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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES MIT
THE VETERANS' ADMINISTRATION
NO. 28
NEW HAMPSHIRE

MATIONAL ARCHIVES PROJECT WORKS PROGRESS ADDINISTRATION

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

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

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SERIES XII. THE VETERANS' ADMINISTRATION

NO. 28. NEW HAMPSHIRE

Manchester, New Hampshire The National Archives Project 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 in New Hampshire as a state project 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 New Hampshire the work of the Survey was under the direction of Judge Edward K. Gould, Regional Director for Maine, New Hampshire and Vermont, with Mrs. Ella C. Newman as his assistant, and with Mr. Charles H. Towers as supervisor in New Hampshire from its inception until June 30, 1937. From that date until April 8, 1938, the New Hampshire project was under the supervision of Mr. Towers and since that time under that of Mr. Gerald B. Scannell. This inventory of the records of the Veterans Administration in New Hampshire was prepared in the Manchester office and was edited before final typing by Mr. S. F. Riepma, of the Division of War Department Archives of The National Archives.

Manchester, New Hampshire September 23, 1938 Gerald B. Scannell
Supervisor
The National Archives Project

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MANCHESTER

REGIONAL OFFICE Federal Bldg., Hanover and Chestnut Sts.

Regional Office No. 3 of the Veterans' Administration was established under the Bureau of War Risk Insurance on March 6, 1920, and was located in the State House until August 9, 1921 when it became a sub-district office of the Veterans' Bureau and was removed to the Bell Building at 922 Elm Street. On February 11, 1934, it was again moved, to the Federal Building. The sub-district office was made a Regional Office in November, 1924; and on July 1, 1931, it became the Veterans' Administration Regional Office No. 3. This office has jurisdiction over New Hampshire for veterans' relief, handling about 5,000 cases annually with an office force of twenty persons. This agency has twelve sub-offices, eleven active and one storeroom office. These offices house the five divisions of the agency.

Records are being continuously destroyed or transferred by permission of the proper authorities; useless papers are held until authorization is given for their disposal, but there is no accumulation of them. Records are sent to Washington when requested by the proper authorities.

Transferred case files are recorded on an index.

- 1. ABSTRACT FILES, Aug. 1, 1921 to date. These records contain necessary notations taken from the regular compensation files. Index. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in wooden filing cabinet. R. 218. (10)
- 2. CERTIFICATE OF RECOGNITION, Aug. 1921 to date. Record contains list of Spanish War Veterans who have received or applied for a certificate of recognition. (Daily, official.) $9 \frac{1}{2} \times 12$ folders, 1 ft., in steel filing case. R. 218. (7)
- 3. COMPENSATION, Aug. 1921 to date. Records include correspondence, physical examination results, procedures and awards and eliminations. See addenda for list of contents of active files. Filed by compensation case numbers. (Daily, official.) 9 1/2 x 12 folders, 66 ft., in 33 drawers of steel filing cases. R. 218. (3)
- 4. DEATH, GENERAL ORDER 380, Aug. 1921 to date. Records regarding the death of veterans and information pertaining to their children who have reached the age of 16 years. (Daily, official.) 9 1/2 x 12 folders, and envelopes, 2 ft. 3 in., in drawer of steel filing case. R. 218. (4)
- 5. HOSPITALIZATION CLAIMS, Aug. 1, 1921 to date. Records of transactions regarding the hospitalization of veterans. (Daily, official.) 9 1/2 x 12 folder, 7 ft. 6 in., in 4 steel transfer cases. R. 218. (8)

