

FW 4.14;
F317/Ser. 11/
no. 12

UNIVERSITY OF KENTUCKY
3 0425 4667505 4

REPORT OF FEDERAL ARCHIVES IN THE STATES



GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES

SERIES XI THE DEPARTMENT OF LABOR NO. 12 ILLINOIS

THE HISTORICAL RECORDS SURVEY
CHICAGO ILLINOIS
1941

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 XI. THE DEPARTMENT OF LABOR

NO. 12. ILLINOIS

Chicago, Illinois
The Illinois Historical Records Survey Project
1941

Historical Records Survey Projects

Philip M. Hamer, Assistant Director
Thomas R. Hall, State Supervisor

Research and Records Section

Harvey E. Becknell, National Director
Willard N. Hogan, State Chief

Division of Professional and Service Projects

Florence Kerr, Assistant Commissioner
Mary Gillette Moon, Chief Regional Supervisor
Evelyn S. Byron, State Director

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Commissioner
George Field, Regional Director
Howard S. Drew, 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 units 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 Illinois the work of the Survey was under the direction of Dr. Russell H. Anderson, with Mr. William E. Austin who resigned in April 1937 as his assistant, from its inception until June 30, 1937. The project has become a part of the Historical Records Survey in Illinois with Mr. Howard E. Colgan as State Director until June 1939 when he was succeeded by Mr. Royal S. Van de Woestyne. In November 1940 Mr. Thomas R. Hall became State Supervisor of the Survey. The present sponsor of the Survey is the Honorable Dwight H. Green, Governor of Illinois. This inventory of the records of the Department of Labor in Illinois was prepared in the Chicago Office of the Illinois Historical Records Survey Project by Eugene Kendrick, Editor of the Federal records section of the Archives Division, the activities of which are directed by Herbert R. Rifkind, State Editor. The inventory was edited by Mr. Martin P. Claussen, Associate Editor-Writer in the Office of the Director of Research and Publications in The National Archives.

Thomas R. Hall
Thomas R. Hall
State Supervisor
Historical Records Survey
in Illinois

Chicago, Illinois
May 10, 1941

TABLE OF CONTENTS

	Page
IMMIGRATION AND NATURALIZATION SERVICE	
Chicago, District Director's Office.....	2
UNITED STATES EMPLOYMENT SERVICE	
Belvidere, NRS, Boone County Office.....	10
Benton, NRS, Franklin County Office.....	11
Bloomington, ISES, McLean County Office.....	12
Cairo, NRS, District 12 Office.....	15
Champaign, NRS, Champaign County Office.....	18
Chicago, ISES Branch Offices.....	18
Calumet Branch Office.....	19
Central Labor Office.....	20
Clearance Office.....	22
Commercial Office.....	23
Industrial Office.....	25
North Side Branch Office.....	26
Service Branch Office.....	27
South Parkway Branch Office.....	28
Stockyards Branch Office.....	29
NRS, State Reemployment Director's Office.....	30
Veterans' Placement Bureau.....	32
Cicero, ISES, District Manager's Office.....	33
Decatur, ISES, Macon County Office.....	35
East St. Louis, ISES, District Manager's Office.....	36
Freeport, NRS, District 1 Office.....	38
Golconda, NRS, Hardin and Pope Counties Office.....	39
Harrisburg, ISES, Saline County Office.....	40
Jacksonville, NRS, District 7 Office.....	41
Jonesboro, NRS, Union County Office.....	43
Marion, NRS, Williamson County Office.....	44
Mattoon, NRS, District 6 Office.....	45
Metropolis, NRS, Massac County Office.....	46
Mounds, NRS, Pulaski County Office.....	47
Murphysboro, NRS, Jackson County Office.....	48
Oak Park, ISES, Manager's Office.....	49
Oregon, NRS, Ogle County Office.....	50
Pekin, NRS, Tazewell County Office.....	51
Taylorville, NRS, District 8 Office.....	52
Vandalia, NRS, Bond and Fayette Counties Office.....	53
Vienna, NRS, Johnson County Office.....	54
Woodstock, ISES, McHenry County Office.....	55
CHRONOLOGICAL INDEX.....	58
Publications of The Illinois Historical Records Survey.....	64

IMMIGRATION
AND
NATURALIZATION

SERVICE

IMMIGRATION AND NATURALIZATION SERVICE

CHICAGO

DISTRICT DIRECTOR'S OFFICE
Post Office Bldg., 433 W. Van Buren St.

This office for District 10 was established August 10, 1933, due to the consolidation of the Bureau of Immigration and Naturalization by Executive Order 6166, June 10, 1933, under authority conferred upon the President by Congress in the Act of March 3, 1933. The Bureau of Immigration was established in 1891, and in 1906 it was transferred to the Department of Commerce and Labor. Since 1913 it has been under the jurisdiction of the Department of Labor. The Bureau of Naturalization was established by act of Congress on June 29, 1906. It operated under the jurisdiction of the Department of Justice, District Attorney's office, from 1906 to 1909, and under the Department of Commerce and Labor from 1909 to 1913, when jurisdiction was transferred to the Department of Labor, under which it now operates. The Bureau of Immigration has been located at the following addresses: 1906 - June 1908, Federal Building, Clark and Adams Sts.; July 1908 - June 1913, Continental Commercial National Bank Building, 72 W. Adams St.; July 1913 - 1917, Newberry Building, 845 S. Wabash Ave.; 1917 - 1925, Pontiac Building, Harrison and Dearborn Sts.; 1925 - July 20, 1932, Transportation Building, 608 S. Dearborn St.; July 21, 1932 - June 28, 1933, Manhattan Building, 431 S. Dearborn St. and since that date at the present quarters. The Bureau of Naturalization has been located at the following addresses: 1906 - April 1, 1934, Federal Building, Clark and Adams Sts.; April 16, 1934 to date, at present quarters. Due to lack of office space, the naturalization examiners of the Bureau occupied quarters in the Transportation Building, 608 S. Dearborn St. from September 1925 to April 1935.

The Immigration and Naturalization Service is concerned with all phases of the work incident to the enforcement of the immigration, Chinese exclusion, and naturalization laws, and the regulations thereunder. To carry out this work the organization is divided into two main units, the Central Office, Washington, D. C., and the Field Service. District 10 of the Immigration and Naturalization Service comprises the northeastern part of Indiana, the eastern half of Wisconsin and Iowa, and the northern half of Illinois. Sub-offices are maintained in Freeport, Danville, and Peoria, Ills; Hammond, Ind.; Dubuque, Cedar Rapids, Ottumwa, and Davenport, Iowa. Various periodic reports are transmitted to Central Office. Records are in good condition.

1. CHINESE IMMIGRATION INVESTIGATIONS, 1906 to date. Closed and pending investigations of Chinese aliens who have violated immigration laws, showing laborer's return certificate, permit, warrant of arrest, personal history statement, report of hearing, bond conditioned for delivery of an alien, preliminary statement, and related correspondence. Filed numerically. Indexed. (Daily, official.) 10 x 15 folders, 90 ft., in 44 drawers of steel filing cases. Vault in R. 719. (8510)
2. INDEX FILE, 1906 to date. Pending or closed Chinese immigration investigation cases conducted by district headquarters or its sub-offices, showing name and address of alien, aliases, file number, description of investigation, disposition, and date. Filed alphabetically. (Daily, official.) 5 x 8 cards, 24 ft., in 6 drawers of card cabinets. Vault in R. 719. (8509)
3. NATURALIZATION INVESTIGATIONS, 1906 to date. Records of closed miscellaneous investigations of naturalization cases, in event of criminal prosecutions, lost papers, naturalization law violations, changes of residence, and other data; also applications, petitions, court records, and correspondence. Filed numerically. (Weekly, official.) 10 x 15 folders, 95 ft., in 50 drawers of steel filing cases. R. 719. (8513)
4. PETITIONS, 1906 to date. Forms 2208, 2213A and 2214A, records of petitioners who have received final papers and whose cases are closed, showing application for certificate of arrival and preliminary form for a declaration of intention, petition for citizenship and naturalization, certificate of arrival, invalidated first papers, valid first and second papers, results of preliminary examinations, and related correspondence. Filed alphabetically and numerically. Indexed. (Daily, official.) 10 x 15 folders, 590 ft., in 294 drawers of steel filing cases. R. 719. (8516)
5. LEAVE OF ABSENCE RECORDS, 1908 to date. Forms 536 and 540, showing previous absence, time to be granted, signatures of applicant, officer in charge and district director, and related correspondence. Pertains to all employees within district. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 ft., in 3 drawers of steel filing cases. R. 701. (8521)
6. GENERAL CARD INDEX, 1910 to date. Pending and closed applications for each naturalization and immigration case, petitions, and investigations, showing name and address of applicant, number and date of receipt, disposition of case, date, and file number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 630 ft., in 264 drawers of steel filing cases. R. 719. (8523)
7. IMMIGRATIONS, 1910 to date. Forms 8-C1, 553, 607 and 617. Investigations conducted by district headquarters, showing warrant of arrest for violation of immigration law, personal history statement used for obtaining passport, report of hearing, bond conditioned for delivery of an alien, preliminary statement, and related correspondence. Filed numerically. Indexed. (Daily, official.) 10 x 15 folders, 820 ft., in 377 steel and wooden drawers of filing cases. R. 719 and storeroom. (8511, 8512)

8. REPORTS OF NATURALIZATION ACTIVITIES, July 1919 to date. Form 586, copies of completed reports covering statistics on naturalization, showing number of investigations conducted, date, name of court, number and location, petitioners and witnesses examined at preliminary hearings, court hearings, recommendations made, declarations, certificates, court records examined, cancellations and reasons, and results of prosecutions; also final action on petitions taken by courts, applications pending and received during month, and number of declarations and petitions filed in State and Federal courts within district. Filed chronologically and numerically. (Older records, annually; recent records, daily, official.) 8 x 12 loose-leaf book and 10 x 15 folders, 3 ft., in drawers of steel filing case. R. 701. (8282, 8283, 8290)

9. NATURALIZATION PAPERS FORWARDED, 1923 to date. Form 2208, prepared and submitted monthly to this office by Clerk of Court, showing name of court, county, city, State, date, petition number, name, sex, and approximate date of final hearing. Enclosed for transmission to Central Office are duplicate naturalization papers. Filed alphabetically. (Daily, official.) 10 x 15 folders, 32 ft., in 16 drawers of wooden filing cases. R. 701. (8292)

10. REPORTS OF HEARINGS, 1923 to date. Form 159, report of each hearing in open courts within district, showing court number, title, place, date, name of judge, clerk, examiner, total number of admissions according to nativity, dismissals and reason, and continuances. Filed numerically. (Daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of steel filing cases. R. 701. (8291)

11. COURT ORDERS, June 28, 1926 to date. Forms 2351, 2352 and 2353, list of petitioners having appeared in person at final hearing held in open court, admitted to citizenship and plea granted for change of name, showing date, number, name, district, and division of court, name of petitioner, change of name, signatures of designated examiner and judge; also list of naturalization petitions recommended to be denied, showing petitions number, name of petitioner, and reason for denial, and list of petitions recommended to be continued and reason. Filed alphabetically and numerically. (Daily, official.) 9 x 12 loose-leaf books (8), and 10 x 15 folders, 4 ft. 6 in., in 4 drawers of steel filing cases. R. 701. (8289)

12. REPORTS OF PRELIMINARY AND FINAL HEARINGS, June 28, 1926 to date. Forms 2356 and 2357, showing date of hearings, court number, recommendations on petitions heard, approved or disapproved by court, name of judge, petitions and witnesses examined, tentative recommendations and totals. Filed chronologically. (Daily, official.) 3 x 5 cards, 4 ft. 6 in., in 3 drawers of steel card cabinets. R. 701. (8285, 8277)

13. EXPENDITURES AUTHORIZED, July 1927 to date. Forms 598D, 589E and 598F, monthly copies, submitted to Central Office, showing amounts allotted, authorized by the department and officer in charge, net

amounts of adjustments, and charged against allotment, the name of payee, character of service, estimated annual charge, amount previously vouch-ered and the balance; also request number, name of traveler, and initial point destination and cost, coal, water, ice, electric current, etc. Filed chronologically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 2 ft. 7 in., in drawers of steel filing cases. R. 701 and storeroom. (8506, 8508, 8494)

14. FINANCIAL INSTRUCTIONS, 1927 to date. Issued by Central Office, relating to accounting procedure, financial reports, contracts, leases, vouchers, pay rolls, leaves, overtime bills, etc. Filed by subject. (Weekly, official.) 10 x 15 folders, 8 in., in drawer of steel filing case. R. 701. (8281)

15. MANIFEST OF ALIENS EMPLOYED ON VESSELS AS MEMBERS OF CREW, 1927 to date. Form 680, showing name of vessel, port, date, initial port, and list of aliens, names, length of service, position in ships' company, whether paid off or discharged, age, sex, race, nationality, height, weight, steamship line, owner, and name of immigration inspector. Filed chronologically. (Monthly, official.) 20 x 24 loose-leaf books, 1 ft., on wooden shelf. Vault in R. 719. (8514)

16. RETURN PERMIT RECEIPTS, 1927 to date. Issued to aliens by this office, showing date permit was delivered to alien leaving United States, case number, and signature of applicant. Filed alphabetically. (Daily, official.) 5 x 8 cards, 65 ft., in 42 drawers of steel filing cases. Vault in R. 719. (8524)

17. MOTOR VEHICLE EXPENSE REPORTS, July 1927 to date. Form 600, copies prepared by employees using motor vehicles for official travel, showing date of purchase, location, make and model, motor number, quantity and cost of fuel and lubricants purchased, garage rent, cost of repairs, and accessories, total cost of upkeep, and mileage. Filed chronologically. (Older records, never; recent records, daily, official.) 9 x 12 and 10 x 15 folders and bundles, 1 ft. 1 in., in drawers of steel filing case and in wooden box. R. 701 and storeroom. (8495, 8496, 8507)

18. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, July 1927 to date. Form 1034 and 1018C, copies of vouchers issued by Accounting Section for maintenance of district headquarters and its sub-offices, showing purchases and services as garage, telephone, tele-graph, jails, meals, photographs and passports of aliens, gas and oil, interpreters, typewriter and automobile repairs, nurse supplies, and related correspondence. Filed chronologically and by subject. (Older records, never; recent records, daily, official.) 9 x 12 and 10 x 15 folders and bundles, 4 ft. 6 in., in drawers of steel filing cases and in wooden box. R. 701 and storeroom. (8497, 8498, 8499)

19. PAY ROLLS FOR PERSONAL SERVICES, 1928 to date. Forms 1013B and 1013C, copies of pay rolls showing pay period, name, number, grade and salary rate of employee, gross amount earned, deductions, net amount paid and remarks. Filed chronologically. (Older records, never; recent records, weekly, official.) 10 x 15 folders, 2 ft. 9 in., in drawers of steel filing cases. R. 701 and storeroom. (8318, 8319, 8320)

20. TRAVEL VOUCHERS, 1928 to date. Forms 1012, 1012C and 1012D, copies of public vouchers for reimbursement of travel and other expenses including per diem, statement of travel by motor vehicle, and receipts for cash and for traveling done by employees. Filed alphabetically and chronologically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 4 ft. 6 in., in drawer of steel filing cases. R. 701 and storeroom. (8315, 8316, 8317)

21. REPORTS OF NATURALIZATION EXAMINER, Jan. 1929 to date. Form 2308, record of investigations made of petitioners and witnesses, hearings conducted, number of admittances, denials, continuances, correspondence, and other data, showing date, where employed, mail and telegraph address, work done, and signature of naturalization examiner. Filed chronologically. (Older records, monthly; recent records, daily, official.) 3 x 5 cards and 10 x 15 folders, 10 ft., in 8 drawers of wooden filing case and card cabinets. R. 701. (8284, 8286)

22. CERTIFICATES OF ARRIVAL, July 1929 to date. Form 2213A, applicants awaiting eligibility for application of second papers, showing certificate of arrival, invalidated first papers, copy of notice to file first papers, results of preliminary examination, application for certificate of arrival and declaration of intention. Filed numerically. Indexed. (Daily, official.) 10 x 15 folders, 248 ft., in 124 drawers of wooden filing cases. R. 719. (8517, 8518)

23. MONTHLY EXPENDITURE REPORTS, July 1929 to date. Form 40A and 593, copies showing classification of expenditures for each month, district, month, entry date, payee, remarks, payment of professional services, commercial transportation, vehicle hire, travel expenses, passports, telegraph and telephone services, rental, subsistence, repairs, supplies and equipment, and other data. Filed chronologically. (Older records, never; recent records, weekly, official.) 10 x 15 folders, 6 ft., in drawers of steel filing cases. R. 701 and storeroom. (8312 - 8314)

24. PAY VOUCHERS FOR PERSONAL OVERTIME SERVICES, July 1929 to date. Form 569, 571-1, and 571-2, memorandum copies for overtime services rendered by employees on official business, mainly inspection of vessels, and pertinent correspondence. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 12 and 10 x 15 folders and bundles, 1 ft. 6 in., in drawer of steel filing case and in wooden box. R. 701 and storeroom. (8306 - 8308)

25. PERPETUAL INVENTORY RECORD, July 1929 to date. Record of each article of stock on hand, showing item number, article, description, unit, requisition number, date received and issued, and balance. Filed alphabetically. (Daily, official.) 9 x 11 loose-leaf book, 1 in., in drawer of steel filing case. R. 701. (8275)

26. RECEIPT BOOKS, July 1929 to date. Form 20F, copies issued to applicants for citizenship, acknowledging receipt of money order in payment for certificate of arrival, showing receipt number, name and address of applicant, date, amount, and initials of receiving employee. Filed numerically. Indexed. (Weekly, official.) 9 x 11 vols. (40), 15 ft., on shelf. Vault in R. 719. (8519, 7520)

27. CONTRACT FILE, 1929 to date. Forms 33, 648 and 1036, contracts for garage service, jails, auto repairs, meals, and photographs of aliens, including invitation to bid, acceptance, statement and certificate of award, and pertinent correspondence. Filed alphabetically. (Older records, never; recent records, weekly, official.) 10 x 15 folders, 14 in., in 3 drawers of steel filing case. R. 701 and storeroom. (8305, 8321, 8322)

28. TIME REPORTS, 1929 to date. Forms 613 and 616, copies prepared by accounting section for each inspector, clerk and guard attached to service within district, showing statement of official duties, time on duty, sick leave, leave without pay, and overtime. Filed chronologically. (Older records, never; recent records, daily, official.) 10 x 15 folders, 6 ft., in drawers of steel filing cases. R. 701 and storeroom. (8500-8505)

