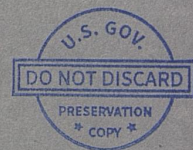


FW 4.14:
F317/ser.12/
no. 35



INVENTORY
OF FEDERAL ARCHIVES
IN THE STATES

SERIES XII
THE VETERANS' ADMINISTRATION
NO. 35 OKLAHOMA



THE HISTORICAL RECORDS SURVEY
OKLAHOMA CITY
1940

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor

SERIES XII. THE VETERANS' ADMINISTRATION

NO. 35. OKLAHOMA

Oklahoma City, Oklahoma
The Historical Records Survey
1940

The Historical Records Survey

P. H. Hamer, Assistant Director in Charge of
the Inventory of Federal Archives
John C. L. Andreassen, Regional Supervisor
Charles E. Hutchinson, General Superintendent
Neill E. Sanborn, State Superintendent

Division of Professional and Service Projects

Florence Kerr, Assistant Commissioner
Leo G. Spofford, Chief Regional Supervisor
Eula E. Fullerton, State Director

WORK PROJECTS ADMINISTRATION

F. C. Harrington, Commissioner
Lawrence Westbrook, Regional Director
Ron Stephens, State Administrator

PREFACE

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

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

For each local office information regarding each series, or 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 or addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Oklahoma the work of the Survey was under the direction of Professor M. L. Wardell from its inception until June 30, 1937. After that date it was combined with the Historical Records Survey, then a federal project, under the direction of Mr. Robert H. Slover. Ray P. Boyce was Chief Editor for the Survey of Federal Archives. On July 1, 1938 Charles E. Hutchinson was appointed Supervisor of the Historical Records Survey in Oklahoma and the following January he became State Director. The Historical Records Survey became a local project under the sponsorship of the Oklahoma Historical Society on September 1, 1939. Mr. Hutchinson retained the supervisory position. All local projects dealing with public records were consolidated into a statewide records project effective January 16, 1940. The Oklahoma Historical Society

continued to furnish sponsorship. Mr. Hutchinson was appointed General Superintendent of the new project. The Historical Records Survey became a unit of the Statewide Records Project under the supervision of Neill E. Sanborn. Marie Shepard was made Editor of the Survey of Federal Archives division. This Inventory of the Veterans' Administration in Oklahoma was prepared in the Oklahoma City office of the Historical Records Survey unit of the Oklahoma Statewide Records Project and was edited before final typing by Elizabeth Edwards, Administrative Assistant to Dr. P. M. Hamer, Assistant Director of the HRS Projects in charge of the Survey of Federal Archives.

Oklahoma City, Oklahoma
March 11, 1940

Charles E. Hutchinson,
General Superintendent,
Oklahoma Statewide Records Project

CONTENTS

MUSKOGEE

Veterans' Administration Facility	1
Adjudication Division	1
Chief Attorney, Office of the	2
Finance Division	3
Manager, Office of the	7
Personnel Unit	10
Medical Division	12
General Hospital Records	12
General Clinic	17
Dental Office	18
Supply Division	18
Bids and Contracts	18
Transportation Unit	24
Utility Division	25
Construction Section	25

OKLAHOMA CITY

Medical and Contact Unit	26
--------------------------------	----

CHRONOLOGICAL INDEX	29
---------------------------	----

THE VETERANS' ADMINISTRATIONMUSKOGEE

VETERANS' ADMINISTRATION COMBINED FACILITY

Agency Hill

(A) Hospital Bldg.

(B) Utility Bldg.

This hospital was established in June 1923 under the Veterans' Bureau. It was made a Veterans' Administration Facility in 1930. In January 1938, as an economy and efficiency measure, the Oklahoma City Regional Office was merged with the office at Muskogee to form the Combined Facility. It serves the entire State of Oklahoma, the central and eastern portions of Texas, and the Texas Panhandle.

The Facility is located on Agency Hill, the highest point in Muskogee. The hospital unit consists of eighteen buildings, but records were found only in the Utility Building and Building A. All buildings are of brick construction and are well protected from fire.

In the event of an emergency, the Facility can be transformed immediately into a base hospital, with an expansion of 50 beds. There are 473 available beds now. The manager says the peak will not be realized until about 1950 when the total cumulative load is expected to reach 100,000 cases, after that the number is expected to remain static for a time, then begin to decline.

Originally the benefits of this hospital were available only to World War Veterans whose disabilities were incidental to military service. Now, however, all hospital facilities are available to every honorably discharged veteran of the Spanish American War, the Phillipine Insurrection, the Boxer Rebellion, and the World War, suffering from any ailment or disease regardless of whether it is due to military service. The Facility serves 8,800 active compensation and pension cases; handles 15,000 claims, not including those for the bonus, and has records on file of more than 40,000 former soldiers, sailors, and marines.

Adjudication Division

1. CORRESPONDENCE (INACTIVE), 1919 to date. Correspondence pertaining to claims that has been removed from the active files and stored for future reference. Arranged alphabetically by name of claimant. 3 x 5 card index, 44 ft. (Rarely, official.) 10 x 12 folders, 460 ft., in 240 drawers of steel filing cases. R. A 1-9 (Bldg. A). (3341)

2. INDIVIDUAL CLAIM FILES, 1919 to date. Original or duplicate of requests for physical examinations, reports, questionnaires, transfer rating sheets, service reports, discharge papers, war

insurance policies, compensation papers, and correspondence concerning individual applications for hospitalization. Papers from this file are constantly in transit between the Oklahoma City Medical and Contact Unit and the Facility. Indexed alphabetically. 3 x 5 card index, 44 ft. (Daily, official.) 10 x 12 folders, 2424 ft., in 1212 drawers of steel filing cases. R. A 1-9 (Bldg. A). (3385)

3. ADJUDICATION SERVICE LETTERS, 1931 to date. Veterans' Administration service letters. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 139 (Bldg. A). (3327)

4. DISABILITY ALLOWANCE RECORD, 1932 to date. Showing name, case number, hour departed, date of examination, and facts as to condition of patients. Arranged alphabetically. (Occasionally, official.) 10 x 12 vols. (2), 2 in., on wooden shelf. R. A 1-9 (Bldg. A). (3298)

Office of the Chief Attorney

5. ACTIVE GUARDIANSHIP FILE, 1921 to date. Record of investigation by field men; copies of trial pleadings in connection with litigated matters involving these cases; general correspondence regarding guardianship of incompetent minors and pensioners. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 23 ft. 8 in., in 13 drawers of steel filing cases. R. 142 (Bldg. A). (3402)

6. INVESTIGATION FILE (PENDING AND COMPLETED), 1925 to date. Copies of all field investigation reports made by designated investigators of this office pertaining to veterans' affairs administered by this Facility, showing names of clients and investigators. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft. 8 in., in 3 drawers of steel filing cases. R. 142 (Bldg. A). (3403)

7. RECORD OF ACCIDENTS, 1926 to date. Pictures, lectures, and reports on accidents, showing date, cause and location of accident, and names of those involved. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. 142 (Bldg. A). (3342)

8. LEGAL SERVICE LETTERS, 1929 - 1931. Letters of recommendation, regulation, and procedure applicable to guardianship matters. Arranged alphabetically. (Rarely, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 139 (Bldg. A). (3322)

Finance Division

9. OVERPAYMENTS, 1919 to date. Whenever beneficiary is overpaid, if compensated, overpayment is deducted from amount of compensation. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 2 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3346)

10. SCHEDULE OF DISBURSEMENT, 1923 to date. Report from disbursing officer covering disbursement of government funds to creditors of the United States, administration benefactors, and monthly payments of compensation and pensions. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 61 ft., in 30 drawers of steel filing cases. R. A 1-2 (Bldg. A). (3347)

11. ANNUAL REPORTS, 1924 to date. Report of the finance division issued at close of the fiscal year, showing a detailed and itemized statement of receipts and disbursements of each division of the Facility. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3348)

12. GENERAL FILES, 1924 to date. List of vouchers for services other than personal, monthly reports on collections, budgetary allowances, disability allowances, government insurance, letters of guardianship of incompetents and institutional awards. Arranged alphabetically. (Daily, official.) 10 x 14 loose-leaf books (73), 11 ft., in 8 drawers of steel filing cases. R. A 1-2 (Bldg. A). (3349)

