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OVERNMENT PUBLICATIONS

INVENTORY OF UNIVERSITY OF KENTUCKY

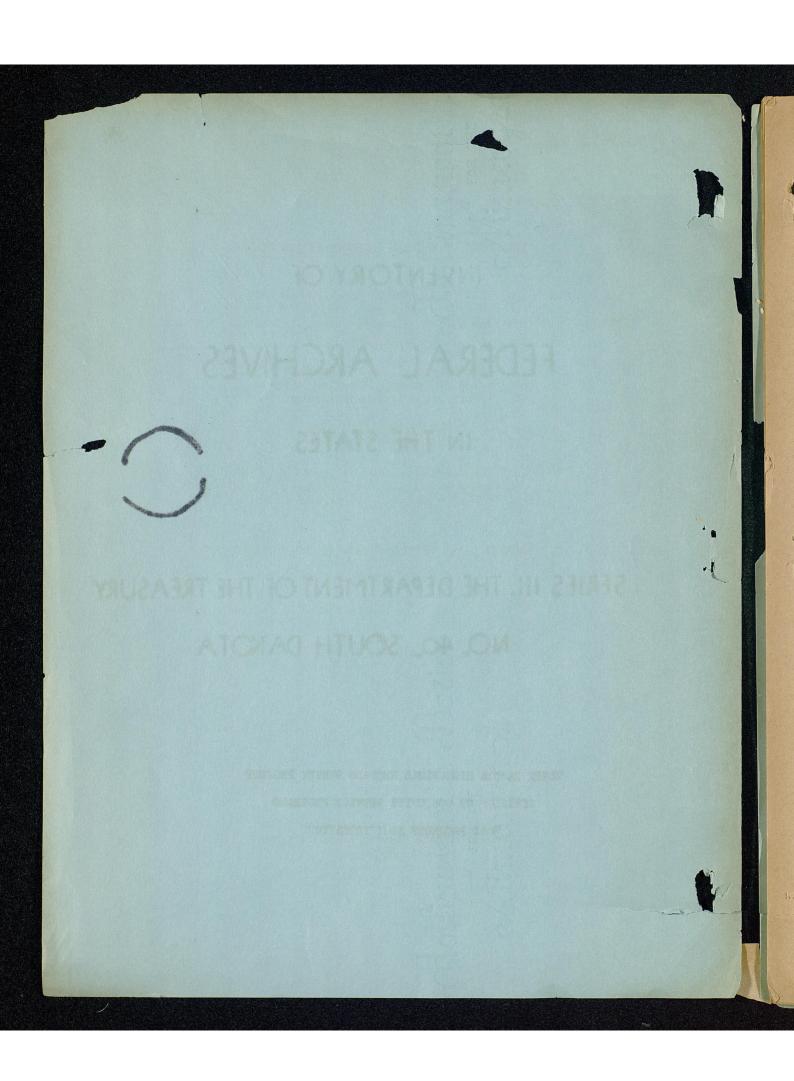
FEDERAL ARCHIVES

IN THE STATES



SERIES III. THE DEPARTMENT OF THE TREASURY NO. 40. SOUTH DAKOTA

> NORTH DAKOTA HISTORICAL RECORDS SURVEY PROJECT DIVISION OF COMMUNITY SERVICE PROGRAMS WORK PROJECTS ADMINISTRATION



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

> The National Archives Cooperating Sponsor



SERIES III. THE DEPARTMENT OF THE TREASURY

NO. 40. SOUTH DAKOTA

Bismarck, North Dakota
The Historical Records Survey Projects
1941

The Historical Records Survey Projects

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PREFACE

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

The plan for the organization of the Inventory is as follows:
Series I consists of reports on the Administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of Federal archives in the States. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory of 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 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 South Dakota the work of the Survey was under the direction of Professor Philip J. Green, with Miss Alice L. Boyd as Assistant, from its inception until June 1937. Since that time, for editorial and publication purposes, it has been a part of the Historical Records Survey which is under the supervision of Betty Hall, and is a part of the Public Records Project of which Mr. Blair A. Flegal is supervisor. This Inventory of the records of the Department of the Treasury in South Dakota was prepared in the Bismarck office of the Survey and was edited before final typing by Dr. Erick Achorn, Associate Editor-Writer in the Office of the Director of Research and Publications in the National Archives.