29. REQUISITIONS FOR SUPPLIES, July 1929 to date. Form 587, 588, 589, copies submitted semiannually to the commissioner of Immigration and Naturalization, for supplies, printed stationery, and immigration law books, including invoices and pertinent correspondence. Filed numerically. (Older records, never; recent records, quarterly, official.) 9 x 12 and 10 x 15 folders and bundles, 1 ft. 6 in., in drawer of steel filing case and in wooden box. R. 701 and storeroom. (8309-8311)

30. DOCKET LIST OF PETITIONS, May 1930 to date. Form 2355, list for use of designated examiner or officer at preliminary hearings in various courts, showing date, number of petitions called for hearing, petitioner's name, number, recommendations, reasons for denial or continuance, and signature of designated examiner. Filed chronologically. (Daily, official.) 8 x 15 clipped forms, 2 ft., in drawer of steel filing cases. R. 701. (8288)

31. RECORD OF ORGANIZATIONS, July 1930 to date. Showing designation, address, form number and date, followed by chronological records of forms delivered. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 6 in., in wooden transfer case. R. 701 (8280)

32. PETITIONS DENIED, Mar. 1932 to date. Form FD 1, copies of petitions denied on ground involving unworthiness of applicants, showing court and petition numbers, name of applicant, pertinent facts, i. e. police records, petitioner's admission and investigation of this service. Filed chronologically. (Monthly, official.) 10 x 15 folders, 1 in., in drawer of steel filing case. R. 701. (8276)

33. RECORD OF GOVERNMENT TRANSPORTATION REQUESTS ISSUED, July 1, 1932 to date. Showing book and request numbers, date issued, and name of the traveler. Entered chronologically. (Daily, official.) 6 x 9 notebook, $\frac{1}{2}$ in., in drawer of desk. R. 701. (8273)

34. RECORD OF ISSUES, July 1933 to date. Record of badges, brief cases, handcuffs, motor fuel, identification cards, motor fuel tax exemption certificates, transportation identification cards, uniforms, caps, and insignia issued to employees of service, item, date, and to whom issued. Entered chronologically. (Daily, official.) 6 x 9 notebook, $\frac{1}{2}$ in., in desk drawer. R. 701. (8272)

35. RECORD OF MONEY EXPENDED, July 1933 to date. Showing semimonthly amounts expended for salaries, transportation, travel, and general expenses for each State within district. Entered chronologically. (Constantly, official.) 6 x 9 notebook, $\frac{1}{2}$ in., in drawer of desk. R. 701. (8274)

36. REQUESTS FOR FORMS, July 1, 1934 to date. Forms 2213A and 2214A, receipted copies of requests for forms, desired for use by various civil bodies, showing number of forms delivered, date, and initials of receiver. Filed chronologically. (Weekly, official.) 10 x 15 folders, 1 ft., in drawer of steel filing case. R. 701. (8287)

37. RECORD OF CIRCULAR LETTERS, July 1935 to date. Showing title, subject, description and number, court decision, citation and order received at and used by district headquarters. Filed by subject. (Daily, official.) 3 x 5 cards and 9 x 11 loose-leaf books (2), 5 ft. 5 in., in 2 drawers of wooden filing case and desk. Rs. 719 and 701. (8278, 8279, 8525)

38. ACCOUNT OF LIABILITIES UNDER ALLOTMENT OF APPROPRIATIONS, July 1, 1936 to date. Form 593, showing salaries and expenses of employees within district, date of voucher, name of payee, description of item, authority number, amount of allotment, debit and credit account, and date entered. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf book, 2 in., in drawer of desk. R. 701. (8294)

39. GENERAL CORRESPONDENCE, July 1, 1936 to date. Files on expenditures, pay rolls, estimates, authorizations, furniture repairs, transportation, travel orders, property, keys, identification cards, badges, uniforms, insignia, typewriters, automobiles, and other subjects. Filed chronologically and by subject. (Daily, official.) 10 x 15 folders, 1 ft., in drawer of steel filing case. R. 701. (8295)

40. INVESTIGATIONS FILE, July 1, 1936 to date. Form 8-C1, 617, 607 and 553, records of investigations of immigration and naturalization law violations conducted by district headquarters, showing applications and petitions, warrant of arrest, personal history statement, report of hearing, bond conditioned for delivery of an alien, preliminary statement, and pertinent correspondence. Filed numerically. Indexed. (Daily, official.) 10 x 15 folders, 155 ft., in 75 steel drawers of filing case. R. 719. (8522)

41. PENDING FILES FOR CITIZENSHIP, SECOND PAPERS, July 1, 1936 to date. Individual folders of applicants with first papers who have filed a petition for naturalization and are awaiting examination in open court, showing application for certificate of arrival, declaration of intention, petition for citizenship, naturalization, invalidated first papers, copy of notice to file first papers, results of examination, valid first papers, and pertinent correspondence. Filed alphabetically and numerically. Indexed. (Constantly, official.) 10 x 15 folders, 80 ft., in 40 drawers of steel filing cases. R. 719. (8515)

42. PROPERTY RECORD FILE, July 1, 1936 to date. Form 669, record of each typewriter and mimeograph machine issued to and used by the service, showing name of article, price, procurement authority, date received, bill of lading and invoice number, and property return on which taken up and dropped. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 2 ft., in wooden transfer case. R. 701. (8293)

UNITED STATES EMPLOYMENT SERVICE

UNITED STATES EMPLOYMENT SERVICE

THE UNITED STATES EMPLOYMENT SERVICEINTRODUCTION

The United States Employment Service was established by the Department of Labor in 1914 under authority derived from the statutory powers of the Division of Information of the Bureau of Immigration, where, in 1907, a public employment system had been established in connection with the immigration station at New York. Prior to October 15, 1917 the United States Employment Service was conducted as a part of the Division of Information of the Bureau of Immigration. The funds necessary to carry on this work were taken from the immigration appropriations, and many of the field officers of the Bureau of Immigration acted in a dual capacity both as Immigration and Employment officials. The United States Employment Service became a separate unit in the Department of Labor on January 3, 1918.

The present United States Employment Service was established by the Wagner-Peyser Act of June 6, 1933, and began operations on July 1, 1933. It succeeded a unit of the same name, established in 1918, which functioned under a different form of organization. At the time the Survey of Federal Archives was made in Illinois, the United States Employment Service in setting up and maintaining a national system of employment operated through two types of offices - State employment service offices, established in accordance with the Wagner-Peyser Act and affiliated by agreement with the USES, and offices of the National Reemployment Service. The latter was an emergency agency set up in July 1933 as a division within the USES for the primary purpose of placing labor on projects financed with public works and emergency relief funds although it also placed workers in private industry. The activities of the NRS and of the State Employment offices were coordinated to prevent overlapping and as the facilities of the latter were enlarged, the offices and positions of the NRS were turned over to them. This transfer had been completed by July 1, 1939. On that date, the USES became a unit of the Social Security Board and thereby part of the Federal Security Agency established by the President's Reorganization Order No. 1.

BELVIDERE

NRS, BOONE COUNTY OFFICE
State Street, near Meadow Street

This office of the National Reemployment Service was established December 1, 1933, and serves Boone County only. No records are sent to the Washington office. Records are in good condition.

43. FEDERAL EMERGENCY RELIEF ADMINISTRATION, Dec. 1, 1933. Form 600, certification of eligibility cards, pending until applicant is assigned or rejected, and referred to positions. (Daily, official.) 5 x 8 cards, 4 ft., in 2 drawers of wooden filing case. 1st floor rear. (13)

44. REGISTRATION CARDS, Dec. 1, 1933 to date. Data used in filling employment requisitions of WPA, PWA, non-WPA quotas. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 ft. 8 in., in 4 drawers of wooden card cabinet. 1st floor, rear. (14)

45. PLACEMENTS, Sept. 1935. Introductory cards when applicant is sent to apply for position with post card to be returned, stating whether or not he was accepted. (Occasionally, official.) 3 x 5 cards, 2 in., in card cabinet. 1st floor, rear. (12)

BENTON

NRS, FRANKLIN COUNTY OFFICE Court House, City Square

This office of the National Reemployment Service was established in 1932 as the United Employment Service, in the Community Building, North Main Street; in 1933 it was changed to the National Reemployment Service, and since June 1936, it has occupied quarters in County Court House. No records are sent to Washington.

46. GROSS INDEX FILE, Nov. 23, 1933 to date. Index to all applicants, showing name, address, telephone number, and registration and occupational code numbers. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 10 ft., in drawers of card cabinets. 1st floor. (9)

47. GENERAL CORRESPONDENCE, Nov. 23, 1933 to date. Bulletins and instructions pertaining to the general administrative and operative affairs of this office. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 1st floor. (1)

48. IDENTIFICATIONS, Nov. 23, 1933 to date. Showing applicant's name, address, occupation, code and registration numbers, and date of registration or renewal. Filed numerically. (Occasionally, official.) 3 x 5 cards, 6 ft., in 3 drawers of steel card cabinet. 1st floor. (2)

49. REGISTRATIONS, Nov. 23, 1933 to date. Active and inactive cases, showing name, address, registration number, physical description, past employment record, occupational classification and code number; segregated into relief and non-relief cases. Filed numerically. (Frequently, official.) 5 x 8 cards, 10 ft. 6 in., in 6 drawers of steel card cabinet. 1st floor. (7, 8)

50. CERTIFICATIONS, Oct. 1935 to date. Active and inactive certifications as to eligibility of relief clients for WPA work. Filed alphabetically. (Older records, rarely; recent records, frequently, official.) 5 x 8 cards, 7 ft. 6 in., in 3 drawers of steel card cabinets. 1st floor. (3,4)

51. CORRESPONDENCE, Nov. 1935 to date. General correspondence with the district WPA office, pertaining to the administrative and operative affairs of the office, in connection with WPA matters. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor. (5)

52. REQUISITIONS AND ASSIGNMENTS, Nov. 1935 to date. Requisitions from district WPA office assigning workers to projects, and copies given workers instructing them to report for work. Filed numerically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor. (6)

BLOOMINGTON

ISES, MCLEAN COUNTY OFFICE
Bulletin Bldg., 214 N. Madison St.

This office of the Illinois State Employment Service was established July 1, 1934. Prior to that date it was a State employment office and at the beginning of 1934 it was reorganized and made a dual agency of the State and Federal service. It has occupied its present quarters since its inception. The primary purpose of the Illinois State Employment Service is to place unemployed workers in private employment. The service had considerable success in meeting this objective and has the responsibility for placing unemployed workers on PWA projects. Some inactive records were destroyed, others stored in basement. All records are sent to the State headquarters at Chicago, and after consolidation with other branches, are forwarded to Washington. Records are in good condition.

53. VOUCHER SCHEDULES, 1919 - 1931. Reports of financial expenditures of office. Filed chronologically. (Seldom, official.) 8½ x 14 bundles, 1 ft., in drawer of steel filing case. Basement. (121)

54. GENERAL CORRESPONDENCE, 1919 - 1934. Correspondence relative to business of this office. Filed chronologically. (Never.) 8½ x 11 folders, 2 ft. 3 in., in 2 drawers of steel filing case. Basement. (125,135)

55. OFFICE REPORTS, 1921 - 1934. Showing number of people interviewed each day, placements, applications on file, etc. Filed chronologically. (Seldom, official.) 8½ x 14 bundles, 1 ft. 3 in., in drawer of steel filing case. Basement. (122, 123)

56. SALARY AND EXPENDITURES SCHEDULES, 1924 - 1931. Record of salaries paid employees of this office and other expenditures. Filed chronologically. (Seldom, official.) 8½ x 14 bundles, 3 in., in drawer of steel filing case. (133)

57. SUB CLASSIFICATION OF VOUCHERS SUBMITTED FOR PAYMENT, 1929 - 1935. Record of a breakdown of financial statement, giving itemized expenditures for each month. Filed chronologically. (Seldom, official.) $8\frac{1}{2}$ x 14 loose-leaf books, 1 in., in drawer of steel filing case. Clerical Room. (111)
58. VOUCHER FILE, 1929 - 1935. Financial record of office, showing total expenditures for each month. Filed chronologically. (Seldom, official.) $8\frac{1}{2}$ x 14 loose-leaf books (2), 2 in., in drawer of steel filing case. Clerical Room. (110)
59. REFERRALS, 1932 - 1934. Separate cards for each applicant, with record of positions applicant has been referred to. Filed alphabetically. (Seldom, official.) 4 x 6 cards, 8 in., on wooden shelf. Basement. (127)
60. REGISTRATIONS, 1932 - 1934. Personal and work history of each applicant. Filed alphabetically. (Seldom, official.) 5 x 8 cards, 10 ft. on wooden shelf and in 3 pasteboard boxes. Basement. (126)
61. CWA BULLETIN FILE, 1933. Instruction on procedure and administration of Civil Works Administration for employment offices, supervisors, etc. (Seldom, official.) $8\frac{1}{2}$ x 11 bundles, 1 in., in drawer of steel filing case. No R. No. (130)
62. CWA PAY ROLLS, 1933. Showing names, addresses, and identification numbers for workers on CWA placed by this office. (Rarely, official.) $8\frac{1}{2}$ x 14 bundles, 1 in., in drawer of steel filing case. Basement. (124)
63. CWA PROJECT FILE, 1933. Requisitions for workers, approval of projects, name of workers assigned to projects, and related correspondence. Filed numerically. (Never.) $8\frac{1}{2}$ x 11 folders, 6 in., in drawer of steel filing case. No R. No. (128)
64. CWA REQUISITIONS FOR WORKERS, AND IDENTIFICATION CARDS, 1933. Copies, showing name of worker, foreman, date, project name, type of work, etc. Filed numerically. (Seldom, official.) 4 x 8 slips, 1 ft., in drawer of steel filing case. Basement. (129)
65. INVENTORY OF OFFICE, 1933 to date. Detailed inventory of office equipment and supplies. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 loose-leaf books, 1 in., in drawer of steel filing case. Clerical room. (112)
66. CWA BUSINESS CENSUS, 1934. Reports and records compiled by CWA field workers in making census of businesses in Bloomington. (Seldom, official.) $8\frac{1}{2}$ x 11 bundles, 6 in., in drawer of steel filing case. No R. No. (134)
67. PWA BULLETINS, 1934. Instructions on the procedure as to assigning workers to Public Works Administration projects, transfer of workers, etc. (Seldom, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in drawer of steel filing case. No R. No. (132)

68. PWA EMPLOYMENT LISTS, 1934. Lists of workers assigned to PWA projects, showing name of worker, project assigned, date, etc. (Seldom, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in drawer of steel filing case. No R. No. (131)
69. ATTENDANCE RECORD OF EMPLOYEES, 1935. Time sheets with spaces for employee's signature, date, and hours worked. Arranged chronologically. (Seldom, official.) 14 x 20 bundles, 1 in., in drawer of steel filing case. Clerical room. (113)
70. NON-WPA FILE, 1935. Record of persons certified to WPA but employed by PWA and privately; also record of canceled or closed cases. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of steel filing case. Clerical room. (108)
71. ACTIVE AND INACTIVE FILE, 1935 to date. Personal and work history of each applicant registered at this office. Active because registration is up to date; inactive because applicant has not registered at end of 30 day time limit. Filed by occupation. (Daily, official.) 4 x 8 cards, 21 ft., in 10 drawers of steel filing cases. Clerical room. (114-117)
72. ASSIGNMENTS, 1935 to date. Record of people assigned to work on WPA showing assignment, termination or change of work status, reclassifications, and reinstatements. Filed alphabetically. (Daily, official.) 5 x 8 cards and $8\frac{1}{2}$ x 11 folders, 8 ft., in 5 drawers of steel filing cases. Manager's office and clerical room. (100, 101, 107)
73. BULLETIN FILE, 1935 to date. Bulletins on instructions and procedure from state headquarters, from WPA headquarters, and from the administrative office. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 loose-leaf books, 3 in., on top of the desk. Clerical room. (120)
74. CERTIFIED FILE, 1935 to date. Names of people certified by Illinois Emergency Relief Commission who are not registered for work on WPA. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 ft., in drawers of steel filing cases. Clerical room. (105, 106)
75. CHANGE OF ADDRESS FILE, 1935 to date. Record of applicant's change of address. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 in., in drawer of steel filing case. Clerical room. (109)
76. CROSS INDEX, 1935 to date. Active and inactive records of clients names, to facilitate finding of a particular record. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 ft., in drawers of steel filing cases. Clerical room. (118, 119)
77. INDUSTRIAL SURVEY FILE, 1935 to date. Summary of industries in Bloomington and vicinity, showing names of firms, number of employees, potential employment possibilities, etc. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 ft., in 2 drawers of wooden filing case. Clerical room. (102)

78. PLACEMENT FILE, 1935 to date. Record of people employed through this office by local firms. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of steel filing case. Clerical room. (103)

79. RECORD OF FIRM VISITS, 1935 to date. Firms visited by representatives of this office, giving number of persons employed by each firm and occupational code classification of employees. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of steel filing case. Clerical room. (104)

80. ASSIGNMENTS, Jan. 1, 1936 to date. Requisitions for labor on PWA and non-WPA projects, with related correspondence. Filed by project heading. (Daily, official.) 8½ x 11 folders, 1 ft., in drawer of steel filing case. Manager's office. (100)

81. CORRESPONDENCE FILE, Jan. 1, 1936 to date. General correspondence pertaining to this office. Filed alphabetically by subject. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. Manager's Office. (98)

82. PROJECT FILE, Jan. 1, 1936 to date. Requisitions for labor, and related correspondence, for various WPA projects. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. Manager's Office. (99)

CAIRO

NRS, DISTRICT 12 OFFICE

Post Office Bldg., Washington & Poplar Sts.

This office of the National Reemployment Service was established on September 26, 1933. It was first located at 11th and Washington Streets, but since October 15, 1933, it has occupied space in the Post Office Building. District 12 includes Alexander, Hardin, Johnson, Massac, Pope, Pulaski, and Union Counties. Records are all retained here, but reports are made to the State Office at Chicago.