- 6. MISCELLANEOUS, VERMONT, MAINE, Aug. 1, 1921 to date. Records include correspondence of inquiry, applications for hospitalization for the States of Vermont and Maine, handled through this office. (Rarely, official.) 9 1/2 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 218. (6)
- 7. ABEYANCE FILE, SPANISH WAR, Feb. 7, 1924 to date. Records of veterans who have written in, preparatory to making claims for hospitalization; these records are kept for a certain length of time and then sent to the main office, or destroyed by permission of proper authorities. (Daily, official.) 9 1/2 x 12 folders, 1 ft. 10 in., in drawer of steel filing case. R. 218. (5)
- 8. RETIRED FILES, Dec. 1, 1929 to date. These records are part of the compensation files which have been stored in transfer cases to make room for more important records; they include correspondence and miscellaneous compensation records: (Daily, official.) $9\ 1/2\ x\ 12\ papers$, 12 ft. 10 in., in 7 steel transfer cases. R. 218. (9)
- 9. NON-SERVICE CONNECTED RECORD LEDGER, July 17, 1930 June 30, 1933. Ledger contains record of the Rating Board's action taken on non-service connected cases called disability allowances. (Never.) 8 3/4 x 14 vol., 1 in., in drawer of wooden book case. R. 218. (19)
- 10. INDEX, Aug. 1, 1921 to date. This index is used as a guide to the abstract and compensation files, showing in what part of the abstract file and under what number of the compensation file information can be secured. See addenda attached to report No. 3 for inventory of all serials. (Daily, official.) 3 x 5 cards, 4 ft. 1 in., in 2 wooden card cabinets and 2 wooden trays. R. 218. (11)
- 11. REGULATIONS FILE, Aug. 1, 1921 to date. Record of all regulations received from Washington, D. C. Index. (Daily, official.) 9 x 10 1/2 vols., 9 x 11 1/2 folders, and 8 1/2 x 11 loose-leaf books, 52 ft. 3 in., in 4 drawers of steel filing case. R. 214. (15)
- 12. PERMANENT TOTAL INSURANCE CASES, July 1, 1931 July 1, 1936. Record contains data on veterans' insurance cases. (Never.) 3 x 5 cards, 1 ft. 9 in., in wooden card cabinet. R. 214. (18)
- 13. APPEALS, Mar. 1, 1933 to date. Index to the appeals case records. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. R. 214. (16)
- 14. PENSION ATTORNEYS, Mar. 1933 to date. Index of the attorneys who have registered with the Veterans' Administration. (Weekly, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 214. (17)
- 15. INDEX TO REGULATIONS, Aug. 1, 1921 to date. This is an index to the regulations file, containing regulations pertaining to the conduct of this office. (Daily, official.) 3 x 5 cards, 6 in., in wooden tray. R. 214. (14)
- 16. BURIALS, July 22, 1927 to date. G.O. 380, index of burial claims of deceased veterans, giving names of children of school age and name of

- guardian or custodian. (Daily, official.) 5×6 guide cards, 8 in., in wooden card cabinet. R. 214. (13)
- 17. MISCELLANEOUS CORRESPONDENCE, Aug. 9, 1921 to date. Correspondence contains record of miscellaneous activities, reports and death cases. (Daily, official.) 8 x 10 1/2 folders, 4 ft., in 4 drawers of steel filing case. R. 206. (48)
- 18. LOAN CORRESPONDENCE, Apr. 1927 to date. Correspondence concerning the bonus and other loans made to veterans. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 7 in., in steel transfer case. R. 206. (60)
- 19. BURIAL VOUCHER FILE, July 1, 1930 to date. Record of all burial vouchers that pass through this office. (Daily, official.) $8 \times 10 \ 1/2$ folders, 1 ft. 2 in., in steel filing case. R. 206. (62)
- 20. COMPENSATION AND DISABILITY ALLOWANCE, 1919 July 1, 1932. Same as disibility allowance file, but covers previous years. (Daily, official.) 5 x 8 guide cards, 4 ft. 7 in., in 7 drawers of steel card cabinet. R. 206. (58)
- 21. COMPLETED COMPENSATION FILE, 1919 to date. Completed compensation records. (Never.) 5 x 8 guide cards, 3 ft. 1 in., in 7 double drawers of steel card cabinet. R. 206. (59)
- 22. INSTRUCTIONS, REGULATIONS AND PROCEDURE, July 1, 1924 to date. Instructions and regulations from Washington, D. C. concerning the work of this office. (Daily, official.) 8 x 10 1/2 folders, 10 in., in 4 drawers of steel filing case. R. 206. (68)
- 23. AMENDS LIVE, ACTIVE, 1924 to date. Record of authority to increase and decrease payments to veterans. (Rarely, official.) 5 x 8 guide cards, 4 ft. 8 in., in 7 drawers of steel card cabinet. R. 206. (57)
- 24. ADJUSTED CERTIFICATES AND NOTES, Apr. 1927 Apr. 22, 1936. Certificates and notes upon which less than 50 per cent has been loaned. (Never.) 3 3/4 x 8 3/4 envelopes, 3 ft. 1 in., in steel safe-cabinet. R. 206. (66)
- 25. NUMERICAL FILE OF PREVIOUS LOANS, Apr. 1, 1927 to date. Records of loans to veterans, and accounts closed by subsequent loans. (Daily, official.) 5 x 8 guide cards, 2 ft. 9 in., in 7 drawers of steel card cabinet. R. 206. (54)
- 26. COMPTROLLER GENERAL'S DECISIONS, July 1, 1928 to date. Records include law decisions of the Comptroller General, pertaining to disbursement of government funds. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. R. 206. (50)
- 27. SUBSISTENCE AND TRANSPORTATION, July 1, 1930 to date. Record of the requests for meals, lodging and transportation of veterans. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 1 in., in 2 wooden trays. R. 206. (64)