Bismarck, North Dakota December 1941 Blair A. Flegal, State Supervisor Survey of Federal Archives in North and South Dakota

CONTENTS Page OFFICE OF COLMISSIONER OF ACCOUNTS AND DEPOSITS Watertown BUREAU OF INTERNAL REVENUE Aberdeen Rapid City, Accounts and Collections Unit Sioux Falls 8 Watertown, Accounts and Collections Unit PROCUREMENT DIVISION

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WATERTOWN

STATE ACCOUNTS OFFICE Lincoln Hotel, R. haple St.

The State Accounts Office at Matertown was established July 1, 1935. There have been no reorganizations. It speeds up the issuing of checks paid out of relief funds. Reports are sent to Washington.

- 1. ACCOUNTING RECORDS, Aug. 1, 1935 to date. General ledgers, project limitations, allotments, project authorizations, and subsidiary ledgers. Filed numerically by appropriation and official project numbers. (Daily, official.) 10% x 16 and 6 x 10% loose-leaf vols., 20 ft., on 5 wooden shelves. Lain office. (162)
- 2. JOURNAL SHLETS, Aug. 1, 1935 to date. Record of all entries made in ledgers. Filed chronologically. (Seldom, official.) 20 x 24 loose-leaf vols., 3 ft., on wooden shelf. 5th floor, main office. (163)
- 3. LETTERS, Aug. 1, 1935 to date. General correspondence. Filed subjectively. (Daily, official.) 9 3/4 x 11 3/4 folders, 8 ft., in steel filing case. 5th floor, main office. (165)
- 4. OFFICIAL PROJECT RECORD CARDS, Aug. 1, 1935 to date. Information about projects, stating work project number, type of work, description, location and appropriation symbol numbers, etc. Filed numerically by appropriation and project numbers. (Daily, official.) 4 x 6 cards, 8 ft., in wooden filing case. 5th floor, main office. (159)
- 5. PAY ROLLS, Aug. 1, 1935 to date. Filed numerically by project and appropriation numbers. (Daily, official.) 9 3/4 x 11 3/4 folders, 32 ft., in steel filing cases. 5th floor, main office. (166)
- 6. PUBLIC VOUCHERS ALD TRAVEL VOUCHERS, Aug. 1935 to date. Filed alphabetically according to payee's name. (Occasionally, official.) 9 3/4 x 11 3/4 folders, 16 ft., in steel filing cases. 5th floor, main office. (167)
- 7. REPORTS, Aug. 1, 1935 to date. Liscellaneous monthly reports on personnel, administrative expense, leaves gramted, distribution of expenses, production certification, expenditures for pay rolls, delayed pay rolls, disbursements, etc. (Seldom, official.) 9 3/4 x 11 3/4 folders and 17 x 25 vols., 8 ft., in steel filing cases and on wooden shelves. 5th floor, main office. (169)
- 8. REQUISITIONS AND ENCUMBRANCES, Aug. 1, 1935 to date. Requisitions for materials and encumbrances on money to take care of pay rolls,

travel vouchers, and other government obligations. (Occasionally, official.) 9 $3/4 \times 11 \ 3/4$ folders, 8 ft., in steel filing cases. 5th floor, main office. (168)