13. PERSONNEL, ACTIVE AND INACTIVE, 1924 to date. Record of personnel of Regional Office to aid finance officer in making pay roll; and correspondence pertaining to those who have been dropped from the pay roll for any reason. Arranged alphabetically. (Occasionally, official.) 8 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3350)

14. PUBLIC VOUCHERS FOR REIMBURSEMENT OF TRAVEL EXPENSE, 1926 to date. Public vouchers for reimbursement of travel expenses incurred by nurses in discharge of official duty, showing nurse, amount of disbursement, and destination. Arranged alphabetically. (Occasionally, official.) 8 x 10 loose-leaf books (53), 3 ft. 8 in., in 2 drawers of steel filing case. R. A 1-2 (Bldg. A). (3357)

15. ADJUSTED SERVICE BONDS, 1927 to date. Record of active notes in connection with adjusted loan certificates; field service receipts on adjusted security loans on service certificates; and record of veterans not honorably discharged who received adjusted loan certificates through forgery or false representation; general entry of claims previously paid; application for settlement of amounts due on adjusted service certificates; also related correspondence. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 117 ft., in 62 drawers of steel filing cases. R. A 1-2 (Bldg. A). (3352)

16. AUDIT OF CONCESSIONS, 1927 to date. General instructions and audit of concessions such as the canteen and barber shop, showing to whom concession was granted, kind, and amount in consideration. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3345)

17. LIQUIDATED NOTES, 1927 to date. VA Form 1185, notes secured by adjusted service bonds paid under provision of Veterans' Compensation Act, 1936; journal entries of previous settlements; unpaid individual loan records; record of veterans who are not entitled to adjusted service certificates; and related correspondence. Arranged alphabetically. (Daily, official.) 8 x 10 folders, 14 ft., in 6 drawers of steel filing cases. R. A 1-2 (Bldg. A). (3353)
18. ACCOUNTING OFFICER'S FINANCIAL RECORD, 1930 to date. Showing the encumbrances and liquidations against the accounting office. Arranged alphabetically. (Occasionally, official.) 8 x 10 folders, 5 ft., in 3 drawers of steel filing case. R. A 1-2 (Bldg. A). (3355)
19. MISCELLANEOUS VOUCHERS, 1930 to date. For supplies, medical patient's funds, travel aid, medicine, freight and express, burial for patients, showing item, company from whom purchased, amount, and date. (Occasionally, official.) 10 x 12 folders, 2 ft. 2 in., in 3 drawers of steel filing case. R. A 1-2 (Bldg. A). (3354)
20. RECORD OF MISCELLANEOUS DISBURSEMENTS, 1930 to date. Showing payees, purpose of disbursement, amount, and date issued. Arranged alphabetically. (Occasionally, official.) 5 x 9 cards, 9 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3356)
21. PERSONAL FINANCE RECORD FILE BOOK, 1931 to date. Of purchases of various supplies, such as dry goods, shoes, etc., showing from whom purchased, amount, cost, and date purchased. (Occasionally, official.) 10 x 12 loose-leaf books (2), 1 ft. 2 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3357)
22. PUBLIC CREDITOR AND BENEFICIARY, 1931 to date. Index to record of claims of public creditors or beneficiary, date filed, and disposition of claim. Arranged alphabetically. (Occasionally, official.) 5 x 8 cards, 15 ft., in 4 drawers of steel filing cases. R. A 1-2 (Bldg. A). (3358)
23. UNPAID SUBSISTENCE CLAIMS, 1931 to date. VA Form 955, duplicate copies of outstanding orders for meals, lodging, and transportation. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 2 in., in 6 drawers of steel filing cases. R. A 1-2 (Bldg. A). (3359)
24. ANNUAL AND QUARTERLY BUDGET ESTIMATES, 1932 to date. Budget estimate of money to be expended each quarter and year, showing the amount for each division, the items, and dates covered. (Occasionally, official.) 9 x 12 folders, 5 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3360)
25. COLLECTION ACCOUNTS, 1932 to date. Record of accounts of sales and collections, showing the accounts of closed and pending

sales at the Facility, from whom received, amount received, and date. (Occasionally, official.) 10 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3361)

26. CREDIT VOUCHERS, 1932 to date. Record of credit vouchers, invoices, and receipts for property purchased by property custodian for the Facility, showing from whom purchased, item, amount, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 5 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3362)

27. DISABILITY PENSION AWARD, 1932 to date. Active and inactive record of payments to claimants throughout the region, showing claimant, amount of pension awarded, and date. Arranged alphabetically. (Occasionally, official.) 5 x 8 cards, 55 ft., in 45 drawers of steel filing cases. R. A 1-2 (Bldg. A). (3363)

28. PAY ROLL FOR PERSONAL SERVICES, 1932 to date. VA Form 1013, semimonthly pay roll of office and field personnel, showing personnel, amount of salary, for what purpose, and date issued. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 9 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3364)

29. SPECIAL REQUEST RECORD, 1933 to date. Letters of request for meals, lodging, and transportation. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 5 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3250)

30. PATIENTS' VOUCHERS, 1934 to date. Expense vouchers of individual patients of Veterans' hospital, showing name of patient, voucher number, amount, and date. Arranged alphabetically. (Occasionally, official.) 9 x 14 loose-leaf books (17), 9 in., on steel shelf. R. A 1-2 (Bldg. A). (3251)

31. REQUEST TRACERS, 1934 to date. Tracers on lost or outstanding requests for expenditures for meals, lodging, and transportation, showing names of parties involved and nature of request. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3248)

32. ALLOTMENT LEDGER, 1935 to date. Record of traveling and current expenses of the Facility, showing name of employee, voucher number, amount, and date. (Occasionally, official.) 10 x 18 loose-leaf books (4), 6 in., on steel shelf. R. A 1-2 (Bldg. A). (3367)

33. DISBURSING OFFICER'S CHECKS IN UNITED STATES TREASURY, 1935 to date. Record of disbursing officer's checks in United States Treasury, showing name, check number, amount to be paid, dates, addresses of government employees, name of disbursing officer, and date issued. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3366)

34. EMPLOYEES' EXPENSE VOUCHERS, 1935 to date. Traveling expense vouchers including room and board for Facility employees, showing name of employee, amount of traveling expense, room and board, and date issued. (Occasionally, official.) 10 x 12 folders, 4 ft. 2 in., in drawers of steel filing case. R. A 1-2 (Bldg. A). (3368)
35. MONTHLY COST ACCOUNTING RECORD, 1935 to date. Record of monthly cost of supplies for the hospital, showing company from whom purchased, items, amount, and date. (Occasionally, official.) 10 x 12 bundles, 5 ft., on steel shelf. R. A 1-2 (Bldg. A). (3369)
36. SCHEDULE OF DISBURSEMENT, 1935 to date. Showing kind of material, for what purpose, amount of material, and cost. (Occasionally, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3370)
37. ACCOUNTING AND DISBURSING, 1936 to date. Miscellaneous correspondence and information pertaining to disbursing and accounting. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3371)
38. AUDITED VOUCHERS, 1936 to date. Copies of vouchers that have been audited after they have been used in liquidating encumbrances, showing name of firm, nature of encumbrance, amount, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., on steel shelf. R. A 1-2 (Bldg. A). (3372)
39. FINANCIAL AND STATISTICAL REPORTS, 1936 to date. Financial report, balance sheets, statement of income, and statistical reports, showing date covered, various incomes and disbursements, and balances for each division in the Facility. (Occasionally, official.) 10 x 14 loose-leaf books (8), 3 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3373)
40. JOURNAL AND CASH RECORD, 1936 to date. Cash record of the Facility, showing amount of payments received on loans, from whom received, and amount. (Occasionally, official.) 12 x 14 loose-leaf books (2), 3 in., on steel shelf. R. A 1-2 (Bldg. A). (3374)
41. MISCELLANEOUS EXPENSE ACCOUNT, 1936 to date. For various commodities purchased by the Facility for the hospital, showing kind of commodity, from whom purchased, amount, cost, and date. (Occasionally, official.) 4 x 14 loose-leaf books (3), 2 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3375)
42. MEMBERSHIP IN UNITED STATES VETERANS' FACILITY OF MUSKOGEE; FEDERAL CREDIT UNION, 1936 to date. Card index file, showing name, age, birthplace, and relatives' names. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards, 6 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3344)