- 28. GOVERNMENT LIFE INSURANCE FILE, 1930 Apr. 22, 1936. Correspondence on government life insurance for veterans. (Never.) $8 \times 10 \, 1/2 \, \text{folders}$, 14 in., in steel transfer case. R. 206. (61)
- 29. CONTRACTS OF PREVIOUS YEARS, 1931 1934. Records of contracts for services rendered to the veterans or to the office. (Never.) $8\times10\ 1/2$ folders, 2 ft., in 4 drawers of steel filing case. R. 206. (49)
- 30. VETERANS' NOTES, Feb. 1931 Apr. 21, 1936. Record of veterans' promissory notes upon which adjusted certificates have been sent to Washington. (Never.) 8 x 10 1/2 folders, 3 1/2 in., in 4 drawers of steel filing case. R. 206. (43)
- 31. COLLECTIONS, July 1, 1933 to date. Reports and records of monetary collections. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 5 in., in 4 drawers of steel filing case. R. 206. (67)
- 32. COMPENSATION, LIVE, ACTIVE, July 1933 to date. Disability award cards giving date, amount and serial number of disability allowances. (Daily, official.) 5 x 8 guide cards, 1 ft. 4 in., in 7 drawers of steel filing cabinet. R. 206. (55)
- 33. CONTRACTS, July 1, 1933 to date. Copies of contracts for various services rendered to the Veterans' Administration. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 2 in., in 4 drawers of steel filing case. R. 206. (69)
- 34. STOP PAYMENT FILE, 1933 to date. Records of notices to stop payment of compensation to veterans. (Daily, official.) 5 x 8 guide cards, 7 in., in 7 double drawers of steel card cabinet. R. 206. (56)
- 35. ADDRESSOGRAPH PLATE CHANGE FILE, Nov. 16, 1934 to date. Records of changes in veterans compensation payments. (Daily, official.) 5 x 8 guide cards, 3 1/2 in., in wooden card cabinet. R. 206. (72)
- 36. FUTURE COMPENSATION CHANGES, Nov. 1, 1934 to date. Index of compensation payment cards for future compensation reductions. (Daily, official.) 3 x 5 guide cards, 2 1/2 in., in 6 drawers of wooden card cabinet. R. 206. (71)
- 37. BUDGET RECORDS, July 1, 1934 to date. Records of expenditures of procurement instruments, used to record expenditures of ledger accounts. (Daily, official.) $8 \times 10 \, 1/2$ folders, 5 ft. 9 in., in 4 drawers of steel filing case. R. 206. (63)
- 38. LEDGER ACCOUNTS, July 1, 1934 to date. Ledger records of all money transactions. (Daily, official.) ll x 16 canvas binder, 8 in., in steel safe-cabinet. R. 206. (65)
- 39. VOUCHERS, FISCAL YEAR 1935, Jan. 1, 1935 Jan. 1936. Record of paid accounts for the year. (Occasionally, official.) 8 x 10 1/2 folders, 4 ft., in 4 drawers of steel filing case. R. 206. (45)