- 9. RESETTLEMENT VOUCHERS, Aug. 1, 1935 to date. Filed by appropriation, official project numbers and by disbursing officer's voucher numbers within the project. Filed numerically. (Occasionally, official.) 9 3/4 x 11 3/4 folders, 40 ft., in steel filing cases. 5th floor, main office. (160)
- 10. SCHEDULE OF DISBURSEMENTS, Aug. 1, 1935 to date. Voucher numbers, amounts, dates, and purpose. Filed numerically by disbursing officer's numbers. (Occasionally, official.) 9 3/4 x 11 3/4 folders, 8 ft., in steel filing cases. 5th floor, main office. (161)
- 11. VOUCHER DISTRIBUTION SLIPS, Aug. 1, 1935 to date. Containing the breakdown of voucher payments by objective classification. Filed chronologically by appropriation and official project numbers. 4 x 8 bundles, 30 ft., in wooden filing cases. 5th floor, main office. (164)
- 12. BIDS, July 1935 to date. Record of all bids. Filed numerically. (Daily, official.) 9 $3/4 \times 11 \ 3/4$ folders, 1 ft., in steel filing case. Lee's office. (156)
- 13. TRANSMITTALS, DISBURSEMENTS, AND NUMBERED CONTRACTS ON MATERIALS, COPIES, July 1935 to date. Receipts for documents transferred to other departments for vouchers for payments; records of transmittals by districts; invoices and receiving reports of equipment and material; also telephone contracts for service. Filed numerically by districts. (Daily, official.) 9 3/4 x 11 3/4 folders, 4 ft. 6 in., in steel filing cases. 5th floor, main office. (150)
- 14. CORRESPONDENCE, July 1935 to date. Pertaining to general routine. Indexed. Filed alphabetically. (Daily, official.) 9 3/4 x 11 3/4 folders, 4 ft., in steel filing cases. 5th floor, main office. (153)
- 15. REQUISITIONS AND PURCHASE ORDERS, July 1935 to date. Reports pertaining to requisitions and purchase orders. Filed numerically by project numbers. (Daily, official.) 9 x 12, 9 3/4 x 11 3/4 and 11 x 17 folders and loose-leaf vols., 60 ft., in steel filing cases. 5th floor, main office. (151)
- 16. SPECIAL FILE, July 1935 to date. Letters to and from Washington, D. C. (Daily, official.) 9.3/4 x 11 3/4 folders, 4 in., in steel filing case. 5th floor, Lee's office. (152)
- 17. DUPLICATE CHECKS, AND ADMINISTRATION RECORDS, June 24, 1935 to date. Copies of salary checks issued, also personal file, supply records, and reports. Filed alphabetically and numerically. (Occasionally, official.) 10 x 11 and $8\frac{1}{2}$ x $17\frac{3}{2}$ vols., and folders, 104 ft., in steel file cases and wooden boxes. 5th floor. (158)
- 18. ADMINISTRATION AND PERSONNEL FILE, July 13, 1936 to date. Application forms and copies of personnel records. (Occasionally, official.)

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9 $3/4 \times 11 3/4$ folders, 8 in., in steel filing case. 5th floor, Lee's office. (157)

19. JOB FILE, July 13, 1936 to date. Copies of pay rolls, leases, Washington reports, and travel vouchers. (Daily, official.) 9 3/4 x 11 3/4 folders, 1 ft., in steel filing case. 5th floor, main office. (154)

20. THE RECORD, Sept. 1935 to date. Daily and monthly reports of absences. (Daily, official.) 9 3/4 x 11 3/4 folders, 3 in., in steel filing case drawer. Lee's office, 4th floor. (155)

STATE DISBURSING OFFICE Lincoln Hotel, N. Maple St.

This office was established July 1, 1935. (Records not surveyed)

ABERDEEN

ACCOUNTS AND COLLECTIONS UNIT OFFICE OF COLLECTOR Federal Bldg., Corner Main and Fourth Ave.

This office was established April 25, 1901. Until May 15, 1920, it had jurisdiction over both North and South Dakota. It has occupied the following buildings: Western Farm Mortgage Company Building 1901 - 1905, Federal Building 1905 - 1917, Citizens Bank 1917 - 1930. In 1930 it returned to the Federal Building.

- 21. RECORDS, REPORTS, ACCOUNT BOOKS, AND RETURNS, 1910 1935. Forms 1040, 1040A, individual income tax returns; Forms 1099, 1165 and 728 corporation, partnership, and miscellaneous tax returns; Form 1094, income tax return (discontinued), daily journal of transactions; records of special taxpayers and register, schedule of refunds and abatements; correspondence with commissioners in Washington regarding office examinations. (Rarely, official.) 22 x 4 cards, 15 x 18 vol., and variously sized folders, envelopes, covers, bundles, and loose sheets, 551 ft. in 133 wooden card cabinets, wooden shelves, in 2 pasteboard boxes, and in 5 pasteboard card cabinets. Damaged by faulty containers, dirty, bindings broken. R. 3B, basement. (42)
- 22. INCOME AND MISCELIANEOUS TAXES, April 15, 1917 to date. Account books of taxes collected, returns of individual income taxes, mimeograph rulings, bulletins, circulars, treasury notes of instructions from department in Washington, records of field investigations, capital stock, estate and gift tax, current records on state income tax; follow up correspondence concerning collection of taxes mentioned; records concerning taxes pending, ascertaining returns on capital stock tax, correspondence in regard to returns not properly submitted and inquiries regarding rates. About 1 ft. of useless papers in files. (Current records, daily, official.) 23/4 x 4 cards, 8½ x 11 papers, 11¼ x 12 vols., and envelopes, 50 ft., in 6 drawers of filing cases, 32 card cabinets, and 1 steel storage cabinet. R. 307. (33)
- 23. INCOME TAX RECORDS AND PROCEDURE, 1918 to date. Lists and returns of corporations, partnerships, and individuals, proofs of claims, liens (duplicates), lists of income tax assessments, journal of collections, miscellaneous tax returns (duplicates), and information on daily collection returns. Filed alphabetically by towns. 3 x 5 card index. (Collection journal daily, others, occasionally.) 14 x 17 vols. and bundles, 115 ft., in 2 drawers of filing cases and in 134 card cabinets. Rs. 306 and 306A. (34)