43. TRAVEL ORDERS, 1936 to date. Orders for travel and travel expense for patients and employees of Facility, showing name of patient or employee, their destination, miles traveled, amount of expense, and date issued. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3376)

44. RECEIPTS FOR BONUS BONDS, 1936 to date. Receipts for bonus bonds of individual soldiers in the Veterans' hospital, showing name, amount of bonus, and date issued. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards, 4 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3249)

45. TRAVEL VOUCHERS, 1936 to date. Vouchers for reimbursement of travel and other expenses of patients and employees of Facility, showing name of patient or employee, voucher number, amount, and date issued. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3377)

46. WPA PROJECT FUNDS, 1936 to date. Notices from the treasurer to the WPA project supervisor with reference to local WPA projects, showing number of project, for what purpose, and amount of money allocated. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. A 1-2 (Bldg. A). (3378)

Office of the Manager

47. COORDINATION SERVICE LETTERS, 1928 to date. Letters of instruction to be used in connection with the compilation of personnel report forms, coordination service. Arranged numerically from 1 to 60. (Rarely, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3316)

48. FINANCE SERVICE LETTERS, 1928 to date. Letters concerning the service on contract orders, showing date of service, to whom and from whom received, and nature of service. Arranged alphabetically. (Rarely, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 139 (Bldg. A). (3318)

49. LETTERS OF GEORGE L. JOHNSON, 1928 - 1934. Copies of letters from George L. Johnson to the Veterans' Administration, Washington, D. C., relative to guarantees on silverware and orders and receipts for same. (Occasionally, official.) 10 x 12 loose-leaf books, 2 in., in drawer of steel filing case. R. 139 (Bldg. A). (3320)

50. MANAGER'S OFFICE LETTERS, 1928 to date. Pertaining to the withholding of salaries of employees to cover pecuniary losses sustained by the Government through carelessness or negligent performance

of official duty. Arranged alphabetically. (Rarely, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 139 (Bldg. A). (3317)

51. CONSTRUCTION DIVISION LETTERS, 1929 to date. Letters relative to construction; active regulations and procedures as issued by the Veterans' Bureau and Facility, showing date written and reason. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 139 (Bldg. A). (3321)

52. MANAGER'S CORRESPONDENCE, 1929 to date. Duplicate copies of letters from the manager of the Facility to different applicants regarding transportation, meals, and lodging. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 139 (Bldg. A). (3315)

53. MEMORANDA AND ORDERS, 1929 to date. Letters and bulletins to medical directors regarding their duties, showing date bulletin was issued, to what department, and clause covered. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 139 (Bldg. A). (3323)

54. CORRESPONDENCE (ADMINISTRATIVE), 1929 to date. Letters from the Facility manager to various medical directors, hospitals, controller generals, and others relative to business transactions of the hospital. Arranged alphabetically. (Occasionally, official.) 10 x 15 folders, 17 ft., in 9 drawers of steel filing cases. R. 139 and Storeroom (Bldg. A). (3324)

55. CORRESPONDENCE, GIFTS, 1930 to date. Letters to the Facility manager relative to gifts made to the Facility, showing name, from whom received, nature of gift, and date. Arranged alphabetically. (Rarely, official.) 10 x 12 folders, 7 in., in drawer of steel filing case. R. 139 (Bldg. A). (3325)

56. VETERANS' ADMINISTRATION (CORRESPONDENCE), 1930 to date. Letters from the Veterans' Administration, Washington, D. C., pertaining to hospitalization and transportation for veterans at this Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 7 in., in drawer of steel filing case. R. 139 and Vault (Bldg. A). (3326)

57. REGULATIONS AND PROCEDURE, 1930 to date. Rules, regulations, and procedure of the Facility, showing date issued, nature, and to what department issued. Arranged chronologically. (Frequently, official.) 10 x 12 vols., 4 in., in drawer of steel filing case. R. 139 (Bldg. A). (3400)

58. UNITED STATES VETERANS' ADMINISTRATOR'S DECISIONS, 1930 to date. Administrator's decisions pertaining to the administration of

the Facility. Arranged chronologically. (Frequently, official.) 8 x 12 vols., 6 in., in drawer of steel filing case. R. 139 (Bldg. A). (3401)

59. DAILY CENSUS RECORD, 1932 to date. Record of admissions and discharges of veterans, changes made in the location of veterans, showing total number of admissions, discharges, deaths, and number remaining in the hospital. Arranged alphabetically. (Daily, official.) 9 x 12 loose-leaf books (11), 11 in., on wooden shelf. R. A 1-9 (Bldg. A). (3255)

60. FIRE PROTECTION, 1932 to date. General correspondence relative to fire protection, from the executive officer, construction division, and Veterans' Administration, Washington, D. C. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 7 in., in drawer of steel filing case. R. 139 and Vault (Bldg. A). (3329)

61. CCC APPLICATIONS, 1934 to date. Original and duplicate copies of applications for enrollment in CCC camps as made out by veterans of some wars, showing name of veteran, age, service record, address, and date. Arranged alphabetically by name of applicant. 3 x 5 index cards, 4 ft. (Occasionally, official.) 9 x 12 folders, 3 ft. 10 in., in 3 drawers of steel filing case. R. A 1-16 (Bldg. A). (3394)

62. CCC DISCHARGES, 1934 to date. Duplicate discharges issued to veterans upon their leaving CCC camps, showing name, address, age, days of service, and date of discharge. Arranged alphabetically by name of veteran. 3 x 5 card index, 4 ft. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. A 1-16 (Bldg. A). (3388)

63. CCC INDEX FILES, 1934 to date. Index to application and discharges of veterans in CCC camps, showing name, address, and file number. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 4 drawers of steel filing cases. R. A 1-16 (Bldg. A). (3387)

64. GENERAL CORRESPONDENCE (CCC), 1934 to date. Original and duplicate copies of letters and telegrams pertaining to veterans' applications and discharges, showing name, address, and nature of correspondence. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. A 1-16 (Bldg. A). (3332)

65. INACTIVE CCC APPLICATIONS, 1934 to date. Original and duplicate copies of applications for enrollment in CCC camps as made out by veterans of some wars, showing name of veteran, age, service record, address, and date. Arranged alphabetically by name of applicant. (Occasionally, official.) 9 x 12 folders, 2 ft. 5 in., in 2 drawers of steel filing case. R. A 1-16 (Bldg. A). (3386)

66. PATIENTS' EXAMINATION CORRESPONDENCE, 1936 to date. Correspondence relative to patients entering the Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 139 (Bldg. A). (3338)

67. SPECIAL LETTERS, 1936 to date. Letters of information in regard to soldiers in the hospital, pertaining to accidents, acknowledgments, expense entry of hospital, physical examinations, and special orders of hospital supplies. Arranged alphabetically. (Occasionally, official.) 10 x 24 loose-leaf books, 3 ft., in 2 drawers of steel filing case. R. 139 (Bldg. A). (3339)

Personnel Unit

68. OATHS OF OFFICE, 1924 to date. Oaths of office taken by employees of Facility, showing name of employee, position held, and amount of salary. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose-leaf books, 2 in., in drawer of steel filing case. R. 139 (Bldg. A). (3405)

69. EMPLOYEES' NOTICE OF INJURY, 1926 to date. Notices of injury to employees received while performing duties, showing name and extent of injury. Arranged alphabetically. (Occasionally, official.) 8 x 10 bundles, 6 in., in drawer of steel filing case. R. 141 (Bldg. A). (3407)

70. ACCIDENT REPORTS, 1927 to date. Record of accidents caused by motor vehicles, showing driver and occupants, kind of vehicle, nature of accident, and date filed. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 139 (Bldg. A). (3430)

71. PERSONNEL JOURNAL, 1927 to date. Showing names of employees of the Facility, date of employment, and salary. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose-leaf books, 9 in., in drawer of steel filing case. R. 141 (Bldg. A). (3408)

72. SCHEDULE OF REVISED SALARIES, 1927 to date. Revised salary rates for field positions of the Veterans' Bureau and its successor, the Administration, showing current and revised salary rates, those affected, and date. Arranged alphabetically. (Rarely, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. R. 139 (Bldg. A). (3406)

73. REINSTATEMENTS AND TRANSFERS, 1929 to date. Letters regarding reinstatements and transfers of employees from one Facility to another, showing name, position, division, and to what place transferred. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 141 (Bldg. A). (3410)

74. DAILY RECORD BOOKS OF REGULAR EMPLOYEES, 1930 to date. Showing employees' names, salaries, and number of hours worked daily.

