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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XII
THE VETERANS' ADMINISTRATION
No. 26
NEBRASKA

THE SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION

GOVERNMENT PUBLICATION

UNIVERSITY OF KENTUCKY
LIBRARIES

PREFACE

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

SERIES XII. THE VETERANS' ADMINISTRATION

NO. 26. NEBRASKA

Lincoln, Nebraska
The Survey of Federal Archives
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THE SURVEY OF FEDERAL ARCHIVES

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nationwide 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 Nebraska the work of the Survey was under the direction of Mr. Francis E. Fitzgerald, regional director for Iowa, Kansas, and Nebraska, with Miss Ruth Howard as state supervisor in Nebraska, from its inception until Dec. 6, 1936. From that time until June 30, 1937 Professor James L. Sellers directed the project and Miss Howard continued as state supervisor. Since July 1937 Mr. Joseph C. Knibbs has been in charge of the project which operated under the Historical Records Survey until a state project was set up in Feb. 1938. This Inventory of the records of the Veterans' Administration in Nebraska was prepared in the Lincoln office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington Office.

Lincoln, Nebraska
April 21, 1939

Joseph C. Knibbs, State Supervisor
Survey of Federal Archives
in Nebraska

VETERANS' ADMINISTRATION

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LINCOLN

LINCOLN

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Administrative Division

1. GENERAL FILES, Jan. 1, 1939 to date. Card record of formal matters in filing claims sent to service officials; appeal cards for claim adjustments; card index of pensions, attorneys' and claim agents, and Form 550, record of marital status. See schedule for detailed description. (Daily, official.) Various sized folders and cards, 17 ft., in 4 steel filing cases drawn and in 3 wooden card cabinets. R. 40 (Reg. A). (344)

2. MISCELLANEOUS FILES, 1933 - Jan. 1, 1939. Review index cards showing disposal of veterans' adjustment claims. (Daily, official.) 3 x 5 cards, 10 ft., in 3 wooden card cabinets. R. 33 (Reg. A). (340)

Office of the Chief Attorney

3. INACTIVE MISCELLANEOUS FILES, Jan. 1, 1933 - Jan. 1, 1939. Covering maintenance and repair contracts, work orders, general correspondence, and miscellaneous reports. See schedule for detailed description. (Navy.) 3 x 10 folders, 14 ft., in 2 steel transfer cases. R. 31 (Reg. A). (341)

4. GENERAL FILES, Jan. 1, 1939 to date. Chronological files of incompetent patients and related correspondence; claim folders and files on litigated cases; index cards for warrants; fiduciaries' bonds; court schedules and accounting schedules. See schedule for detailed description. Filed alphabetically. Inventory for legal division records. (Daily, official.) Various sized folders and cards, 35 ft., in 20 steel filing cases drawn and in 3 wooden card cabinets. R. 113 (Reg. A). (330)

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THE VETERANS' ADMINISTRATIONLINCOLN

VETERANS' ADMINISTRATION FACILITY

- (A) Veterans' Administration Bldg.
74th and J Sts.
- (B) Veterans' Hospital Bldg.
74th and J Sts.

Until April 18, 1931, this office was located in Omaha, Nebraska and on that date was moved to the United States Veterans' Hospital in Lincoln, which was set up as a Combined Facility (Regional Office and Hospital.) The Regional Office handles all veterans' affairs for Nebraska. The records are retained in the Lincoln office unless the case is transferred to another state in which event the case history and other records are forwarded to the state then having charge of the veteran. No records are sent to Washington except upon special request.

Adjudication Division

1. GENERAL FILES, Jan. 1, 1936 to date. Card record of forms necessary in filing claims sent to service officers; appeal cards for claim adjustments; card index of pensions, attorneys and claim agents, and Form 680, record of marital status. See addenda for detailed description. (Daily, official.) Various sized folders and cards, 17 ft., in 4 steel filing case drawers and in 4 wooden card cabinets. R. 40 (Bldg. A). (844)

2. MISCELLANEOUS FILES, 1931 - Jan. 1, 1936. Review index cards showing disposal of veterans' adjustment claims. (Rarely, official.) 3 x 5 cards, 10 ft., in 5 wooden card cabinets. R. 33 (Bldg. A). (849)

Office of the Chief Attorney

3. INACTIVE MISCELLANEOUS FILES, Jan. 1, 1933 - Jan. 1, 1936. Covering maintenance and repair contracts, work orders, general correspondence, and miscellaneous reports. See addenda for detailed description. (Never.) 8 x 10 folders, 16 ft., in 8 steel transfer cases. R. 33 (Bldg. A). (851)

4. GENERAL FILES, Jan. 1, 1936 to date. Guardianship files of incompetent patients and related correspondence; claim folders and files on litigated cases; index cards for wards; fiduciaries; bonds, court schedules; and accounting schedules. See addenda for detailed description. Filed alphabetically. Inventory for legal division records. (Daily, official.) Various sized folders and cards, 58 ft., in 28 steel filing case drawers and in 3 wooden card cabinets. R. 110 (Bldg. A). (830)