A. A.

- 24. BOOKKEEPING RECORDS, Mar. 1, 1919 to date. Journal sheet for actions on tax lists such as income, district spirits, and miscellaneous taxes; Form 814, claim for abatement; Form 7809, schedule for refund; commercial assessment forms, general control ledgers, daily journal of transactions, monthly reports of different tax divisions, records of refunds and abatements on income and processing tax lists and other volumes. Filed alphabetically. 3 x 5 card index. (Some daily, others occasionally, official.) Variously sized volumes, envelopes, and covers,
 18 ft., in 8 drawers of filing cases, 13 card cabinets and steel storage cabinet. R. 306A. (35)
- 25. INCOME AND MISCELIANEOUS TAX RETURNS, 1919 to date. Between 1925 and 1935 all income tax returns were sent to Washington, D. C. Beginning with 1935 duplicates Forms 40A were filed in this office. Filed numerically according to a library system geographic index to partnerships, corporations, etc. (Daily, official.) 9 x 12 folders, envelopes, 175 ft., in 125 drawers of filing cases. Corridor, 3d floor. (40)
- 26. ADMINISTRATIVE RECORDS, 1922 to date. Of a general nature such as invoices, monthly reports, requisitions, daily reports, census, office procedure, information and bulletins from Washington, correspondence with field men, miscellaneous administrative transactions, several charts listing divisions in the United States, and a comparison chart. (Daily, official.) 10 x 16 vols. (8), $5 \times 8\frac{1}{2}$ folders, envelopes and covers, 10 ft., in 12 filing cases. R. 305. (31)
- 27. GENERAL CORRESPONDENCE, 1928 to date. Relative to the duties and transactions of a private nature, with offices in this district, including transaction between taxpayers and the district office. Filed numerically, according to a library system. (Daily, official.) 9 x 12 folders, 100 ft., in filing cases, 76 drawers. Corridor, 3d floor. (39)
- 28. CASHIER AND STAMP SALE RECORDS, Jan. 1, 1934 to date. Orders and applications for stamps, i. e. narcotics, liquor, etc., and registry of guns in S. Dak. Document register contains lists of items received with money attached; remittance registers show income receipts, unidentified accounts, and miscellaneous amounts as received by cashier directly or from field division. Card record of refunds on stamps, certification of deposit slips in loose-leaf form; remittance for various stamps, income and miscellaneous taxes and a record of depositing same; sale of various stamp and compromise offers. Card index to record of applications and orders received for stamps. (Daily, official.) 3 x 5 cards and 14 x 17 vols., and envelopes, 19 ft., in 7 drawers of filing cases, 13 card cabinets, and 1 steel storage cabinet. R. 308. (36)
- 29. COLLECTORS FILE, current. Correspondence, administrative reports, record of field personnel, and comparison charts. (Daily, official.) 82 x 11 folders, 3 ft., in 5 drawers of filing cases. R. 303. (32)
- 30. ADDRESSOGRAPH PLATE, n. d. Addressograph plates of pharmacies, hospitals, and doctors using narcotics, and current mimeograph stencils from various departments. Indexed alphabetically. (Occasionally, official.) 2 x 4 addressograph plates, 50 ft., in 56 addressograph drawers. Dirty. R. 301A. (41)

ALCOHOL TAX UNIT
OFFICE OF INVESTIGATOR IN CHARGE
Federal Bldg., Corner Main and Fourth Ave.

This office, a branch of the Sioux Falls office, was established in 1928. All records are sent to the main office at Sioux Falls. There have been no reorganizations; no records are known to be lost.

31. ALCOHOL TAX UNIT, 1928 to date. Circulars and bulletins. (Weekly, official.) 8 x 10, 3 x 5, and 7 x 7 folders and bundles, 1 ft., in or on desk. R. 206. (29)

FIELD DIVISION
OFFICE OF CHIEF
Federal Bldg., Corner Main and Fourth Ave.