Arranged alphabetically. (Daily, official.) 10 x 12 loose-leaf books, 5 ft., in drawer of steel filing case. R. 141 (Bldg. A). (3409)

75. INDEX BOOK TO PASSES, 1930 to date. Issued to patients and employees, showing name, page number, and date annual leave was taken. Arranged alphabetically. (Occasionally, official.) 5 x 7 vols., 2 in., on steel shelf. R. 141 (Bldg. A). (3411)

76. EMPLOYEES' CLEARANCE, 1932 to date. Copies from record of employees' indebtedness to various divisions of the Facility, showing name of employee, division, and amount of indebtedness. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose-leaf books, 4 in., in drawer of steel filing case. Rs. 141 and 119 (Bldg. A). (3397, 3398)

77. PHYSICAL EXAMINATION RECORD, 1932 to date. Physical examination record of employees of hospital, showing name and address of employee, date of examination, and physician. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose-leaf books, 3 in., in drawer of steel filing case. R. A 1-9 (Bldg. A). (3416)

78. RATE OF PAY SCHEDULE, 1932 to date. Schedule of annual salary rates under Classification Act of 1923, effective July 1, 1924, amended May 23, 1928, effective July 1, 1928; and other personnel information. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. 119 (Bldg. A). (3396)

79. LETTERS OF AUTHORITY, 1932 to date. Letters of authority requested for placement of employees at the Facility, showing name of employee, position, and date. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 139 (Bldg. A). (3448)

80. REQUESTS OF EMPLOYEES FOR LEAVES OF ABSENCE WITHOUT PAY, 1933 to date. Names, dates, and amount of time requested. Arranged alphabetically. (Occasionally, official.) 8 x 12 loose-leaf books, 2 in., in drawer of steel filing case. R. 119 (Bldg. A). (3413)

81. EMPLOYMENT RECORD, 1934 to date. Record of temporary appointment, transfers, reinstatement, and promotion, showing names, date and place of birth, amount of schooling, and position desired. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose-leaf books, 2 in., in drawer of steel filing case. R. 139 (Bldg. A). (3404)

82. LEAVE OF ABSENCE RECORDS, 1934 to date. 1934 to date. Applications for sick leave, showing division, location, number of days, name of patient, physician, and nature of illness. Arranged alphabetically. (Frequently, official.) 5 x 7 loose-leaf books, 7 in., on steel shelf. R. 119 (Bldg. A). (3393)

83. NURSES' DAY AND NIGHT RECORD, 1934 to date. Record of nurses on day and night duty, showing name, ward, hours, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 vols., 6 in., in drawer of steel filing case. R. 119 (Bldg. A). (3412)
84. PERSONNEL FILE, 1934 to date. On employees in the Facility, showing names of employees, addresses, nature of employment, what unit, scale, and day work was begun. Arranged alphabetically. (Frequently, official.) 9 x 12 folders, 12 ft., in 6 drawers of steel filing cases. R. 119 (Bldg. A). (3392)
85. CHARTS OF ORGANIZATION, 1935 to date. Charts of organization and correspondence relative to additions made in personnel and to increased bed capacity, showing name, amount, and date. Arranged alphabetically. (Occasionally, official.) 8 x 10 folders, 8 in., in drawer of steel filing case. R. 119 (Bldg. A). (3449)
86. EMPLOYEES' CHECKS, 1935 to date. Authority to mail and distribute salary checks of government employees. (Frequently, official.) 8 x 10 folders, 8 in., in transfer case. R. 119 (Bldg. A). (3450)
87. LEAVE STUBS, 1935 to date. Of leaves of absence issued to nurses and attendants, showing name, date of leave, and date returned. Arranged alphabetically. (Frequently, official.) 2 x 4 cards, 9 in., in drawer of steel filing case. R. 119 (Bldg. A). (3390)
88. PERSONNEL HISTORY STATEMENTS, 1935 to date. Letters and statements showing histories of workers and employees, resignations, and appointments to positions ranging from junior typist to work clerks. Arranged alphabetically. (Frequently, official.) 10 x 12 loose-leaf books, 3 in., on steel shelves. R. 119 (Bldg. A). (3391)
89. RESIGNATIONS OF EMPLOYEES, 1935 to date. Showing names, positions held, reasons for leaving, and dates. Arranged alphabetically. (Occasionally, official.) 10 x 12 loose-leaf books, 2 in., in drawer of steel filing case. R. 119 (Bldg. A). (3395)
90. PERSONNEL PAY ROLL, 1935 to date. Pay roll of employees of the Facility, showing name, number, amount, and date. Arranged alphabetically. (Frequently, official.) 10 x 12 loose-leaf books, 3 ft., in 2 drawers of steel filing case. R. 119 (Bldg. A). (3389)
91. RECEIPTED SALARY LIST FOR CLERKS, 1935 to date. List of clerks to be paid checks, showing names, check numbers, and amounts payable. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 11 in., in drawer of steel filing case. R. 119 (Bldg. A). (3399)
92. CIVIL SERVICE EXAMINATIONS, 1936 to date. Card file on employees who have taken civil service examinations, showing name,

address, and position. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 11 in., in drawer of steel filing case. R. 119 (Bldg. A). (3414)

Medical Division

General Hospital Records

93. CERTIFICATES OF MEDICAL EXAMINATIONS, 1923 to date. Record of certificates of medical examinations under executive order, showing name, address, sex, age, and report on examinations. Arranged alphabetically. (Rarely, official.) 10 x 12 bundles, 1 ft., in drawer of steel filing case. R. A 1-9 (Bldg. A). (3265)

94. DAILY WORK BOOK, 1923 to date. Containing X-ray serial number, claimant's name, serial number, doctor requesting examination, part or parts of the body to be X-rayed, and size and number of films used. Arranged alphabetically. (Daily, official.) 10 x 16 folders, 3 ft. 1 in., in 2 drawers of steel filing case. R. A 1-121 (Bldg. A). (3280)

95. CLINIC RECORDS BRIEF, 1924 to date. Record of soldiers passed through the clinic and admitted to the hospital, showing name, age, occupation, war record, date entered service, discharged, and date admitted to the hospital. Arranged alphabetically. (Frequently, official.) 8 x 12 folders, 341 ft., in 124 drawers of steel filing cases. R. A 1-9 (Bldg. A). (3275)

96. MASTER INDEX FILES, 1924 to date. Index cards to the master files of patients in hospital, showing name, address, diagnosis, secondary conditions, date admitted, and date discharged from hospital. Arranged alphabetically by names of patients. (Frequently, official.) 4 x 6 cards, 96 ft., in 56 drawers of steel filing cases. R. A 1-9 (Bldg. A). (3300)

97. DISCHARGE RECORDS, 1925 - 1933. Of patients discharged from hospital, showing date of admittance, name of patient, his condition, and when discharged. Arranged alphabetically by name of patient. 3 x 5 index cards, 8 ft. (Occasionally, official.) 3 x 5 cards, 22 ft., in 22 drawers of steel filing cases. R. A 1-9 (Bldg. A). (3264)

98. OPERATION INDEX BOOKS, 1926 to date. Index books to eye, ear, nose, and throat operations, showing name and address of patient, name and address of nearest living relative, kind of operation, and date. Arranged alphabetically. (Frequently, official.) 5 x 7 vols. (11), 5 in., on steel shelf. R. A 134 (Bldg. A). (3274)

99. OLD MEDICAL SUSPENSION FILES, 1928 - 1932. Of patients who have been released, showing name and address of patient, case number, results of medical examination, and by whom examined. Arranged

alphabetically. (Rarely, official.) 12 x 12 folders, 62 ft., in 31 drawers of steel filing cases. R. A 1-9 and Storeroom (Bldg. A). (3293)