83. RELIEF PLACEMENTS, Sept. 12, 1935 - June 3, 1936. Form 340, notice to relief office of the placement of a client in public employment. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (40)

84. BULLETINS, Dec. 13, 1933 - Aug. 15, 1935. Mimeographed bulletins to NRS district managers from the state manager of the Reemployment Service regarding the administrative affairs and detailed work of each office. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (54)

85. CIRCULAR LETTERS, Sept. 26, 1933 to date. Instructions from the State Director as to the handling of various forms. Filed chronologically. (Frequently, official.) 12 x 15 bundles, 2 ft., in 4 drawers of steel filing case. R. 7. (46)
86. CORRESPONDENCE, Sept. 26, 1933 to date. Correspondence pertaining to administration of office. Filed chronologically. (Frequently, official.) 12 x 15 bundles, 4 ft., in 4 drawers of steel filing cases. R. 7. (61)
87. DISTRICT CLEARANCE FILE, Sept. 26, 1933 to date. Reference of applicants eligible for special employment either in or out of this district. Maintained for quick reference in case of special assignment. Filed alphabetically. (Frequently, official.) 5 x 8 bundles, 1 ft., in wooden box. R. 7. (58)
88. IDENTIFICATIONS, Sept. 27, 1933 to date. Form 350, copies of the original furnished registrant, kept for use in case registrant loses same. (Frequently, official.) 4 x 6 bundles, 13 ft., in 9 drawers of card cabinets. R. 7. (59)
89. INDEX TO REGISTRATIONS, Sept. 26, 1933 to date. Showing name, address, place of birth, kind of work requested, years of service, rate of pay and past record of employment. (Frequently, official.) 4 x 6 bundles, 9 ft., in 6 drawers of card cabinets. R. 7. (62)
90. REGISTRATIONS, Sept. 26, 1933 to date. Active and inactive cards showing employment data and other pertinent information concerning clients. Filed alphabetically. (Frequently, official.) 5 x 8 bundles, 24 ft., in wooden boxes and 12 drawers of card cabinets. R. 7. (43,63)
91. CORRESPONDENCE, July 11, 1934 - June 12, 1936. Personal letters and telegraphic correspondence of District Manager, regarding appointments, placements, and miscellaneous subjects. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 2 ft., in drawers of wooden filing cabinet. R. 7. (42, 44)
92. PAY ROLLS, Nov. 16, 1934 - June 15, 1936. Form 20, time sheets covering employees of this office. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (49)
93. REPORTS, May 15 - Oct. 15, 1935. Form 34A, progress reports to PWA showing the monthly status of completion of projects. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (50)
94. REQUISITIONS, Feb. 18, 1935 - June 19, 1936. Form 27, requisition to State headquarters for office supplies and forms. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (55)

95. CLEARANCE REPORT, Sept. 3, 1935 - June 10, 1936. Report of occupations and individuals who can be employed in other districts. Filed chronologically. (Frequently, official.) 4 x 6 bundles, 1 ft., in wooden filing cabinet. R. 7. (41)

96. CHANGE IN WORK STATUS, Sept. 19, 1935 - Jan. 20, 1936. Form 401, notice furnished by WPA of employee's discharge, change to another project, or change in rate of pay. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (52)

97. REPORTS, Oct. 25, 1935 - Nov. 30, 1936. Form 302, WPA report of balance of relief cases from which one member of family is available for referral to projects. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (53)

98. TRANSMITTAL RECEIPTS, Dec. 7, 1935 - Mar. 5, 1936. Forms 325 and 402, notices of assignments. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (48)

99. CERTIFICATION OF ELIGIBILITY, Nov. 24, 1935 to date. FERA Form 600, certification by relief agency of client's eligibility to WPA; both active and inactive cases. (Frequently, official.) 5 x 8 bundles, 9 ft., in 6 drawers of card cabinets. R. 7. (60)

100. ASSIGNMENTS, Nov. 25, 1935 to date. Form 325, notice to WPA worker of assignment to project. Filed chronologically. (Frequently, official.) 4 x 6 bundles, 2 ft., in 2 wooden boxes. R. 7. (47)

101. REPORTS, Jan. 16 - Apr. 23, 1936. Forms 48 and 144, reports to other employment offices, notifying them that no relief persons available are qualified for the type of work requested; itemized report of the number of cards submitted as to date. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (57)

102. LABOR AVAILABLE, Mar. 2 - Mar. 16, 1936. Form 1, notice to contractors that no relief workers of the type requested are available through this office. Filed chronologically. (Frequently, official.) 8 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (39)

103. TRANSFERS, Mar. 7 - June 9, 1936. Letters and forms to other Re-employment Service offices in regard to transferring certain skilled laborers to places of employment outside of this district. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (51)

104. DISTRICT CLEARANCE, May 7 - June 18, 1936. Reports showing number of registrations segregated as to occupational code identification numbers. Filed chronologically. (Frequently, official.) 4 x 8 bundles, 1 ft., in wooden filing cabinet. R. 7. (56)

CHAMPAIGNNRS, CHAMPAIGN COUNTY OFFICE
Donely Bldg., 109 W. Hill St.

This office of the National Reemployment Service was established in October 1933 and occupied quarters at 117 N. Walnut Street until December 31 of that year. Records are in good condition.

105. APPLICATION FILES, Oct. 30, 1933 to date. Names of applicants for employment, divided into two groups, active and inactive. The active includes group seeking employment, the inactive those which have been placed in employment or who no longer seek jobs. Filed alphabetically. (Constantly, official.) 5 x 8 cards, 27 ft., in 7 drawers of steel filing cases and pasteboard boxes. Front room, 1st floor. (5)

106. GENERAL FILE, Oct. 30, 1933 to date. Correspondence and requisitions for WPA and PWA projects and Illinois NRS bulletins. Filed alphabetically by subject. (Daily, official.) 9½ x 12 folders, 4 ft., in 2 drawers of wooden filing case. Center room, 1st floor. (2)

107. RECORD OF OPENINGS, Oct. 30, 1933 to date. Names of employers seeking certain kinds of laborers. Name is placed on card when persons accept employment. Filed alphabetically. (Constantly, official.) 4 x 6 cards, 6 ft., in drawer of desk. Front room, 1st floor. (4)

108. WEEKLY REPORTS, Oct. 30, 1933 to date. Registrations and placements from the counties in District 5. Filed alphabetically by counties. (Weekly, official.) 9½ x 12 envelopes, 4 ft., in 2 drawers of wooden filing case, and bundles. Center room, 1st floor. (1)

109. CERTIFICATION OF ELIGIBILITY FOR WPA WORK, July 1935 to date. Arranged in active and inactive groups; consulted for referring relief persons to WPA openings and recording referrals and placements. Filed alphabetically. (Daily, official.) 5 x 8 loose sheets, 2 ft. 6 in., in 2 drawers of steel filing case. Center room, 1st floor. (3)

CHICAGO

ISES, BRANCH OFFICES

It is understood that the Chicago Free Employment Service was in operation as early as 1899. The nearest approach to the present organization came in 1933 with the advent of the National Reemployment Service. In 1935 the Illinois State Employment Service was organized, and all the offices in Chicago became units in that group. This was a part of the general policy that the Illinois State Employment Service was to function in the larger centers of population. Federal funds are obtained under the Wagner-Peyser Act, and regular USES forms are used. Regular reports sent to the State office, thence to the Washington office. Records are in good condition.

CALUMET BRANCH OFFICE
3130 92d St.

110. APPLICANT'S REGISTRATIONS, 1934 to date. Active, inactive, and closed registration cards of individuals applying for positions in private industry and on WPA. Consists of both handicapped and non-handicapped applicants, showing name and address of applicant, occupational classification, type of work for which qualified, and other information regarding status of employee, age and color of applicant, industrial code, length of time unemployed, place and date of birth, physical condition, complete past employment records, education and special training, languages spoken, schools attended, and general comments. Filed alphabetically. (Older records, occasionally; recent records, frequently, official.) 5 x 8 cards, 30 ft., in drawers of wooden card cabinets and boxes. 1st floor. (3224, 3225, 3226)

111. INDEX FILE, 1934 to date. Showing name and address of applicant, occupational classification, district case number and WPA identification number if employed on WPA. Reference is made to determine if applicant has filed previous registration. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 24 ft., in 24 drawers of steel card cabinets. 1st floor. (3227)

112. STATISTICAL REPORTS, Jan. 1, 1935 to date. Various types of reports prepared daily, weekly, semimonthly or monthly, showing total number of applicant registrations and percentages of increase and decrease of employment. File consists of summary of daily activities, daily report of canceled openings, and placements of handicapped persons; also report of placements, applications, and various other reports of statistical nature. Filed chronologically. (Constantly, official.) Various sized folders, 1 ft., in drawer of desk. 1st floor. (3238)

113. GENERAL CORRESPONDENCE, July 1, 1935 to date. Correspondence with Federal, State, and local agencies and offices, and reports of miscellaneous nature, covering personnel and activities of this office, showing expense accounts, personnel records, requisitions for new equipment and supplies, advice of meetings and other necessary information, individuals and corporations in private industry, employment, unemployment, reports of inventories, public relations, and car tokens. Filed alphabetically. (Constantly, official.) 9 x 12 folders, 1 ft., in drawer of desk. 1st floor. (3230)

114. CUMULATIVE RECORD OF EMPLOYER'S ORDERS, Sept. 1935 to date. Chronological record on each card showing openings of employment received from industries or private employers, name and address of firm, industrial classification and code, date opening received, occupation, sex, number of openings and date completed. Filed alphabetically by firm and employer. (Daily, official.) 5 x 8 cards, 4 ft., in 2 drawers of wooden card cabinet. 1st floor. (3229)

115. EMPLOYER'S ORDER FORMS, Sept. 1935 to date. Record of orders received from firms or employers for positions to be filled for domestic help, skilled labor, and factory and common labor, showing name and address of employer or firm, position open, number of openings, industrial classification, sex, age range, rate of pay, nationality, marital status, references,

applicant's name, address, telephone number, duties and qualifications. Reverse side of card contains placement and referral record, showing date referred, name of applicant, verification, and remarks. Filed alphabetically. (Daily, official.) 4 x 6 cards, 4 ft., in 2 drawers of wooden card cabinet. 1st floor. (3231)

116. FIRM VISIT CARDS, Sept. 1935 to date. Name and address of firm, products, service, industrial classification, head of firm, person interviewed, and all particulars regarding peculiarities and status of visit. Used by field workers to determine place and time of visit. Filed numerically. (Daily, official.) 5 x 8 cards, 1 ft., in cardboard drawer on desk. 1st floor. (3232)

CENTRAL LABOR OFFICE
1021 S. State St.

This ISES office is engaged in the placement of semiskilled, nonskilled, and farm labor in private industry, and noncertified persons of the same classifications on projects of the works program.

117. EMPLOYER'S ORDER FILE, 1931 - 1936. Showing employer's name, address, date, code number, and classification of help needed. Filed alphabetically. Indexed. (Older records, never; recent records, daily, official.) 3 x 6 cards, 6 ft. 6 in., in 2 drawers of steel card cabinet and transfer case. 3d floor. (551, 555)

118. REGISTRATIONS, 1933 to date. Active and inactive registration cards, showing name of applicant, address, date, work reference, trade, case number, qualifications, and comments. Record of applicants for work registered prior to 1935; also for registrants of over 60 days, and those under 60 days. Indexed. Filed alphabetically. (Older records, never; recent records, daily, official.) 5 x 8 cards, 41 ft., in 31 drawers of steel and wooden card cabinets. 3d floor. (538, 539, 543, 552)

119. PERSONNEL FILE, Jan. 1, 1935 - 1936. Record of each member of personnel, showing application, examinations, and correspondence with administrative offices relative to promotion or dismissal. (Occasionally, official.) 10 x 12 folders, 1 ft. 6 in., in wooden transfer case. 3d floor. (549)

120. APPLICANTS APPOINTMENT RECORDS, July 1, 1935 - 1936. Correspondence with several relief stations in Cook County, referring men of their respective stations to this office for interview regarding work; showing name and address of relief station, appointment date, and name, address, and case number of client. (Daily, official.) 10 x 12 folders, 1 ft., in wooden transfer case. 3d floor. (548)

121. EMPLOYER'S FIRST VISIT FILE, July 1, 1935 - 1936. Showing name of employer, address, classification of business, date, title of person

interviewed, and comments. Indexed. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of card cabinet. 3d floor. (554)

122. FARMER'S CORRESPONDENCE, July 1, 1935 - 1936. Correspondence with farmers relative to work available, placements, and applicants seeking farm labor. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. 3d floor. (547)

123. FARMER'S ORDER CARD FILE, July 1, 1935 - 1936. Showing farmer's name, address, date, and classification of help needed. Filed alphabetically. (Daily, official.) 3 x 6 cards, 1 ft., in drawer of steel card cabinet. 3d floor. (544)

124. PLACEMENTS, July 1, 1935 - 1936. Showing name of employer, address, date of placement, code number, salary, name of employee, address, type of work assigned, and comments. Final record of both employer and employee. Indexed. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of wooden card cabinet. 3d floor. (556)

125. SUMMARY OF ACTIVITIES, July 1, 1935 - 1936. Statistical departments daily report of applications, placements, and status of change of applicants, miscellaneous data relative to employment, conditions, and trend of employment in different lines of business. (Daily, official.) 10 x 12 folders, 8 ft., in 3 drawers of steel filing case. 3d floor. (550)

126. VERIFICATION OF PLACEMENTS, Sept. 1, 1935 - 1936. Records covering WPA assignments, commitment order assignment, verification record and copy of assignment. (Occasionally, official.) 6 x 10 bundles, 6 ft., in 2 drawers of steel filing case. 3d floor. (542)

127. REGISTRATIONS OF REFERRED RELIEF CASES, Sept. 1, 1935 - 1936. Records of applicants for work who have registered and were referred from relief stations, showing name of applicant, address, date, work reference, trade, case number, qualifications, and comments. Filed alphabetically. Indexed. (Daily, official.) 5 x 8 cards, 15 ft., in 7 wooden transfer cases. 3d floor. (540)

128. GENERAL CORRESPONDENCE, Jan. 1, 1935 to date. Letters and bulletins with exception of correspondence from farmers and farm applicants, inter-office correspondence, instructions from administrative offices, personal correspondence with executive officers of organization, inquiries from applicants seeking work, and from private industry regarding placements in their businesses. (Daily, official.) 10 x 12 folders, 12 ft., in 5 drawers of wooden filing case. 3d floor. (545, 546)

129. INDEX FILE, Jan. 1, 1935 to date. Covering all registrations, active, inactive, and relief referrals, showing name of applicant, address, date, case number, and classification. Filed alphabetically and numerically. (Daily, official.) 3 x 5 cards, 79 ft. 6 in., in 28 drawers of steel card cabinets. 3d floor. (536)

130. APPLICANT'S IDENTIFICATIONS, July 1, 1935 to date. Duplicate cards, one given to applicant, the other retained in the file, to assist the personnel in identifying applicants, showing name, address, description, relief case number, and date of last interview. (Daily, official.) 2 x 6 cards, 7 ft., in 4 drawers of steel filing card cabinets. 3d floor. (541)

131. EMPLOYER'S INDEX FILE, Jan. 1, 1936 to date. Showing name of employer, address, date, and code number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden desk. 3d floor. (553)

CLEARANCE OFFICE
1021 S. State St.

This ISES office is engaged especially in the clearance and placement of certified persons on projects of the works program.

132. APPLICANTS' REGISTRATIONS, Apr. 1935 to date. Cards received from all district offices in Chicago not certified for WPA positions, and account of certification not filed prior to Nov. 1935, showing name and address of applicant, work qualified for, age, and color, place and date of birth, and all other information regarding status. Registration cards are retained should status of applicant be changed and certifications be made. Filed alphabetically. Indexed. (Occasionally, official.) 5 x 8 cards, 160 ft., in 80 drawers of wooden card cabinets. 4th floor. (3474)

133. CERTIFICATION OF ELIGIBILITY, Apr. 1935 to date. Records of certification of all employees placed on WPA and rejected because certification of eligibility was not clear prior to Nov. 1935, showing case name and address, number, relief district, county, telephone, race or color, name of employee, date of birth, sex, marital status, occupation, and date of certification. Filed numerically. (Constantly, official.) 5 x 8 loose sheets, 186 ft., in 93 drawers of wooden filing cases. 4th floor. (3471, 3473)

134. GENERAL CORRESPONDENCE Apr. 1935 to date. Correspondence and reports of miscellaneous nature regarding personnel of this office and individuals and governmental agencies, between this office and local relief stations, applicants seeking employment, district branches of ISES, USES, and administrative offices; also records of meetings, expense accounts, requisitions for new equipment and supplies, and correspondence with other agencies regarding employment and unemployment. Filed by subject. (Constantly, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing cases. 4th floor. (3472)

135. MASTER INDEX FILE, Apr. 1935 to date. Index of all applicant's registered in entire Chicago area, duplicates of cards contained in each district office covering registrations in each specific district, showing name and address of applicant, occupational classification, identification number, and WPA district and case number. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 412 ft., in 206 drawers of wooden card cabinets. 4th floor. (3376)

136. REGISTRATIONS FOR UNION AND OFFICE EMPLOYEES, June 1935 to date. Registration cards of applicants of former relief clients once placed on relief, WPA or PWA projects, showing name and address of applicant, resume of past work record, qualifications, status, and other necessary data. Originated with inception of WPA, and consists of registrations of union skilled labor, such as carpenters, bricklayers, masons, and high grade office employees. Filed numerically. Indexed. (Constantly, official.) 5 x 8 cards, 16 ft., in 4 double drawers of wooden card cabinets. 4th floor. (3475)

137. ASSIGNMENTS, Aug. 1935 to date. Duplicate assignment slips of all employees placed on WPA and PWA work, showing name and address, identification number, date, time and location to report for work, rate of pay, age and sex, certification and relief district, name and location of operating agency, and signatures of worker, foreman, and assignment official. Filed numerically and alphabetically. (Constantly, official.) 3 x 5 loose sheets, 152 ft., in 38 double drawers of steel filing case. 4th floor. (3476)

COMMERCIAL OFFICE

Kesner Bldg., 5 N. Wabash Ave.

This ISES office is engaged in the placement of commercial, technical, and professional persons in private industry, and non-certified persons in the works program.