32. FIELD DIVISION RECORDS, 1927 to date. Card records of warrants, Form 1099, live and completed; receipts and transcripts of income tax returns; monthly and daily reports and records of receipts submitted by field men; monthly report sheets in volume form, Form 795; daily reports, Form 807; delinquency reports, zone maps, general correspondence relative to duties and transactions of field men, and daily reports and transactions received on loose forms and transcribed on cards and in volumes. 3 x 5 geographic card index. (Daily, official.) 13 3/4 x 19 vols., and folders, 24 ft., in 8 drawers of filing cases, 22 card cabinets on wooden shelves, and in 5 drawers of supply cabinet. R. 302. (37)

PROCESSING TAX DIVISION
OFFICE OF CHIEF
Federal Bldg., Corner Main and Fourth Ave.

33. PROCESSING TAX DIVISION RECORDS, 1933 - Jan. 6, 1936. Reference cards regarding processing tax returns on wheat, cotton, hogs, corn, to-bacco, etc.; mailing lists of processing taxpayers; processing tax forms for various products; affidavits for refunds on processing taxes; zone maps; correspondence with Washington bureau; and affidavits of processing tax exemptions returned from Department at Washington. Discontinued on Jan. 6, 1936. (Rarely, official.) 3 x 5 cards, 9 x 12 folders, envelopes and bundles (22), 100 ft., in 28 drawers of filing cases and in 20 card cabinets. R. 301. (38)

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MITCHELL

ACCOUNTS AND COLLECTIONS UNIT
OFFICE OF DAPUTY COLLECTOR
Post Office Bldg., 117 Fourth Ave. E.

The Internal Revenue Service at Mitchell was established about 1934; there have been no reorganizations. All reports are sent to the Aberdeen office.

34. CORRESPONDENCE, Sept. 1, 1934 to date. With collector's office at Aberdeen and with taxpayers. Filed alphabetically. (Daily, official.) 92 x 11 3/4 loose sheets separated by dividers, 8 ft., in filing cases. 2d floor, SE. (256)

MOBRIDGE

ACCOUNTS AND COLLECTIONS UNIT OFFICE OF DLPUTY COLLECTOR

(not surveyed)

RAPID CITY

ACCOUNTS AND COLLECTIONS UNIT
OFFICE OF DEPUTY COLLECTOR
Post Office Bldg., 723 St. Joe St.

The Internal Revenue Service at Rapid City was established in 1928. There have been no reorganizations.

35. CORRESPONDENCE, 1928 to date. Miscellaneous letters and bulletins sent out by headquarters. Indexed by individual town headings. (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. Torn, damaged by handling.

Deputy Collector's Office. (83)

36. REPORTS, 1928 to date. Annual tabulated reports showing tax-payers filing from each county. (Occasionally, official.) 6 x 10 folders, 1 ft., in steel filing case. Deputy Collector's Office. (84)

SIOUX FALLS

ACCOUNTS AND COLLECTIONS UNIT OFFICE OF DEPUTY COLLECTOR Federal Courthouse and Post Office Phillips Ave. at 12th St.

(not surveyed)

ALCOHOL TAX UNIT
OFFICE OF INVESTIGATOR IN CHARGE
Federal Courthouse and Post Office
Phillips Ave. at 12th St.

This office was established in August 1934. For some time after the repeal of prohibition, the State of South Dakota was without a head office of the Alcohol Tax Unit and all records were kept in St. Paul, Minn. When the conditions of liquor enforcement came to a point requiring closer supervision, this office was opened and all pending cases and current files of material value to the enforcement of the laws were forwarded from St. Paul to Sioux Falls.