100. PSYCHIATRIC HISTORY AND SOCIAL SERVICE REPORTS, 1929 to date. Social service reports, chronological and regular face sheets, information from field and office investigations, names of client and investigator. Arranged alphabetically. (Occasionally, official.) 8 x 10 folders, 16 ft., in 8 drawers of steel filing cases. R. 142 (Bldg. A). (3279)

101. CLINICAL RECORD, 1930 to date. Clinical records of veterans admitted to the hospital for treatment, showing brief history of each patient, why admitted, his name and address. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 372 ft., in 81 drawers of steel filing cases, on 2 wooden shelves, and 16 steel shelves. R. A 1-9 (Bldg. A). (3278)

102. CARD INDEX ON PATIENTS, 1931 - 1934. Card index on old patients who have been discharged, showing name, address, and register number. Arranged alphabetically. (Rarely, official.) 10 x 12 bundles of cards, 2 ft. 4 in., on wooden shelf. R. A 1-9 (Bldg. A). (3287)

103. INDEX RECORD BOOK, 1931 to date. Complete record of each patient admitted to the hospital, showing register number, name, hour and date of arrival, disability, number and ward to which assigned. Arranged numerically. (Occasionally, official.) 10 x 12 vols., 1 ft. 4 in., on steel shelf. R. A 1-9 (Bldg. A). (3277)

104. NURSES' PROGRESS AND TREATMENT RECORD, 1931 to date. Record kept by the nurses in hospital, showing name, weight of patient, day and hour of treatment, diet, and daily notes. (Occasionally, official.) 10 x 12 loose-leaf books (2), 3 in., in drawer of steel filing case. R. A 1-9 (Bldg. A). (3297)

105. RECORD OF PATIENTS ADMITTED TO HOSPITAL, 1931 to date. Record of patients admitted to hospital, showing date admitted, name, register number, chart, hour interview begun and ended, and name of interviewer. Arranged alphabetically by name of patient. 4 x 6 card index, 96 ft. (Frequently, official.) 12 x 18 vols. (36), 3 ft. 7 in., on wooden shelves. R. A 1-9 (Bldg. A). (3266)

106. DISCHARGES, 1932 to date. Showing the names of patients, number of veterans discharged, date and register number of each, and total number of discharges each month. Arranged alphabetically by name of patient. (Occasionally, official.) 9 x 12 loose-leaf books (18), 1 ft. 6 in., on wooden shelf. R. A 1-9 (Bldg. A). (3253)

107. DISCHARGE RECORD, 1932 to date. Showing name of patient, address, register number, date of discharge, days relieved for month,

- and type of discharge. Indexed alphabetically, arranged numerically. (Rarely, official.) 10 x 12 vols. (12), 1 ft. 6 in., on wooden shelf. R. A 1-9 (Bldg. A). (3267)
108. INDEX BOOK TO NEUROPSYCHIATRIC EXAMINATIONS, 1932 to date. Showing name of patient, date of examination, nature of case, and by whom examined. Arranged alphabetically by name of patient. (Rarely, official.) 5 x 7 vols. (6), 6 in., on wooden shelf. R. A 1-9 (Bldg. A). (3292)
109. INDEX TO DISCHARGE BOOK, 1932 to date. Name of patient that has been discharged, showing case and register number, date of discharge, type of discharge, and total days of relief. Arranged alphabetically by name of patient. (Rarely, official.) 10 x 12 vols. (4), 1 ft. 4 in., on wooden shelf. R. A 1-9 (Bldg. A). (3252)
110. NARCOTIC AND WHISKEY RECORD, 1932 to date. Name of patient, date admitted to hospital, register number, amount and kind of narcotics given, and name of doctor or nurse prescribing narcotics. Arranged alphabetically by name of patient. (Occasionally, official.) 10 x 12 vols. (2), 2 in., on wooden shelf. R. A 1-9 (Bldg. A). (3294)
111. RECORD BOOK OF OFFICERS OF THE DAY, 1932 to 1936. Showing names of those relieved and by whom, inspection of meals, unusual occurrences, deaths if any, admission out of house, complaints, narcotics prescribed, and number of patients remaining in the hospital. Arranged chronologically. (Occasionally, official.) 8 x 10 vols. (7), 9 in., on wooden shelf. R. A 1-9 (Bldg. A). (3296)
112. INACTIVE AND OUT-PATIENT FILES, 1932 to date. Showing register number, name, address, date, and nature of case. Arranged alphabetically by name of patient. (Occasionally, official.) 3 x 5 cards, 11 in., in drawer of wooden filing case. R. A 1-9 (Bldg. A). (3286)
113. RECORD OF DEATHS, 1932 to date. Names of patients, date admitted to hospital, and date of death; also advice as to payments of compensation and insurance. Arranged alphabetically by name of patient. (Frequently, official.) 12 x 24 folders, 16 ft., in 29 drawers of steel filing cases. R. A 1-9 (Bldg. A). (3288)
114. NARCOTIC RECORDS, 1932 to date. Including requisitions, invoices, receipts, and reports on inspection of narcotic addicts and alcoholic drugs in the Facility. Arranged alphabetically by names of patients. (Occasionally, official.) 10 x 12 folders, 7 in., in drawer of steel filing case. R. A 1-9 (Bldg. A). (3295)
115. DOMICILIARY CASES AND FURLOUGHS, 1933 to date. Record of domiciliary cases and furloughs, showing name of patient, registration number, case number, date of admission, dates of beginning and

expiration of furloughs. Arranged alphabetically by name of patient. (Occasionally, official.) 10 x 12 vols. (6), 6 in., on wooden shelf. R. A 1-9 (Bldg. A). (3260)

116. SPECIAL EXAMINATIONS, 1934 to date. Card file of veterans who have had special examinations, showing name of veteran, date, and nature of examination. Arranged alphabetically. 3 x 5 card index, 4 in. (Occasionally, official.) 3 x 5 cards, 5 ft., in 4 drawers of wooden filing case. R. A 1-9 (Bldg. A). (3254)

117. STATEMENTS REGARDING DEPENDENTS OF PERSONS RECEIVING HOSPITAL TREATMENT, INSTITUTIONAL; OR DOMICILIARY CARE, 1934 to date. Reports relative to the hospital, showing name, date of admission, condition, number of dependents, and their names. Arranged alphabetically by name of patient. (Occasionally, official.) 9 x 12 folders, 3 ft. 2 in., on wooden shelves. R. A 1-9 (Bldg. A). (3259)

118. RECORD OF DOMICILIARY CARE, 1934 to date. Name of patient, roll number, case number, date of admission, diagnosis, and disposition of case. Arranged alphabetically by name of patient. (Occasionally, official.) 10 x 12 vols. (2), 2 in., on wooden shelf. R. A 1-9 (Bldg. A). (3262)

119. METABOLISM TESTS, 1935 to date. Showing name, age, height, weight, temperature, nature and results of tests, and by whom the tests were given. Arranged alphabetically by name of patient. (Rarely, official.) 10 x 12 bundles, 2 in., in drawer of steel filing case. R. A 1-9 (Bldg. A). (3263)

120. OPERATIONS, 1935 to date. Record of operations on World War veterans, showing the ward number, patient, nature of operation, anaesthetic used, and names of surgeon and assistants. Arranged alphabetically by name of patient. (Occasionally, official.) 9 x 12 loose-leaf books, 2 in., on wooden shelf. R. A 1-9 (Bldg. A). (3261)

121. RECORDS OF RELEASED PATIENTS, 1935 to date. Temporary records pertaining to patients released from hospital, showing name, address, and date of release. Arranged alphabetically by name of patient. (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in 6 drawers of steel filing cases. R. A 1-9 (Bldg. A). (3299)

122. VETERANS' ADMINISTRATION REPORTS, 1935 to date. Reports on individual patients, showing name of veteran, his home address, dependents and their addresses, reason for admission to hospital, and date discharged. Arranged alphabetically. (Occasionally, official.) 9 x 12 loose-leaf books, 2 ft. 4 in., on steel shelves. R. A 1-2 (Bldg. A). (3418)