138. APPLICANT'S REGISTRATION FILE, Jan. 1, 1931 to date. Showing name of applicant, address, date of registration, case number, work reference, classifications and qualifications, trade, and comments. Filed alphabetically. Indexed. (Older records, never; recent records, daily, official.) 5 x 8 cards, 11 ft. 6 in., in 6 drawers of card cabinets, and on open wooden shelves. R. 1702. (773, 775, 776, 767)

139. APPLICANT'S INDEX FILE, Jan. 1, 1935 - 1936. Showing name of applicant, address, date of registration, and case number of applicants under 21 years of age. Filed alphabetically. (Never.) 3 x 5 cards, 3 ft., in card cabinet. R. 1702. (774)

140. STATISTICAL REPORTS, Jan. 1, 1934 to date. Report of registrations, placements, status or change of applicant, and weekly report of clearance and disability cases. Filed chronologically. (Older records, never; recent records, daily, official.) 10 x 12 bundles and folders, 8 ft. 6 in., on open wooden shelf, in steel filing case drawer and desk. R. 1702. (762, 768, 769)

141. TECHNICAL APPLICATION FILE, July 1, 1935 - Jan. 1, 1936. Records of registrations of technical and professional applicants, showing name of applicant, address, date of registration, case number, work reference, classifications and qualifications, trade, and comments. Filed alphabetically. Indexed. (Never.) 5 x 8 cards, 5 ft., in 2 drawers of card cabinet. R. 1702. (772)

142. EMPLOYER'S FIRST VISIT RECORD AND CUMULATIVE RECORD, Jan. 1, 1935 to date. Employer's first visit record consists of name and address of employer interviewed, code number, date of interview, and comments; cumulative record of employers shows name and address of the employers, code number, date and classification of assignment, and salary. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of card cabinet. R. 1702. (770)

143. INDEX FILE, Jan. 1, 1935 to date. Index to registration cards, showing name of applicant, address, date of registration, and case number. This index coordinates with cross file index as master filing system. Filed alphabetically and numerically. (Daily, official.) 3 x 5 cards, 96 ft., in 49 drawers of steel card cabinets. R. 1702. (777, 778)

144. EMPLOYER'S INDEX FILE, July 1, 1935 to date. Cards are index to employer's first visit and cumulative record of employer's placements, showing name of employer, address, date of first interview, and code number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 1702. (765)

145. EMPLOYER'S ORDER CARD FILE, July 1, 1935 to date. Request to this office for employee, showing employer's name, address, date when order was received, classification of help wanted, salary to be paid, and code number of employer. Filed numerically. (Daily, official.) 3 x 6 cards, 1 ft., in wooden card cabinet. R. 1702. (764)

146. MISCELLANEOUS FILE, July 1, 1935 to date. Record of 300 word typing examination papers of all stenographers and typists registered for employment at this office. Filed alphabetically. Indexed. (Daily, official.) 10 x 12 bound vols., 2 ft., in drawer of steel filing case. R. 1702. (766)

147. ASSIGNMENTS, Sept. 1, 1935 to date. Record of authority covering WPA assignments issued from headquarters, showing name, address, description, classification, work assigned, salary, identification number, date, and number of assignment; identification slips show name, address, identification number, date and place of assignment; confirmation of order, name and address of assignee, date of placement, and salary to be received. Indexed. (Occasionally, official.) 6 x 12 bundles, 6 ft., in 2 drawers of steel filing cases. R. 1702. (771)

148. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. Interoffice correspondence, bulletins, and instructions relating to general conduct of this office; also correspondence from respective officers of administrative departments and inquiries from applicants. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1702. (763)

INDUSTRIAL OFFICE
Butler Bldg., 231 W. Monroe Street

This ISES office is concerned largely with the placement of common laborers.

149. APPLICANT'S CORRESPONDENCE, 1933 - 1936. Correspondence pertaining to employees seeking work or placed at WPA work through this office. (Occasionally, official.) 10 x 12 folders and bundles, 3 ft. 6 in., in drawer of steel filing case and on wooden shelf. 2d floor. (241, 247)

150. STATISTICAL REPORTS, 1933 - 1936. Reports cover activities of division, showing new applications, registrations, renewals, private and public employments, and transferred and canceled applications; also trend of business conditions covering manufacturers, wholesalers, and retailers. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. 2d floor. (232)

151. APPLICATIONS, Jan. 1, 1934 - 1936. Active and inactive registration records of applicants, showing name, address, case number, date of application, work reference, qualifications, salary, and comments. (Older records, never; recent records, daily, official.) 4 x 6 and 5 x 8 cards, 61 ft., in 34 drawers of steel and wooden card cabinets. 2d floor. (237, 243)

152. GENERAL CORRESPONDENCE, 1934 - 1936. Inter-office correspondence; correspondence with employers concerning placement of men, and clearance reports to and from clearing house covering clearing and transfer of men from one branch to another. (Daily, official.) 10 x 12 folders, 8 ft., in 3 drawers of steel filing case. 2d floor. (239, 240, 242)

153. ASSIGNMENTS, 1935 - 1936. Records of applicants placed at work through this office, showing name of employee, address, date, work reference, qualification, comments, date of placement, and case number. (Daily, official.) 5 x 8 cards, 24 ft., in 7 drawers of steel card cabinets. 2d floor. (244)

154. INDEX FILE, 1935 - 1936. Master file of all applications and records and cross index working in connection with the alphabetical file, showing name of employee, address, date, classification, trade, work references, number and comments. (Daily, official.) 3 x 5 cards, 35 ft., in 18 drawers of steel card cabinets. 2d floor. (243, 235)

155. EMPLOYER'S ORDER FILE, July 1, 1935 - 1936. Name of employer, address, date, wages to be assigned employee, placement, and reference of employee. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. 2d floor. (238)

156. EMPLOYER'S CUMULATIVE RECORD, Jan. 1, 1936 to date. Name of employer, address, date of assignment, name of employee, address, classification of work, and salary; after applicant is placed on assignment, this is final record. (Monthly, official.) 5 x 8 cards, 2 ft., in card cabinet. 2d floor. (233)

157. FIRM VISIT SCHEDULE, Jan. 1, 1936 to date. Name of employer, address, classification of business, and type of help might be needed in the future. Referred to when there is further communication between company and this office. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. 2d floor. (246)

NORTH SIDE BRANCH OFFICE
3066 N. Lincoln Ave.

158. APPLICANT'S REGISTRATION FILE, 1934 to date. Active, inactive, and closed records of applicants for positions on WPA and in private industry, handicapped and non-handicapped employees, showing name and address of applicant, qualifications, occupation classification, industrial code, age, color, length of unemployment, and place and date of birth. Filed alphabetically. Indexed. (Older records, weekly; recent records, daily, official.) 5 x 8 cards, 120 ft., in 30 double drawers of steel card cabinets. 2d floor. (3217 - 3219)

159. INDEX FILE, 1934 to date. Retained for ready reference to determine if previous application has been filed and to show case and identification numbers, showing name and address of applicant, occupational classification, district, relief case number, and WPA identification number. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 48 ft., in 12 drawers of steel card cabinets. 2d floor. (3216)

160. GENERAL CORRESPONDENCE, Dec. 30, 1934 to date. Correspondence and reports of miscellaneous nature, exclusive of statistical data, between this office and other governmental agencies (federal, state, city, and county) and individuals and corporations in private industry; also reports of expense accounts, personnel records, status of employees, and requisitions for new equipment and supplies; correspondence with government agencies regarding employment and unemployment, records of meetings, interviews and car tokens requested and used. Filed by subject. (Constantly, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing cases. 2d floor. (3223)

161. CUMULATIVE RECORD OF EMPLOYERS' ORDERS, Jan. 1, 1935 to date. Posting of orders for positions in private industry from employers' cards, showing name and address of firm, industrial classification in code, date of opening received, occupation, sex, number of openings filled, and date completed. Filed alphabetically and chronologically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of steel filing case. 2d floor. (3221)

162. EMPLOYERS' ORDER CARDS, Jan. 1, 1935 to date. Record of orders for positions received from employers, showing name and address of employer or firm, position open, number of openings, industrial classification, sex, age range, rate of pay, nationality, marital status, references, applicant's name, address, telephone number, duties, personality, physical, and other qualifications. Filed alphabetically. (Daily, official.) 4 x 6 cards, 24 ft., in 12 drawers of steel card cabinets. 2d floor. (3222)

163. FIRM VISIT SCHEDULE, Jan. 1, 1935 to date. Record of visits by field workers to employers or firms, showing name and address of firm, type of products or service, industrial classification, head of firm, person interviewed, and all particulars concerning peculiarities and status of visit. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of wooden card cabinet. 2d floor. (3220)

164. STATISTICAL REPORTS, Jan. 1, 1935 to date. Daily, weekly, semi-monthly, and monthly statistical reports of this office, showing total number of applicants' registrations and placements, summary of daily activities, weekly reports of contacts, summary of statistical reports submitted, and daily tally sheet. Filed chronologically. (Constantly, official.) Various sized folders, 2 ft., in drawer of desk. 2d floor. (3215)

SERVICE BRANCH OFFICE

Butler Bldg., 231 W. Monroe St.

165. REGISTRATION RECORD, 1933 - 1936. Name of applicant, address, date, case number, trade, employment records, references, and comments. Filed alphabetically. (Older records, never; recent records, daily, official.) 5 x 8 cards and folders, 24 ft. 6 in., in 4 drawers of steel card cabinets and wooden transfer cases. 2d floor. (220, 221, 226)

166. GENERAL CORRESPONDENCE, 1933 - 1936. Inquiries from applicants and instructions to applicants from this office in regard to employment. (Bimonthly, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor. (224, 225)

167. INDEX FILE, 1933 - 1936. Index to all applications on record, showing applicant's name, address, date, classification, and trade. (Daily, official.) 3 x 5 cards, 89 ft., in 17 drawers of steel card cabinets. 2d floor. (227, 228)

168. STATISTICAL REPORTS, 1933 - 1936. New applications, reorganizations, renewals, applications transferred, private and public employment, transferred and canceled applications; also trend of business conditions covering manufacturers, wholesalers, and retailers. (Daily, official.) 10 x 12 folders, 2 ft. 6 in., in drawer of steel filing case. 2d floor. (222)

169. EMPLOYER'S ORDER FILE, Jan. 1, 1935 - 1936. Showing name of employer, address, date of record, employer's code number, type of help desired, and salary to be paid. (Daily, official.) 4 x 6 cards, 32 ft., in wooden drawer and 11 steel drawers of card cabinets. 2d floor. (230, 231)

170. EMPLOYER'S RECORD FILE, Jan. 1, 1935 - 1936. Assignments of all applicants placed at work, showing name of employer, address, case number,

salary paid, date of assignment, trade, and name and address of employees. This is final report on employer and employee. (Bimonthly, official.) 5 x 8 cards, 7 ft., in 3 drawers of steel card cabinets. 2d floor. (225)

171. SUBJECT CORRESPONDENCE, Jan. 1, 1935 - 1936. Inter-office correspondence including information and instructions relative to general conduct of office procedure. (Daily, official.) 10 x 12 folders, 3 ft., in drawer of steel filing case. 2d floor. (223)

172. SECURITY WAGE FILE, 1935 - 1936. Registration cards of applicants assigned to WPA, showing name of applicant, address, date, case number, trade, employment record, references, comments, assignment and salary. (Daily, official.) 5 x 8 cards, 2 ft., in 3 drawers of steel card cabinets. 2d floor. (229)

SOUTH PARKWAY BRANCH OFFICE
South Center Bldg., 4703 S. Parkway Avenue

173. APPLICANT'S REGISTRATIONS, May 1934 to date. Registration cards of applicants seeking employment in private industry and on WPA, showing name and address of applicant, qualifications, occupational classification, industrial code, age, color, length of unemployment, and other pertinent data; also place and date of birth of applicant, years in city, physical condition, number of dependents, complete past employment record, education, and special training. Filed alphabetically. Indexed. (Older records, occasionally; recent records, daily, official.) 5 x 8 cards, 24 ft., in 12 drawers of steel card cabinets. 2d floor. (3323 - 3325)

174. STATISTICAL REPORTS, Jan. 1, 1934 to date. Daily, weekly, bi-monthly, and monthly reports which include summary of daily activities, tally sheet, weekly applications by handicapped persons, total number of applicants interviewed and registrations made, and other reports of statistical nature. Filed chronologically. (Constantly, official.) Various sized folders, 2 ft., in drawer of desk. 2d floor. (3327)

175. CUMULATIVE RECORD OF EMPLOYERS' ORDERS, 1934 to date. Chronological record of each opening of employment received from employer or firm in this office, showing name and address of firm, industrial classification as given in code, date opening received, occupation, sex, number of openings and date completed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of steel card cabinet. 2d floor. (3322)

176. FIRM VISIT SCHEDULE, 1934 to date. Record to determine number of visits made by field workers each month, for statistical data, and to ascertain relationship between employers and this office, name and address of firm, products of service, industrial classification, head of firm, person interviewed and all particulars concerning peculiarities of firms and status of visit. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of steel card cabinet. 2d floor. (3321)

177. EMPLOYERS' ORDER CARDS, 1935 to date. Showing name and address of employer or firm, position, number of openings, industrial classification, sex, age range, rate of pay, nationality, marital status, reference, applicant's name, address and telephone number, duties, personality, physical and other qualifications. Filed alphabetically. (Daily, official.) 4 x 6 cards, 4 ft., in 2 drawers of wooden card cabinet. 2d floor. (3329)

178. GENERAL CORRESPONDENCE AND REPORTS, July 1, 1935 to date. Reports of miscellaneous nature pertaining to procedure and personnel of this office; correspondence with public officials and clients, inter-office correspondence, and files on interstate clearance, community agencies, investigations, reports, and personnel. Filed by subject. (Constantly, official.) 9 x 12 folders, 4 ft., in 2 drawers of desk. 2d floor. (3326)

179. INDEX FILE, Nov. 1, 1935 to date. Active, inactive, and closed case cards applying to handicapped as well as non-handicapped applicants, showing name and address, occupational classification, district, case and identification numbers; retained for reference to determine correct name and address of applicant, previous registrations made, and relief case number or WPA identification. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 30 ft., in 15 drawers of steel card cabinets. 2d floor. (3328)

STOCKYARDS BRANCH OFFICE
5418 S. Halsted Street

180. APPLICANT'S REGISTRATION CARD FILE, 1931 to date. Original records of applicants registering at this office for employment, showing name, address, age of applicant, date of registration, work references, classifications and qualifications, trade, and comments. Filed alphabetically. Indexed. (Older records, never; recent records, daily, official.) 5 x 8 cards, 43 ft., in 20 drawers of steel card cabinets, and on wooden table. Store. (1000, 1003-1010)

181. EMPLOYER'S FIRST VISIT, AND CUMULATIVE RECORD, Jan. 1, 1935 to date. Employer's first visit record showing name and address of employer, date of interview, employer's code number, and comments relative to employer's need for additional help; cumulative record of employer shows name and address of employer, date of placement, employer's code number, classification of work assigned to employee, and salary received. Filed alphabetically. Indexed. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of steel card cabinet. Store. (1011)

182. EMPLOYER'S INDEX FILE, Jan. 1, 1935 to date. Index to employer's first visit record and cumulative record of employer, showing name and address of employer, date of contact, and code number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in drawer of steel card cabinet. Store. (1012)

183. EMPLOYER'S ORDER CARD FILE, Jan. 1, 1935 to date. Name and address of employer, date order was received, employer's code number, classification of employee, and salary to be paid. Filed numerically. (Daily, official.) 4 x 6 cards, 2 ft. 8 in., in wooden transfer case and in drawer of desk. Store. (1013 - 1015)

184. INDEX FILE, Jan. 1, 1935 to date. Index to all registrations of applicants, both active and inactive cases, showing name and address of applicant, date of registration, and work classification. Filed alphabetically and numerically. (Daily, official.) 3 x 5 cards, 35 ft., in 8 drawers of steel card cabinet. Store. (1001, 1002)

185. STATISTICAL REPORTS, Apr. 1, 1935 to date. Reports of applications, placements, status or change of applicant, weekly report of activities, and clearance and disability cases. Filed chronologically. (Daily, official.) 8½ x 11 bundles, 1 ft. 6 in., in 2 drawers of steel filing case. Store. (1016)

186. GENERAL CORRESPONDENCE, July 1, 1935 to date. Letters on inquiries from applicant's seeking employment, bulletins, instructions, inter-office correspondence and correspondence with officers of administrative department relating to general conduct of office procedure. Filed alphabetically. Indexed. (Daily, official.) 10 x 12 folders, 1 ft. 5 in., in drawer of steel filing case. Store. (1017)

NRS, STATE REEMPLOYMENT DIRECTOR'S OFFICE
205 W. Wacker Drive

On January 1, 1936, the National Reemployment Service for Illinois, which was organized by the United States Employment Service and is operated as a supplementary organization to the Illinois State Employment Service, maintained 83 offices in 81 counties serving a population of 1,911,137 people. On September 1, 1936, the National Reemployment Service transferred eleven counties, namely: Boone, DeKalb, McHenry, De Witt, Logan, Monard, Gallatin, Hamilton, White, Hardin, and Pope, to the jurisdiction of the State Employment Service, to round out territory already under the latter's supervision. At present, the National Reemployment Service maintains 63 offices in 70 counties, of which 52 are on a full-time basis and 11 on a part-time basis. Nine offices are closed, the applicants being cared for by operating offices in neighboring counties to which the files were transferred.

The areas in the State covered by the NRS are, in the main, agricultural, the ISES covering the large industrial centers. With the advent of better employment conditions and the completion and discontinuance of public works projects, the necessity of having employment offices for referral purposes in the smaller rural communities is no longer existent. This situation now existing is explained by the part-time and closed offices. However, the NRS maintains offices in some rather important cities in the State, such as Freeport, Sterling, Champaign, Kankakee, Mt. Vernon, and Cairo. In addition offices are maintained in many "key" communities that are not large in population but are important commercially for the surrounding territory.

It is anticipated that the need for supplementary offices maintained by the NRS will diminish as the ISES extends its coverage to areas now serviced by the NRS where there is need for permanent public employment offices. There are now 12 district offices and 63 branch offices located in Illinois. The Chicago office, outside of being a State headquarters, is the office for District 2. A district office supervises the county office and is definitely supervisory. All routine reports from county offices are sent through the district office to the State office.

The same USES forms are used by both the NRS and the ISES. The state director of the NRS has a cooperative rather than an advisory relationship with the ISES. The ISES receives a grant through the Wagner-Peyser Act of 1933 and additional funds from the USES in Washington. Approximately two-thirds of the staff members of the ISES are on the Federal pay roll.

Until October 1, 1936, from 75 to 90 percent of the work of the employment offices consisted of handling placements for the various Emergency Works Programs. Since that time, the ratio has shifted and at the present time (February 1937) from 75 to 90 percent of the work consists of private placements. There was no damage to the records in Cairo, Metropolis, and Mounds by the Ohio River floods.

The office of the State Reemployment Director, Administrative Division, known as District No. 2, was established August 1933. From this date to March 1934 it was located at 10 S. LaSalle Street; March 1934 to September 1935, at 20 N. Wacker Drive, and since that date in its present quarters. There are 11 district offices and 83 branch offices in this State to cope with the unemployment problem. This office is affiliated with the ISES, a non-Federal unit. Other than regular reports, no records are sent to Washington. Records are in good condition.

