Form G-1278, time reports giving name of employee, sex, identification number, occupation, number and dates of hours worked, location of project, and general correspondence to and from individual worker. Filed alphabetically by project. (Daily, official.) 9 x 12 folders, 3 ft. 9 in., in steel and in 2 wooden drawers of filing cases. R. 603 (Bldg. A). (1553)

225. REGISTRATIONS, July 1936 to date. WPA Form G-1353, student's name, address, educational data, subject desired, and other subjects interesting to student. Registration of students for classes taken by teachers in the State of Arizona who are employed under WPA program. (Daily, official.) 6 x 9 bundles, 2 ft. 6 in., in drawer of steel filing case. R. 603 (Bldg. A). (1558)

226. ATTENDANCE REPORTS, Aug. 1936 to date. WPA Form G-1338, semi-monthly attendance reports on adult education, giving name of teacher, name of student, age, dates taught, attendance of such student; and monthly reports on child attendance in different schools by teachers employed under Educational Program. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 603 (Bldg. A). (1554)

227. CARD INDEX, Aug. 1, 1936 to date. Records of all persons employed on projects under Department of Education and Recreation giving name, address, identification number, project number, date of starting to work, and salary of employee. (Earlier records, inactive; later records, frequently, official.) 4 x 6 cards and slips, 1 ft. 6 in., in drawer of steel filing case and in wooden box. R. 603 (Bldg. A). (1555)

Division of Employment

228. INDIVIDUAL OCCUPATIONAL CLASSIFICATION RECORDS, 1934 to date. FERA Form 144A, giving age, schooling, height, weight, physical condition, training, experience, sex, nationality, home address, past experience prior to WPA work, and eligibility. Filed alphabetically. (Daily, official.) 5 x 8 cards, 28 ft., in 19 steel and 6 wooden drawers of filing cases. N. side of main office (Bldg. B). (1559A)

229. CROSS REFERENCE CARD FILE FOR SOUTHERN DISTRICT, Aug. 1935 to date. Head of family, relationship, case number, nationality, and identification number. (Occasionally, official.) 4 x 6 cards, 11 ft. 3 in., in 9 cardboard drawers. W. side of main office (Bldg. B). (1547)

230. MASTER FILE, Aug. 1935 to date. Lists all working members in household, stating age, sex, marital status, and priority. Filed alphabetically. (Daily, official.) 9 x 12 envelopes, 6 ft., in 9 wooden boxes. W. side of main office (Bldg. B). (1551)

231. REQUISITION FILE FOR WORKERS, Aug. 1935 to date. Filed numerically by projects. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ envelopes, 3 ft., in wooden file box. W. side of main office (Bldg. B). (1552)

232. TRANSMITTAL FILE, Aug. 1935 to date. Party's name, worker's name, and number of form. Filed by agencies. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders and sheets, 3 ft., in drawer of wooden filing case. W. side of main office (Bldg. B). (1548)

233. WORKING RECORDS, Aug. 1935 to date. Record of every WPA worker on every job and why released; certifying records to WPA from Social Security and Welfare Board; FERA Forms 600, authority to place WPA worker on job; 601, change in family group; and 602, cancellation of eligibility for work; WPA Forms 401 - Requisition for Workers; 402 - Reassignment; 403 - Change of Work Status; and 404 - Reclassification; and complete history of family group including age, sex, schooling, usual and alternate occupation, and priority which each worker is entitled to for WPA work. (Dead files, frequently; active files, daily, official.) 9 x 12 cards, 98 ft., in 5 steel and 9 wooden filing cases. W. side of main office (Bldg. B). (1549)

234. ASSIGNMENT AND PROJECT CONTROL FILE, Feb. 1937 to date. Name, address, case number, identification number, number in family, primary and secondary occupation, and record of assignments on WPA according to projects. Labor classifications are segregated. All requisitions, assignments, and change of classifications come here first. Filed alphabetically. (Daily, official.) 3 x 5 and 4 x 8 cards, 20 ft., in filing cases. W. side of main office (Bldg. B). (1550)

235. REFERRAL FILE, July 1937 to date. Applications for work referred to county representative of employment office. Filed by counties. (Frequently, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ sheets, 1 ft., in drawer of steel filing case. W. side of main office (Bldg. B). (1546)

Division of Finance and Statistics

236. EQUIPMENT FILES, 1935 to date. Record of all equipment used on state-wide projects. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of card cabinet. R. 707 (Bldg. A). (1521)

237. FINANCIAL CORRESPONDENCE FILE, 1935 to date. Pay deductions, advice of allotment, WPA correspondence with state-wide projects, reports on time keeping and pay rolls, transmittal slips, transfers of material, equipment, rental, etc. Filed alphabetically. (Daily, official.) 11 x 15 folders, 5 ft., in 4 drawers of steel filing case. R. 706 (Bldg. A). (1523)

238. INDIVIDUAL EARNING CARDS, 1935 to date. Filed alphabetically and by project number. (Daily, official.) 5 x 8 cards, 8 ft., in 4 drawers of steel card cabinet. R. 307 (Bldg. A). (1526)

239. MISCELLANEOUS FILE, 1935 to date. Requisitions, district project reports, personnel data, shipping instructions, travel vouchers, records of tools, accounting bulletins, applications for employment, and address of officials. (Daily, official.) 11 x 15 folders, 11 ft. 6 in., in 3 steel and 4 wooden drawers of filing cases. R. 706 (Bldg. A). (1524)

240. PROJECT REGISTER, 1935 to date. Accounts ledger of money expended on pay rolls, supplies, equipment, etc. covering state-wide projects. (Daily, official.) 15 x 15 loose-leaf books (7), 1 ft., on table. R. 707 (Bldg. A). (1520)

241. STATEWIDE PROJECT FILE, 1935 to date. Records of all old and new projects. Filed numerically by project number. (Daily, official.) 8 x 12 folders, 24 ft., in 11 drawers of steel filing cases. R. 707 (Bldg. A). (1522)

242. TRANSMITTAL AND ENCUMBRANCE FILES, 1935 to date. Federal Music Project, Survey of Farm Mortgages, Completed Road Inventory, Survey of Federal Archives; compensation encumbrance and transmittal records for same. (Daily, official.) 10 x 12 folders, 6 ft., in 4 drawers of steel filing case. R. 308 (Bldg. A). (1527)

243. PAY ROLLS, Dec. 10, 1935 to date. Copies of pay rolls with time sheets attached. Filed by month. (Daily, official.) 15 x 15 loose-leaf books (19), 5 ft. 6 in., on wooden shelves. R. 307 (Bldg. A). (1525)

Compensation Department

244. COMPENSATION PAY ROLLS, Nov. 1935 to date. Compensation awarded to claimant, showing address, case number, and number of project (duplicates). Filed alphabetically. (Inactive file, rarely, official.) 14 x 18 sheets, 1 ft., in drawer of steel filing case. Compensation office (Bldg. B). (1542)

245. CORRESPONDENCE, Nov. 1935 to date. To various headquarters, Washington, supervisors, time keepers; and inter-office, etc. Filed alphabetically. (Daily, official.) 9 x 13½ sheets, 1 ft. 2 in., in drawer of steel filing case. Compensation office (Bldg. B). (1544)

246. IDENTIFICATION FILE FOR MINOR INJURIES, Nov. 1935 to date. Age, identification number, address, county and district, date of injury, date reported by timekeeper or foreman, project number, by whom reported, nature of injury, number of days lost, disposition of case, rate of pay, hours per day worked, days per week worked, married or single, race, dependents, occupation, summary of expenses, and name of doctor. Filed alphabetically. (Daily, official.) 4 x 6 cards, 7 ft. 8 in., in 12 card-board file boxes, on table and on filing case. Compensation office (Bldg. B). (1541, 1540)

247. PROPERTY LOSS AND DAMAGE, Nov. 1935 to date. Damage done by WPA trucks to persons and property of individuals. (Occasionally, official.) 9 x 13½ envelopes (6), 1 in., in drawer of steel filing case. Compensation office (Bldg. B). (1537)

248. SHORT FORM INJURY REPORT, Nov. 1935 to date. Form K-1, report of injuries wherein no doctor was consulted, no cost for medicine incurred, and no loss of time resulted. Filed alphabetically. (Daily, official.) 8½ x 11 sheets, 3 ft. 8 in., in 2 drawers of steel filing case. Compensation office (Bldg. B). (1538)

249. PENDING CASES, Nov. 1936 to date. Cases pending which have been marked for medical examination on dates subsequent to report on injury. Filed numerically. 3 x 5 card index, 5 in. (Daily, official.) 3 x 5 cards and sheets, 20 ft., in 11 drawers of steel filing cases and in wooden box. Compensation office (Bldg. B). (1539)

250. REPORT OF ADMINISTRATIVE COSTS, Mar. 1937 to date. Forms 955-A and 955, monthly report to Washington on costs incurred by Compensation Department and Resettlement Administration containing data on all closed medical cases and office expenses. (Monthly, official.) 8 x 10½ sheets, 1 in., in locker. Compensation office (Bldg. B). (1545)

251. RESETTLEMENT COMPENSATION, Mar. 1937 to date. Form S-69, statements of compensation paid locally; medical, hospital, and other expenses submitted on vouchers. Filed alphabetically. (Frequently, official.) 8½ x 11 sheets, 18 ft., in 11 drawers of steel filing cases. Compensation office (Bldg. B). (1543)

Division of Operations

252. HISTORICAL RECORD PROJECT, 1935 to date. Information on various projects, statistical reports, relief research, pay rolls, correspondence, and personnel records. Filed alphabetically. (Daily, official.) 10 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 708 (Bldg. A). (1531)

253. INSPECTION REPORTS, 1935 to date. On all projects and travel allotment records. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 708 (Bldg. A). (1532)

254. MISCELLANEOUS REPORTS, 1935 to date. Arizona State Highway Department, airports, community sanitation, semi-monthly reports on progress of projects, sewing projects, State Planning Board, copies of telegrams, etc. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 709 (Bldg. A). (1529)

255. SURPLUS MATERIAL FILE, 1935 to date. Filed by project number. (Daily, official.) 7 x 9 cards, 6 in., in drawer of steel card cabinet. R. 709 (Bldg. A). (1528)

Safety Consultant

256. INJURIES AND ACCIDENTS, Nov. 1935 to date. WPA Form 351, signed reports by foreman regarding accidents to employees showing date of accident, city or town, kind of project, worker's name, hour of day, district number, age, address, nature of work, nature of injury, cause of accident, if preventable and how, first aid given, whether sent to doctor and whether able to return to regular work on his next regular shift. (Daily, official.) 3 x 5 sheets and 4 x 6 cards, 3 ft., in 4 drawers of steel card cabinet. N. side of main office (Bldg. B). (1536)

257. VEHICLES AND BUILDINGS, Nov. 1935 to date. WPA Form G-1546 and Form 1524, monthly inspection reports condensed and sent to Washington. Filed by zones and counties. (Daily, official.) 9 x 14 folders, 8½ x 11 and 8½ x 14 sheets, and 4 x 6 cards, 8 ft. 4 in., in 8 drawers of steel filing cases and steel card cabinet. N. side of main office (Bldg. B). (1535)

Women's and Professional Projects

258. GENERAL CORRESPONDENCE, 1935 to date. Letters of Coordinating Committee of Central Statistical Board of WPA Office, Washington; letters pertaining to projects; household workers training course; procedure letters; Arizona State Highway Department; Art, Writers', and Safety Division project applications; correspondence and reports from State Director of Women's and Professional Projects in Arizona. (Daily, official.) 8 x 12 folders, 5 ft. 6 in., in 5 drawers of steel filing cases. R. 722 (Bldg. A). (1517)

259. PRESIDENTIAL LETTERS, 1935 to date. On all WPA matters. (Daily, official.) 10 x 12 loose-leaf books, 2 ft. 6 in., on table. R. 723 (Bldg. A). (1519)

260. PROJECT FILES, 1935 to date. Records of projects in each county; airport projects, production projects, projects that have been transmitted to Washington for approval, and all correspondence on state-wide projects. Filed alphabetically and by project number. (Daily, official.) 9 x 15 folders, 9 ft., in 5 drawers of steel filing cases. R. 723 (Bldg. A). (1518)

Art Project
Branch Office

This office was established in January 1936. It is a branch of the State Office in Tucson, which is responsible to national headquarters located in Washington, D. C., and has been doing mural work and organizing art centers. It operates under the Division of Women's and Professional Projects. The records are located in the Works Progress Administration Building and the paintings are on exhibit in the Art Center in the Social Service Building, 710 E. Adams, which also exhibits some of the work done by the project in Tucson. Reports are sent to Washington monthly.