123. AUTHORIZATIONS OF ADMISSION, 1936 to date. Duplicate copies of notices to veterans to report to the hospital for treatment,

showing name of patient, address, and date to report. (Occasionally, official,) 9 x 12 bundles, 7 ft., on wooden shelves. R. A 1-9 (Bldg. A). (3256)

124. CARBON COPIES OF DISCHARGES, 1936 to date. Duplicates of discharges, showing name of veteran, date discharged, his destination, and amount of money allowed for meals and transportation. Arranged alphabetically by name of veteran. (Occasionally, official.) 9 x 12 bundles, 6 ft., on wooden shelves. R. A 1-9 (Bldg. A). (3257)

125. DIETITIANS' REPORTS, 1936 to date. Report made by the chief dietitian each month to the medical director at Washington, D. C., on the kitchen and food used. Arranged alphabetically. (Occasionally, official,) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 142 (Bldg. A). (3419)

126. ROUTINE PHYSICAL EXAMINATION REPORTS, 1936 to date. Requests for physical examinations of World War veterans, stating whether veterans are receiving compensation and if so, the amount, and their industrial histories for the last three years. Arranged alphabetically. (Occasionally, official.) 8 x 10 bundles, 8 in., on steel shelf. R. 142 (Bldg. A). (3417)

127. INDIVIDUAL PATIENTS' RECORDS, 1936 to date. Papers with names of individual patients admitted and discharged from hospital, also number of persons remaining; room and ward number, and file number. Arranged alphabetically by name of patient. 3 x 5 card index, 36 ft. (Occasionally, official.) 9 x 12 loose-leaf books (23), 4 ft., in 2 drawers of steel filing case. R. A 1-9 (Bldg. A). (3258)

128. ACTIVE IN-PATIENTS' CARDS, 1938 to date. An index for all patients in the hospital for the current year, showing name, register number, and address. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 10 in., in drawer of wooden filing case. R. A 1-9 (Bldg. A). (3289)

129. IN-PATIENTS' CARDS, 1938 to date. Report cards from the Facility to the VA Administrator, relative to patients in the hospital, showing name, address, register number, nature of case, and condition of patient. (Frequently, official.) 9 x 12 loose-leaf books (13), 1 ft. 2 in., on wooden shelf. R. A 1-9 (Bldg. A). (3291)

130. IN-PATIENTS' RECORD, 1938 to date. Record of patients admitted to the hospital for the first time who have not been discharged, showing name, address, register number, nature of case, and condition. Arranged alphabetically by name of patient. 9 x 12 card index, 1 ft. 2 in. (Daily, official.) 3 x 5 cards, 10 in., in drawer of wooden filing case. R. A 1-9 (Bldg. A). (3290)

General Clinic

131. EYE, EAR, NOSE, AND THROAT EXAMINATIONS, 1924 to date. Examination certificates, showing names of patients, number of ward, register number, address, condition of patients, and date. Arranged alphabetically. (Frequently, official.) 10 x 12 vols. (18), 1 ft. 8 in., on steel shelf. R. A 1-134 (Bldg. A). (3273)

132. X-RAY INSTRUCTIONS, 1926 to date. Letters from Veterans' Administration, Washington, D. C., relative to the use of the X-ray; and orders and receipts for shipment of equipment to the Facility. Arranged alphabetically. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. A 1-121 (Bldg. A). (3276)

133. LABORATORY EXAMINATIONS, 1930 to date. Complete laboratory examinations, showing total erythrocyte count, total leucocyte count, the count of polymorphonuclear cells, and the small and large monocular count, the haemoglobin content, and the coagulation time for the blood of each patient examined. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders and loose-leaf book, 2 in., in drawer of steel filing case. R. A 1-9 (Bldg. A). (3281)

134. X-RAY PICTURES OF PATIENTS IN THE CLINIC AND HOSPITAL OF THE VETERANS' FACILITY. X-ray negatives (360,000), in folders. R. A 1-121 (Bldg. A). (P-3285)

Dental Office

135. DENTAL APPOINTMENT AND RECORD BOOKS, 1929 to date. Daily dental appointment and record books of the hospital, showing name of patient, hour of appointment, and nature of work. Arranged alphabetically. (Daily, official.) 6 x 9 vols., 2 ft. 2 in., on steel shelves. R. A 1-125 (Bldg. A). (3284)

136. MONTHLY REPORT ON DENTAL CLINIC, 1935 to date. VA Form 2587, report showing unit, in-and out-patients, expendable supplies, dental officer's name, month and year, number of service connected and non-service connected patients, total hours labor, extractions, fillings, hours operated, number of gold fillings, and miscellaneous treatments. Arranged chronologically. (Occasionally, official.) 8 x 10 folders, 11 in., in drawer of steel filing case. R. A 1-125 (Bldg. A). (3283)

137. AUTHORITY TO DESIGNATED DENTIST TO RENDER DENTAL RELIEF, 1936 to date. VA Medical Form 2590, authority signed by manager or chief medical officer, requesting that claimant be given dental relief as outlined on oral examination blank, fees not to exceed specified amount; VA Form 2661, authority for oral examination. Arranged alphabetically. (Occasionally, official.) 8 x 10 folders, 6 in., in drawer of steel filing case. R. A 1-125 (Bldg. A). (3282)

Supply Division

Bids and Contracts

138. MISCELLANEOUS CONTRACTS, 1928 to date. Original and duplicate copies of contracts for such items as paint, brick, roofing, linoleum, and refrigeration, showing items, amount, cost, date, and names of companies. Arranged alphabetically by name of company. (Rarely, official.) 9 x 12 folders, 2 ft. 4 in., in 2 drawers of steel filing case. R. A 1-22 (Bldg. A). (3301)

139. SUPPLY SERVICE LETTERS, 1928 to date. Letters and copies of letters pertaining to contracts and supplies for the Facility. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 7 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3319)

140. RECORD OF SCRAP GOLD, 1929 to date. Statements on scrap gold turned over to the property custodian from the Dental Clinic, showing date, kind, and amount. (Occasionally, official.) 10 x 12 loose-leaf books (5), 5 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3434)

141. PROPERTY REPORT CARDS, 1930 to date. Report cards issued by the custodian of property, showing article, voucher number, unit price, and department to which charged. Arranged alphabetically and numerically. (Occasionally, official.) 5 x 8 cards, 3 ft., in 2 drawers of steel filing case. R. A 1-22 (Bldg. A). (3435)

142. APPLICATION FOR BURIAL FLAG, 1931 to date. VA Form 2008, application for flag which must be made whether veteran dies in a Facility, contract hospital, or elsewhere, containing name of applicant, name of deceased veteran, and affidavit. Arranged alphabetically by name of deceased. (Occasionally, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. R. A 1-9 (Bldg. A). (3447)

143. LETTERS (CORRESPONDENCE), 1931 to date. Letters from property custodians of the hospital to the Administrator of the Veterans' Administration, Washington, D. C., pertaining to traffic regulations, showing name of custodian, to whom addressed, nature of contents, and date written. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3328)

144. RECORD OF ROAD BIDS AND CONTRACTS, 1931 to date. For concrete and for gravel roads and driveways, for the Facility, showing name of company and contractor. Arranged alphabetically by names of contractors. (Frequently, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3302)

145. BIDS FOR EQUIPMENT, 1932 to date. Original and duplicate copies of bids and acceptance for equipment contracts at the Facility, showing names of persons making bids, kinds of equipment, and dates of bids. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3436)
146. EXTERIOR PAINTING CONTRACTS, 1932 to date. Original and duplicate copies of contracts for exterior paintings, showing names of painters, wage scale, amount, and date paid. (Occasionally, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3303)
147. MISCELLANEOUS LETTERS, 1932 to date. General correspondence relative to surplus property, contracts, laundry, supplies, inspections, burials, and reports on the various departments of the Facility. Arranged alphabetically. (Rarely, official.) 10 x 12 folders, 1 ft. 3 in., in 2 drawers of steel filing case. R. A 1-22 (Bldg. A). (3330)
148. PICTURES AND FILM CONTRACTS, 1932 to date. Copies of letters and orders for motion picture films used at the Facility, showing name of company, film, date, and amount of rentals. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3304)
149. SALT ROCK CONTRACTS, 1932 to date. Copies of bids and contracts for delivery of Salt Rock water softener, showing name of company, date, amount, and cost. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3305)
150. SURPLUS PROPERTY REPORT, 1932 to date. Reports on surplus property and related correspondence pertaining to property declared surplus to the needs of the Veterans' Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3423)
151. GENERAL SUPPLY DIVISION CORRESPONDENCE, 1933 to date. Correspondence of the Chief of the Procurement Division relative to supplies for the Facility, showing from whom and to whom sent, nature, and date. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3331)
152. QUARTERLY REPORTS, 1933 to date. Covering the purchase of packing house and dairy products and fresh fruits and vegetables for use of the Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 10 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3422)