Finance Division

5. BUDGET RECORDS, Jan. 1, 1936 to date. Division of funds used and unexpended. See addenda for detailed description. Inventory, (Daily, official.) 8 x 10 folders, 7 ft., in 4 steel filing case drawers. R. 115 (Bldg. A). (826)

6. FINANCIAL DATA, Jan. 1, 1935 to date. Paid and pending vouchers; cost accounting records; current contracts for supplies and commodities; and miscellaneous correspondence relative to activities of division. (Daily, official.) 8 x 10 folders, 16 ft., in 8 steel filing case drawers. R. 115 (Bldg. A). (828)

7. MISCELLANEOUS INACTIVE RECORDS, 1933 to date. Contracts, copies of paid vouchers of 1932, 1934 - 1936, pay rolls, cancelled requests for meals and lodging, and cost accounting reports for 1935 - 1936. (Never.) $8\frac{1}{2}$ x 11 bundles, 24 ft., on shelves. R. 33 (Bldg. A). (850)

8. VETERANS' FINANCIAL RECORDS, 1931 to date. Adjusted service certificates and correspondence; veterans' note cards made to veterans on their bonus certificates; veterans' note finder cards; field service receipts; certificates of continuance under Pub. 2, VA Forms 511a; cards and records of payments made to veterans; index cards to guardians of incompetent veterans; active and inactive compensation and pension cards; and certifications of settlement of adjusted service certificates. Inventory. (Daily, official.) Various sized holders and cards, 97 ft., in 20 steel filing case drawers and in 23 steel card cabinets. R. 115 (Bldg. A). (827)

Accounting Section

9. FINANCIAL RECORDS, Jan. 1935 to date. Budget estimates; budget allotments and encumbrances; letters of suspension; account of sales; reply to exception letters; personal service; vouchers; correspondence; and vouchers of cost accountant, unposted. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 2 ft., in 2 steel filing case drawers. R. 105 (Bldg. B). (841)

Office of the Manager

Mail and Records Unit

10. INDEX CARDS, current. Of patients and personnel, showing status and location of employment or hospitalization. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in 4 drawers of steel transfer case. R. 36 (Bldg. A). (846)

11. MISCELLANEOUS INACTIVE DATA, Jan. 1934 - Jan. 1936. Treatment folders on out patients and history of treatment; Form 2507, future requests for examination; folders containing data on Canadian patients; rehabilitation folders on vocational educational program for the veterans; XC folders, data and correspondence regarding deceased veteran patients; and VA Form 6604, abstract cards on death cases, addresses, employer data,

dependents, insurance beneficiary, and survivors. (Seldom, official.) 8 x 10 folders and 5 x 8 cards, 23 ft., on shelves. R. 33, storeroom (Bldg. A). (853)

12. RECORD TRANSFER DATA, Jan. 1, 1936 to date. VA Form 7216, record of transfer of veterans' case files from this office to other facilities. (Occasionally, official.) 5 x 8 cards, 1 ft. 6 in., in 2 drawers of steel cabinet. R. 36 (Bldg. A). (847)

13. REPORTS, Jan. 1935 to date. On typewriter inspection, linen, standard inventory, filing equipment, gold scrap, deaths, indigent patients, and maintenance of building, grounds, and utilities. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 1 ft., in steel filing case drawer. R. 105 (Bldg. B). (839)

14. VETERANS' BENEFITS AND PENSION DATA, Jan. 1, 1936 to date. On veterans who have not filed claims but who have received hospitalization; records of requests for pension examinations and copies of examination; VA Form 380, education of children of deceased veterans; and correspondence relative to benefits and pensions. (Daily, official.) 8 x 10 folders, 23 ft., in 12 steel filing case drawers. R. 36 (Bldg. A). (848)

15. VETERANS' CLAIMS, 1920 to date. Claims that are the outcome of service connected disabilities sustained during the World War. Approximately 20,826 index cards are filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 856 ft., in 244 wooden filing case drawers and in 184 steel filing case drawers. R. 36 (Bldg. B). (845)

Medical Division

16. MISCELLANEOUS CORRESPONDENCE AND REPORTS, Jan. 1, 1936 to date. Reports on patients, correspondence of chief medical officer, regulations and service letters. See addenda for detailed description. Inventory. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 14 ft., in 7 steel filing case drawers. R. 102 (Bldg. A). (843)