261. ANNUAL REPORT, Jan. 1936 to date. Form 709, an account of all work done on project for calendar year, number of murals painted, and other types of work done. Original is sent to Regional Area Statistical Office, San Francisco, California. (Frequently, official.) 12 x 24 sheets (3), in drawer of steel filing case. N. side (Bldg. B). (1568)

262. LABOR REPORT, Jan. 1936 to date. Containing number of people at work, relief or non-relief, and where working. (Frequently, official.) 8 x 11 sheets, $\frac{1}{2}$ in., in drawer of steel filing case. N. side (Bldg. B). (1565)

263. NARRATIVE REPORT, Jan. 1936 to date. Covering special activities such as efforts to organize an art center in Tucson. (Frequently, official.) 8 x 11 $\frac{1}{2}$ sheets, $\frac{1}{4}$ in., in drawer of steel filing case. N. side (Bldg. B). (1567)

264. MONTHLY REPORTS, July 15, 1936 to date. Class reports compiled from instructor's reports, copies of which are sent to Washington at end of month. This includes exhibition records and gallery reports. (Frequently, official.) 8 x 11 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in drawer of steel filing case. Rear room (Bldg. C). (1566)

Historical Records Survey
Branch Office

This state-wide project was established in March 1936 and is a branch office of the State Director's Office in Tucson.

265. CORRESPONDENCE, Mar. 1936 to date. General inter-office, to and from regional directors, and field workers in different counties in Arizona. (Frequently, official.) 9 x 13 envelopes, 6 in., on enclosed steel shelves. R. 203 (Bldg. D). (1356)

266. INVENTORY NOTES, Mar. 1936 to date. Penciled notes regarding historical surveys made by this agency. (Daily, official.) 9 x 13 envelopes, 6 ft. 4 in., in 5 drawers of steel filing cases, on 2 steel shelves, and on table. Rs. 203 and 15 (Bldg. D). (1357)

267. RECORD SYSTEM OF MARICOPA COUNTY, Mar. 1936 to date. Historical sketch, governmental organization and records system, housing, care, accessibility of the records, a list of abbreviations, and a list of county offices. (Daily, official.) 9 x 13 envelopes, 1 $\frac{1}{2}$ in., on desk. R. 203 (Bldg. D). (1358)

Musicians' Project
State Office

This state-wide project was established January 3, 1936.

268. MISCELLANEOUS FILE, Jan. 3, 1936 to date. Programs, requests for project approvals and applications, audition applications, statement of allotment, requests for workers, inventories, work orders, Phoenix press clippings, Dr. Usher's letters, letters of procedure, etc. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. SE. cor., 2d floor (Bldg. E). (880)

State Planning Board Research
Office of Consultant

This state-wide project was established in February 1934 after appropriate legislative action had been passed at the request of the National Resources Committee. The Board consists of State Land Commission, Secretary of State Board of Institutions, Superintendent of Public Health, and State Engineer. In December 1935 it was sponsored by the Works Progress Administration as Project 3, and continued under such sponsorship until July 1, 1937. This office has practically closed.

269. CORRESPONDENCE, Dec. 1935 - July 1, 1937. Applications for projects and correspondence concerning material used by Arizona State Planning Board (duplicates). (Never.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 1 in., in drawer of steel filing case. R. 618 (Bldg. A). (822)

270. FIELD NOTES, Dec. 1935 - July 1, 1937. Data and information compiled by field workers to be used in preparing reports. Filed by counties. (Rarely, official.) Various sized folders and sheets, 4 ft., in 2 drawers of wooden filing case. R. 618 (Bldg. A). (824)

271. GENERAL CORRESPONDENCE, Dec. 1935 - July 1, 1937. Incoming correspondence and copies of outgoing letters pertaining to various phases of business and work of this agency. (Never.) 8 $\frac{1}{2}$ x 11 envelopes, 2 ft., in cardboard box. SE. wing (Bldg. B). (825)

272. MINING REPORTS, Dec. 1935 - July 1, 1937. Mineral survey of the state of Arizona showing the location of various metal bearing districts in the different counties, how distributed, location of various mines, and amount of production. (Occasionally, official.) 8 $\frac{1}{2}$ x 10 $\frac{5}{8}$ vols., 4 ft. 2 in., on wooden shelf. R. 618 (Bldg. A). (819)

273. PLANNING BOARD REPORTS, Dec. 1935 - July 1, 1937. Land use planning, water resources, flood control, and power. (Frequently, official.) 8 $\frac{1}{2}$ x 10 $\frac{5}{8}$ vols., 8 ft. 4 in., on desk and on cupboard. R. 618 (Bldg. A). (818)

274. PROGRESS REPORTS, Dec. 1935 - July 1, 1937. Reports from other states showing progress made by other planning boards (mimeographed). (Never.) 8 $\frac{1}{2}$ x 11 bound sheets, 3 $\frac{3}{4}$ in., on wooden shelf. R. 618 (Bldg. A). (816)

275. REQUISITIONS, CORRESPONDENCE, AND REPORTS, Dec. 1935 - July 1, 1937. Requests for materials used for community sanitation, correspondence, and reports indicating nature and amount of materials needed. (Never.) 8 x 10 $\frac{1}{2}$ sheets, 2 ft. 5 in., in cardboard box. SE. wing (Bldg. B). (821)

276. TECHNICIAN'S PROGRESS REPORTS, Dec. 1935 - July 1, 1937. Water conservation districts, hydro-electric power, water on Indian reservations, water works of various towns, and irrigation projects. Indexed. (Frequently, official.) 9 x 11 $\frac{3}{4}$ vol., $\frac{1}{2}$ in., on desk. R. 618 (Bldg. A). (823)

277. WATER RESOURCE REPORTS, Dec. 1935 - July 1, 1937. On the source of irrigation waters in Arizona, showing amounts available from different streams. (Rarely, official.) 9 x 15 folders, 2 ft. 9 in., in 2 drawers of steel filing case. R. 618 (Bldg. A). (817)

278. POINTS OF INTEREST, Nov. 1936 - July 1, 1937. Information on Indian legends in each county, dude ranches, and health and recreation resorts. Filed by counties. (Never.) 9 x 12 envelopes, 7 in., in cardboard box. SE. wing (Bldg. B). (814)

279. WPA OCCUPATIONAL SURVEY, Nov. 1936 - July 1, 1937. Reports of a survey of WPA workers showing work assignments and classification of workers setting forth type of work done on WPA and alternate type of work. Records grouped according to certain age limits. (Never.) $8\frac{1}{2}$ x $11\frac{1}{2}$ sheets, 10 ft., in 4 cardboard boxes. SE. wing (Bldg. B). (820)

280. MAPS, n.d. Showing the topography of various sections of country sketched by field workers of this agency. (Rarely, official.) Various sized folded sheets, 2 in., on wooden cupboard. R. 618 (Bldg. A). (815)

Survey of Federal Archives
Branch Office

This office, established in April 1936, was one of ten organized about the same time in the state to survey records of Federal agencies. It has remained in operation for editorial purposes for the preparation of a Descriptive Inventory of such records. It is under the supervision of the Regional Office in Tucson to which office it sends reports and completed work.

281. PERSONNEL, Apr. 1936 to date. Correspondence relative to personnel, requisitions for workers, assignment slips, and reclassification slips of employees of this office. (Occasionally, official.) 8 x $11\frac{1}{2}$ folders, 1/8 in., in cardboard and metal transfer case. R. 303 (Bldg. F). (1326)

282. CORRESPONDENCE, Apr. 24, 1936 to date. Outgoing and incoming letters between Phoenix office and regional office, and msc. correspondence. (Frequently, official.) 8 x $11\frac{1}{2}$ folders, $2\frac{1}{2}$ in., in pasteboard and metal transfer case. R. 303 (Bldg. F). (1324)

283. MANUALS AND MEMORANDA, Apr. 26, 1936 to date. Orders, instructions and general information relative to the agency, and the general nature of the work to be performed. (Daily, official.) $8\frac{1}{2}$ x 11 loose-leaf binders, 1 in., on bottom shelf of table. R. 303 (Bldg. F). (1322)

284. PROGRESS REPORTS, Apr. 30, 1936 to date. Type of work performed each work week, the amount of work done, where done, and hours per week spent by workers on the project. (Frequently, official.) 8 x $11\frac{1}{2}$ folders, 1 in., in pasteboard and metal transfer case. R. 303 (Bldg. F). (1325)

285. SURVEY REPORTS, May 1, 1936 to date. Record of reports of surveys of federal records in various agencies, building and rooms in which archives are located, and reports on the records themselves showing dates, nature, size, volume, location, etc. Other of these reports have been sent to the regional office in Tucson. (Occasionally, official.) 8 x 11½ folders, 9 in., in pasteboard and metal transfer case. R. 303 (Bldg. F). (1323)

286. TRAVEL EXPENSE REPORTS, Feb. 1, - May 7, 1937. Claims for reimbursement for mileage and subsistence together with the memoranda of miles traveled and time spent away from headquarters and correspondence relative to claims. (Rarely, official.) 8 x 11½ folders, ½ in., in cardboard and metal transfer case. R. 303 (Bldg. F). (1327)

287. ABSTRACT OF SERIALS, May 1937 to date. Descriptive indexes to a portion of the federal archives in Arizona covering Indian agencies, Department of Justice, FERA, American Red Cross, and Territorial offices of Arizona, showing dates of such serials, title, a short description, size thereof, volume, what condition, and where found. (Frequently, official.) 8 x 11½ folders, 1 in., in cardboard and metal transfer case. R. 303 (Bldg. F). (1328)

Survey of Rural Relations
Branch Office

This project was established May 20, 1937 and is a branch of the State Director's office in Tucson.

288. SCHEDULE OF ASSETS OF ESTATES, May 21, 1937 to date. WPA Form G-2087, information as to wealth and value of decedents' estates showing property therein, cash if any, real estate and other assets, whether same is community property, total value of estates together with names and addresses of heirs. (Daily, official.) 8 x 11 pads of form sheets bound together, 2 ft. 2 in., in steel locker under counter. R. 218 (Bldg. D). (1501)

289. TABULATION OF FARM WEALTH, Oct. 6, 1937 to date. Farms belonging to estates of decedents showing acreage, location, and value. (Daily, official.) 11 x 17 Standard columnar pad, 1/8 in., on table. R. 218 (Bldg. D). (1500)

Writers' Project
State Office

This office of the federally sponsored Writers' Project, with national headquarters in Washington, D. C., was established November 6, 1935. It operates under the Division of Women's and Professional Projects. Compiled records are sent to Washington at various times. There is a branch office of this project in the University of Arizona Stadium in Tucson.

290. FIELD REPORTS, Nov. 6, 1935 to date. Material for the state history, compiled and gathered from various sources by field workers in various parts of the state (duplicates). Filed alphabetically by name of worker. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 302 (Bldg. G). (881)

291. GENERAL CORRESPONDENCE AND MISCELLANEOUS FILE, Nov. 6, 1935 to date. Correspondence with Washington, the various local agencies, district offices, and field workers; bulletin forms and pay roll information. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 302 (Bldg. G). (884)

292. MISCELLANEOUS REPORTS, Nov. 6, 1935 to date. Reports of field workers containing material before rewriting; pamphlets, press clippings and msc. material from different sources used in the compiling of editorials. Filed according to symbol number and name of field worker. (Daily, official.) 10 x 12 folders, 8-ft., in 4 drawers of steel filing case. R. 302 (Bldg. G). (883)

293. EDITORIALS, Mar. 31, 1936 to date. Copies of editorials the originals of which are forwarded to Washington. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 302 (Bldg. G). (882)

Work Camp Division
State Office

From May 1934 to December 6, 1935 this office was under the Arizona Emergency Relief Administration. It is a supply office for work camps in Arizona. On the latter date it was made a division of the Works Progress Administration.