153. SHORT FORM CONTRACTS, 1933 to date. Duplicate copies of short form contracts for supplies and equipment, showing name of company, kind of supplies or equipment, date, and amount. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3306)
154. GROCERY RECEIPTS, 1934 to date. Receipts for groceries purchased and delivered at Facility, showing from whom purchased, name and quantity of items, price, and date. Arranged chronologically. (Frequently, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3437)
155. MACHINE RECORD CARDS, 1934 to date. Card record of machines, typewriters, duplicating machines, numbering machines, dictating equipment, adding machines, and automobiles for the Facility, showing date purchased, number and type of machine, and to what department charged. Arranged numerically and alphabetically. (Rarely, official.) 5 x 8 cards, 3 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3438)
156. MISCELLANEOUS REPORTS, 1934 to date. On material shipped to the Facility, showing kind of material, quantity, amount, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3421)
157. ORTHOPEDIC SHOP INVENTORY, 1934 to date. Inventory of orthopedic supplies, showing name and quantity, date checked in, and to what department charged. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3439)
158. PHYSIOTHERAPY EQUIPMENT, 1934 to date. Requests for reports on equipment of physiotherapy from medical director, showing date filed and type of equipment requested. Arranged numerically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3440)
159. PROPERTY AUDITS, 1934 to date. Reports on audit of property, and property records of the supply division, showing date audit was made, number of items on hand, and cost. Arranged chronologically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3433)
160. RADIOS AND RADIO EQUIPMENT CORRESPONDENCE, 1934 to date. Letters pertaining to operations, instructions, tuning controls, line voltage, and installations of radios in the Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3333)
161. REJECTED BIDS, 1934 to date. Original and duplicate copies of bids on material and supplies that have been rejected by the

Administration, showing name of company, kind of material, and amount. Arranged alphabetically. (Rarely, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3365)

162. REQUISITIONS ISSUED, 1934 to date. To patients for toilet articles, tobacco, and razor blades, showing requisition number, to whom issued, amount of item, and date. Arranged alphabetically. (Daily, official.) 8 x 10 loose-leaf books, 8 ft., on steel shelves. R. A 1-22 (Bldg. A). (3269)

163. SPOILAGE REPORTS, 1934 to date. Tabulated statements of spoilage of subsistence supplies, showing date issued, kind of supply, and nature of spoilage. (Occasionally, official.) 10 x 12 folders, 1 ft. 1 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3420)

164. BURIAL REPORTS, 1935 to date. Various reports relative to deaths in the Facility, such as, inspection of body, undertaker, burial arrangements, and shipments of bodies. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3424)

165. CLINIC SUPPLIES, 1935 to date. Memoranda of clinic receipts for the Facility, showing kind of supplies, from whom received, quantity, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3432)

166. MEMORANDA OF KITCHEN PROPERTY, 1935 to date. Including bills, orders, and receipts, name and quantity of property, and date purchased. (Occasionally, official.) 10 x 12 folders, 7 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3441)

167. PURCHASE ORDERS, 1935 to date. Original and duplicate orders for purchases of supplies for the Facility, showing name of company, kind of material, name of the division, amount, and date. Arranged alphabetically. (Occasionally, official.) 10 x 15 loose-leaf books (21), 2 ft. 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3307)

168. SUPPLY SERVICE CORRESPONDENCE, 1935 to date. Pertaining to contracts, bids, receipts, and to subsistence supplies for the Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 11 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3335)

169. WHOLESALE AND PACKING HOUSE MEMORANDA, 1936 to date. Index card system on notes, addresses, and price lists of various wholesale and packing house companies doing business with the Facility. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards, 8 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3343)

170. COMBINATION REQUISITION INVOICE AND RECEIPTS, 1936 to date. Invoice and receipts for supplies for use of hospital; vouchers passed for payment, showing dates of invoices, receipts, and vouchers. Arranged chronologically. (Occasionally, official.) 10 x 12 loose-leaf books, 5 ft., in 3 drawers of steel filing case. R. A 1-22 (Bldg. A). (3442)
171. CONTRACTS, 1936 to date. Duplicate and original contracts of the procurement section for dental supplies, artificial limbs and appliances, optical supplies, orthopedic supplies, insulin, carbolic acid gas, and oxygen. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 4 ft. 3 in., in 3 drawers of wooden filing case. R. A 1-22 (Bldg. A). (3309)
172. CONTRACTS, 1936 to date. Duplicate copies of contracts with various firms for services and supplies for the hospital, showing company, date, and kind of service or supplies. Arranged alphabetically. (Frequently, official.) 12 x 24 loose-leaf books (28), 2 ft., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3308)
173. CORRESPONDENCE PERTAINING TO EFFECTS OF DECEASED, 1936 to date. Letters to the property custodian pertaining to shipments of personal effects of the deceased. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3271)
174. DAILY SUBSISTENCE RECORD, 1936 to date. Record of cards of property and subsistence articles in the Facility, showing name, quantity, and date received. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 6 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3443)
175. DECEASED PATIENTS' EFFECTS, 1936 to date. Record of personal effects shipped, and receipts pending, showing to whom shipped, name of article, amount, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3270)
176. FOOD CONTRACTS, 1936 to date. Contracts with various companies to furnish the hospital with such foods as cereals, coffee, oleomargarine, and gelatine, showing name of company, kind of food, amount, and date. Arranged alphabetically by name of company. (Occasionally, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3310)
177. GENERAL SCHEDULE OF AUTOMOBILE SUPPLIES, 1936 to date. Schedule of letters pertaining to automobile supplies, bills of sale, bills of lading, and purchases of material for the Facility. Arranged chronologically. (Occasionally, official.) 10 x 12 folders, 7 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3444)

178. HEARING DEVICE CONTRACTS, 1936 to date. With various companies for hearing devices for radio receiving sets for the veterans, showing amount, kind of sets, name of company, and date. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3311)

179. INVENTORIES, 1936 to date. Instructions on inventories and inspection reports covering replacements of items in the Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3446)

180. LETTERS OF AUTHORITY, 1936 to date. Relative to stocks and supplies from the Veterans' Administration Supply Service, Washington, D. C., to this Facility. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3337)

181. CORRESPONDENCE, 1936 to date. Relative to commodities meeting Federal specifications as listed by Division of Codes. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 8 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3336)

182. NOTICES OF AWARD, 1936 to date. Subsistence items awarded, stating item number, item, grade, quantity, unit price, and amount. (Frequently, official.) 10 x 12 folders, 5 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3445)

183. ORTHOPEDIC CONTRACTS, 1936 to date. Photostatic copies of orthopedic contracts, showing number and date. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3312)

184. PATIENTS' CLOTHING CARDS, 1936 to date. List of clothing of patients entering the Facility, an itemized account of the personal effects of the patient, and dates checked in and out. Arranged alphabetically. (Occasionally, official.) 10 x 12 cards, 1 ft. 2 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3272)

185. PURCHASE ORDERS, 1936 to date. For supplies purchased for the Facility, showing from whom issued, name of material or supply, quantity, and date. Arranged numerically. (Occasionally, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3431)

186. RECOMMENDATIONS FOR CLOTHING, 1936 to date. Made after an investigation of circumstances of the patient, showing date issued, name, and the items. Arranged alphabetically. (Occasionally, official.) 8 x 10 loose-leaf books, 8 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3268)

187. TREASURY DEPARTMENT LETTERS, 1936 to date. Letters from Public Health Service pertaining to health certificates held by various

fish and oyster companies; these letters are written to the Treasury Department before the letting of bids. (Occasionally, official.) 10 x 12 folders, 3 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3340)