187. TRANSFER FILE, Aug. 1933 - Dec. 31, 1934. General correspondence, accounting records, pay roll and time sheets and information regarding the duties of this and district offices; also correspondence with Washington office and all employment and reemployment data. Filed numerically. Index. (Monthly, official.) $8\frac{1}{2}$ x 11 bundles, 14 ft., on 4 wooden shelves. R. 2222. (3644)

188. CWA RECORDS, Nov. 1933 - Feb. 1934. Record of employees transferred from CWA to USES, showing name and address of applicant, date and place of birth, sex, employment qualifications, and educational status. Filed alphabetically. (Never.) 5 x 8 cards, 1 ft., in card cabinet. R. 2222. (3640)

189. PERSONNEL FILE, Aug. 1933 to date. Names of employees, with personal record, showing nationality, business and educational qualifications, certificate of leaves of absence due to vacations, illness or other causes, and miscellaneous data. Filed alphabetically. (Daily, official.) 10 x 12 envelopes, 4 ft., in 2 drawers of steel filing case. R. 2222. (3639)

190. PROTECTIVE CARD RECORD, Aug. 1933 to date. Information of a confidential nature, not strictly related to employment routine, but considered valuable as a source of reference to unusual features of the employment and unemployment problems. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 6 in., in drawer of desk. R. 2222. (3636)

191. STATISTICAL REPORTS, Aug. 1933 to date. Showing name, qualifications, wages received and occupation, openings and placements, classifying workers as men, women, and veterans. Applicant required to report every 30 days. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 bundles, 44 ft., on 4 wooden shelves. R. 2222. (3637)

192. VOLUME INDEX, Aug. 1933 to date. Generally called the Dewey Decimal Filing System, facilitates references to administrative correspondence and data, accounting records, applications, financial estimates and expenditures. Confined to employment and reemployment in Illinois, and to CWA and WPA activities. Arranged numerically. (Older records, monthly; recent records, daily, official.) $8\frac{1}{2}$ x 11 vols., $\frac{1}{2}$ in., in drawer of desk. R. 2222. (3643, 3645)

193. CONFIDENTIAL FILE, 1934 to date. Records pertaining to headquarters salaries and pay rolls, and personal correspondence with Washington headquarters and district offices. (Monthly, confidential.) 10 x 12 folders, 6 in., in steel cabinet. R. 2222. (3638)

194. CENTRAL FILE, Jan. 1935 to date. Records of accounting and finances, administrative data, applications, correspondence with district and Washington offices, letters of a Congressional and Federal nature, employment publications and data, and the state women's work defined. Indexed. (Daily, official.) 10 x 12 folders, 40 ft., in 20 steel drawers of filing cases. R. 2222. (3642)

195. MERGER PROPOSAL, Mar. 20, 1935. Data involving the ISES and NRS, portraying the necessity and advisability of consolidation from an economic standpoint. Proposal was considered but no action taken and it is anticipated the subject will be revived. (Never.) $8\frac{1}{2}$ x 11 vol., 6 in., in steel cabinet. R. 2222. (3641)

VETERANS' PLACEMENT BUREAU
Engineering Bldg., 205 N. Wacker Drive

This is the clearance office for veterans' employment problems in Illinois and the veterans' placement office in Chicago.

196. GENERAL CORRESPONDENCE, 1934 to date. Correspondence with administrative offices, WPA, State Department of Public Welfare, CWA, and various individuals; also inquiries regarding placements and employment data and directions as to where to apply for employment. Filed alphabetically. (Older records, never; recent records, daily, official.) 9 x 12 bundles, and folders, 11 ft., in 5 drawers of steel filing case and on open shelf. R. 2216. (3794, 3795, 3797)

197. PUBLICATIONS AND NEWS CLIPPINGS, July 1935 to date. Publications and news clippings received from various veteran organizations, labor newspapers, etc., or clipped by this office, showing trend of employment; also

books issued by ISES and NRS illustrating status of employment, unemployment and placements. Filed alphabetically by subject. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 2216. (3792)

198. VETERANS' MAILING LIST, July 1935 to date. Names and addresses of all veterans registered in Illinois, including veteran organizations such as American Legion, Veterans of Foreign Wars, Disabled American Veterans, and United Spanish War Veterans. List is used in sending circulars covering civil service examinations, ISES employment and unemployment data, and circulars of general information to veterans, enabling them to comply with procedure for placement. Filed alphabetically and geographically. (Constantly, official.) 3 x 5 cards, 10 ft., in 5 drawers of wooden card cabinets. R. 2216. (3791)

199. CIRCULARS AND BULLETINS, Jan. 1, 1936 to date. General information regarding activities and procedure of ISES, NRS, WPA, IERC, and Federal and State civil service, veterans organizations and placements. Filed chronologically and by subject. (Daily, official.) Various sized, loose-leaf books, 4 ft., on table top. R. 2216. (3793)

200. REPORTS OF PLACEMENTS, Jan. 1936 to date. Received from all district offices periodically, showing date report prepared, name of district office, name and address of employer, type of business, kind of position, number of men and veterans placed, and whether temporary or permanent; also letters to post commanders in various locations, advising types of employment in demand and locality. Upon receipt of reports, this office checks to determine if proper percentage of veterans have been placed, according to total number of placements shown on report. Filed geographically. (Semimonthly, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 2216. (3790)

201. VETERANS' REGISTRATION RECORDS, July 1936 to date. Ledger records of all veterans registered for employment at ISES and NRS, showing occupational classification, name and address of applicant, office where registered, date of registration, date placed, and whether or not disabled or in civil service. Record used as cross reference for checking registrations either by occupation, registration number, or name, and ready reference to simplify location of registration data. Filed alphabetically and numerically. (Constantly, official.) 10 x 15 vols. (4), 2 ft., on desk. R. 2216. (3796)

CICERO

ISES DISTRICT MANAGER'S OFFICE
Pinkert State Bank Bldg., 4810 W. 22d Street

This office of the Illinois State Employment Service was established on July 1, 1935. The parent organizations from which it has been derived are as follows: Division of Information, Bureau of Naturalization and Immigration, 1907 - 1918; United States Employment Service, 1918 - 1933; Illinois

State Employment Service (as a State organization), 1933 - 1935. Copies of correspondence and reports designated for the Washington office are sent to the administrative offices at Chicago, and from there forwarded to Washington. Records are in good condition.

202. CUMULATIVE RECORD OF EMPLOYERS' ORDERS, July 1, 1935 to date. Record of employers' orders for positions in private industry, showing name and address of firm, industrial classification as given in code, date opening received, occupation, sex, number of openings, and date completed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of wooden card cabinet. 1st floor. (4)

203. REGISTRATIONS, 1934 to date. Registration of individuals applying for positions in private industry and on WPA, both handicapped and non-handicapped applicants, showing placement and referral, date notified, occupational classification, industrial code, age, color, physical condition, complete past employment record, education, special training, and comments. Filed alphabetically. Indexed. (Older records, never; recent records, daily, official.) 5 x 8 cards, 72 ft., in 28 drawers of steel and wooden card cabinets. 1st floor. (5-8, 11, 12)

204. GENERAL CORRESPONDENCE, July 1, 1935 to date. Correspondence on the activities and procedure of business and personnel, between this office and other governmental agencies, federal, state, county, city and corporations in private industry; includes reports of telephone expenses, individual expense accounts, status of personnel records of meetings, regarding employment and unemployment and other subjects pertaining to this office. Filed alphabetically. (Constantly, official.) 9 x 12 folders, 3 ft., in drawers of steel filing case. 1st floor. (13)

205. INDEX FILE, July 1, 1935 to date. Index cards covering registration for employment in private industry and on WPA, showing name and address of applicant, occupational classification, district, relief case number and WPA identification number, and if applicant is employed on WPA. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 74 ft., in 37 drawers of steel card cabinets. 1st floor. (9, 10)

206. EMPLOYERS' ORDER CARDS, July 1935 to date. Record of requests made to this office by employers for workers, showing name and address of employer, position open, number of openings, industrial classification, sex, color, age, rate of pay, nationality, marital status and references required, space for recording name, address, phone number, personality, physical condition, and other qualifications of person selected to fill these vacancies. The reverse side contains placement and referral record of applicant for position. (Constantly, official.) 4 x 6 cards, 19 ft., in 10 wooden and steel card cabinets. 1st floor. (1, 3)

207. FIRM VISIT CARDS, July 1935 to date. Contacts made by field workers of this office with employers or firms, showing name and address of firm, products or service, industrial classification, head of firm, person interviewed, and condensed information concerning peculiarities and status of visit. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of wooden card cabinet. 1st floor. (2)

208. STATISTICAL REPORTS, Jan. 1, 1936 to date. Daily, weekly, bi-monthly and monthly reports covering placement of persons on relief rolls, report of applications, current changes in wages and hours, placements of handicapped persons and daily tally sheet. All statistical reports are prepared in triplicate, original and duplicate being sent to administrative offices, original forwarded to Washington and duplicate retained in this office. Filed chronologically. (Constantly, official.) Various sized folders, 2 ft., in drawer of steel filing case. 1st floor. (14)

DECATUR

ISES, MACON COUNTY OFFICE Quinn Bldg., 600 E. Eldorado St.

The first public employment office in Decatur was established in 1915, but complete information on the nature of this earlier office is not available. In 1933 this became a unit of the ISES, which is affiliated with the United States Employment Service. Reports are forwarded to the State headquarters at Chicago. Records are in good condition.

209. APPLICATIONS, 1933 to date. ES Forms 310, 311, 312, and 326, active, inactive, and closed records of applicants registered at this office, showing complete personal history, employment record, and ISES placements. Filed alphabetically. Indexed. (Daily, official.) 5 x 8 cards, 18 ft., in 5 drawers of steel card cabinets. R. 600. (388-391)

210. APPLICANT'S INDEX FILE, 1935 to date. Cross index to occupations held by workers listed in active and inactive files. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 14 ft., in 7 drawers of steel card cabinet. R. 600. (392)

211. CLEARANCE OF REQUISITIONS, 1935 to date. Clearance papers on requisitions for labor outside of WPA. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 3 in., in drawer of steel filing case. R. 600. (385)

212. EMPLOYMENT FILE, 1935 to date. Forms 401, 402, 403 and 404, requisitions for workers, reassignments, cancelation or change of work status, and reclassifications. Filed numerically and alphabetically. (Daily, official.) 4 x 6 slips, 3 ft., in wooden box. R. 600. (395)

213. FIRM VISIT SCHEDULE, 1935 to date. Record of firm visits, showing name and address of firm, number of employees, potential number of employees and occupational classification of employees. Used to compile statistics on placements and to make placements. (Daily, official.) 5 x 8 cards, 6 in. in wooden box. R. 600. (307)

214. GENERAL CORRESPONDENCE, 1935 to date. Correspondence of supervisor with administrative office, WPA, and NYA. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 600. (384)

215. IDENTIFICATIONS, 1935 to date. ES Form 350, showing name, address, county number, and occupation. Two copies are made, one for the employee and the other on file at this office. Filed numerically. 3 x 5 card index, 3 ft. (Daily, official.) $2\frac{1}{2}$ x $3\frac{1}{2}$ cards, 3 ft., in wooden box. R. 600. (394, 398)

216. NATIONAL YOUTH ADMINISTRATION FILE, 1935 to date. Record of applicants registered for NYA. Filed by occupation and alphabetically. (Daily, official.) 5 x 8 slips, 6 in., in drawer of steel card cabinet. R. 600. (396)

217. REQUISITIONS, 1935 to date. Record of applicants requisitioned by WPA for work on projects. Filed numerically. (Daily, official.) 3 x 5 slips, 1 ft. 6 in., in drawer of steel card cabinet. R. 600. (386)

218. STATISTICAL REPORTS, 1935 to date. Copies of reports made to administrative office at Chicago. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in drawer of steel filing case. R. 600. (387)

219. SUMMARY OF ORDERS FROM FIRMS AND INDIVIDUALS FOR EMPLOYEES, 1935 to date. Card file of orders for help from firms and individuals. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of steel card cabinet. R. 600. (399)

220. WOMEN REGISTRANTS, 1935 to date. ES Forms 310, 311, and 312, showing personal history, employment and educational records and placements through this office. Filed by occupation. 3 x 5 card index, 2 ft. (Daily, official.) 5 x 8 cards, 3 ft. 6 in., in 4 drawers of steel card cabinet. R. 600. (400, 401)

221. CERTIFICATIONS, Aug. 1935 to date. IERC Forms 600, 601, and 602, certificates of eligibility, showing name, address, case number, number in family, and priority of eligibility for employment, change of status or cancelation. (Daily, official.) 5 x 8 slips, 4 ft., in wooden box. R. 600. (393)

EAST ST. LOUIS

ISES, DISTRICT MANAGER'S OFFICE
507 Missouri Ave.

This office of the Illinois State Employment Service was established in 1934 and has been located at this address since that time. It is under the jurisdiction of the Chicago office and reports are sent there. Records are in good condition.

222. REGISTRATIONS, 1934 to date. Record of all persons seeking employment, obtained from the applicant by an interview and used as a guide in

placing him in a position for which he is qualified, showing detailed description of the applicant's early history and family background, and educational advantages, name, address, telephone, occupational and secondary classification, and registration number; also placement and referral record, specifying the date applicant is notified, employer, position, and duration and rate of pay. Filed numerically. (Daily, official.) 5 x 8 cards, 36 ft., in 9 drawers of steel filing case. R. 1. (172)

223. EMPLOYERS' ORDER CARDS, July 1935 to date. Forms 315 and 316, used as reference for reemployment and as mailing list, showing history of the firm or employer, positions open, industrial classification and working hours, education and experience required, placement on referral record, action summary, and reopenings. Filed alphabetically. (Daily, official.) 4 x 6 cards, 7 ft., in drawers of steel card cabinets. R. 1. (174)

224. FIRM VISIT CARDS, July 1, 1935 to date. Reports relative to business firms to enable the employment office to place applicants where their qualifications will be of mutual benefit to employer and employee, showing the general attitude toward public employment service and the prospects of future employment during the busier season. Filed numerically and alphabetically. (Daily, official.) 5 x 8 cards, 7 ft., in drawer of desk. R. 1. (177)

225. GENERAL CORRESPONDENCE, July 1, 1935 to date. General correspondence with the manager of the executive department. Filed alphabetically by subject. (Daily, official.) 9½ x 12 folders, 2 ft., in drawer of steel filing case. NW. corner, 1st floor. (171)

226. MISCELLANEOUS FILE, July 1, 1935 to date. ES Forms 325 and 504, record of non-WPA projects, requisitions, union lists and rosters, transmittal letters, transfer outs, and PWA administrative assignments. The union roster is the verification of the union membership and is the basis of checking the members who have release circulation status. The transfer-outs of WPA and PWA are transmittal letters originating in this office and are notifications of the transfer of workers. Filed alphabetically by subject. (Daily, official.) 9½ x 12 folders, 1 ft., in drawer of steel filing case. NW. corner, 1st floor. (176)

227. IDENTIFICATIONS, Nov. 1935 to date. ES Form 350, showing State and identification numbers, applicant's name, address, age, height, weight, classification, rate of salary, registration date, signature of applicant and interviewer. Filed numerically. (Daily, official.) 3 x 5 cards, 32 ft., in drawers of steel card cabinet. R. 1. (175)

228. APPLICATIONS, Feb. 1936 - June 1936. ES Forms 310, 311, 312, 317 and 326, showing applicant's name, address, occupation, telephone number, historical record, family background, physical and educational advantages, and reference from previous employers. Filed alphabetically. (Daily, official.) 6 x 10 cards, 1 ft. 6 in., in wooden and pasteboard boxes. R. 201. (173)

FREEPORT

NRS, DISTRICT I OFFICE

Court House & Post Office Bldg., Chicago Ave. & Exchange St.

This office of the National Reemployment Service was established in November 1933 and includes Jo Daviess, Whiteside, Carroll, Ogle, Lee, and Stephenson counties. All records are retained for a reasonable time before they are destroyed, and reports are sent to State office at Chicago.

229. REPORTS AND CORRESPONDENCE, Oct. 1933 to date. General correspondence, expenses, time records, pay rolls, etc., for the six counties. (Older records, occasionally; recent records, daily, official.) 10 x 15 folders, 6 ft., in vertical drawer of steel filing case and bundles. R. 211. (38, 39)

230. EMPLOYMENT CARD, Nov. 1933 to date. Introduction and return card for applicant, returned by prospective employer, noting whether the applicant was employed. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in card cabinet. R. 304. (33)

231. REGISTRATIONS, Nov. 1933 to date. Records showing name, address, occupation, marital status, dependents, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 15 ft., in 15 wooden card cabinets. R. 304. (31)

232. CORRESPONDENCE, Jan. 1, 1934 to date. Form 401, district and county reports, summaries of activities, references, and all matters regarding conduct of office; also civil service bulletins and clearances of outside requests for men of special qualifications. Filed alphabetically and numerically. (Daily, official.) 10 x 15 folders, 5 ft. 8 in., in 3 vertical drawers of steel filing cases. R. 306. (36, 37)

233. FIELD AND FIRM VISITS, STEPHENSON COUNTY, Mar. 1934 to date. Forms 330 and 331, showing calls made on employers, possibility of taking on help, orders for non-certified help, contractors employed on WPA projects and accumulative record of men furnished. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in 3 wooden card cabinets. R. 304. (35)

234. GENERAL CORRESPONDENCE, July 1935 to date. Correspondence of district supervisor with branch office managers in district and with State director, and miscellaneous reports. (Daily, official.) 10 x 15 folders, 3 ft., in vertical steel filing case. R. 211. (40)

235. ASSIGNMENTS, Sept. 1, 1935 to date. Forms 325 and 402, showing assignments of individuals. Filed alphabetically. 3 x 5 card index, 9 ft. (Daily, official.) 4 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 304. (48)

236. CERTIFICATIONS, Sept. 1, 1935 to date. Forms 600, 601 and 602. Active and inactive relief cases, showing status for assignment to works

projects, viz: certified as eligible, eligibility suspended, and canceled. Filed alphabetically. 3 x 5 card index, 9 ft. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in wooden card cabinet. R. 304. (30)

237. COUNTY CLIENTS, Nov. 1935 to date. Cross index of all Stephenson County clients outside of Freeport. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 8 in., in 2 drawers of wooden card cabinets. R. 304. (34)

GOLCONDA

NRS, HARDIN AND POPE COUNTIES OFFICE City Hall, Monroe St.

This office of the National Recemployment Service was established in September 1933 and continues to operate at the same address, retaining all records. Reports are sent to District 12 Office at Cairo.