294. AERA CARD RECORDS, c. 1934 - Nov. 1935. Form A-5, records of transients applying for residence in transient camps. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 28 ft. 6 in., in 4 steel and 11 wooden drawers of filing cases. Rear room (Bldg. H). (844)

295. CAMP INVENTORIES, Dec. 6, 1935 - Aug. 11, 1936. Covering all properties of camps. Filed by camp numbers. (Rarely, official.) 8 x 11 folders and loose sheets, 1 ft. 6 in., in drawer of steel filing case. Front room (Bldg. H). (834)

296. SCHEDULES OF AWARDS AND PRICE BULLETINS, Dec. 6, 1935 - Aug. 11, 1936. Name of contractor to whom sale of supplies has been awarded and his place of residence; price in bulletin giving the item, price, and contract number of vendor (duplicates). (Never.) 8 x 10 folders, 6 in., in drawer of steel filing case. Front room (Bldg. H). (835)

297. STEWART MOUNTAIN CANTEEN RECORD, Dec. 6, 1935 - Aug. 11, 1936. Bills, correspondence, msc. records, etc., covering operation of this canteen which is now discontinued. (Rarely, official.) 9 $\frac{1}{2}$ x 11 folders, 1 ft. 3 in., in drawer of steel filing case. Rear room (Bldg. H). (842)

298. WITHDRAWAL MEMORANDUMS, Dec. 6, 1935 - Aug. 1936. Withdrawals of purchase orders on contracts for supplies. (Never.) 8 x 10 folders, 1 ft. 6 in., in drawer of steel filing case. Front room (Bldg. H). (836)

299. CAMPS IN PHOENIX AREA, Dec. 6, 1935 to date. Requisitions, purchase orders, receiving reports, correspondence, withdrawal sheets, transmittal sheets, schedules of awards, and price bulletins covering camps

TR. 4, TR. 7, and TR. 12. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 7 ft., in 4 drawers of steel filing case. Rear room (Bldg. H). (843)

300. CORRESPONDENCE, Dec. 1935 to date. Letters to and from executives of WPA work camps and doctors. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. Front room (Bldg. H). (840)

301. PAY ROLL BOOKS, Dec. 1935 to date. Records of pay rolls for supervisors, nurses, and supply officer. (Daily, official.) 9 x 15 vols., 2 in., in drawer of steel filing case. Front room (Bldg. H). (841)

302. PURCHASE ORDERS AND REPORTS, Dec. 1935 to date. Purchase orders covering requisitions and receiving and inspection reports covering purchase orders (duplicates). Filed numerically by camps and requisition numbers. (Daily, official.) 8 x 10 folders, 4 ft. 3 in., in 3 drawers of steel filing case. Front room (Bldg. H). (833)

303. MISCELLANEOUS FILE, Dec. 6, 1935 to date. Correspondence with camp supervisor, WPA executives, etc., telegrams, circular letters, supervisory pay rolls, and transmittal sheets. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Front room (Bldg. H). (837)

304. REQUISITIONS, VOUCHERS, AND ORDERS, Jan. 1936 to date. Requisitions for supplies for different camps and for workers (duplicates), travel vouchers, and travel orders to visit different camps. (Daily, official.) 8 x 10 folders and 9 x 15 envelopes, 4 ft. 6 in., in 2 drawers of steel filing case. Front room (Bldg. H). (832, 839)

305. RECORDS AND REPORTS OF RELIEF PAY ROLLS, Jan. 6, 1936 to date. (Daily, official.) 9 x 15 bundles, 1 ft., in drawer of steel filing case. Front room (Bldg. H). (838)

PRESCOTT

DISTRICT 1 OFFICE

- (A) Yavapai County Courthouse, Plaza
- (B) Journal-Miner Bldg., 119 S. Cortez St.
- (C) Federal Bldg., Montezuma St.
- (D) Main Office Bldg., 12 mi. S. of Prescott
- (E) Recreation Hall, 12 mi. S. of Prescott
- (F) Forest Service Warehouse, 110 S. Granite St.

The Works Progress Administration in District 1 was established in July 1935. It has jurisdiction over the following counties: Mohave, Coconino, Yavapai, Navajo, and Apache and is under the administration of the State Office in Phoenix, Arizona.

District Director

306. MASTER FILES, 1935 to date. Copies of letters written by district department heads showing dates, subject, to and from whom written, etc. (Inactive, occasionally, official.) 9 x 12 folders, 2 ft. 2 in., in drawer of steel filing case. R. 1 (Bldg. B). (279, 272)

307. GENERAL ADMINISTRATION CORRESPONDENCE AND BULLETINS, July 1935 to date. Correspondence with Phoenix office regarding allotments, annual leave, complaints, disorderly conduct, forms, identification cards, administrative pay rolls, administrative requisitions, signature cards and symbols, per diem, and reports of injuries; and circulars, and special and general instruction bulletins from Washington and Phoenix. (Occasionally, official.) 9 x 12 folders, 2 ft. 1 in., in drawer of steel filing case. R. 1 (Bldg. B). (281, 289, 300)

308. GENERAL PROJECT CORRESPONDENCE, July 1935 to date. Correspondence between District office and various state offices relative to WPA projects in District 1. (Constantly, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1 (Bldg. B). (273)

309. OFFICE MANAGEMENT CORRESPONDENCE, July 1935 to date. Between district and state office relative to deceased employees, district circulars, msc. forms covering administration personnel such as oath of office, inventories, leave requests, supervisory personnel, administration requisitions, travel correspondence, vacations, etc. (Occasionally, official.) 9 x 12 folders, 1 ft. 3 in., in drawer of steel filing case. R. 1 (Bldg. B). (282)

310. PERSONNEL CORRESPONDENCE, July 1935 to date. Travel of various employees, name, date, mileage, nature of business, etc. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of filing case. R. 1 (Bldg. B). (278)

311. SPECIAL BULLETINS AND CIRCULARS, July 1935 to date. Instructions from Washington, procedure letters, and Executive Orders from 1 to 38. (Occasionally, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 1 (Bldg. B). (286)

312. STATE CIRCULARS, July 1935 to date. Nos. 1 - 178: labor management, msc., hand book of procedure, and WPA series of Hopkins letters; F Series; administration orders, executive orders, general letters, NYA instructions, and operating procedure; O Series: msc. instructions, state administration orders, government bulletins, safety bulletins, and Washington circulars. (Occasionally, official.) 10 x 11½ loose-leaf books, 1 ft. 3 in., on stand. R. 1 (Bldg. B). (287)

313. PERSONAL APPLICATIONS, July 19, 1935 to date. Employment in professional and administrative work showing name, address, kind of work, dependants, etc. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of filing case. R. 1 (Bldg. B). (277)

314. PHYSICAL PROGRESS REPORTS, July 19, 1935 to date. Statistical reports of District 1: date, man hours, man days, name of project, work completed and to be completed, gas and oil used, materials required, etc. (Occasionally, official.) 9 x 12 folders, 1 ft. 9 in., in drawer of steel filing case. R. 1 (Bldg. B). (275)

315. PERSONNEL RECORDS, Aug. 1935 - 1936. Name, date, work promotions, salary rate, title, grade, department, disposition, etc. (Dead files, occasionally, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 1 (Bldg. B). (285)

316. ADMINISTRATIVE PERSONNEL RECORD, Aug. 1935 to date. Name, date, salary rate, disposition, title, grade, department, etc. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 1 (Bldg. B). (284)

317. DISTRICT OFFICE FURNITURE AND EQUIPMENT RECORDS, Aug. 1935 to date. All furniture and equipment in various offices in the district. (Occasionally, official.) 7 x 10 vol., $\frac{1}{2}$ in., on table. R. 1 (Bldg. B). (283)

318. PROPOSED PROJECTS, Nov. 1935 to date. Improvement of Congress Junction, Octave Road, Jerome-Mingus Mountain Road, Athletic field at Clarkdale, Clay Springs School Building, Winslow Indian Sanatorium, National Guard Armory at Flagstaff, Grand Canyon Air Port, Goodwins School at Bolada, Camp Verde Water System, etc. (Occasionally, official.) 9 x 12 folders, 3 ft. 4 in., in 2 drawers of steel filing case. R. 1 (Bldg. B). (276)

319. MATERIAL FILE AND OLD RECORDS, Nov. 11, 1935 - Aug. 15, 1936. Material requisitions, transmittal letters, non-relief owner operating equipment assignments, purchase orders, project proposals, foreman's msc. orders for Project 65-2-442, old requisitions, and purchase orders. (Occasionally, official.) 9 x 12 folders, 1 ft. 1 in., in drawer of steel filing case. R. 1 (Bldg. B). (288)

320. MISCELLANEOUS FILES, June 1936 to date. Executive and administrative orders, state orders and circulars, district circulars, office memorandums, and pay roll instructions. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 4 (Bldg. B). (315)

321. WPA WORK PROJECTS, n.d. Photographic negatives, nitrate (138). R. 13 (Bldg. A). (P-1)

Division of Employment

322. MISCELLANEOUS CORRESPONDENCE, Sept. 1935 to date. Pertaining to WPA work in District 1. (Frequently, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in 4 drawers of steel filing case. R. 15 (Bldg. A). (342)

323. CLASSIFICATION CARDS, Nov. 1935 to date. Complete data on worker: name, age, color, health, schooling, vocation, employment record, number of workers in family, etc., in Apache, Coconino, Mohave, Navajo, and Yavapai Counties. (Daily, official.) 6 x 8 cards, 6 ft. 11 in., in 6 wooden boxes. R. 15 (Bldg. A). (338, 337, 336, 339, 335)

324. IDENTIFICATION AND CLASSIFICATION CARDS, Nov. 1935 to date. These cards are classified as dead files when a worker is removed from WPA work; then replaced among the active files when his case is reopened. (Dead files, frequently, official.) $9\frac{1}{2}$ x 12 folders, 5 ft., in 4 drawers of steel filing case. R. 15 (Bldg. A). (340)

325. IDENTIFICATION CARDS FOR COUNTIES IN THE DISTRICT, Nov. 1935 to date. Name, address, case number, identification number, code number, vocation, etc. (Daily, official.) 8 x 10 cards, 3 ft. 6 in., in 4 open wooden filing cases on table. R. 15 (Bldg. A). (331, 333, 334, 332)

326. IDENTIFICATION CARDS FOR YAVAPAI COUNTY, Nov. 1935 to date. Name, address, case number, identification number, code number, vocation, etc. of workers in all rural districts in Yavapai County outside of Verde section; and all workers in the town of Prescott. (Daily, official.) 8 x 10 cards, 6 ft. 6 in., in 2 drawers of wooden filing case and in 2 wooden boxes. R. 15 (Bldg. A). (330, 328, 329)

327. REPORTS AND REQUESTS, Nov. 1935 to date. Reports on projects, requests for workers, etc. (Dead files, occasionally, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in wooden box. R. 15 (Bldg. A). (341)

Division of Finance and Statistics

328. ALLOTMENTS, 1935. Name of project, date, amount, place, etc. (Occasionally, official.) 10 x 12 vol., 1 in., on table. R. 4 (Bldg. B). (302)

329. ALLOTMENT LEDGER, 1935 - 1936. Date, project number, department, apportion symbol, apportion file, audited vouchers, allotments, and authorized and liquidated encumbrances. (Occasionally, official.) 11 x 16 loose sheets, $1\frac{1}{2}$ in., on metal file board on filing shelves. R. 4 (Bldg. B). (313)

330. CARD INDEX, 1935 - 1936. Names and addresses of all relief and non-relief workers. (Occasionally, official.) 3 x 5 cards, 1 ft. 2 in., in wooden box on table. R. 4 (Bldg. B). (301)

331. VOUCHER AND ADJUSTMENT REGISTER, 1935 - 1936. Amount of encumbrances, amount of adjustments, pay rolls, materials and supplies, equipment, travel, and rent. (Occasionally, official.) 15 x 18 loose-leaf books, 3 in., on desk. R. 4 (Bldg. B). (319)

332. SPONSOR'S CONTRIBUTIONS, 1935 - 1936. State, district, county, name of sponsor, pay roll, number of employees, whether relief or non-relief, man hours, etc. (Occasionally, official.) 5 x 8 loose sheets, 3 in., on table. R. 4 (Bldg. B). (314)

333. MISCELLANEOUS MAPS, June 1935 - Sept. 1936. County and road maps and building plans for WPA projects in the different counties in District 1. See addenda for list and description. (Occasionally, official.) Various sized maps, 2 ft. 6 in., in map rack with wooden frame. R. 4 (Bldg. B). (321)

334. ORDERS AND BULLETINS, July 1935 - Jan. 1936. Administrative orders, procurement orders, Emergency Educational Bulletins, etc. (Dead files, occasionally, official.) 9 x 12 folders, 2 in., in wooden box on floor. R. 2 (Bldg. B). (291)

335. PROJECT REGISTER, Oct. 30, 1935 - Oct. 31, 1936. Date, reference, budget apportionment, total to date, sub-allotment project, unencumbered balances of allotment, etc. (Occasionally, official.) 13 x 18 loose-leaf books, 1 in., on desk. R. 4 (Bldg. B). (312)

336. TOOL RECORD, 1935 to date. Issue of tools to various projects in District 1. (Occasionally, official.) c. 14 x 17 loose sheets, 4 in., in wooden box on shelf. R. 1 (Bldg. B). (290)

337. WORKS PROGRESS REGISTER, 1935 to date. Project number, type of work symbol, date of project approval, date work started, estimated date of completion, pay rolls, materials and supplies, relief and non-relief equipment, etc. (Occasionally, official.) 11 x 12 covers, 1 in., in drawer of wooden filing case. R. 4 (Bldg. B). (318)

338. GENERAL FILE, July 1935 to date. Letters of general and specific instructions for procedure from Washington Headquarters to local administrators of Financial Division. (Occasionally, official.) 8 x 10 folders, 1 in., on table. R. 4 (Bldg. B). (303)

339. MISCELLANEOUS RECORDS, July 1935 to date. Travel vouchers, vouchers other than travel paid, individual earning cards, encumbrance cancellations, copies of msc. encumbrances, schedule of disbursements other than travel, purchase orders, schedule of cancellations, monthly pay roll report, allotments, report of status of work program, receipt for documents, suspensions, msc. projects, safety reports, pay roll vouchers, and requisitions. (July 1935 - June 1936, dead files; June 1936 to date, open files, occasionally, official.) 9 x 12 folders, 9 ft. 5 in., in 8 drawers of steel cabinets. R. 4 (Bldg. B). (305, 306)