- 40. APPLICATIONS, Jan. 27, 1936 to date. Record contains applications from veterans for bonds, to be issued June 15, 1936, under Act of Congress. (Daily, official.) 8 x 3 1/2 folders, 4 1/2 in., in 4 drawers of wooden filing case. R. 206. (47)
- 41. ADJUSTED COMPENSATION PAYMENT, ACT OF 1936, Jan. 27, 1936 to date. Records and correspondence regarding the Compensation Act. (Daily, official.) 8 x 10 1/2 folders, 8 1/2 in., in 4 drawers of steel filing case. R. 206. (44)
- 42. FOREIGN APPLICATION ACKNOWLEDGEMENTS, Jan. 27, 1936 to date. Duplicates acknowledging applications for bonds. (Daily, official.) 5 x 8 guide cards, 1 1/4 in., in double drawer of steel card cabinet. R. 206. (53)
- 43. VOUCHERS, FISCAL YEAR, 1936, Jan. 1936 to date. Records of account paid for year. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. R. 206. (46)
- 44. ALPHABETICAL INDEX, Apr. 1, 1927 to date. This is a guide to the numerical index, (report 52). (Daily, official.) 5 x 8 cards, 4 ft., in steel card cabinet. R. 206. (51)
- 45. NUMERICAL INDEX OF NOTES, Apr. 1927 to date. Card record of loans previously made to veterans (index described in report 51). 5 x 8 guide cards, 5 ft., in 7 double drawers of steel card cabinet. R. 206. (52)
- 46. INSURANCE INDEX, July 1, 1930 to date. Index of the government life insurance held by veterans, including the number of the policies and amount of the monthly premium. (Occasionally, official.) 4 x 5 guide cards, 3 ft., in 6 drawers of wooden card cabinet. R. 206. (70)
- 47. PERSONNEL, Aug. 9, 1921 to date. Record of the personnel during their employment in this office. (Daily, official.) 7 x 10 1/2 papers, 2 ft., in 4 drawers of steel filing case. R. 215. (29)
- 48. FEE BASIS, PERSONNEL, Aug. 9, 1921 to date. Employment record pertaining to the fee basis of professional men such as lawyers and doctors. (Occasionally, official.) $8 \times 10 \ 1/2$ folders, 2 ft., in 4 drawers of steel filing case. R. 215. (31)
- 49. PERSONNEL JOURNAL, Aug. 9, 1921 to date. Journal which reports any change in personnel. (Weekly, official.) 10 1/2 x 19 1/2 canvas binder, 1 in., in steel combination safe-cabinet. R. 215. (35)
- 50. CENTRAL OFFICE CORRESPONDENCE, Aug. 9, 1921 to date. Correspondence with the central office; also reports of the Federal Inspector. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. R. 215. (28)
- 51. CONGRESSIONAL MAIL, Aug. 9, 1921 to date. Record of mails needing special attention. (Daily, official.) 3 x 5 guide cards, 2 1/2 in., in 2 drawers of wooden card cabinet. R. 215. (33)