238. CORRESPONDENCE, Nov. 1933 to date. General correspondence with Washington, State, and District offices, and with WPA. Filed chronologically. (Frequently, official.) 8 x 12 folders, 2 ft., in 2 drawers of steel filing case. Main office. (49, 50)

239. CROSS INDEX FILE, Nov. 1933 to date. Cross index to major file, showing name of applicant, address, identification number and occupational code number. (Daily, official.) 3 x 5 cards, 4 ft., in wooden card cabinets. Main office. (42, 43)

240. INDEX FILE, Nov. 1933 to date. Name, address, telephone number, physical description work record, and identification number. (Daily, official.) 5 x 8 cards, 4 ft., in wooden card cabinets. Main office. (41, 44)

241. ASSIGNMENTS, Sept. 1935 to date. ES Form 325, showing name and address of employee, supervisors name and location of project. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 8 in., in 2 drawers of filing case. Main office. (38, 48)

242. CERTIFICATIONS, Sept. 1935 to date. FERA Form 600, certifying relief clients for WPA work. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of card cabinet. Main office. (40, 45)

243. IDENTIFICATIONS, Sept. 1935 to date. ES Form 350, showing applicant's name, address, identification number, relief status, physical description, and classification for work. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 2 drawers of card cabinet. Main office. (39, 46)

244. REQUISITIONS, Sept. 1935 to date. Requisitions from WPA or private companies to NRS for workers, giving number of workers, supervisor, and project number. Filed numerically. (Frequently, official.) 8 x 11 folders, 12 in., in 2 drawers of filing case. Main office. (37, 47)

HARRISBURGISES, SALINE COUNTY OFFICE
Old State Bank Bldg.

This office of the Illinois State Employment Service was established in January 1934 and occupied quarters in the First National Trust Company Building until October 1935. This office is part of the State system of employment offices and no funds are received from the Federal government; Federal forms are used and data from this office enter into the employment figures for the nation. Records are in good condition.

245. APPLICANT'S MAJOR FILE, Jan. 1934 to date. Active and inactive cards of applicants eligible for WPA work, showing name, address, physical description, and work record; also records of clients who have not contacted office for more than thirty days, or who are working, including veterans and non-veterans. Filed alphabetically. Indexed. (Older records, seldom; recent records, daily, official.) 5 x 8 cards, 9 ft., in drawers of card cabinet, and on table. Main office. (73-77)

246. CROSS INDEX FILE, Jan. 1934 to date. Showing name, address, phone number, occupation, identification number, etc., of all cards in the major, active, and inactive files. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 ft. 1 in., in 6 drawers of card cabinet. Main office. (79)

247. CERTIFICATIONS, Sept. 1935 to date. Form 600, certifications of eligibility from relief office of clients for WPA jobs, showing name, address, age, color, number in family, sex, marital status, and date of certification. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in drawer of card cabinet. Main office. (78)

248. IDENTIFICATIONS, Oct. 1935 to date. ES Form 350, showing name and address of applicant, physical description, relief status, and identification number. Filed numerically. (Daily, official.) 3 x 5 cards, 5 ft. 6 in., in 2 drawers of card cabinet. Main office. (72)

249. CORRESPONDENCE, Jan. 1, 1936 to date. General correspondence with the manager on various subjects. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Main office. (71)

250. ASSIGNMENTS, June 1936 to date. ES Form 325, assignment to WPA work, showing name and address of worker, date to report for work, project number, location, and foreman or supervisor. Filed numerically. (Frequently, official.) 5 x 8 bundles, 2 ft. 6 in., in drawer of steel filing case. Main office. (69)

251. REQUISITIONS, June 1936 to date. Requisitions from WPA office and other organizations for workers, showing number of workers, where and when required, and foreman to whom they shall report. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. Main office. (70)

JACKSONVILLE

NRS, DISTRICT 7 OFFICE
Farrell Bldg., W. State St.

This office of the National Reemployment Service was established in October 1933. As the district office, it has supervision over the offices in Brown, Calhoun, Cass, Green, Jersey, Macoupin, Menard, Morgan, Pike, Schuyler, and Scott Counties. The office was located in the Court House from October 1933 to July 1936, and in the Morrison Bldg. from July to August 1936, and since that time at the present quarters. Old correspondence and other records are stored in the Court House, which is herein designated as Bldg. B; the Farrell Bldg. is designated as Bldg. A. Monthly reports are sent to the Washington office. Records in good condition.

252. GENERAL CORRESPONDENCE, Nov. 1933 - Dec. 1935. Correspondence with branch NRS offices, with reference to supplying applicants for positions, etc., and correspondence with the Chicago and Washington offices. Filed chronologically. (Never.) 10 x 12 envelopes, 1 ft. 6 in., on floor. 3d floor (Bldg. B). (77)

253. APPLICATIONS, Nov. 1933 to date. ES Forms 310, 311, 312 and 326a, record of applicant's history, business qualifications, previous employment, and description of position applicant prefers, and whether relief or nonrelief. Occupational groups are classed as professional, mechanical, and laborers. Filed alphabetically. Indexed. (Daily, official.) 5 x 8 cards, 8 ft. 6 in., in 8 drawers of steel card cabinets. Mezzanine floor (Bldg. A). (60, 63, 65)

254. CROSS INDEX FILE, Nov. 1933 to date. Showing applicant's name, identification number, and other information concerning applicants. Filed numerically and alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in drawers of steel card cabinets. Mezzanine floor (Bldg. A). (56, 57, 64)

255. EMPLOYER'S ORDER FILE, Nov. 1933 to date. ES Form 315, showing employer's location, qualifications needed for position, salary to be paid, and order and code numbers. Employer's order has to be received before applicant is sent to position; each kind of work has a code number, such as professional, mechanical, laborers, etc. If employer accepts applicant, he notifies employment office and record of same is kept in files at the employment office for 30 days. If applicant is still working on job at expiration of 30 days, unless same to be a WPA project, he is considered permanently employed and employment office records are so marked; WPA work is considered temporary employment, but such employees are eligible for steady employment according to qualifications. Filed alphabetically and by code number. (Daily, official.) 5 x 8 loose sheets, 6 in., in drawer of steel filing case. Mezzanine floor. (Bldg. A). (66)

256. IDENTIFICATIONS, Nov. 1933 to date. ES Form 350, showing name and identification number of applicant, date of registration and classification, and type of work for which applicant is best suited. Filed numerically and alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in 2 drawers of steel card cabinets. Mezzanine floor (Bldg. A). (62)

257. REGISTRATIONS AND PLACEMENTS, Nov. 1933 to date. ES Form 301, showing applicant's name, occupation, code numbers, interviewer, physical description of applicant, wages to be paid, and number of hours applicant must work. Filed chronologically. (Older records, never; recent records, daily, official.) 8 x 10½ loose sheets, 5 ft., in drawer of steel filing case and on floor in storeroom. Mezzanine floor (Bldg. A-B). (68, 76)
258. NO TRANSACTION REPORT, July 1, 1934 to date. Weekly reports showing days and dates of week when no applications were received, and number of placements made by employment office, received from each of the ten districts, by the Jacksonville office. Filed chronologically. (Daily, official.) 8 x 10½ loose sheets, 3 in., in drawer of steel filing case. Mezzanine floor (Bldg. A). (71)
259. REPORT OF APPLICATIONS, July 1, 1934 to date. ES Form 300, showing name of branch office, person interviewing applicants, applicant's identification number and physical description, length of time applicant has been unemployed, and whether or not applicant is a veteran. Filed chronologically. (Daily, official.) 5 x 8 loose sheets, 1 ft. 6 in., in drawer of steel filing case. Mezzanine floor (Bldg. A). (70)
260. SUMMARY OF ACTIVITIES, July 1, 1934 to date. ES Form 302, reports showing total number of applications at beginning of week, new applications, registrations, renewals, and transfers; also subtractions, placements in private employment, public employment, and canceled cases. Filed chronologically. (Weekly, official.) 8 x 10½ loose sheets, 1 ft., in drawer of steel filing case. Mezzanine floor (Bldg. A). (73)
261. TALLY REPORTS, July 1, 1934 to date. Weekly reports showing total number of new applicants, transfers, and applications canceled for each day of week. Renewals made by applicant failing to register at expiration of 30 days from date of application, and those working on temporary employment. Transfers refer to applicants moved from the jurisdiction of one employment office to another. Filed chronologically. (Daily, official.) 8 x 10½ loose sheets, 1 ft. 6 in., in drawer of steel filing case. Mezzanine floor (Bldg. A). (69)
262. CERTIFICATES OF ELIGIBILITY, Apr. 1935 to date. FERA Form 600, applicant's history and complete record of all previous employment; also that applicant has either been placed in position or has not re-registered for period of 30 days. Filed alphabetically. Index. (Daily, official.) 5 x 8 loose sheets, 2 ft. 9 in., in drawer of steel filing case. Mezzanine floor (Bldg. A). (58, 59, 61)
263. CLEARANCE REQUESTS, July 1935 to date. Requests for employees from NRS offices in other States, which are unable to supply help from their own quota. This condition arises frequently when special work is to be done. Filed chronologically. (Never.) 10 x 12 envelopes, 3 in., on floor of storeroom. 3d floor (Bldg. B). (75)
264. ASSIGNMENTS, Nov. 1935 to date. ES Form 325, showing name and address of worker, name and location of assignment, signatures of worker,

superintendent of job, and person approving. Copies are record of proof that employee has been assigned to work as required under rules of WPA program. Filed alphabetically and numerically. (Daily, official.) 4 x 6 loose sheets, 1 ft., in drawer of steel filing case. Mezzanine floor (Bldg. A). (74)

265. CHANGE OF WORK STATUS, Nov. 1935 to date. Showing employee's name and address, identification number, with explanation and cause for change; also effective date thereof. Filed numerically and alphabetically. (Daily, official.) 4 x 6 loose sheets, 1 ft. 6 in., in steel drawer of filing case. Mezzanine floor (Bldg. A). (72)

266. RECLASSIFICATIONS, Nov. 1935 to date. Form 404, showing employee's name and address, identification and code numbers, rate of wages per hour or month, and project from which employees are transferred; also change in occupation, code number, wage rate, and effective date. Filed numerically and alphabetically. (Daily, official.) 4 x 6 loose sheets, 1 ft., in drawer of steel filing case. Mezzanine floor (Bldg. A). (67)

JONESBORO

NRS, UNION COUNTY OFFICE
City Hall, City Square

This office of the National Reemployment Service was established in September 1933 in the City Hall at Anna, Ill. It operated there until April 1935, when it was moved to Jonesboro. All records are retained; reports only are sent to the District 12 Office at Cairo.

267. ASSIGNMENTS, Sept. 1933 to date. Notice to relief client of assignment to WPA project. Filed chronologically. (Frequently, official.) 3 x 5 slips, 1 ft., in drawer of wooden filing case. No R. No. (8)

268. CERTIFICATION OF ELIGIBILITY, Sept. 1933 to date. Eligibility for WPA assignment. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 2 ft., in wooden filing case. No R. No. (6)

269. CORRESPONDENCE, Sept. 1933 to date. Miscellaneous circular letters, bulletins, and correspondence pertaining to administration and operation. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. No R. No. (2)

270. IDENTIFICATIONS, Sept. 1933 to date. Applicant's name, registration and identification numbers, address, physical description, occupation, and date of registration. Filed numerically. (Frequently, official.) 3 x 5 cards, 2 ft., in drawer of wooden filing case. No R. No. (7)

271. INDEX FILE, Sept. 1933 to date. Applicant's name, address, and occupational classification. (Frequently, official.) 3 x 5 cards, 6 ft., in 3 wooden filing cases. No R. No. (5)

272. REGISTRATIONS, Sept. 1933 to date. Applicant's name, address, physical description, employment record, and occupational classification. (Frequently, official.) 5 x 8 cards, 6 ft., in 3 wooden drawers of filing case. No R. No. (3, 4)

273. REQUISITIONS, Sept. 1933 to date. Requisitions from district WPA office, assigning workers to projects. Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 in., in filing case. No R. No. (1)

MARION

NRS, WILLIAMSON COUNTY OFFICE City Hall, Public Square

This office of the National Reemployment Service was established in January 1935. As a branch office, it serves the county seat and part of the area of the county, but the district office is at Herrin, Ill. All regular records are retained here, but reports are made to the district office.

274. CERTIFICATIONS, Jan. 4, 1935 to date. Certifications of eligibility of relief clients for WPA projects. Filed alphabetically. (Frequently, official.) 5 x 8 bundles, 5 ft. 6 in., in 3 wooden drawers of filing case. 2d floor. (51, 52)

275. CORRESPONDENCE, Jan. 4, 1935 to date. General correspondence pertaining to the administrative and operative affairs of the office. Filed alphabetically. (Occasionally, official.) 9 x 12 covers, 8 in., in letter files. 2d floor. (49)

276. IDENTIFICATIONS, Jan. 4, 1935 to date. Copies of identification cards issued to applicants, showing name, address, date of registration and occupational classification. Filed numerically. (Frequently, official.) 3 x 5 bundles, 4 ft., in 2 drawers of wooden filing case. 2d floor. (53)

277. REGISTRATIONS, Jan. 4, 1935 to date. Registration cards of applicants showing name and address, physical description, employment history, and occupational classification. Filed alphabetically. (Frequently, official.) 5 x 8 bundles, 7 ft. 6 in., in 4 drawers of wooden filing cases. 2d floor. (55, 56)

278. REQUISITIONS, Jan. 4, 1935 to date. Requisitions from district WPA office for the assigning of workers to projects. Filed numerically. (Occasionally, official.) 9 x 12 bundles, 1 ft., in drawer of desk. 2d floor. (54)

MATTOONNRS, DISTRICT 6 OFFICE
National Bank Bldg., 1630 Broadway

This office of the National Reemployment Service was established in 1933. It is the headquarters for District 6, which includes Clark, Coles, Moultrie, Shelby, Edgar, Cumberland, and Douglas Counties, and was located in the Post Office Building for a short time in 1933. Reports are sent to the State Office at Chicago.

279. BULLETIN FILE, Nov. 1932 to date. Bulletins on administration and procedure. Filed chronologically. (Frequently, official.) $8\frac{1}{2}$ x 11 letters, 3 in., on wooden shelf. File Room. (12)

280. ACTIVE AND INACTIVE FILES, 1933 to date. Personal and work history of persons whose applications are up to date; also cards for applicant's failing to report at end of 30-day time limit or who have been placed on WPA projects. Filed by occupation. (Daily, official.) Index. 5 x 8 cards, 6 ft., in 5 drawers of wooden filing case and in 2 wooden boxes. Interviewing and filing rooms. (5, 6, 10)

281. CLOSED FILE, 1933 to date. Personal and work history of applicants failing to report to this office for reinstatement for period of one year. Filed by occupation. 3 x 5 card index, 1 ft. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. Interviewing Room. (7)

282. CORRESPONDENCE, 1933 to date. General correspondence with the patrons, NRS officials in various branch offices, other district offices, and Chicago headquarters. Filed alphabetically and numerically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 ft., in 3 drawers of steel filing case. Waiting Room. (1)

283. CROSS INDEX FILE, 1933 to date. Index card file of active and inactive files. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 4 in., in 4 wooden drawers of filing case. Interviewing Room. (8,9)

284. DISTRICT CLEARANCE FILE, 1933 to date. Transcript of application from other districts for people willing to leave their own county or State to take jobs should openings occur. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 in., in wooden box. Waiting Room. (2)

285. STATISTICAL REPORTS, 1933 to date. Summary of registrations and of placements from this office; also other statistical data such as pay rolls, time sheets, etc. Arranged chronologically. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing case. File Room. (14)

286. CERTIFICATION OF ELIGIBILITY, July 1935 to date. Certification of eligibility for work on WPA, divided as to: certified, but unassigned; certified and assigned, but laid off; closed; certified and assigned to WPA. (Daily, official.) 5 x 8 slips, 3 ft. 6 in., in 2 wooden boxes. Interviewing Room. (4)

287. IDENTIFICATIONS, 1935 to date. ES Form 350. Duplicate copy of identification card issued to people assigned to WPA. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 2 wooden boxes. Interviewing Room. (3)

288. REQUISITIONS, Nov. 1935 to date. Requisitions for workers for WPA employment. Filed chronologically and numerically. (Frequently, official.) 8½ x 11 folders, 1 ft., in drawer of steel filing case. File Room. (13)

METROPOLIS

NRS, MASSAC COUNTY OFFICE
City Hall, 106 W. 5th Street

This office of the National Reemployment Service was established in September 1933 and still functions with the same status. All records are retained, reports are sent to the District 12 office at Cairo.

289. ASSIGNMENTS, Nov. 23, 1933 to date. Notice to relief clients of assignment to WPA projects. Filed chronologically. (Frequently, official.) 3 x 5 cards, 10 in., in drawers of steel filing case. 2d floor. (14)

290. CERTIFICATION OF ELIGIBILITY, Nov. 23, 1933 to date. FERA Form 600, certifying relief client is eligible for WPA work. Filed chronologically. (Frequently, official.) 5 x 8 slips, 2 ft., in drawer of steel filing case. 2d floor. (9)

291. IDENTIFICATIONS, Nov. 23, 1933 to date. Showing name, address, registration number, identification number, physical description, occupation and date of registration. Filed numerically. (Frequently, official.) 3 x 5 cards, 4 ft. 6 in., in drawers of wooden filing case. 2d floor. (13)

292. GENERAL CORRESPONDENCE, Nov. 23, 1933 to date. Administrative and operative affairs of office. Filed chronologically. (Frequently, official.) 9 x 12 loose-leaf books, 3½ in., in filing case. 2d floor. (15)

293. REGISTRATION CARDS, Nov. 23, 1933 to date. Applicant's name, address, employment record, physical description and occupational classification. Filed alphabetically. 3 x 5 card index, 4 ft. (Frequently, official.) 5 x 8 bundles, 3 ft. 4 in., in drawer of steel filing case. 2d floor. (10, 11, 12)

294. REQUISITIONS, Nov. 25, 1933 to date. Requisitions from district WPA office assigning workers to WPA projects. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 2d floor. (16)

MOUNDS

NRS, PULASKI COUNTY OFFICE
City Hall, Oak St.

This office of the National Reemployment Service was established in September, 1933, and has continued to function at the above address. All regular records are retained. Reports are sent to the District 12 office at Cairo.