340. GENERAL CORRESPONDENCE, July 19, 1935 to date. Relative to allotments, encumbrances, pay master, pay roll, timekeeper, checks, administrative reports, etc. (Occasionally, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 1 (Bldg. B). (274)

341. ADMINISTRATION EXPENSE RECORD, 1936. State and district, account of expenses, date of entry, audited vouchers, allotments, encumbrances, available balance, pay rolls, supplies, materials, communication service, travel expense, and rents for buildings and equipment. (Occasionally, official.) 15 x 18 loose-leaf books, $\frac{1}{2}$ in., on desk. R. 4 (Bldg. B). (320)

342. ALLOTMENT FILE-SYMBOLS, 1936. Statement of allotments for detailed projects. (Occasionally, official.) 9 x 12 loose-leaf books, $3\frac{1}{2}$ in., in drawer of wooden filing case. R. 4 (Bldg. B). (316)

343. STATEMENT OF PROJECT ESTIMATES DETAIL, 1936. Official project number, work project number, sponsor, date of starting, estimated date of completion, distribution of funds, total funds, man hours, etc. (Occasionally, official.) 11 x 12 covers, 1 in., in drawer of wooden filing case. R. 4 (Bldg. B). (317)

344. UNVOUCHERED PURCHASE ORDERS, 1936. Date, kind, and number of articles ordered, from whom, and for what project. (Occasionally, official.) 10 x 12 folders, 1 in., on table. R. 4 (Bldg. B). (304)

345. WORK PROJECT RECORD, July 31 - Oct. 31, 1936. Date of approval; dates of start and completion; description; total amount authorized; audited vouchers; allotments; encumbrances; unencumbered balance; pay rolls; and relief and non-relief materials, supplies, and equipment. (Occasionally, official.) 15 x 18 loose-leaf books, $\frac{1}{2}$ in., on desk. R. 4 (Bldg. B). (310)

346. ALLOTMENT REGISTER, Sept. and Oct. 1936. Date, budget apportionment, total to date, sub-allotment project, unencumbered balance of allotment, etc. (Occasionally, official.) 15 x 18 loose-leaf books, 1 in., on desk. R. 4 (Bldg. B). (311)

347. COPIES OF PAY ROLLS, ASSIGNMENTS, AND REASSIGNMENTS, June 1936 to date. Date, name, amount, kind of work, etc. (Occasionally, official.) 12 x 18 vols. and 4 x 6 slips, 1 ft. $3\frac{1}{2}$ in., on table and in wooden box. R. 4 (Bldg. B). (309, 308)

348. INDIVIDUAL EARNING CARDS, June 1936 to date. Name, date, kind of work, rate, man hours, amount, etc. (Occasionally, official.) 5 x 8 cards, 4 ft. 5 in., in wooden and steel boxes on table. R. 4 (Bldg. B). (307)

Compensation Section

349. INJURY CLAIMS, Oct. 24, 1935 to date. Form CA-2 - Official Superior's Report of Injury, name of injured employee, date of injury, place where injury occurred, nature and extent of injury, and medical report by attending physician. (Daily, official.) $8\frac{1}{2}$ x $14\frac{1}{2}$ folders, $1\frac{1}{4}$ in., in drawer of steel filing case. R. 310 (Bldg. C). (349)

350. CORRESPONDENCE, Nov. 1935 to date. Outgoing letters on all matters of compensation arising in District 1, copies of which are sent to Mr. Frank Phelps, State Compensation Office and to Phoenix Headquarters Office; incoming letters on matters of claim for compensation, and disposition of cases; incoming and outgoing letters by supervising timekeeper, foreman, and doctors. (Occasionally, official.) 9 x $11\frac{1}{2}$ folders, 5 in., in drawer of steel filing case. R. 310 (Bldg. C). (346, 345, 344, 347)

351. INDIVIDUAL INJURY RECORD, Nov. 1935 to date. Name, age, address, date of injury, number days lost, date reported, WPA, district, and project number, rate of pay, days of work schedule, hours per day, days per week, married or single, race, dependents, occupation, date compensation started, disposition of case, closed or active. Blue cards indicate minor injuries and white cards indicate major injuries. (Daily, official.) 4 x 6 cards, 9 in., in carton card index container. R. 310 (Bldg. C). (348)

352. COMPENSATION PAY ROLLS, Nov. 5, 1935 to date. Copies of compensations paid in District 1; WPA Form 5-11-A, name and address of employee, sex, identification number, place of occurrence of accident, period compensated for, total number of days, standard monthly wage, and amount of compensation paid. (Seldom, official.) 9 x 15 folders, 1 in., in drawer of steel filing case. R. 310 (Bldg. C). (343)

Division of Operations

353. REJECTED PROPOSED PROJECTS, 1935 - 1936. (Dead files, occasionally, official.) 10 x 12 folders, 1 in., in drawer of desk. R. 2 (Bldg. B). (294)

354. BULLETINS, July 1935 to date. General instructions from Headquarters. (Occasionally, official.) 9 x 12 folders, 1½ in., in drawer of desk. R. 2 (Bldg. B). (295)

355. CARD INDEX FILE, July 1935 to date. Materials issued to projects by number. (Occasionally, official.) 6 x 9 cards, 6 in., in wooden filing box on desk. R. 2 (Bldg. B). (298)

356. FLOW SHEET MATERIAL RECORD, July 14, 1935 to date. Project numbers, materials issued, all incoming and outgoing correspondence, etc. (Occasionally, official.) 14 x 17 loose sheets, 1 in., in wooden filing box on desk. R. 2 (Bldg. B). (299)

357. MISCELLANEOUS MAPS, July 19, 1935 to date. Maps, blue prints, sketches, etc. of various projects. See addenda for list. (Occasionally, official.) Various sized maps, 1 ft. 6 in., in box on floor. R. 2 (Bldg. B). (292)

358. CARD INDEX FILE OF REQUISITIONS ISSUED, Dec. 19, 1935 - Apr. 15, 1936. (Dead file, occasionally, official.) 8 x 9 cards, 5 in., in box on table. R. 2 (Bldg. B). (296)

359. PROPOSED PROJECTS, June 1936 to date. Msc. projects, approved or unapproved. (Occasionally, official.) 9 x 12 folders, 3 in., in drawer of desk. R. 2 (Bldg. B). (293)

360. REQUISITIONS FOR MATERIAL, July 14, 1936 to date. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of desk. R. 2 (Bldg. B). (297)

Community Sanitation Project

This state-wide project was established in November 1935 and has jurisdiction in Yavapai County. It is sponsored by the United States Public Health Service.

361. BI-MONTHLY REPORT, Nov. 1935 to date. Sanitary officers report on school privies: number of men employed on school sanitation, man days worked, average cost per privy, etc. (Frequently, official.) 8 x 13 folders, ½ in., on table. R. 302 (Bldg. C). (165)

362. CANVASSERS DAILY WORK REPORT, Nov. 1935 to date. Submitted by field workers' foreman to project supervisor. (Frequently, official.) 9 x 12 folders and loose sheets, $\frac{3}{8}$ in., in pasteboard box on table. R. 302 (Bldg. C). (168)
363. FOREMAN'S WEEKLY REPORTS, Nov. 1935 to date. (Frequently, official.) 3 x 6 loose sheets, $\frac{3}{8}$ in., in pasteboard box. R. 302 (Bldg. C). (166)
364. WEEKLY REPORTS OF WORKERS ON PROJECT, Nov. 1935 to date. Submitted by field workers' foreman to project supervisor. (Frequently, official.) 5 x 7 folders and loose sheets, $\frac{1}{2}$ in., in pasteboard box and on table. R. 302 (Bldg. C). (170)
365. WEEKLY WORK REPORTS, Nov. 1935 to date. Canvassers form reports submitted by field workers' foreman to project supervisor. (Frequently, official.) 8 x 12 folders and loose sheets, $\frac{1}{4}$ in., in pasteboard box and on table. R. 302 (Bldg. C). (169)
366. MISCELLANEOUS REPORTS, July 15, 1936 to date. WPA Form 502 - Time Report; Form CSP-1-A, bi-weekly reports of county supervisor; correspondence; and memorandums. (Semi-monthly, official.) 9 x 14 folders, 1 in., in pasteboard box and on table. R. 302 (Bldg. C). (167)

Women's and Professional Projects

367. DISTRICT CARDS AND INDEX OF ASSIGNMENTS, July 1935 to date. WPA Form 404, reclassification and WPA Form 403, termination of service. (Occasionally, official.) 5 x 8 cards, 4 in., in wooden box on table. R. 3 (Bldg. B). (324)
368. PRODUCTION CARDS, July 1935 to date. Record of everything made and of all material received, used, and on hand by each shop in the five counties within District 1. (Occasionally, official.) 5 x 8 cards, 10 in., in box on table. R. 3 (Bldg. B). (325)
369. RESUME OF DAILY REPORT, July 1935 to date. Form 1082, daily reports of everything used and on hand. It later is compiled on WPA Form 720 and sent to Phoenix bi-monthly. (Occasionally, official.) 9 x 12 folders, 5 in., in drawer of steel filing case. R. 3 (Bldg. B). (327)
370. WORK AND MATERIAL REPORTS FROM JEROME, July 1935 to date. Daily report of all work done, classes held, and materials used. (Occasionally, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of steel filing case. R. 3 (Bldg. B). (326)
371. MISCELLANEOUS RECORDS, Nov. 1935 to date. Copies of correspondence, reports on quotas of production, estimate of operating costs, personnel applications, requisitions, state and national bulletins, etc. (Occasionally, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 3 (Bldg. B). (322)

Sewing Project

372. DAILY PRODUCTION REPORTS, Nov. 1935 to date. Garments produced findings used, materials used, and transmittal sheets. (Occasionally, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 3 (Bldg. B). (323)

373. SEWING PROJECTS REPORTS, Nov. 1935 to date. Showing date, kind, number of garments made, and material used (duplicates). (Occasionally, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. R. 1 (Bldg. B). (280)

Work Camp Division
Prescott National Forest
Wolf Creek Work Camp

The earlier records of this work camp belong to the Arizona Emergency Relief Administration and the Works Progress Administration. They were inherited by the Forest Service in August 1936. No separation of the records of the various administrations has been made, and files are continuous from the opening of the camp to date. The work carried on is mainly road building.

374. MISCELLANEOUS FILES, 1933 - Dec. 1935. Requisitions for laborers, food and supply purchase orders, receiving reports, etc. (Dead files, rarely, official.) 10 x 10 folders, 14 ft. 6 in., in 4 locked wooden boxes. Wing (Bldg. E). (149)

375. MISCELLANEOUS CAMP RECORDS, Dec. 1933 - Dec. 1935. Requisitions, purchase orders, receiving reports, etc., covering supplies of all kinds. (Dead files, occasionally, official.) $8\frac{1}{2}$ x 11 folders, 5 ft. 8 in., in drawers of steel filing case. R. 1 (Bldg. D). (140)

376. MISCELLANEOUS DAILY INTER-CAMP REPORTS, Dec. 1933 - Dec. 1935. Number of men in camp, sick reports, registration reports, etc. (Dead files, occasionally, official.) $9\frac{1}{2}$ x 11 folders, 2 ft. 2 in., in drawer of steel filing case. R. 1 (Bldg. D). (147)

377. PERSONNEL FILES, 1933 to date. Form TR-10, record of enrollees, giving name, age, date, occupation, etc. (Inactive files, occasionally, official.) $9\frac{1}{2}$ x 11 folders, 21 ft., in 12 drawers of steel filing cases. R. 1 (Bldg. D). (146)

378. CORRESPONDENCE AND MISCELLANEOUS RECORDS, Dec. 1933 to date. Letters to and from directors, canteen correspondence, cancelled checks, receipts, etc. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 1 in., in drawer of steel filing case. R. 1 (Bldg. D). (141)

379. CORRESPONDENCE, Dec. 1933 to date. To and from state directors, state supply officers, letters to vendors, etc. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, 8 in., in drawer of steel filing case. R. 1 (Bldg. D). (143)

380. MASTER CARDS, Dec. 1933 to date. Active and inactive cards, showing main file number, etc. of all enrollees. (Occasionally, offi-

cial.) 3 x 5 cards, 2 ft., in drawer of steel filing case. R. 1 (Bldg. D). (144)

381. ACTIVE COPY OF REASSIGNMENT CARDS, 1935 to date. Name, age, date, occupation, etc. of worker. (Occasionally, official.) 4 x 6 bundles, 4 in., in drawer of filing case. R. 1 (Bldg. D). (145)

382. FOREST SERVICE REPORTS, May 1935 to date. Bulletins, progress reports, gas and oil reports, etc. (Occasionally, official.) $8\frac{1}{2}$ x 11 folders, 3 in., in drawer of steel filing case. R. 1 (Bldg. D). (142)

383. PRESCOTT FOREST FIRE MAP, 1936. Area of Prescott Forest Reserve, roads, trails, forest camps, lookout towers, etc. (Frequently, official.) 46 x 48 map, on wall. R. 1 (Bldg. D). (148)

Wood Stage Work Camp

This camp was operated as a Transient Camp under the Arizona Emergency Relief Administration and the Works Progress Administration and taken over by the Forest Service on August 11, 1936. It has been engaged in the usual forest improvement work; roads, trails, bridges, fences, etc. This camp is being consolidated with the Perkinsville Work Camp.