188. VOUCHER MEMORANDUM, 1936 to date. Memorandum of public vouchers for purchases and services other than personal, showing name of company or person, kind of article, number of items, the amount, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3313)

Transportation Unit

189. EXPRESS BILLS, 1934 to date. Express receipts, and receipts for express charges collected from consignees in the various departments, showing from whom shipped, to whom, and amount of bill. Arranged chronologically. (Occasionally, official.) 10 x 12 folders, 1 ft. 5 in., in drawer of steel filing case. Rs. 120 and 22 (Bldg. A). (3383, 3384)

190. FREIGHT BILLS, 1934 to date. Freight bills for shipment of subsistence supplies for the Facility, showing from whom to whom shipped. Arranged chronologically. (Occasionally, official.) 10 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 120 (Bldg. A). (3382)

191. TRANSPORTATION INFORMATION, 1934 to date. General correspondence of the transportation clerk relative to reduced rates, transportation cards, requests, and transportation of patients to the Facility. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 2 in., in drawer of steel filing case. R. 120 (Bldg. A). (3379)

192. SCHEDULE OF SHIPMENTS, 1935 to date. Statements of shipments of subsistence supplies, showing item, quantity, shipment number, contract number, and name of contractor. Arranged chronologically. (Occasionally, official.) 10 x 12 folders, 11 in., in drawer of steel filing case. R. 120 (Bldg. A). (3380)

193. GOVERNMENT BILLS OF LADING, 1936 to date. Government bills of lading for shipment of bodies from Facility to various destinations for burial, showing name of deceased, to whom shipped, and date. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 11 in., in drawer of steel filing case. R. 120 (Bldg. A). (3381)

Utility Division

Construction Section

194. CITY HOSPITAL CHANGES, 1925 to date. Record of all changes made from the Muskogee City Hospital to the Veterans' Hospital. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. R. A 1-22 (Bldg. A). (3314)
195. GUARD'S REPORTS, 1931 to date. Guard's daily reports on actual happenings on hospital grounds between times that watchmen go off duty and their return. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 5 in., on steel shelf. Office (Bldg. B). (3427)
196. WATCHMEN'S REPORTS, 1931 to date. Report by the watchmen at the Facility, showing date, hours worked, and remarks. (Rarely, official.) 10 x 12 loose-leaf books, 2 in., in drawer of steel filing case. Office (Bldg. B). (3426)
197. BOILER INSPECTOR'S REPORTS, 1932 to date. Reports relative to checks and reports on water used in boilers, showing date and condition. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 5 in., in drawer of steel filing case. Office (Bldg. B). (3428)
198. CONSTRUCTION SERVICE REPORTS, 1932 to date. Duplicate reports issued annually on purchases and labor for construction services, showing names of contractors, date, nature of service, and amounts of purchases. Arranged chronologically. (Frequently, official.) 10 x 12 folders, 4 in., in drawers of steel filing case. Office (Bldg. B). (3415)
199. INSPECTOR'S REPORTS, 1934 to date. On condition of elevators in the Facility, and recommendations for repairs. Arranged alphabetically. (Occasionally, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. Office (Bldg. B). (3429)
200. MISCELLANEOUS CORRESPONDENCE, 1935 to date. Correspondence with supervising superintendent of construction and WPA director, district 2, relative to work of the WPA at the hospital. Arranged alphabetically. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. Office (Bldg. B). (3334)
201. TELEGRAPHIC REPORTS, 1936 to date. Telegraphic reports and radiograms sent to the Director of Construction Service, Veterans' Administration, Washington, D. C., in regard to the WPA project in Muskogee. (Rarely, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. Office (Bldg. B). (3425)

OKLAHOMA CITY

Medical and Contact Unit
Federal Bldg., 3d and Robinson Sts.

After creation of the United States Veterans' Bureau by an Act of Congress, approved by the President on August 9, 1921, a subdistrict office was opened in the Harn Building, Oklahoma City. It operated under the Regional Office, then located in Dallas, Texas, which had jurisdiction over Oklahoma, Texas, and the Texas Panhandle.

Enactment of the Consolidation Act of July 3, 1930, authorized the President to establish a new organization to be known as the Veterans' Administration. This was done by consolidating and coordinating all Federal Agencies, especially created for or concerned with the administration of the laws relating to the relief and to other benefits provided by law for former members of the military and naval establishments of the United States and for dependents of deceased veterans or soldiers. These agencies included the Bureau of Pensions, the National Home for Disabled Volunteer Soldiers, and the U. S. Veterans' Bureau.

On January 1, 1925 the Oklahoma City office became a Regional Office of the Veterans' Bureau. In order to handle efficiently the resultant increase in activities, space was rented in the Key Building. The office remained there until July 1, 1932, when space was rented in the Federal Building. In the meantime, when the Veterans' Bureau became a part of the Veterans' Administration, this office continued to function as a Regional Office for the new agency.

In January 1938 the Regional office was combined with the Muskogee Facility and the majority of the records were also moved there. This office was then made a Medical and Contact Unit. The X-ray laboratory is complete and all films, as well as the card file to the X-ray film have been retained. Only a few records are kept in this office, and some of them are in transit. See entry No. 2, p. 2 of this volume.

202. DAILY WORK BOOKS, 1923 to date. Containing X-ray serial number, claimant's name, his serial number, name of the doctor requesting the examination, part or parts of the body to be X-rayed, and the size and number of films used. (Daily, official.) 8 x 10 $\frac{1}{2}$ and 10 $\frac{1}{2}$ x 16 vols., 1 ft. 3 in., in safe. R. 516. (4324)

203. REGULATIONS AND PROCEDURE, 1925 to date. Administrative orders and decisions, instructions and regulations governing Veterans' Bureau and Administration general orders, and regional management letters. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of wooden filing case. R. 514. (4322)

204. WASSERMAN TESTS, 1923 to date. Containing serial number, name, claim number, type, and brief history of case. These are

permanent records. (Daily, official.) 3 x 6 notebooks, 6 in., in cupboard. R. 501. (4326)

205. GENERAL CORRESPONDENCE, 1938 to date. General correspondence pertaining to government life insurance, adjusted compensation, benefits under the adjusted compensation act of 1936 as amended, treatment, pension and disability compensation; also relating to specified form requested for benefits afforded by Veterans' Administration. Arranged alphabetically by subject matter. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case and drawer of steel filing case. Rs. 514 and 524. (4320)

206. INDIVIDUAL CLAIM FILE, 1938 to date. Case files of claims presented by veterans, containing requests for examination, reports on examinations, hospitalization records, admission and discharge cards clinical reports, transfer rating sheets, service reports, discharge papers, and related correspondence. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 514. (4319)

207. LABORATORY WORK SHEETS, 1939. VA Form 26141, reports concerning blood chemistry, sputum, spinal punctures, urinalysis, and Wasserman tests; records are destroyed every 90 days. (Daily, official.) 9 x 12 loose-sheets, 4 in., in drawer of wooden cabinet. R. 501. (4323)

208. X-RAY FILMS. X-ray negatives (11,000), in steel filing cases. 3 x 5 card index, 16 ft. Rs. 516 and 518. (P-4321)

209. INDEX TO X-RAY FILMS, 1923 to date. Active card index to X-ray film, showing serial number, number of film made, parts taken, and date. Arranged alphabetically by name. (Daily, official.) 3 x 5 cards, 16 ft., in drawers of steel card cabinets. R. 514. (4325)

CHRONOLOGICAL INDEX

(All numbers refer to entries. A record entry number is listed under each decade which the record covers in full or in part. An entry number is underlined to call attention to the initial appearance of the record; the last listing of the entry number indicates the decade within which the record ends.)

1910-19

1, 2, 9

1920-29

1, 2, 5-17, 47-54, 68-73, 93-100, 131, 132, 135, 138-140, 194,
202-204, 209

1930-39

1, 2, 3, 4, 5-17, 18-46, 47-54, 55-67, 68-73, 74-94, 95-100,
101-130, 131, 132, 133, 135, 136, 137, 138-140, 141-163, 164,
165-193, 194, 195-201, 202-204, 205-207

Un-dated Records

134, 208