17. PATIENTS' CLINICAL DATA, Jan. 1, 1936 to date. Pathological cards; clinical folders on patients in hospital, also of former patients; file of current and inactive out patients' treatments; VA Form 2614p, clinical record charts; monthly reports of dietition; reports of attending specialist; laboratory and Wasserman reports; daily ward and census reports; report on domiciliary care numbers; monthly record of narcotics and alcohol. Inventory. (Daily, official.) $8\frac{1}{2}$ x 11 folders and 5 x 8 cards, 57 ft., in 16 steel filing case drawers and in 6 card cabinets. R. 104 (Bldg. A). (842)

Dental Unit

18. DENTAL UNIT DATA, Jan. 1, 1936 to date. VA Forms 2570, dental record charts and 2688, dental master cards. (Daily, official.) 5 x 8 cards and $8\frac{1}{2}$ x 11 folders, 11 ft., in 4 steel filing case drawers and in 4 drawers of oaken transfer case. R. 147 (Bldg. A). (825)

Supply Division

19. CONTRACTS, Jan. 1935 to date. For laundry work, utilities service, lubricating oils, orthopedic and prosthetic care, soaps, drugs, burials, hospital care, and treatment. See addenda for detailed description. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 4 ft., in 2 steel filing case drawers. R. 105 (Bldg. B). (837)

20. CORRESPONDENCE, Jan. 1935 to date. Of flags, dry goods, motion picture films and equipment, medical and surgical instruments, dietary, janitor, library, dental supplies; physiotherapy, x-ray and laboratory, furniture and equipment, purchase orders, electrical equipment, and gasoline. See addenda for detailed description. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 2 ft., in steel filing case drawer. R. 105 (Bldg. B). (840)

21. MAIL AND RECORDS, Jan. 1935 to date. Reports, correspondence, and data on position of obsolete records. See addenda for detailed description. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing cabinet. R. 105 (Bldg. B). (838)

22. MISCELLANEOUS OFFICE FILES, Jan. 1935 to date. Authorities, advertisements, tests, bureau of standards, telegrams, monthly laundry reports, subsistence contracts, abstract of bids, miscellaneous subsistence correspondence, inspection reports, subsistence requisitions and estimates, subsistence supplies, specifications, laboratory analysis, and purchase orders. See addenda for detailed description. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 7 ft., in 4 steel filing case drawers. R. 105 (Bldg. B). (833)

23. PROPERTY DATA, Jan. 1935 to date. Standard inventory, patients' property and effects (living and deceased), property voucher correspondence, unserviceable property, surplus property, and Central Office lists. See addenda for detailed description. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 2 ft., in steel filing case drawer. R. 105 (Bldg. B). (834)

24. REQUISITIONS, Jan. 1935 to date. Requisitions on various agencies for supplies; estimates; and correspondence. See addenda for detailed description. Filed according to Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 2 ft., in steel filing case drawer. R. 105 (Bldg. B). (836)

25. TRANSPORTATION FILES, Jan. 1935 to date. Travel orders, staff vouchers, reimbursements, transportation, report of street car tickets, meal and lodging requests, and bills of lading. See addenda for detailed description. Filed according to Dewey Decimal System. $9\frac{1}{2}$ x 11 folders, 2 ft., in steel filing case drawer. R. 105 (Bldg. B). (835)

Utility Division

26. INDEX TO PATIENTS AND PERSONNEL, current. In the hospital and employed at the institution. See addenda for detailed description. Inventory. (Daily, official.) 3 x 5 cards, 3 ft., in drawers of oaken cabinet. R. 153 (Bldg. B). (824)
27. GENERAL FILES, Jan. 1, 1936 to date. Maintenance and repair contracts, work orders, general correspondence, miscellaneous reports, and telegrams. See addenda for detailed description. Inventory. (Daily, official.) 8 x 10 folders, 6 ft. 6 in., in 4 steel filing case drawers. R. 111 (Bldg. B). (829)
28. GENERAL FILES, Jan. 1, 1936 to date. CCC applications (active, pending, and discharged); CCC applications (veterans who refused enrollment because employed, etc.); general correspondence; and correspondence relative to administrative issues. See addenda for detailed description. Inventory. (Daily, official.) 8 x 10 folders, 28 ft., in 16 steel filing case drawers. R. 108 (Bldg. A). (832)
29. GENERAL FILES ON EMPLOYEES, Jan. 1, 1936 to date. History of employees; service record cards; time and leave cards; Forms 3204, pass and late pass cards; and administration position cards. (Daily, official.) Various sized folders and cards, 20 ft. 6 in., in 4 steel filing case drawers and in 6 wooden card cabinets. R. 108 (Bldg. A). (831)
30. TELEGRAM FILE, Jan. 1, 1936 to date. Copies of all telegrams from and to the institution. See addenda for detailed description. Inventory. (Occasionally, official.) 5 x 8 folders, 7 ft., in 4 wooden filing case drawers. R. 153 (Bldg. A). (823)
31. TIME REPORTS, 1935. Of various divisions. (Never.) 5 x 8 bundles, 3 ft., on shelves. R. 33, storeroom (Bldg. A). (852)