384. CAMP REGISTRATION CASE RECORDS, 1933 - Apr. 1937. Date entered, register center, register number, name, age, residence, employment, trade, of registrant, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in 2 drawers of wooden filing case. R. 2 (Bldg. F). (657)

385. CLINICAL REPORTS, Nov. 6, 1933 - Feb. 14, 1934. Name of patient, date, hour, temperature, pulse, respiration, medicine, nourishment, etc. (Seldom, official.) 9 x 12 folders, c. 1 ft., in drawer of wooden filing case. R. 2 (Bldg. F). (659)

386. EXPENSE ACCOUNTS, 1934. General camp maintenance costs, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of wooden filing case. R. 2 (Bldg. F). (660)

387. DAILY REPORTS, 1934 - 1935. Number of registrations and discharges, name and age, residence, name of transient camp, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of wooden filing case. R. 2 (Bldg. F). (656)

388. DISBURSING ORDER TRANSMITTALS, 1934 - 1935. Name of camp, check number, voucher number, purpose of transmittals, etc. (Seldom, official.) 9 x 11 $\frac{3}{4}$ folders, 6 in., in drawer of wooden filing case. R. 2 (Bldg. F). (655)

389. CORRESPONDENCE, 1934; Jan. 1936 - Feb. 1937. Between this camp and transient camp superintendents, Board of Public Welfare, Prescott relief officials, Prescott Forest Supervisor, firms, individuals, and others. (1934 records, seldom; others, occasionally, official.) 9 x 11 $\frac{3}{4}$ folders, 1 ft. 6 in., in wooden drawer and in steel drawer of filing cases. Rs. 2 and 1 (Bldg. F). (654, 646)

390. ENGINEER'S CULVERT PLAT, 1935. Pen sketches of head walls and basins for pipe culverts on forest roads. (Occasionally, official.) 9

x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (645)

391. WEEKLY PROJECT REPORTS, 1935. Name of project, labor distribution, material and equipment needed, date started, per cent complete, and date of completion. (Seldom, official.) 9 x 11 3/4 folders, 6 in., in drawer of wooden filing case. R. 2 (Bldg. F). (661)

392. PURCHASE ORDERS, 1935; Jan. 1936 - Mar. 1937. Name, amount, description and prices of articles or service, from whom purchased, etc. (Seldom, official.) 9 x 11 3/4 folders, c. 2 ft., in 2 wooden drawers and in steel drawer of filing cases. Rs. 2 and 1 (Bldg. F). (658, 638)

393. CAMP WOOD HOSPITAL AND GENERAL REQUIREMENTS REPORT, Nov. 16, 1935 - Mar. 19, 1936. Name of drugs, hospital supplies and equipment, kitchen equipment, bedding and clothing, etc. (Occasionally, official.) 10 x 13 envelopes, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (635)

394. MONTHLY SERVICE REPORT, Dec. 1935 - July 1936. Man days, name of camp, activities, name of forest, salary, etc. (Occasionally, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (650)

395. STORE'S INVOICES AND RECEIPTS, Dec. 1935 - Dec. 1936. Name and number of articles, date, etc. (Occasionally, official.) 10 x 13 folders and envelopes, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (634)

396. CAMP WOOD ROSTER, Dec. 1935 - Mar. 15, 1937. Names of men and class or kind of work assigned each man. (Seldom, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (642)

397. PAY ROLL, 1936. Name of worker, name of camp, date, class of work, hours worked, etc. (Seldom, official.) 9 x 11 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (640)

398. REASSIGNMENT SLIPS, 1936. Name and address of employee, identification number, case number, wage rate, occupation, etc. (Seldom, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (641)

399. REQUISITIONS FOR WORKERS, 1936. Name and location of work camp, description of project, kind of work, rate per hour, etc. (Seldom, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of wooden filing case. R. 2 (Bldg. F). (662)

400. WEEKLY TWIG BLIGHT REPORT, Jan. 1 - Aug. 7, 1936. Name of camp, name of crew foreman, number of men, man days, number of trees pruned, cut, area, etc. (Seldom, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (643)

401. GASOLINE, OIL, AND GREASE REPORT, Jan. 1936 - Mar. 1937. Number of gallons received and issued, name of camp, etc., copies of monthly reports sent to Forest Supervisor's office, Prescott. (Seldom, official.)

9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (639)

402. TRANSFER SLIPS, Mar. 10, 1936. List of property transferred, name of camp from which property is transferred and name of camp, party, and place to which transfer is made. (Occasionally, official.) 9 x 11-3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (652)

403. INVENTORY REPORTS, Apr. 17, 1936 - Mar. 5, 1937. List of all tools and camp equipment in camp at date of report. (Occasionally, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (651)

404. GENERAL ECW INSPECTION REPORT, June 6.- Nov. 25, 1936. Name and number of camp, camp commander, project superintendent, company strength, number of men workers, distribution of men by projects, heavy equipment, etc. (Occasionally, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (649)

405. INDIVIDUAL EQUIPMENT RECORDS, Sept. 1936. Day of month, speedometer reading, miles or hours, project name, gas and oil used, etc. Monthly report sent to Forest Headquarters, Prescott. (Seldom, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (637)

406. TIME BOOK, Oct. 1936 - Jan. 1937. Name of worker and number of hours worked, project, etc. (Occasionally, official.) 3 1/2 x 6 3/4 vol., 4 in., in drawer of steel filing case. R. 1 (Bldg. F). (636)

407. TRUCK TRAIL INSPECTION, Dec. 14, 1936. Name of forest, name and number of project, road and project foremen, skilled and semi-skilled leaders, curves, grades, clearing, timber and brush disposal, road widths, drainage, bridges, surfacing, cattle guards, gates, etc. (Occasionally, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (648)

408. CAMP INSPECTION REPORTS, Feb. - Mar. 24, 1937. Camp inspection, name of forest, name of camp, names of project superintendents, clerks, steward, cook, waiters, dishwashers, butcher, laundry man, electrician, first-aid man, etc., sanitary facilities, utilities, tools and equipment, store room surplus equipment, and first-aid station. (Occasionally, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (647)

409. BOUNDARY MAP, n.d. Boundaries of Groom Creek, Thumbutt, Lynx Creek, Main Camp, Lynx Creek Fly Camp areas, and work that has been finished in part but should be scouted again to determine need of later work. (Occasionally, official.) 9 x 11 3/4 folders and 10 1/2 x 14 map, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (644)

410. QUESTIONNAIRE OF WORKER'S RATING, n.d. Name, occupation assigned, identification number, physical condition, ability in trade assigned, attitude, and performance. (Occasionally, official.) 9 x 11 3/4 folders, c. 1 ft., in drawer of steel filing case. R. 1 (Bldg. F). (653)

SAFFORDSUPERVISING TIMEKEEPER
Graham County Courthouse,
Main and 8th Ave.

A Supervising Timekeeper's office was established in Graham County in January 1937 to be of assistance to the project superintendent of Graham and Greenlee Counties. Some Arizona Emergency Relief Administration records are intermingled with this agency's archives.

411. PROJECT RECORDS, 1933 - 1935. List of projects, materials used, etc. Some AERA records are included. Index. (Occasionally, official.) 11½ x 16½ vols., 2½ in., on wooden desk. Basement. (218)

412. CANCELLATIONS OF CERTIFICATION, 1935 to date. FERA Form 602, statement of ability or inability of workers on work relief. Index. (Earlier records, inactive; later records, daily, official.) 5 x 8 cards, ½ in., in wooden box on desk. Basement. (215)

413. CLASSIFICATION CARDS, 1935 to date. FERA Form 600, workers on certified work relief. Index. (Daily, official.) 5 x 8 cards, 1 ft., in wooden box on desk. Basement. (214)

414. TIME RECORD CARD ON PROJECTS, 1935 to date. Hourly record on: 278, Sewing; 680, Laborers'; 255, Cannery; 135, Garden; and 103, Gila Junior College. (Semi-monthly, official.) 7 x 11 cards, 2 in., in drawer of wooden desk. Basement. (220)

415. CERTIFICATION OF SPONSOR'S CONTRIBUTION, 1936. WPA Form 710a, pay roll; and WPA Form 710, other than pay roll. (Frequently, official.) 9½ x 11 ¾ folders, 5 in., in drawer of wooden desk. Basement. (222)

416. CASE WORKER'S FILE, 1936 to date. USES Form, intake certification; WPA Forms 1-344, 2-344, and 2-345, referrals; WPA Form 403, removal from the project; etc. (Frequently, official.) 9½ x 11 ¾ folders, 1 ft. 1 in., in pocket of wooden drawer and in 4 pasteboard boxes on desk. Basement. (216)

417. CORRESPONDENCE, 1936 to date. Case worker's file of incoming and outgoing mail. (Occasionally, official.) 9½ x 11 ¾ folders, 1 ft., in pocket of wooden drawer and on wooden wall shelf. Basement. (213)

418. TIME REPORTS, 1936 to date. Semi-monthly report of hours worked on various projects (duplicates). (Semi-monthly, official.) 9½ x 11 ¾ covers, 3½ in., in drawer of wooden desk. Basement. (219)

419. WEEKLY COMMODITIES REPORT, 1937 to date. Form 278, semi-monthly recapitulation and semi-monthly report of garments; Form 720, report of materials received, used, and on hand (duplicates). (Occasionally, official.) 8 x 10½ sheets, ½ in., on wooden desk. Basement. (217)

420. WEEKLY REPORT OF PROJECTS, 1937 to date. WPA Form G-872 - Women's and Professional Projects; Form 287, sewing, showing number of garments and types. Originals sent to Tucson. (Occasionally, official.) 8½ x 11 loose sheets, ¼ in., on wooden desk. Basement. (221)

TONTO BASINTONTO NATIONAL FOREST
SUNFLOWER WORK CAMP
Headquarters Bldg., Bush Hwy.

The Sunflower Work Camp operated under the Arizona Emergency Relief Administration and the Works Progress Administration and was turned over to the Forest Service on August 11, 1936. A majority of its records are inherited from the earlier administrations.

421. PROPERTY, Dec. 1935 - Oct. 1936. Completed requisitions, property inventories, and property transfers. Filed chronologically. (Closed file, never.) 9 x 11 folders, 4 in., in drawer of steel filing case. Entrance room. (4)

422. PERSONNEL RECORD, 1935 to date. USES Form 325, assignment slips. Arranged alphabetically. (Occasionally, official.) 3 x 5 loose sheets, 3 in., in wooden box. Entrance room. (7)

423. FINANCE AND ACCOUNTS, Dec. 1935 to date. Correspondence and reports, subsistence orders, suspense, subsistence correspondence, invoices, daily menus, inventories, price lists, side camps, meal costs, property, completed requisitions, and misc. matter. Filed chronologically. (Closed file to Aug. 1936, never; active file, daily, official.) 9 x 11 folders, 1 ft. 10 in., in drawer of steel filing case. Entrance room. (6, 1)

424. PROPERTY CARDS, Dec. 1935 to date. Form 331, listing date, transfer number, from where, to whom, number transferred, forest account, etc. Arranged alphabetically. (Never.) 5 x 8 cards, 1 ft., in drawer of steel filing case and pasteboard box. Entrance room. (5)

425. OPERATIONS, Aug. 1936 to date. Correspondence and reports of supervision, improvements, employment, personnel, disbursements, operation, equipment and supplies, gas and oil, trucks, heavy equipment, and other property. Filed chronologically and alphabetically. (Daily, official.) 9 x 11 folders, 1 ft. 2 in., in drawer of steel filing case. Entrance room. (2)

426. TIME SLIPS, Aug. 1936 to date. Project, name and address, month, year, job, date, time worked, amount of money, remarks, and signature of forest officer. Arranged alphabetically. (Bi-monthly, official.) 4 x 6 loose sheets, 6 in., in wooden box. Entrance room. (3)

DISTRICT 2 OFFICE

- (A) Congress Hotel Bldg., 311 E. Congress St.
- (B) City School Administration Bldg., 232 S. 5th Ave.
- (C) Pima County Courthouse, Church & Pennington Sts.
- (D) Private Residence, 22 Thurber Rd.
- (E) WPA Office Bldg., 286 N. Stone Ave.
- (F) Library Bldg., University of Arizona
- (G) Ronstadt Bldg., 6th Ave. & Broadway)
- (H) U. of A. Stadium, 6th and Vine Sts.
- (I) Melrose Court, 36 Miltenberg St.
- (J) Agricultural Bldg., University of Arizona
- (K) Camp Office Bldg., Sabino Canyon, 14 mi. NE of Tucson
- (L) Quartermaster Department Bldg., Sabino Canyon,
14 mi. NE. of Tucson

The Works Progress Administration in District 2 was established in August 1935. It has jurisdiction over the following counties: Pima, Pinal, Cochise, Santa Cruz, Graham, and Greenlee, and is under the Administration of the State Office in Phoenix, Arizona.