295. APPLICATIONS, Sept. 1933 to date. Daily reports, showing applicant's identification number, occupational code number, and physical description. (Frequently, official.) 5 x 8 cards, 2 in., in drawer of wooden filing case. No R. No. (19)

296. ASSIGNMENTS, Sept. 1933 to date. Copies of assignments of relief clients to WPA projects, showing name, address, code and project numbers, and rate of pay. (Frequently, official.) 4 x 6 cards, and packages, 1 ft. in wooden box. No R. No. (23)

297. CERTIFICATION OF ELIGIBILITY, Sept. 1933 to date. Certificate of eligibility and change of client's work status. (Frequently, official.) 5 x 8 cards, 2 ft., in wooden box. No R. No. (17)

298. CLEARANCES, Sept. 1933 to date. Notices received from NRS offices outside district requesting employees for special skilled work. (Frequently, official.) 8½ x 11 bundles and sheets, 4 in., in box. No R. No. (20)

299. IDENTIFICATION CARDS, Sept. 1933 to date. Showing registration number, name, address, date of application and renewal, physical description and identification number. (Frequently, official.) 3 x 5 cards, 1 ft. 2 in., in 2 wooden boxes. No R. No. (16)

300. -INDEX FILE, Sept. 1933 to date. Showing name of applicant, residence, date of registration, and occupational classification. (Frequently, official.) 3 x 5 cards, and packages, 3 ft. 6 in., in 3 wooden boxes. No R. No. (22)

301. MISCELLANEOUS, Sept. 1933 to date. Bulletins, miscellaneous correspondence, circular letters, and statistical forms. (Frequently, official.) 8½ x 11 loose sheets, 3 in., in pasteboard box. No R. No. (14)

302. OCCUPATIONAL CODE CLASSIFICATION, Sept. 1933 to date. Applicant's name, address, employment records and occupational classification. (Frequently, official.) 5 x 8 cards and bundles, 6 ft. 6 in., in 2 wooden boxes. No R. No.

303. PLACEMENTS, Sept. 1933 to date. Reports of openings and placements in the district, showing assignments of relief clients to WPA projects. (Frequently, official.) 10 x 12 loose sheets, 1 ft., in wooden drawer of filing case. No R. No. (18)

304. REQUISITIONS, Sept. 1933 to date. Assignment of relief clients to WPA projects. (Frequently, official.) $8\frac{1}{2}$ x 11 sheets, 3 in., in wooden box. No R. No. (15)

MURPHYSBORO

NRS, JACKSON COUNTY OFFICE
Ritter-Wall Bldg., 1204 $\frac{1}{2}$ Walnut Street

This office of the National Reemployment Service was established in September 1933 and continues to operate at the same location. All records are retained here, and reports are sent to District 11 at Herrin, Illinois.

305. CERTIFICATIONS OF ELIGIBILITY, Sept. 1933 to date. Relief clients assigned to WPA projects. (Frequently, official.) 5 x 8 cards and bundles, 3 ft., in 2 wooden trays. 2d floor. (33)

306. IDENTIFICATIONS, Sept. 1933 to date. Copies showing name, address, registration number, date of application and renewal. Filed numerically. (Frequently, official.) 3 x 5 cards and bundles, 5 ft., in 5 wooden trays. 2d floor. (30)

307. INDEX FILE, Sept. 1933 to date. Name, address, occupational classifications, and identification number. Filed alphabetically. (Frequently, official.) 3 x 5 cards and bundles, 6 ft., in 2 wooden trays. 2d floor. (32)

308. REGISTRATIONS, Sept. 1933 to date. Showing name, address, physical description, date of birth, and employment record; also applicant's who have moved out of district or have secured employment. Filed alphabetically. (Frequently, official.) 5 x 8 cards and bundles, 6 ft., in 4 drawers of wooden filing cases and trays. 2d floor. (34, 35)

309. REQUISITIONS AND CORRESPONDENCE, Sept. 1933 to date. Requisitions from District office giving assignments to WPA projects, general correspondence pertaining to the administrative and operative affairs of office. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in wooden filing case. 2d floor. (31)

OAK PARK

ISES, MANAGER'S OFFICE
Lindahl Bldg., 212 S. Marion Street

This office of the Illinois State Employment Service was established on July 1, 1935. It was located at Maywood, Ill. from April 1, 1934 to May 1,

1935; at 604 Harrison Street, Oak Park from May 1, 1935 to March 1, 1936, and since that date at the present quarters. The organizations from which this agency was derived are as follows: The Division of Information in the Bureau of Immigration and Naturalization, 1907 - 1918; United States Employment Service, 1918 - 1933; Illinois State Employment Service, 1933 - 1935. All correspondence and reports designated for the Washington office are sent to the Administrative office at Chicago, which forwards same to the Washington office.

310. REGISTRATIONS, 1934 to date. Active, inactive, and closed registration cards for men and women seeking employment in private industry or on WPA, which have been made not more than thirty days prior to the current date or registrations which have been previously filed or removed, handicapped or nonhandicapped applicants, showing name and address of applicant, occupational classification, industrial code, age, nationality, color, schools attended and special training, complete past work record and all other necessary information to aid in placements; cover all types of employment such as: maids, housekeepers, assemblers, punch press and lathe operators, chauffeurs, butlers, cooks, skilled and unskilled workers and office or white collar workers. Filed alphabetically. Indexed. (Daily, official.) 3 x 5 and 5 x 8 cards, 36 ft., in steel card cabinets. R. 5-6. (2-7)

311. CUMULATIVE RECORD OF EMPLOYERS' ORDERS, July 1, 1935 to date. Chronological posting of orders for positions open, showing name and address of firm, industrial classification as given in code, date of opening received, occupation, sex, number of openings and date filled or completed. These cards used to determine statistical data and to illustrate from which firm most orders are received monthly. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in cabinet. R. 5-6. (1)

312. EMPLOYER'S ORDER CARDS, July 1, 1935 to date. Record of each individual order received from employer or firm, showing name and address of employer or firm, position open, number of openings, industrial classification, sex, age range, rate of pay, nationality, marital status, references, name, address and telephone number of applicant referred, duties, personality, physical condition and other qualifications; reverse side shows placement record illustrating name of applicant, verification and remarks. Filed alphabetically. (Daily, official.) 4 x 6 cards, 2 ft., in card cabinet. R. 5-6. (8)

313. FIRM VISIT CARDS, July 1, 1935 to date. Record of visits made by field workers to employers of firms, showing name and address of firm, date and result of visit, products or service rendered, industrial classification, head of firm, person interviewed and all particulars concerning peculiarities of firm and status of visit. Filed numerically. (Daily, official.) 5 x 8 cards, 1 ft., in card cabinet. R. 5-6. (11)

314. GENERAL CORRESPONDENCE, July 1, 1935 to date. Correspondence and reports of miscellaneous nature regarding business activities and office personnel of this office. Reports show expense accounts, records of meetings, requisitions for new equipment and supplies, etc.; correspondence

with other governmental agencies, individuals, departments, and corporations in private industry, regarding employment and unemployment, handicapped and nonhandicapped employees, inventories, public relations, interviews, car tokens, civil service employees and Federal, State, county and city agencies. Filed by subject. (Constantly, official.) 9 x 12 folders, 4 ft., in drawers of steel filing case. R. 5-6. (12)

315. INDEX FILE, July 1, 1935 to date. Card index covering registrations of applicants seeking employment in private industry and WPA, showing name and address of applicant, occupation, classification, district, relief case number and identification number, if on WPA. Filed alphabetically. (Daily, official.) 3 x 5 cards, 20 ft., in steel card cabinets. R. 5-6. (9, 10)

316. STATISTICAL REPORTS, July 1, 1935 to date. Reports covering all activities of this office, such as, amount of placements, registrations and amount of business procured and transacted by this office. Filed chronologically. (Constantly, official.) Various sized folders, 2 ft., in drawers of steel filing case. R. 5-6. (13)

OREGON

NRS, OGLE COUNTY OFFICE
Court House, 4th & Washington Streets.

This office of the National Reemployment Service was established in August 1933 to serve this county only. Records and reports are sent to the District 1 Office at Freeport.

317. SEASONAL WORK REGISTRATIONS, 1933 - 1935. ES Forms 310, 311, 312 and 326A. General registration covering qualifications, etc., for seasonal workers, particularly in the canning industry. Applicant registrants are from all sections of the U.S., and largely transient. Filed alphabetically and by occupation. (Never.) 8 x 15 cards, 4 ft., in 4 wooden boxes. 3d floor. (61, 62)

318. INDEX FILE, Aug. 1933 to date. List of all applicants, showing occupation, employment record, and family history. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in wooden box. 3d floor. (59)

319. REFERRALS, Aug. 1933 to date. Introduction cards to employers by workers sent to fill positions, showing acceptance or rejection. Filed alphabetically. (Monthly, official.) 3 x 5 cards, 2 ft., in 2 wooden boxes. 3d floor. (63)

320. REGISTRATIONS, Aug. 1933 to date. ES Forms 310, 311, 312 and 326A, active and inactive cards covering all applicants, showing qualifications, employment record, work classification, etc. Filed alphabetically. (Older records, never; recent records, daily, official.) 8 x 15 cards, 11 ft., in 4 wooden boxes. 3d floor. (60, 68)

321. REQUISITIONS, Aug. 1933 to date. Requisitions from private industry for men; also information as to qualifications required. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft., in wooden box. 3d floor. (69)

322. GENERAL CORRESPONDENCE, June 1, 1935 to date. NRS bulletins and orders issued by department heads; also correspondence with individuals, employers, WPA agencies and officials. Filed alphabetically and by subject. (Occasionally, official.) 10 x 15 loose sheets, 12 in., in boxes on open wooden shelf. 3d floor. (70, 71, 73)

323. OPERATING AGENCIES, Jan. 1, 1936 to date. Requisitions for men for non-WPA positions, showing necessary qualifications received and other employment data. Filed alphabetically. (Daily, official.) 10 x 15 loose sheets, 4 in., in box on open wooden shelf. 3d floor. (72)

PEKIN

NRS, TAZEWELL COUNTY OFFICE Post Office Bldg., Capitol & Elizabeth Sts.

This office of the National Reemployment Service was established in November 1933. Registration cards are destroyed after being inactive for two years. Regular reports are sent to the Washington office. This office is under the general supervision of District 3 Office, at Kewanee.

324. APPLICATIONS FOR EMPLOYMENT, Nov. 1933 to date. ES Forms 310, 311, 312, and 326A, complete personal description of applicant, educational record, previous employment, length of time unemployed, and temporary jobs held. After a period of one year, application is transferred to inactive file. Filed numerically. Indexed. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in 3 boxes on wooden table. Office. (113)

325. INDEX FILE, Nov. 1933 to date. Applications for employment, certifications from relief office, and order cards from employers; those who have applied for employment and have been certified are given code numbers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft., in 3 card cabinets. Office. (111)

326. CERTIFICATIONS, May 1935 - 1936. Form 600, showing name, address, age, race, health, priority rank, and case number. Filed numerically. Indexed. (Daily, official.) 5 x 8 cards, 5 ft., in 3 boxes on wooden table. Office. (112)

327. ORDER CARDS RECEIVED FROM EMPLOYERS ADVISING OF BUSINESS OPENINGS, May 1935 to date. ES Form 315, specified work to be done, and requests advice regarding names and qualifications of parties suited for such work.

Report of any placement is sent to Washington office by code number. Filed numerically. Index. (Daily, official.) 4 x 6 cards, 2 ft., on table. Office. (114)

TAYLORVILLE

NRS, DISTRICT 8 OFFICE
Post Office Building

This office of the National Reemployment Service was established on November 24, 1933, and is the district headquarters for the Counties of Bond, Christian, Clinton, Fayette, Marion, Montgomery, and Washington. Reports are sent to the State office at Chicago.

328. APPLICATIONS, 1933 to date. ES Forms 310, 311, 312, and 326A, records showing applicant's life history, and application for positions in private industry and on WPA. Filed by occupation. (Older records, frequently; recent records, daily, official.) 5 x 8 cards, 10 ft., in 7 steel transfer cases. R. 159. (2, 3, 4)

329. BULLETINS, Nov. 1933 to date. Bulletins of instruction on administration and procedure for NRS officials and employees. Filed chronologically. (Frequently, official.) 8½ x 11 loose sheets, 3 in., on top of desk. R. 159. (12)

330. DISTRICT CLEARANCE FILE, Nov. 1933 to date. Shows names of applicants who may be sent out to other counties in State on demand, and by other district managers; also men who belong to the skilled labor class and who have agreed to go anywhere for jobs in their line. (Frequently, official.) 5 x 8 cards, 1 ft., in steel transfer case. R. 159. (5)

331. CORRESPONDENCE, Nov. 24, 1933 to date. Correspondence with the State office, and county managers from applicants for jobs, and general correspondence on all subjects pertaining to administration of district office. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of desk. R. 159. (1)

332. CROSS INDEX FILE, Nov. 24, 1933 to date. Showing applicants occupational classification to enable this office to locate particular application card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft. 6 in., in 2 drawers of card cabinet and wooden desk. R. 159. (7,8)

333. STATISTICAL FILE, Nov. 24, 1933 to date. Summary of registrations and placements of this office, and general statistical data. Filed chronologically. (Occasionally, official.) 8½ x 11 envelopes and bundles, 7 ft. 6 in., in wooden cupboard, and on 10 wooden shelves. R. 159. (15, 16)

334. EMPLOYERS' OPENINGS, July 1, 1934 to date. Record of employers who have openings for applicants at this office, showing name and address of employee, date employee is wanted, type of work, wages, and other data. On back is name of applicant for position and date of placement. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in wooden box. R. 159. (6)

335. IDENTIFICATIONS, 1935 to date. ES Form 350, issued to applicants placed on WPA or similar employment. Each card is a duplicate of one given to applicant. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 159. (9)

336. CERTIFICATIONS, July 1935 to date. FERA Form 600, certification of eligibility for work on WPA, divided as to: certified but unassigned; certified and assigned, but laid off; closed, certified, and assigned to WPA. Filed alphabetically. (Daily, official.) 5 x 8 slips, 5 ft. 6 in., in 6 drawers of card cabinets. R. 159. (17)

337. REQUISITION FILE, Nov. 1, 1935 to date. Form 401, requisitions received from WPA office for workers on WPA or non-WPA work; also requisitions that have not been filled. Filed numerically and chronologically. (Older records, seldom; recent records, daily, official.) $8\frac{1}{2}$ x 11 envelopes, 2 ft. 4 in., on wooden shelf and wire baskets. R. 159. (10,11,14)

338. UNION FILE, 1936 to date. List of members of various unions. Enables this office to place union men on union jobs. Filed by unions. (Frequently, official.) $8\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in wire basket. R. 159. (13)

VANDALIA

NRS, BOND AND FAYETTE COUNTIES OFFICE Fayette County Court House, S. 7th & Johnson

This office of the National Reemployment Service was established in November 1933. It occupied quarters in the City Hall until May 1934, and since then at the present quarters. No records are sent direct to the Washington office. Reports sent to District 8 Office at Taylorville.

339. CWA RECORDS, 1933. Old records pertaining to CWA consisting of project files, correspondence, identification slips, placement lists, etc. (Rarely, official.) $8\frac{1}{2}$ x 11 folders, 9 in., on wooden shelf. Basement. (63)

340. ACTIVE AND INACTIVE FILES, 1933 to date. ES Forms 310, 311, 312, and 326, personal and work history of every applicant seeking employment; also those who failed to report back in 30 days or within course of one year. Filed by occupation. (Older records, frequently; recent records, daily, official.) 5 x 8 cards, 5 ft. 3 in., in 4 wooden boxes. Basement. (61, 68, 70)

341. CROSS INDEX FILE, 1933 to date. Active and inactive cards, showing name, address, and occupation of applicant. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft. 4 in., in 3 wooden boxes. Basement. (64, 65)

342. DAILY REPORTS, 1934 to date. Copies of reports giving data on registrations, re-registrations, placements, and number of applicants on file. Filed chronologically. (Daily, official.) 8½ x 11 bundles, 1 ft., in drawer of steel filing case. Basement. (72)

343. PLACEMENTS, 1934. Old forms used in making placements on WPA and at local shoe factory. Filed alphabetically. (Rarely, official.) 3 x 5 cards, 6 in., on wooden shelf. Basement. (74)

344. MISCELLANEOUS REPORTS, 1935. Reports consisting mainly of statistical data. (Rarely, official.) 8½ x 11 envelopes, 6 in., on wooden shelf. Basement. (67)

345. CORRESPONDENCE, 1935 to date. General correspondence with patrons and officials of NRS. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 1 ft. 4 in., in drawer of steel filing case and wooden shelf. Basement. (62, 73)

346. IDENTIFICATIONS, 1935 to date. ES Form 350, copies of cards issued to persons assigned to work on WPA, PWA, NYA, and Resettlement Administration projects, showing name, number, county, and occupation; signed on back by employment manager and worker. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 2 wooden boxes. Basement. (71)

347. REQUISITIONS, 1935 to date. Form 401, requisitions for workers, assigned to various work projects. These designate employing agency of project, name, salary, and effective date. Filed chronologically. (Seldom, official.) 8½ x 11 bundles, 2 in., on wooden shelf. Basement. (66)

348. CERTIFICATION OF ELIGIBILITY, Aug. 1935 to date. Form 600, record of persons certified by IERC as eligible for work on WPA, showing family history, name, case number, number in family, and priority for work. Arranged alphabetically. (Daily, official.) 5 x 8 slips, 2 ft., in wooden box. Basement. (69)

VIENNA

NRS, JOHNSON COUNTY OFFICE
Court House, Court House Sq.

This office of the National Reemployment Service, under the jurisdiction of District 12, was established in November 1933, and continues to operate in the same quarters. Reports sent to the Washington office, copies are retained here. The records are in good condition.

349. CROSS INDEX FILE, Nov. 1933 to date. Showing name, address, and telephone, identification, and occupational numbers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 pasteboard boxes. Jury Room. (16)
350. REGISTRATIONS, Nov. 1933 to date. Active and inactive records, showing name, address, physical description and work record of the applicant. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft., in 6 drawers of steel card cabinets. Jury Room. (17)
351. ASSIGNMENTS, July 1935 to date. Form 325, showing name and address, physical description of applicant, project number, location, and supervisor's name. Filed numerically. (Frequently, official.) 4 x 5 cards, 8 in., in pasteboard cabinet. Jury Room. (13)
352. CERTIFICATIONS, July 1935 to date. FERA Form 600, certifications of eligibility for WPA assignments, showing name, address and physical description of person, and relief work history. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in pasteboard card cabinet. Jury Room. (15)
353. CORRESPONDENCE, Nov. 1935 to date. General correspondence with district WPA office and others. Filed chronologically. (Rarely, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case. Jury Room. (12)
354. IDENTIFICATIONS, Nov. 1935 to date, Form 350, showing name, address, physical description of the applicant, identification number, and relief status. Filed numerically. (Frequently, official.) 3 x 5 cards, 2 ft., in pasteboard card cabinet. Jury Room. (14)

WOODSTOCK

ISES, McHENRY COUNTY OFFICE
Post Office Bldg., 124 Johnson Street

This office of the Illinois State Employment Service was established here on December 11, 1933, and was a unit of the National Reemployment Service, directly under the control of the United States Employment Service, and thus carried on with Federal funds. In line with the general policy of transferring the employment services to State offices where possible, this office on September 1, 1936, became a unit in the ISES. The office was located in the County Court House, until April 1, 1935, and since then has occupied the present quarters. The purpose of this office is to register all unemployed persons, to diagnose the labor needs of the county, and to contact employers regarding possible vacancies. Regular reports are sent to the District Office at Rockford, which, with the State Office at Chicago, exercises supervision over this office.