- 37. CLOSED CASES, April 1930 to date. Card file on closed prohibition cases, papers for which are on file in St. Paul office. Indexed. (Daily, official.) 6 x 8 cards, 6 ft., in 6 card cabinets. R. 301. (61)
- 38. CASES CLOSED, Aug. 15, 1934 to date. Record of cases tried in this court, giving history of case, sentences, or acquittals of criminals. Indexed. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in filing case. R. 301. (55)
- 39. CASES PENDING, Jan. 1932 to date. Tabulations and reports on cases pending in this court. Indexed. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in filing case. R. 301. (56)
- 40. PLACES OF VIOLATIONS, Oct. 1932 to date. Card record of places where law was violated; records to which these cases refer are on file in the St. Paul office. Indexed. (Daily, official.) 3 x 5 cards, 2 ft., in card cabinet. R. 302. (64)
- 41. RETAIL LIQUOR DEALERS, Oct. 1932 to date. Transfer cards of retail dealers in this territory, showing name of store and name and address of dealer. Indexed. (Daily, official.) 3 x 5 cards, 2 ft., in card cabinet. R. 302. (63)
- 42. VIOLATIONS, Oct. 1932 to date. Card record of violations; case papers are in the St. Paul office. Indexed. (Daily, official.) 3 x 5 cards, 2 ft., in card cabinet. R. 302. (65)

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43. DAILY REPORT, Sept. 22, 1934 to date. Daily report on all business. Indexed. (Daily, official.) 10 x 12 and 10 x 16 folders, 7 ft. 6 in., in filing cases. R. 301. (53, 59)

44. MISCELLAMEOUS, Oct. 17, 1934. Warrants, reports, etc. on the following subjects: Federal Alcohol Administration records, lists of retail liquor dealers, and search warrants. Indexed. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in filing case. R. 301. (60)

45. RETAIL AND THOLESALE LIQUOR DEFIERS, Nov. 1934 to date. Complete lists of all liquor dealers, both wholesale and retail, in this state; used for reference in law enforcement and tax matters. Indexed. (Daily, official.) 3 x 5 cards, 2 ft., in card cabinets. R. 301. (62)

46. CORRESPONDENCE, Jan. 1935 to date. Correspondence with subsidiary offices and the main office in St. Paul. Indexed. (Daily, official.) 10 x 12 folders, 5 ft., in 2 filing cases. R. 301. (58)

47. TREASURY REGULATION NO. 17, Jan. 1935 to date. Tabulations and reports of all manufacturers and dealers in commodities which may be transformed into alcoholic beverages. Includes list of all past sales including yeast, malt, barley products, etc. Indexed. (Daily, official.) 10 x 12 folders, 7 ft. 6 in., in 3 filing cases. R. 301. (57)

48. INVESTIGATORS' LETTERS, Jan. 1936 to date. Detailed accounts of investigations. Indexed. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in filing case. R. 301. (54)

WATERTOWN

ACCOUNTS AND COLLECTIONS UNIT OFFICE OF DEPUTY COLLECTOR Post Office, 26 So. Broadway

This office was established in 1916; there have been no reorganizations. Reports are sent to Aberdeen.

49. CORRESPONDENCE AND REPORTS, 1916 to date. (Daily, restricted.) 9 x 12 folders, 5 ft., in 2 steel filing cases. R. 2. (8)

PROCURELENT DIVISION

WATERTOWN

STATE PROCUREMENT OFFICER Lincoln Hotel, N. Maple St.

This office was established in July 1935 to facilitate handling of accounts, especially those of the Work Projects Administration.

(records not surveyed)

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of the South Dakota Historical Records Survey

County Inventories

3. Bennett. 1940. 89 pp.
8. Buffalo. 1937. 42 pp.
12. Clark. 1941. 131 pp.
27. Haakon. 1941. 106 pp.
35. Jackson-Washabaugh. 1941. 210 pp.
47. Mellette. 1940. 86 pp.
48. Miner. 1941. 133 pp.

Special Reports

1. Guide to Public Vital Statistics Records in South Dakota. 1941. 90 pp.

South Dakota Federal Archives Inventory

II. The Federal Courts. 1941. 15 pp.
IV. The Department of War. 1941. 19 pp.
VII. The Department of Navy. 1941. 4 pp.

County Inventories

29. Mercer. 1941. 125 pp. 53. Williams. 1938. 119 pp.

Special Publications

- 1. Abstract and Check List of Statutory Requirements for County
- 2. Bibliography of Theses Prepared at the University of North Dakota. 1940. 68 pp.

 3. Guide to Public Vital Statistics Records in North Dakota.
- 1941. 77 pp.

 4. North Dakota Municipal Officials' Hand Book, 1940 Supplement.
 1940. 62 pp.

North Dakota Federal Archives Inventory

- II. The Federal Courts. 1941. 23 pp.

 III. The Department of Treasury. 1941. 58 pp.

 IV. The Department of War. 1941. 17 pp.

 V. The Department of Justice. 1941. 4 pp.

 VII. The Department of Navy. 1941. 3 pp.