District Director

427. PERSONNEL FILE, Aug. 1935 to date. Personnel applications and correspondence of district director pertaining to applicants. Filed alphabetically. (Daily, official.) 9 x 14 folders, 2 ft., in steel filing case. Director's office (Bldg. A). (408)

428. ADMINISTRATIVE RECORDS, Sept. 1935 to date. Transmittal sheets, purchase orders, filled and completed requisitions, inspection reports, and telephone bills. Filed by departments. (Daily, official.) 9 x 12 pockets, 2 ft., in steel filing case. Director's office (Bldg. A). (403)

429. REQUISITIONS, Sept. 1935 to date. Pending and filled requests for the transfer of materials, and current telegrams. Requisitions filed by project number; telegrams by montas. (Daily, official.) 9 x 12 pockets, 6 ft., in steel filing case. Director's office (Bldg. A). (402)

430. CORRESPONDENCE, July 1935 to date. Official correspondence of district director, and personnel correspondence. Filed alphabetically. (Frequently, official.) 9 x 14 folders, 2 ft., in steel filing case. Director's office (Bldg. A). (407)

Division of Education and Recreation

Educational Project

Field Supervisor

An Educational Project under the Division of Education and Recreation in Phoenix was established in September 1934 under the Arizona Emergency Relief Administration and has jurisdiction in Pima County. In July 1935 it was taken over by the Works Progress Administration and given jurisdiction in Cochise, Graham, Pinal, and Santa Cruz Counties, and at the same time the Nursery Department was made a separate division. Reports are sent to the Works Progress Administration Educational and Recreational Director in Phoenix.

431. PERMITS, 1934 - 1935, Special permits for teachers. Filed chronologically. (Occasionally, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, $\frac{1}{2}$ in., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1399)

432. PAY ROLL AND TIME REPORTS, 1934 to date. The pay roll includes time reports of educational, recreational, nursery, and supervisory personnel. Filed chronologically. (Semi-monthly, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, $5\frac{1}{2}$ in., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1400)

433. PERSONAL FILE, 1934 to date. Incoming and outgoing correspondence between Educational Director at Phoenix and Field Educational Supervisor. Filed chronologically. (Frequently, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, 9 in., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1398)

434. PROGRAMS, 1934 to date. Educational and recreational, publicity, and WPA class. (Frequently, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, 4 in., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1402)

435. RECORDS, 1934 to date: Statistics and class records of adult education, recreational, and nursery projects. Filed chronologically. (Monthly, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, $1\frac{1}{2}$ in., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1401)

436. REPORTS, 1934 to date. Projects 539 - Field Recreation; 311 - Adult Education; and 544 - Nursery; supervisor of Employment, personal services, attendance, inspection, and travel and transportation memorandums. Filed chronologically. (Bi-monthly, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, 1 ft., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1396)

437. REQUISITIONS, 1934 to date. For workers and supplies. Filed numerically. (Frequently, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, $\frac{1}{2}$ in., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1395)

438. CLASSIFICATION CARDS, Sept. 1934 to date. Of educational, recreational, and nursery employees. Indexed. (Frequently, official.) $6\frac{1}{2}$ x $3\text{-}\frac{3}{4}$ cards, 2 in., in wooden card cabinet. Reception room (Bldg. B). (1397)

439. WORK NOTICE, 1935 to date. WIA Form 402, notice to report for work; and WIA Form 405, termination of employment. Filed numerically. (Occasionally, official.) $9\frac{1}{2}$ x $11\text{-}\frac{3}{4}$ folders, $\frac{1}{2}$ in., in 2 drawers of wooden filing case. Reception room (Bldg. B). (1394)

Division of Employment

440. ASSIGNMENTS IN PINAL COUNTY, Aug. 1935 to date. This file is concerned mostly with workers who have left the state. (Very rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Labor Management Office (Bldg. A). (432)

441. CANCELLATIONS, Aug. 1935 to date. FEERA Form 602, cancellations of certifications of workers in District 2 referred to the Labor Management Office from the different counties in this district. (Occasionally, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Labor management office (Bldg. A). (422)
442. CANCELLATIONS, Aug. 1935 to date. Cases in Greenlee and Graham Counties cancelled because of inability to be transferred to WPA projects. 5 x 8 card index, 2 ft. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Labor management office (Bldg. A). (434)
443. CANCELLATIONS, Aug. 1935 to date. Records of applications for WPA employment which were never certified by the Pima County Welfare Board. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Labor management office (Bldg. A). (426)
444. CHANGE OF WORK STATUS, Aug. 1935 to date. WPA Form 403. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Labor management office (Bldg. A). (427)
445. CROSS INDEX OF ELIGIBLE WORKERS, Aug. 1935 to date. For Pinal, Pima, and Santa Cruz Counties. (Frequently, official.) 5 x 8 cards, 11 ft., in covered pasteboard drawers. Labor management office (Bldg. A). (435)
446. INELIGIBLE WORKERS, Aug. 1935 to date. Personal records of PWA employees in Pinal County who are not eligible to transfer to current WPA projects. (Dead files, very rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Labor management office (Bldg. A). (433)
447. PERSONAL FILE OF ACTIVE CASES, Aug. 1935 to date. Permanent personal occupational classification record of WPA employees in Greenlee, Graham, and Santa Cruz Counties. 5 x 8 card index, 10 ft. (Frequently, official.) 10 x 12 folders, 10 ft., in drawers of steel filing case. Labor management office (Bldg. A). (429)
448. PERSONAL FILE OF CANCELLED CASES, Aug. 1935 to date. Permanent personal records of workers in Graham, Greenlee, and Santa Cruz Counties who are ineligible for reassignment on any WPA project. (Dead files, very rarely, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. Labor management office (Bldg. A). (428)
449. SANTA CRUZ TRANSIENTS, Aug. 1935 to date. Record of transients. (Never.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. Labor management office (Bldg. A). (421)
450. PERSONAL WORKING FILE, Aug. 1, 1935 to date. FEERA Form 144A, eligibility of workers for assignment or reassignment in Bisbee district. Filed alphabetically. 8 x 10 cross index. (Daily, official.) 5 x 8 cards, 6 ft., in drawers of wooden filing cabinet. Labor management office (Bldg. A). (423)
451. PERSONAL CLASSIFICATIONS, Nov. 1935 to date. Records of ability and service of workers in Pima and Cochise Counties. 5 x 8 card index.

(Daily, official.) 10 x 12 folders, 24 ft., in drawers of wooden filing cabinets. Labor management office (Bldg. A). (424, 425)

452. PERSONAL FILE OF CHIEF CLERK, Nov. 1935 to date. Personal correspondence, applications, requisitions, etc. (Daily, confidential.) 8½ x 11½ folders and envelopes, 8 ft., in drawers of steel filing case. Labor management office (Bldg. A). (430)

Division of Finance and Statistics

453. ADMINISTRATIVE ENCUMBRANCES, Aug. 1935 to date. Filed by county and project numbers. (Frequently, official.) 5 x 15 folders, 2 ft., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (414)

454. FINANCIAL ACCOUNTS, Aug. 1935 to date. Ledger balances, unencumbered balance report, bulletins, etc. (Daily, official.) 5 x 15 folders, 1 ft., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (410)

455. INDIVIDUAL EARNINGS, Aug. 1935 to date. Compiled semi-monthly for each WPA worker in District 2. (Semi-monthly, official.) 5½ x 8½ cards, 11 ft. 6 in., in 10 wooden boxes. Financial Supv's. office (Bldg. A). (418)

456. MISCELLANEOUS ENCUMBRANCES, Aug. 1935 to date. Covering administrative offices, District 2. (Frequently, official.) 5 x 15 folders, 2 ft., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (416)

457. REQUISITIONS, PENDING AND FILLED, Aug. 1935 to date. Filed by county and project numbers. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (413)

458. REPORTS, Aug. 1935 to date. On completed projects. (Occasionally, official.) 5 x 15 folders, 4 in., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (412)

459. REPORTS, Aug. 1935 to date. From different members of the staff of the Area Statistical Office. (Daily, official.) 5 x 15 folders, 6 in., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (415)

460. TIME SHEETS AND PAY ROLL SHEETS, Aug. 1935 to date. Filed by counties. 3½ x 5 card index, 1 ft. (Semi-monthly, official.) 11 x 17 and 14 x 17 sheets, 10 ft., on 2 shelves and in Columbia files. Financial Supv's. office (Bldg. A). (419)

461. TRAVEL VOUCHERS AND TRAVEL ORDERS, Aug. 1935 to date. Individual records for staff members. (Occasionally, official.) 5 x 15 folders, 2 ft., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (417)

462. TOOL AND EQUIPMENT REQUISITIONS AND MATERIAL INVENTORY, Nov. 1935 to date. Filed numerically by counties. (Daily, official.) 9 x 12 folders, 4 ft., in drawers of steel filing case. Financial Supv's. office (Bldg. A). (411)

Compensation Section

463. ACCIDENT REPORTS, Aug. 1935 to date. Name of person, kind of accident, and claim. (Daily, official.) 5 x 15 folders, 2 in., in drawer of steel filing case. Financial Supv's. office (Bldg. A). (409)

464. COMPENSATION REPORTS, Nov. 1935 to date. Compensation reports and doctor's vouchers. Filed alphabetically. (Daily, official.) 9 x 14 folders, 1 ft., in drawer of desk. Director's office (Bldg. A). (404)

465. INDIVIDUAL INJURY RECORD, Nov. 1935 to date. No lost time accident reports and no lost time accidents incurring medical expense reports. Filed alphabetically. (Daily, official.) 4 x 6 cards, 4 ft., in paste-board boxes. Director's office (Bldg. A). (405)

Division of Operations

466. CATALOGUE FILE, 1934. Architectural, lumber, insulating, stonework, partitions, illumination, plumbing, communication, etc. (Daily, official.) 10 x 15 folders, 1 ft. 3 in., in catalogue case. Operations office (Bldg. A). (437)

467. CORRESPONDENCE OF OFFICE ENGINEER, Aug. 1935 to date. Regarding all work on project and all active projects in District 2. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in drawers of steel filing case. Operations office (Bldg. A). (445, 441)

468. CORRESPONDENCE OF PROJECT CLERK, Aug. 1935 to date. Labor reports of projects by numbers, descriptions, total number of employed by relief and non-relief, sex, and requisitions for labor on completed projects. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Operations office (Bldg. A). (446)

469. PROJECTS, Aug. 1935 to date. Under chief engineer and assistant director for District 2. Filed by county. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Operations office (Bldg. A). (442)

470. PROJECT CLERK'S FILES, Aug. 1935 to date. Tabulations, memorandum copies of private correspondence, requisitions, labor reports, etc., of completed projects. Filed by county. (Occasionally, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in open wooden box. Operations office (Bldg. A). (444)

471. PROJECTS CLERK'S FILES, Aug. 1935 to date. Daily labor reports by counties, telegrams, and bulletins. Filed chronologically. (Daily, official.) 8 x 11 sheets, 1 ft. 6 in., in Columbia arch file. Operations office (Bldg. A). (443)

472. PROJECT SHEETS, Aug. 1935 to date. Projects are described as to county, state serial numbers, official project number, work symbol, sponsor, labor, federal expense, man year cost, approved, released, started, suspended or completed. Sponsors' contributions are subdivided into equipment, material, and labor. Presidential letter and relief memorandum. (Frequently, official.) $23\frac{1}{2}$ x $34\frac{1}{2}$ sheets, $\frac{1}{8}$ in., in drawer of wooden filing case. Operations office (Bldg. A). (436)

473. SPONSOR'S PLANS, Aug. 1935 to date. Blue prints of all the projects sponsored in District 2. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Operations office (Bldg. A). (440)

474. TRACINGS, Aug. 1935 to date. Blue prints of all constructive operations under supervision of the engineer. See addenda for list. (Frequently, official.) 17 x 34 blue prints, 5 ft., on large wooden shelf under tracing table. Operations office (Bldg. A). (438)

475. PROJECTS ALLOWED AND SUPPORTING DATA, n.d. Correspondence from sponsoring individuals and institutions, letters of transmittal, and recommendations. (Frequently, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Operations office (Bldg. A). (439)

Community Sanitation Project

This state-wide project was established in November 1935. It has jurisdiction in Pima and Santa Cruz Counties under project Nos. 232 and 234 respectively.