- 52. INACTIVE REPORTS, Aug. 9, 1921 to date. Copies of general office reports of previous years. (Occasionally, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. R. 215. (32)
- 53. TIME RECORDS AND INACTIVE REPORTS, Aug. 9, 1921 to date. Record of personnel's working time for one year and copies of monthly office reports. (Weekly, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. R. 215. (30)
- 54. REPORTS, MISCELLANEOUS, ACTIVE, Aug. 9, 1921 to date. Copies of various reports and correspondence regarding procedure of this office. (Daily, official.) 8 x 10 folders, 1 ft. 9 in., in 4 drawers of steel filing case. R. 215. (27)
- 55. TREATMENT CARDS, INACTIVE, Aug. 9, 1921 Dec. 31, 1925. Cards contain name, address, rank, and to what treatment veterans who have been transferred out of the state, are entitled. (Occasionally, official.) 4 x 6 cards, 6 ft., in 6 drawers of steel card cabinet. Rs. 208,208A, and 208B. (41)
- 56. CANADIAN FOLDERS FILE, Aug. 9, 1921 to date. Records of Canadian veterans relative to treatments given them by this office. (Daily, official.) 8 x 10 1/2 folders, 8 ft., in 4 drawers of wooden filing case. Rs. 208,208A, and 208B. (37)
- 57. GENERAL ORDER AND MISCELLANEOUS, Aug. 9, 1921 to date. Records consist of circulars, regulations, service letters and general orders. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. Rs. 208,208A, and 208B. (39)
- 58. RATING SHEET FILES, Aug. 9, 1921 to date. Records of the ratings of the veterans, as regards their disabilities. (Semi-monthly, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. Rs. 208, 208A, and 208B. (38)
- 59. RECORD LEDGER, Aug. 9, 1921 to date. Ledger contains record of the ratings given by the Rating Board to applicants for compensation. (Daily, official.) $8\ 3/4\ x\ 14\ vol.$, $1\ 1/4\ in.$, on table. R. 216. (12)
- 60. PERSONNEL SUMMARY FILE, Aug. 21, 1921 to date. Summary of the information contained in the personnel file, relative to the number of employees in the various departments. (Daily, official.) 5 x 8 cards, 6 in., in card file. R. 215. (34)
- 61. PROSTHETIC APPLIANCES FILE, Jan. 1, 1924 to date. Record of receipts of arthropodic and prosthetic supplies issued to veterans. (Daily, official.) 5 x 8 cards, 5 in., in wooden card cabinet. R. 213. (26)
- 62. OUT-PATIENT TREATMENT CARDS, Jan. 1925 to date. Card record of daily treatments of out-patients; viz., patients who are sent to specialists for treatment. (Daily, official.) 5 x 8 guide cards, 2 ft., in wooden tray. Rs. 208,208A,and 208B. (42)
 - 63. CORRESPONDENCE FILE, June 1925 to date. Correspondence regarding

the guardians and conservators of N. H. beneficiaries of veterans. (Daily, official.) 9 1/2 x 12 folders, 22 ft., in 4 drawers of steel filing case. R. 210. (23)

- 64. ALPHABETICAL LIST OF WARDS, June 1, 1925 to date. Records include the name and address of beneficiaries under guardianship. (Daily, official.) 5 x 8 guide cards, 6 in., in wooden card cabinet. R. 210. (21)
- 65. DIARY FILE, June 25, 1925 to date. This file used as a reference or guide to the schedule of duties to be performed daily; when a certain phase of work is to be taken up at a later date, a diary card recording the date, month and the nature of the assignment is placed in the file. (Daily, official.) 3 x 5 guide cards, 1 ft. 1 in., in wooden card cabinet. R. 210. (24)
- 66. FIDUCIARIES IN COUNTY GROUPS, SOCIAL SERVICE WORKERS, AND AMERICAN LEGION LEGAL AID ASSN., June 25, 1925 to date. Records of guardians and conservators of beneficiaries in different counties of N. H., and records of social workers outside of Veterans' Administration. (Daily, official.) 5 x 8 guide cards, 6 in., in wooden card cabinet. R. 210. (22)
- 67. TREATMENT CARDS, ACTIVE, Jan. 1926 to date. Cards contain veteran's name, address, rank, and to what treatment he is entitled. (Daily, official.) 4 x 6 guide cards, 4 ft., in 4 drawers of wooden card cabinet. Rs. 208,208A, and 208B. (40)
- 68. LEDGER OF SERVICE CONNECTED RECORDS, June 15, 1927 to date. Record of the rating action taken on service connected cases, called disability compensation. (Daily, official.) 11 x 16 vols., 3 in., in book case. R. 212. (20)
- 69. U. S. FLAG REPORTS, PROPERTY RECORDS, PROPERTY CORRESPONDENCE, Oct. 1, 1927 to date. Report of the flags issued to the different counties in New Hampshire; also record of the physical property and correspondence regarding same. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in 4 drawers of steel filing case. R. 213. (25)
- 70. VOUCHERS, July 1, 1932 July 1, 1934. Various vouchers stored in the basement until permission is granted to destroy them. (Never.) 8 x 10 1/2 folders, 4 ft. 5 in., in wooden boxes. NE. corner of basement. (73)
- 71. TREATMENT FILES, Jan. 1933 to date. Record of authorizations given to doctors to treat veterans, and reports on medical examinations. (Daily, official.) 9 x 10 1/2 folders, 16 ft. 7 in., in 4 drawers of steel filing cases. Rs. 208,208A, and 208B. (36)