476. MISCELLANEOUS, Nov. 1935 - Aug. 1936. Requisitions for workers, reassignments, reclassifications, changes of work status, old canvasser's reports, foreman's weekly reports, orders from individuals for construction of sanitary toilets and releases on same, etc. Filed alphabetically. (Inactive file, rarely, official.) Various sized folders, 4 ft., in 2 wooden boxes. County agricultural agent's office (Bldg. C). (389)

477. NEWS LETTERS, Aug. 1936 to date. Regarding work constructed by each county in the state during pay periods; regional bulletins giving work constructed by each state and average cost of construction of toilets for Pima and Santa Cruz Counties. Filed numerically. (Occasionally, official.) 9 x 12 folders, $\frac{7}{8}$ in., in drawer of wooden filing case. Office (Bldg. D). (391)

478. INCOMING AND OUTGOING CORRESPONDENCE, Aug. 15, 1936 to date. To foreman, State Community and Sanitation Director in Phoenix, and County WPA employment offices. Filed chronologically. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Office (Bldg. D). (395)

479. ORDERS AND RELEASES, Aug. 15, 1936 to date. Orders to construct sanitary outside toilets where sewerage facilities are not available at camps, schools, churches, and private rural homes, and releases for their construction. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in drawer of wooden filing case. Office. (Bldg. D). (392)

480. PLANS AND SPECIFICATIONS, Aug. 15, 1936 to date. For construction of sanitary outside toilets. (Frequently, official.) 9 x 12 folders, 2 in., in drawer of wooden filing case. Office (Bldg. D). (393)

481. REPORTS, Aug. 15, 1936 to date. Time reports, reports from foremen, reports to Assistant Community Sanitation Director in Phoenix showing number of toilets constructed in a pay period, and reports to Pima County Health Department. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 7 in., in drawer of wooden filing case. Office (Bldg. D). (390)

482. REQUISITIONS AND REASSIGNMENTS, Aug. 15, 1936 to date. WPA Forms 401, to secure workers from WPA Employment Office; 402, assignment; 404, reclassification; and 403, removal from the project. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1½ in., in drawer of wooden filing case. Office (Bldg. D). (394)

Women's and Professional Projects

483. CORRESPONDENCE, Aug. 1935 to date. Of district supervisor of Women's and Professional Projects. Filed alphabetically and by project numbers. (Daily, official.) 9 x 14 folders, 1 ft., in drawer of steel filing case. Director's office (Bldg. A). (406)

484. REPORTS, Dec. 1935 to date. Weekly instruction reports, requisitions, correspondence, and progress reports on women's projects in District 2. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Director's office (Bldg. A). (401)

Art Project State Office

This project was organized early in 1936 but subsequently was discontinued. It was reopened on September 3, 1936. The present director knows nothing of any records created prior to his appointment. His records are filed in a small crowded office shared with another official. The project has created easel paintings, murals, and sculptural reliefs which have been placed in public buildings in Phoenix and Prescott and in the Phoenix Federal Art Center established by the Project in the Social Service Building, 710 E. Adams Street. Cooperation has been given to the Federal Writer's Project in making illustrations for the Arizona guide, and some cooperation to the Recreation Project in making stage sets.

485. CORRESPONDENCE, Sept. 3, 1936 to date. Office correspondence and correspondence with individuals. Filed chronologically. (Daily, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. Supv's. office (Bldg. E). (1494)

486. MONTHLY PROGRESS REPORTS, Sept. 3, 1936 to date. Reports of the State Art Director on work accomplished. Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 in., in drawer of steel filing case. Supv's. office (Bldg. E). (1493)

Historical Records Survey
State Office

This agency was established March 6, 1935 under a Regional Supervisor in San Francisco for the purpose of collecting and preserving historical data. There is a state office in Tucson and a branch office in Phoenix.

487. CHARTS OF COUNTY GOVERNMENTS, Mar. 6, 1936 to date. Filed alphabetically. (Occasionally, official.) 8 x 10½ tracings (14), ¼ in., on shelf of wooden cabinet. R. 303 (Bldg. F). (1424)

488. CORRESPONDENCE WITH STATE AND NATIONAL OFFICIALS, Mar. 6, 1936 to date. Index. (Daily, official.) 9 x 12 folders, 3 ft., in drawer of filing case and pasteboard transfer case. R. 303 (Bldg. F). (1426)

489. COUNTY MAPS, Mar. 6, 1936 to date. Original and present boundary lines of each county. Filed alphabetically. (Occasionally, official.) 8 x 10½ tracings (14), ¼ in., on shelf of wooden cabinet. R. 303 (Bldg. F). (1425)

490. DUPLICATE TRAVEL VOUCHERS AND TRAVEL AUTHORIZATIONS, Mar. 6, 1936 to date. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2½ in., in 2 cardboard transfer cases. R. 303 (Bldg. F). (1417, 1418)

491. GENERAL LETTERS, Mar. 6, 1936 to date. From WPA State Office, etc. (Frequently, official.) 10 x 12 loose-leaf books, 1 in., on desk. R. 303 (Bldg. F). (1422)

492. INVENTORY FORMS AND EDITED MATERIAL FOR COUNTY INVENTORIES, Mar. 6, 1936 to date. Filed alphabetically by counties. (Daily, official.) 5 x 8½ and 8 x 10½ loose sheets, 6 ft., in transfer case and pasteboard boxes. R. 303 (Bldg. F). (1420)

493. NOTICES OF MISCELLANEOUS ENCUMBRANCES, Mar. 6, 1936 to date. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 303 (Bldg. F). (1412)

494. ORDERS AND INSTRUCTIONS, Mar. 6, 1936 to date. State Administrative orders, instructions, travel and travel vouchers, operating procedure, and timekeeping instructions. (Frequently, official.) 10 x 12 loose-leaf books, 2 in., on desk. R. 303 (Bldg. F). (1421)

495. PROJECT COSTS, Mar. 6, 1936 to date. Labor, travel, and other expenses. (Frequently, official.) 10 x 12 bundles, ½ in., on desk. R. 303 (Bldg. F). (1423)

496. PURCHASE ORDERS AND RECEIVING AND INSPECTION REPORTS, Mar. 6, 1936 to date. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 303 (Bldg. F). (1411)

497. REPORTS, Mar. 6, 1936 to date. Time, weekly labor, semi-monthly labor, and semi-monthly state progress reports. Filed chronologically. (Semi-monthly, official.) 14 x 16½ sheets and 9 x 12 folders, 1 ft. 10 in., on clip board and in 3 transfer cases. R. 303 (Bldg. F). (1410, 1413, 1414, 1415)

498. REQUISITIONS FOR WORKERS, Mar. 6, 1936 to date. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., in card-board transfer case. R. 303 (Bldg. F). (1416)

499. WORK PROJECT REGISTER, Mar. 6, 1936 to date. All monies expended on the project. Filed chronologically. (Frequently, official.) 14 x 14 loose-leaf books, 3/4 in., on wooden bookcase. R. 303 (Bldg. F). (1419)

Sewing Project

This project was established November 8, 1935. It distributes its finished commodities to the needy in Tucson. It operates as Project 238 in District 3.

500. DAILY CHARGE SHEET, Nov. 8, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in 3 wooden boxes. Office (Bldg. G). (1027)

501. MISCELLANEOUS COMMUNICATIONS, Nov. 8, 1935 to date. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 3 in., in wooden box on desk. Office (Bldg. G). (1029)

502. ORDERS FOR MATERIALS, Nov. 8, 1935 to date. Filled and completed. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft. 4 in., in 2 wooden boxes. Office (Bldg. G). (1028)

503. PRODUCTION REPORTS, Nov. 8, 1935 to date. Daily production reports, weekly, and bi-monthly production reports. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 ft., in 2 wooden boxes. Office (Bldg. G). (1030)

504. RENTALS, Nov. 8, 1935 to date. On sewing machines, buildings, etc. Filed alphabetically. (Occasionally, official.) 9 x 11 folders, 6 in., in wooden box. Office (Bldg. G). (1026)

505. SAFETY AND ACCIDENT REPORTS, Nov. 8, 1935 to date. Filed alphabetically. (Daily, official.) 9 x 11 folders, 4 in., in wooden box on desk. Office (Bldg. G). (1032)

506. TOOL INVENTORY, Nov. 8, 1935 to date. Record of tools used in sewing room and Copper Craft Shop. Filed chronologically. (Occasionally, official.) 9 x 11 folders, 4 in., in wooden box on desk. Office (Bldg. G). (1031)

Survey of Federal Archives
Regional Office

This agency was established in March 1936. It operated as a Federal Project from March 1936 to June 30, 1937 with nine branch offices which were located in the following towns: Nogales, Bisbee, Prescott, Holbrook, two in Phoenix, Tucson, Globe, and in Clifton which was later moved to Safford. With its expiration as a Federal Project it operated with the Historical Records Survey from July 1 to August 25, 1937. It became a State Project August 26, 1937. The project was officially sponsored by the Works Progress Administration and by the National Archives from March 1936 to August 1937, and by the University of Arizona from August 1937 to date. It now has one branch office which is located in Phoenix.

(Management Section)

507. CORRESPONDENCE AND TELEGRAMS, Mar. 1936 to date. Incoming and outgoing correspondence to National Director, Washington; State WPA Office, Phoenix; Director of Women's and Professional Projects, Phoenix; federal government agencies; WPA employment offices and project superintendents. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft. 7 in., in drawers of wooden desks, on floor, and on desk. Office (Bldg. I) and R. 101 (Bldg. H). (1468, 1467)

508. INSTRUCTIONS, Mar. 1936 to date. Memoranda, bulletins, and general letters from Washington Survey Office and Phoenix WPA Office on management of the project and on conduct of survey. Filed chronologically. (Frequently, official.) 6 x 9 $\frac{1}{2}$ vol. and 9 x 12 folders, 6 in., in and on desks. R. 101 (Bldg. H). (1471)

509. AUTHORIZATIONS, Apr. 1936 - June 30, 1937. Authority to operate SFA project, power of attorney signed by National Archivist to survey federal records, project superintendents' letters of introduction to heads of federal agencies. (Closed file, never.) 9 x 12 envelopes, 1 in., in drawers of desk. R. 101 (Bldg. H). (1474)

510. PROJECT PROPOSALS, Apr.; July; Oct. 1936; Jan.; June 1937. WPA Form 330 as a federal project and WPA Form 301 as a state project. Filed chronologically. (Rarely, official.) 9 x 12 envelopes, $\frac{1}{2}$ in., on floor. Office (Bldg. I). (1473)

511. REPORTS, Apr. 1936 - June 30, 1937. Semi-monthly employment reports to Washington regarding number of relief and non-relief employees, sex and classification; semi-monthly progress reports to Washington and Salt Lake City; and excerpts from progress reports in the different states. Filed chronologically. (Closed file, rarely, official.) 9 x 12 folders, 1 in., in filing cabinet. Office (Bldg. I). (1469)

512. PERSONNEL, Apr. 1936 to date. WPA Forms 401 - Requisitions for Workers; 402 - Reassignment; 403 - Notice of Termination of Employment; 404 - Reclassification; USES Form 325 - Assignment; and list of employees with personal notations. Filed chronologically. (Occasionally, official.) 4 x 6 slips and 6 x 9 notebook, 7 in., on open wooden shelf. R. 101 (Bldg. H). (1472)

513. REPORTS, Apr. 1936 to date. Weekly labor reports to Phoenix, regarding number of relief and non-relief employees, sex, and county in which employees are located; semi-monthly reports showing name, identification number, classification, and type of employment; progress reports from project superintendents on number of hours worked, agencies surveyed, linear feet covered, etc. (Originals); monthly reports on forms completed of records surveyed and sent to Washington; reports of towns surveyed, to be surveyed, and towns where survey is in progress. Filed chronologically. (Weekly, official.) 9 x 12 folders, 2 in., in drawer of desk. R. 101 (Bldg. H). (1470)

(Finance Section)

514. TRAVEL BY PROJECT SUPERINTENDENTS, Mar. - June 1937. Vouchers for reimbursement encumbrances, and instructions. (Jan. - Mar. 1937 the Phoenix WPA office handled the travel records and during 1936 travel allowance was included in wages.) Filed chronologically. (Closed file, never.) 9 x 12 folders, 1 in., in drawer of desk. R. 101 (Bldg. H). (1476)

515. COST REPORTS, Apr. 1936 - June 30, 1937. Monthly reports on wages of professional, technical, and skilled workers; rentals; travel and supplies costs by month; and percentage cost per man months. Originals sent to Washington. (Closed file, never.) 9 x 12 folders, $\frac{1}{2}$ in., on open wooden shelf. Office (Bldg. I). (1479)

516. SUPPLIES AND EQUIPMENT, Apr. 1936 to date. Requisitions for office supplies, typewriters on rental basis, and telephone; receiving and inspection reports of same, and monthly encumbrances for typewriter rent. Filed chronologically. (Earlier records, never; others, occasionally, official.) 9 x 12 folders, $1\frac{1}{2}$ in., on open wooden shelf and on desk. R. 101 (Bldg. H). (1478)

517. TIME REPORTS, Apr. 1936 to date. WPA Form 502, amount workers earned at security wage rates; WPA Form 509, amount for workers receiving above security wage rates; and pay roll reports (duplicates) from Phoenix. Filed chronologically. (Semi-monthly, official.) 9 x 12 envelopes, 6 in., on open wooden shelf. R. 101 (Bldg. I). (1475)

518. TRAVEL VOUCHERS, Apr. 4, 1936 - June 20, 1937. Regarding travel by director of the project. (Closed file, never.) $9\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, 3 in., on open wooden shelf. Office (Bldg. I). (1477)

519. COST REPORTS, Aug. 26, 1937 to date. Monthly estimate reports to Phoenix WPA Office of wages to workers and cost of rentals and supplies, and semi-monthly report of estimated pay roll (duplicates). Originals are sent to Phoenix. Filed chronologically. (Frequently, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, $\frac{1}{4}$ in., in drawer of desk. R. 101 (Bldg. H). (1480)

(Operation Section)

520. INSTRUCTIONS, Mar. 1936 to date. Memoranda, bulletins, and manuals from Washington in regard to making the surveys, preparing the

forms, abstracting the information from the forms for a Descriptive Inventory. (Daily, official.) Various sized loose sheets and pamphlets, 1 ft., on desks. R. 101 (Bldg. H). (1481)

521. INDEX TO SURVEY, Apr. 1936 to date. The index lists the towns containing government agencies, the agency and number, and the number of serial reports found in the agency. (Daily, official.) 9 x 11 loose-leaf books (3), 1½ in., on desks. R. 101 (Bldg. H). (1484)

522. SURVEY REPORTS, Apr. 1936 to date. WPA Forms 55SA, reports on federal agencies; 56SA and 57SA, buildings and rooms in which agencies are housed; and 58SA, subject of archives, place found, amount and condition of the archives (duplicates). Originals sent to Washington. Filed alphabetically by towns. (Daily, official.) 9 x 12 folders, 11 ft. 6 in., in 7 pasteboard boxes. R. 101 (Bldg. H). (1482)

523. DESCRIPTIVE INVENTORY, Dec. 1936 to date. Abstracts from WPA Form 58SA of each government agency (duplicates). Originals sent to Washington office. (Daily, official.) 9 x 11 loose-leaf books, 7 in., on desks. R. 101 (Bldg. H). (1483)

Survey of Rural Relations State Office

This agency was established in December 1935. It is concerned with current changes in rural population and operates in conjunction with the University Experiment Station and the Rural Rehabilitation Division of the Resettlement Administration. It has jurisdiction in Arizona with a branch office in Phoenix and is sponsored by the Works Progress Administration under a Regional Office, the Division of Social Research, in San Francisco, and it operates in Arizona under the Women's and Professional Projects and is supervised by the State Coordinator. Special emphasis was placed on the population in Cochise, Graham, Pinal, and Yavapai Counties. The office lacks filing equipment.

524. RELIEF AND REHABILITATION RECORDS IN FOUR SAMPLE ARIZONA COUNTIES, Dec. 1935 - June 1937. FERA-DRS Form 109A, schedules covering Yavapai, Pinal, Cochise, and Graham Counties. Assembled data on relief histories, covering reasons for opening and closing case, relief history, mobility, usual occupation, head, etc. The information collected has been summarized and published as a part of the University of Arizona Agricultural Experiment Station Bulletin 156. (Seldom, official.) 9 x 12 cards (2737), 4 ft. 6 in., in bundles on floor. R. 120 (Bldg. J). (1403)

525. CONTROL CARDS, n.d. DRS Form 109D, relief households, name of head, residence, usual occupation, and relief status. Filed alphabetically. (Seldom, official.) 3 x 5 cards (3750), 3 ft. 1 in., in pasteboard boxes on floor. R. 120 (Bldg. J). (1406)

526. FARM SCHEDULES, n.d. Steady and seasonal hired labor on irrigated farms, wages paid, and nature of work. (Seldom, official.) 8½ x 11 loose sheets (670), 2 in., in drawer of steel desk. R. 120 (Bldg. J). (1404)

527. MIGRATION OF AGRICULTURAL WEALTH BY INHERITANCE, n.d. Records of farm estates probated in Maricopa and Pima Counties during the past 40 years, number and residence of heirs, amount assigned to each, etc. (Daily, official.) 8½ x 11 packages, c. 6 ft., on floor. R. 120 (Bldg. J). (1409)
528. SCHEDULES OF RURAL POPULATION MOBILITY, n.d. (Seldom, official.) 11 x 27 loose sheets (3000), 1 ft., on floor. R. 120 (Bldg. J). (1407)
529. TABLES, n.d. Detailed summaries of schedules. (Daily, official.) 11 x 27 tablets, 1 in., in drawer of steel desk. R. 120 (Bldg. J). (1408)
530. TABULATION OF FARM LABOR SCHEDULES, n.d. (Frequently, official.) 10 x 14 tablets, 1 in., on desk. R. 120 (Bldg. J). (1405)

Writers' Project
Branch Office

This office was established in 1936 as a branch office of the State Office in Phoenix, Arizona. It is located in the University of Arizona Stadium. The records that accumulate are forwarded immediately to the state office.

Work Camp Division
Coronado National Forest
Sabino Canyon Work Camp

A Transient Camp was established at Flowing Wells, southwest of Tucson by the Arizona Emergency Relief Administration, in October 1933. In November 1935 it was taken over by the Works Progress Administration and moved to its present location in the Sabino Canyon Recreational Area, where it commenced work on small dams, picnic ground improvements, etc. On August 10, 1936, it was taken over by the Forest Department as a work camp.

(AERA Transient Camp Files)

531. AERA DAILY REPORTS, Oct. 1933 - Nov. 26, 1935. Arrivals and discharges. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Camp manager's office (Bldg. K). (985)
532. INDIVIDUAL RECORDS, Oct. 1933 - Nov. 26, 1935. Qualifications of men in camp. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Camp manager's office (Bldg. K). (986)
533. EXPENDITURES, Oct. 1933 - Nov. 26, 1935. Pay rolls, contract budget, and all others of camp. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Camp manager's office (Bldg. K). (990)
534. PURCHASE ORDERS, Oct. 1933 - Nov. 26, 1935. Receiving memorandum and invoices attached. Filed alphabetically by merchant's name.

(Seldom, official.) 9 x 12 folders, 3 ft., in 2 drawers of wooden filing case. Camp manager's office (Bldg. K). (988)

535. QUARTERMASTER SUBSISTENCE RECORD, Oct. 1933 - Nov. 26, 1935. Stock record cards showing receipts and expenditures. Filed alphabetically. (Seldom, official.) 6 x 8 cards, 1 ft. 6 in., in pasteboard box. Camp manager's office (Bldg. K). (987)

(WPA Transient Camp Files)

536. DAILY REPORTS, Nov. 26, 1935 - Aug. 10, 1936. Report of new arrivals and those discharged from camp. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. Camp manager's office (Bldg. K). (992)

537. INDIVIDUAL RECORDS, Nov. 26, 1935 - Aug. 10, 1936. Qualifications of men in camp. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Camp manager's office (Bldg. K). (989)

538. EXPENDITURES, Nov. 26, 1935 - Aug. 10, 1936. Pay roll, contract budget, and others of camp. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Camp manager's office (Bldg. K). (991)

539. QUARTERMASTER SUBSISTENCE RECORDS, Nov. 26, 1935 - Aug. 10, 1936. Stock record cards showing receipts and expenditures. Filed alphabetically. (Seldom, official.) 6 x 8 cards, 1 ft. 6 in., in pasteboard box. Storage room (Bldg. L). (998)

540. WPA PURCHASE ORDERS, Nov. 26, 1935 - Aug. 10, 1936. Receiving memorandums and invoices attached. Filed alphabetically according to merchant's name. (Seldom, official.) 9 x 12 folders, 3 ft., in 2 drawers of wooden filing case. Storage room (Bldg. L). (999)

(Forest Service Work Camp Files)

541. EXPENDITURES, Aug. 10, 1936 to date. Pay roll and budget. Filed alphabetically. (Daily, official.) 14 x 21 loose-leaf books, 6 in., on desk. Camp manager's office (Bldg. K). (993)

542. FOREST SERVICE PROJECTS, Aug. 10, 1936 to date. Project superintendent's reports, engineer's project papers, etc. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of wooden filing case. Camp manager's office (Bldg. K). (995)

543. INDIVIDUAL RECORDS, Aug. 10, 1936 to date. Qualifications of men. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Camp manager's office (Bldg. K). (994)

544. PURCHASE ORDERS, WITHDRAWALS, AND EXPENDITURES, Aug. 10, 1936 to date. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. Storage room (Bldg. L). (996)

545. QUARTERMASTER SUBSISTENCE RECORDS, Aug. 10, 1936 to date. Stock record showing receipts and expenditures. (Daily, official.) 6 x 8 cards, 6 in., in drawer of wooden filing case. Storage room (Bldg. L). (997)

WINSLOW

SUPERVISING TIMEKEEPER

- (A) Chamber of Commerce Bldg., 2d St.
(B) La Prade Bldg., 215 3d St.

A Supervising Timekeeper's Office was established in Winslow in 1935 to be of assistance to the Project Supervisor of the county. There are some Arizona Emergency Relief Administration records stored here.

546. AERA CORRESPONDENCE, 1933 - 1934. (Obsolete, never.) 10 x 12 bundles, 1 ft., on open wooden shelf. R. 1 (Bldg. A). (1)

547. ACCIDENT, 1935 to date. Reports of accidents on job. (Frequently, official.) 10 x 12 folders, 2 in., in drawer of wooden filing case. R. 1 (Bldg. A). (4)

548. ASSIGNMENT SLIPS, 1935 to date. Assignment of laborers. (Frequently, official.) 4 x 6 bundles, 1 ft. 8 in., in wooden box. R. 1 (Bldg. A). (11)

549. CIRCULARS, 1935 to date. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of wooden filing case. R. 1 (Bldg. A). (8)

550. FOREMAN'S REPORTS, 1935 to date. Daily and weekly. (Frequently, official.) 10 x 12 folders, 1 ft. 8 in., on open wooden shelf. Dirty. R. 1 (Bldg. A). (2)

551. GENERAL CORRESPONDENCE, 1935 to date. (Frequently, official.) 10 x 12 folders, 8 in., in transfer case. R. 1 (Bldg. A). (5)

552. RECORD AND LOCATION OF TOOLS, 1935 to date. (Frequently, official.) 10 x 12 folders, 6 in., on open wooden shelf. Dirty. R. 1 (Bldg. A). (3)

553. REQUISITIONS, 1935 to date. (Frequently, official.) 10 x 12 folders, 8 in., in pasteboard box. R. 1 (Bldg. A). (10)

554. TIME BOOKS AND TIME CARDS, 1935 to date. (Rarely, official.) 4 x 6 vols. and 7 x 11 cards, 1 ft. 2 in., in drawer of wooden filing case. R. 1 (Bldg. A). (6)

555. TIME REPORTS, 1935 to date. WPA Form 502. (Occasionally, official.) 14 x 17 loose-leaf books, 1 ft., in drawer of wooden filing case. R. 1 (Bldg. A). (7)

556. TRAVEL VOUCHERS, 1935 to date. (Frequently, official.) 10 x 12 folders, 1 ft., in 2 pasteboard boxes. R. 1 (Bldg. A). (9)

557. CASE CORRESPONDENCE, May 25 - 28, 1936. Regarding sewing assignees. Other sewing project records are included in the Navajo County Office at Holbrook. (Daily, official.) 10 x 12 folders, $\frac{1}{2}$ in., in drawer of wooden filing case. Sewing room (Bldg. B). (22)

YUMA

YUMA COUNTY OFFICE

County Courthouse, 2d Ave. and 2d St.

The Works Progress Administration of Yuma County was established in August 1935 under a county project superintendent. This project is under the administration of District 3.

558. ELIGIBILITY CERTIFICATES, July 1935 to date. FERA Form 600, priority ranking of applicants. Filed alphabetically. (Daily, official.) 5 x 8 loose sheets, 9 in., in wooden drawer on window ledge. NW. cor. of N. basement. (45)

559. MISCELLANEOUS CORRESPONDENCE AND REPORTS, July 1935 to date. Regarding request for materials and workers for Yuma sewing unit, daily roll of workers and weekly reports on paving project, rodent eradication, daily reports, requisitions for workers, and finance records. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 3 ft. 2 in., in 3 drawers of steel filing case. NW. cor. of N. basement. (47)

560. CLASSIFICATION RECORDS, Nov. 1935 to date. Employment record, accident record, etc. Filed alphabetically. (Daily, official.) 9 x 12 cards, 4 in., in drawer of steel filing case. NW. cor. of N. basement. (44)

561. EMPLOYMENT CARDS AND ASSIGNMENT SLIPS, Nov. 1935 to date. Name of applicant, address, usual occupation, alternate occupation, case number, previous private positions held, name of head of family, relationship to head, physical condition, etc. Filed alphabetically. (Daily, official.) 4 x 6 and 5 x 8 cards and loose slips, 2 ft., in 3 wooden drawers on window ledge. NW. cor. of N. basement. (46)

562. PROJECT REGISTER, Nov. 1935 to date. Amount of allotment expended, for what expended, and amount left. (Semi-monthly, official.) 14½ x 18 loose-leaf books, 1 in., on a concrete window ledge. NW. cor. of N. basement. (48)