355. ASSIGNMENTS AND IDENTIFICATIONS, Dec. 1933 - Jan. 5, 1934. Showing project and requisition numbers, foreman, witness, signature of worker, work assignment, time and place to report for work, identification number, name and address of worker. Filed chronologically. (Never.) 4 x 6 slips, 6 in., in drawer of steel filing case. 2d floor, SE corner. (35)

356. CWA REQUISITIONS, Dec. 1933 - Mar. 1, 1934. Requisitions for labor on all CWA projects in this county, showing date, nature of project, project and requisition numbers, occupational classification, number of employees wanted, place, hour, date to report and name of foreman. Filed chronologically. (Never.) 9 x 12 folders, 1 in., in drawer of steel filing case. 2d floor. SE. corner. (44)

357. EMPLOYER'S ORDER FILE, 1933 - Dec. 1936. ES Form 315, showing name, address, and telephone number of employer or firm, duties to be performed by employee, education and experience required, personality, physical and other requirements, positions open, etc. Filed alphabetically. (Older records, never; recent records, weekly, official.) 4 x 6 cards, 2 ft. 8 in., in 3 drawers of wooden card cabinet. 2d floor, SE. corner. (24, 25)

358. CERTIFICATION OF ELIGIBILITY, 1933 to date. Forms 600, 601, 602, 402, 403, 404, and 340, showing name and address, case number, relief district, county, number of persons in family, relationship to head of family, date of certification, sex, mental status, priority ranking, occupation, date registered, and other related data. Filed alphabetically. (Daily, official.) 5 x 8 slips, 2 ft. 2 in., in drawer of steel filing case. 2d floor, SE. corner. (36, 37)

359. INDEX FILE, 1933 to date. ES Form 321, showing name, address, and telephone number of person registered, occupational classification and secondary classification. Used for quick reference to registration cards. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 ft., in 3 drawers of steel card cabinets. 2d floor, SE. corner. (28, 30, 32)

360. REGISTRATION CARDS, 1933 to date. ES Forms 310, 311, 312 and 326A, showing name, address, and telephone number of person registered, work qualified for, occupational classification, date of birth, nationality, marital and physical status, employment record, education, placement, and referral records; also inactive records of persons who have not called at this office for the past two years. Filed alphabetically. Indexed. (Older records, never; recent records, daily, official.) 5 x 8 cards, 12 ft., in drawers of steel card cabinets. 2d floor, SE. corner. (27, 29, 31, 34)

361. GENERAL CORRESPONDENCE, Dec. 1933 to date. Correspondence with applicants, employees and employers pertaining to employment; also with district office at Rockford, and NRS office at Waukegan and Chicago; requests for WPA workers from district office and supplies for WPA. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in drawers of steel filing case. 2d floor, SE. corner. (40, 41)

362. SUMMARY OF ACTIVITIES, Dec. 1933 to date. ES Forms 300, 301, 302 and 514, showing date, office, address, division or district, interviewer, by whom report is compiled, balance of active applications, number of new applications, openings and replacements, veterans' registrations and placements, number of referrals, re-interviews, relief placements, and field visits. Filed numerically and chronologically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of steel filing case and in desk. 2d floor, SE. corner. (38, 39)

363. CONTRACTS WITH PRIVATE CONTRACTORS, 1935 to date. Forms 60 and 504, complete record of each contract, received and kept in separate folders; also requisitions for workers, sent to this office by the contractor, for number of workers required. One copy forwarded to Rockford office, and four copies to contractor. Filed chronologically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. 2d floor, SE. corner. (22)

364. IDENTIFICATIONS, Nov. 1935 to date. ES Form 350, showing case and identification numbers, name, address of applicant, age, height, weight, classification and registration date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in drawer of card cabinets. 2d floor. SE. corner. (33)

365. EMPLOYERS' CARDS, Jan. 1936 to date. ES Form 330, showing name of firm, address, telephone number, head of firm, person interviewed, title, present force, products or service and industrial investigation, and occupational classification of additional employees requested. Filed alphabetically. Index. (Daily, official.) 5 x 8 cards, 2 in., in wooden desk. 2d floor, SE. corner. (23)

366. INDEX FILE, Jan. 1936 to date. ES Form 332, index to employers' cards, showing name, address, and telephone number of firm, and title and name of person interviewed. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 in., in drawer of wooden desk. 2d floor, SE. corner. (26)

367. CLEARANCE REQUEST, Sept. 1, 1936 to date. Form 80F 513, re-assignment for WPA, and assignments are sent with clearance request for skilled labor or others for whom there are openings, but who cannot be supplied by office receiving request. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. 2d floor, SE. corner. (42)

368. TRANSMITTAL LETTERS, Sept. 1, 1936 to date. WD Forms 46 and 325 transmittal form letters sent to foreman of project, who in turn forwards one copy to Rockford office. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor, SE. corner. (43)

CHRONOLOGICAL INDEX1900 - 1909

1906-- Chinese Immigration Investigations, 1
 1906-- Index File, 2
 1906-- Naturalization Investigations, 3
 1906-- Petitions, 4
 1908-- Leave of Absence Records, 5

1910 - 1919

1910-- General Card Index, 6
 1910-- Immigrations, 7
 1919-1931 Voucher Schedules, 53
 1919-1934 General Correspondence, 54
 1919-- Reports of Naturalization Activities, 8

1920 - 1929

1921-1934 Office Reports, 55
 1923-- Naturalization Papers Forwarded, 9
 1923-- Reports of Hearings, 10
 1924-1931 Salary and Expenditure Schedules, 56
 1926-- Court Orders, 11
 1926-- Reports of Preliminary and Final Hearings,
 12
 1927-- Expenditures Authorized, 13
 1927-- Final Instructions, 14
 1927-- Manifest of Aliens Employed on Vessels as
 Members of Crew, 15
 1927-- Motor Vehicle Expense Reports, 17
 1927-- Public Vouchers for Purchases and Services
 Other Than Personnel, 18
 1927-- Return Permit Receipts, 16
 1928-- Pay Rolls for Personal Services, 19
 1928-- Travel Vouchers, 20
 1929-1935 Sub-Classification of Vouchers Submitted
 for Payment, 57
 1929-1935 Voucher File, 58
 1929-- Certificates of Arrival, 22
 1929-- Contract File, 27
 1929-- Monthly Expenditure Reports, 23
 1929-- Pay Vouchers for Personal Overtime Service,
 24
 1929-- Perpetual Inventory Record, 25
 1929-- Receipt Books, 26
 1929-- Reports of Naturalization Examiner, 21
 1929-- Requisitions for Supplies, 29
 1929-- Time Reports, 28

Chronological Index

1930 - 1939

- 1930-- Docket List of Petitions, 30
 1930-- Record of Organizations, 31
 1931-1936 Employer's Order File, 117
 1931-- Applicant's Registration Card File, 180
 1931-- Applicant's Registration File, 138
 1932-1934 Referrals, 59
 1932-1934 Registrations, 60
 1932-- Bulletin File, 279
 1932-- Petitions Denied, 32
 1932-- Record of Government Transportation
 Requests Issued, 33
 1933 CWA Bulletin File, 61
 1933 CWA Pay Rolls, 62
 1933 CWA Project File, 63
 1933 CWA Records, 339
 1933 CWA Requisitions, 356
 1933 CWA Requisitions for Workers, and
 Identification Cards, 64
 1933 Federal Emergency Relief Administration, 43
 1933-1934 Assignments and Identifications, 355
 1933-1934 CWA Records, 188
 1933-1934 Transfer File, 187
 1933-1935 Bulletins, 84
 1933-1935 General Correspondence, 252
 1933-1935 Seasonal Work Registrations, 317
 1933-1936 Applicant's Correspondence, 149
 1933-1936 Employer's Order File, 357
 1933-1936 General Correspondence, 166
 1933-1936 Index File, 167
 1933-1936 Registration Record, 165
 1933-1936 Statistical Reports, 222, 232
 1933-- Active and Inactive Files, 280, 340
 1933-- Application Files, 105
 1933-- Applications, 209, 253, 295, 328
 1933-- Applications for Employment, 324
 1933-- Assignments, 267, 289, 296
 1933-- Bulletins, 329
 1933-- Certification of Eligibility, 268, 290, 297,
 305, 358
 1933-- Circular Letters, 85
 1933-- Clearances, 298
 1933-- Closed File, 281
 1933-- Correspondence, 86, 238, 269, 282, 331
 1933-- Cross Index File, 46, 239, 254, 283, 332,
 341, 349
 1933-- District Clearance File, 87, 284, 330
 1933-- Employer's Order File, 255
 1933-- Employment Card, 230
 1933-- General Correspondence, 47, 292, 361

Chronological Index

- 1933-- General File, 106
 1933-- Identification Cards, 299
 1933-- Identifications, 48, 88, 256, 270, 291
 1933-- Index File, 240, 271, 300, 307, 318, 325, 359
 1933-- Index to Registrations, 89
 1933-- Inventory of Office, 65
 1933-- Miscellaneous, 301
 1933-- Occupational Code Classification, 302
 1933-- Personnel File, 189
 1933-- Placements, 303
 1933-- Protective Card Record, 190
 1933-- Record of Issues, 34
 1933-- Record of Money Expended, 35
 1933-- Record of Openings, 107
 1933-- Referrals, 319
 1933-- Registration Cards, 44, 292, 360
 1933-- Registrations, 49, 90, 118, 231, 272, 308, 320, 351
 1933-- Registrations and Placements, 257
 1933-- Reports and Correspondence, 229
 1933-- Requisitions, 273, 294, 304, 309, 321
 1933-- Statistical File, 333
 1933-- Statistical Reports, 191, 285
 1933-- Summary of Activities, 362
 1933-- Volume Index, 192
 1933-- Weekly Reports, 108
 1934 CWA Business Census, 66
 1934 Placements, 343
 1934 PWA Bulletins, 67
 1934 PWA Employment Lists, 68
 1934-1936 Applications, 151
 1934-1936 Correspondence, 91
 1934-1936 General Correspondence, 152
 1934-1936 Pay Rolls, 92
 1934-- Applicant's Major File, 245
 1934-- Applicant's Registration File, 158
 1934-- Applicant's Registrations, 110, 173
 1934-- Confidential File, 193
 1934-- Correspondence, 232
 1934-- Cross Index File, 246
 1934-- Cumulative Record of Employer's Orders, 175
 1934-- Daily Reports, 342
 1934-- Employer's Openings, 334
 1934-- Field and Firm Visits, Stephenson County, 233
 1934-- Firm Visit Schedule, 176
 1934-- General Correspondence, 160, 196
 1934-- Index File, 111, 159
 1934-- No Transportation Report, 258

Chronological Index

- 1934-- Registrations, 203, 222, 310
 1934-- Report of Applications, 259
 1934-- Requests for Forms, 36
 1934-- Statistical Reports, 140, 174
 1934-- Summary of Activities, 260
 1934-- Tally Reports, 261
 1935 Attendance Record of Employees, 69
 1935 Non-WPA File, 70
 1935 Placements, 45
 1935 Reports, 93
 1935-1936 Applicant's Appointment Record, 120
 1935-1936 Applicant's Index File, 139
 1935-1936 Assignments, 153
 1935-1936 Change in Work Status, 96
 1935-1936 Clearance Report, 95
 1935-1936 Employer's First Visit File, 121
 1935-1936 Employer's Order File, 155, 169
 1935-1936 Employer's Record File, 170
 1935-1936 Farmer's Correspondence, 122
 1935-1936 Farmer's Order Card File, 123
 1935-1936 Index File, 154
 1935-1936 Personnel File, 119
 1935-1936 Placements, 124
 1935-1936 Registrations of Referred Relief Cases, 127
 1935-1936 Relief Placements, 83
 1935-1936 Reports, 97
 1935-1936 Requisitions, 94
 1935-1936 Security Wage File, 172
 1935-1936 Subject Correspondence, 171
 1935-1936 Summary of Activities, 125
 1935-1936 Technical Application File, 141
 1935-1936 Transmittal Receipts, 98
 1935-1936 Verification of Placements, 126
 1935-- Applicant's Identifications, 130
 1935-- Applicant's Registrations, 132
 1935-- Active and Inactive File, 71
 1935-- Applicant's Index File, 210
 1935-- Assignments, 72, 100, 137, 147, 235, 241,
 264, 351
 1935-- Bulletins File, 73
 1935-- Central File, 194
 1935-- Certificates of Eligibility, 99
 1935-- Certification of Eligibility, 133, 262,
 286, 348
 1935-- Certification of Eligibility for WPA
 Work, 109
 1935-- Certifications, 50, 221, 236, 242, 247,
 274, 336, 352
 1935-- Certified File, 74

Chronological Index

- 1935-- Change of Address File, 75
 1935-- Change of Work Status, 265
 1935-- Clearance Requests, 263
 1935-- Clearances of Requisitions, 211
 1935-- Contracts with Private Contractors, 363
 1935-- Correspondence, 51, 275, 345, 353
 1935-- Cross Index, 76
 1935-- County Clients, 237
 1935-- Cumulative Record of Employer's Orders,
 114, 161, 202, 311
 1935-- Employer's First Visit and Cumulative
 Record, 142, 181
 1935-- Employer's Order Card File, 145, 183
 1935-- Employer's Order Cards, 162, 177, 206, 223,
 312
 1935-- Employer's Order Forms, 115
 1935-- Employer's Index File, 144, 182
 1935-- Employment File, 212
 1935-- Firm Visit Cards, 116, 207, 224, 313
 1935-- Firm Visit Schedule, 163, 213
 1935-- General Correspondence, 113, 128, 134, 186,
 204, 214, 225, 234, 314, 322
 1935-- General Correspondence and Reports, 178
 1935-- Identifications, 215, 227, 243, 248, 276,
 287, 335, 346, 354, 364
 1935-- Index File, 129, 143, 179, 184, 205, 315
 1935-- Industrial Survey File, 77
 1935-- Master Index File, 135
 1935-- Merger Proposal, 195
 1935-- Miscellaneous File, 146, 220
 1935-- Miscellaneous Reports, 344
 1935-- National Youth Administration, 216
 1935-- Order Cards Received From Employers
 Advising of Business Openings, 327
 1935-- Placement File, 78
 1935-- Publications and News Clippings, 197
 1935-- Reclassifications, 266
 1935-- Record of Circular Letters, 37
 1935-- Record of Firm Visits, 79
 1935-- Registrations, 277
 1935-- Registrations for Union and Office
 Employees, 136
 1935-- Requisition File, 337
 1935-- Requisitions, 217, 244, 278, 288, 347
 1935-- Requisitions and Assignments, 52
 1935-- Statistical Reports, 112, 164, 185, 218,
 316
 1935-- Summary of Orders From Firms and Indivi-
 duals for Employees, 219
 1935-- Union File, 338
 1935-- Veteran's Mailing List, 198

Chronological Index

- 1935-- Women Registrants, 220
 1936 Applications, 228
 1936 Certifications, 326
 1936 District Clearance, 104
 1936 Labor Available, 102
 1936 Reports, 101
 1936 Transfers, 103
 1936-- Account of Liabilities Under Allotment of
 Appropriations, 38
 1936-- Assignments, 80, 250
 1936-- Circulars and Bulletins, 199
 1936-- Clearance Request, 367
 1936-- Correspondence, 249
 1936-- Correspondence File, 81
 1936-- Employer's Cards, 365
 1936-- Employer's Cumulative Record, 156
 1936-- Employer's Index File, 131
 1936-- Firm Visit Schedule, 157
 1936-- General Correspondence, 39, 148
 1936-- Index File, 366
 1936-- Investigations File, 40
 1936-- Operating Agencies, 323
 1936-- Pending Files For Citizenship, Second
 Papers, 41
 1936-- Project File, 82
 1936-- Project Record File, 42
 1936-- Reports of Placements, 200
 1936-- Requisitions, 251
 1936-- Statistical Reports, 208
 1936-- Transmittal Letters, 368
 1936-- Veterans' Registration Records, 201

PUBLICATIONS
of the
Illinois Historical Records Survey

Inventories of the County
Archives of Illinois

1. Adams	1939	210 p.	54. Logan	1938	207 p.
5. Brown	1938	93 p.	56. Macoupin	1939	212 p.
8. Carroll	1937	103 p.	68. Montgomery	1939	230 p.
10. Champaign	1938	118 p.	69. Morgan	1939	213 p.
12. Clark	1938	132 p.	71. Ogle	1940	310 p.
18. Cumberland	1938	105 p.	74. Piatt	1940	266 p.
21. Douglas	1939	282 p.	75. Pike	1938	121 p.
25. Effingham	1940	254 p.	81. Rock Island	1939	274 p.
26. Fayette	1939	165 p.	83. Sangamon	1939	228 p.
28. Franklin	1941	302 p.	85. Scott	1938	121 p.
39. Jackson	1939	206 p.	88. St. Clair	1939	345 p.
43. Jo Daviess	1938	122 p.	89. Stephenson	1938	143 p.
48. Knox	1938	220 p.	92. Vermilion	1940	386 p.
53. Livingston	1940	252 p.			

Vital
Statistics
Guide

Guide to Public Vital Statistics Records in Illinois 1941 138 p.

Inventories of Federal
Archives in the States:
No. 12 - Illinois

Series II	Federal Courts	1939	134 p.	
Series III	Department of Treasury	1939	277 p.	
Series IV	Department of War	1941	412 p.,	326 p. (2 v.)
Series V	Department of Justice	1940	56 p.	
Series VII	Department of Navy	1940	172 p.	
Series VIII	Department of Interior	1941	110 p.	
Series IX	Department of Agriculture	1938	335 p.	(2 v.)
Series X	Department of Commerce	1938	22 p.	
Series XI	Department of Labor	1941	65 p.	
Series XVI	Farm Credit Administration	1941	12 p.	

Calendars of Collections;
Guide to Manuscript Depositories

Calendar of Robert Weidensall Correspondence	1940	34 p.
Calendar of Ezekiel Cooper Collection of Manuscripts	1941	97 p.
Guide to Depositories of Manuscript Collections in Illinois	1940	55 p.

Publications of the
Illinois Historical Records
Survey

American Imprints
Inventory - Checklists

1. Missouri, 1808-1850	1937	225 p.
2. Minnesota, 1849-1865	1938	219 p.
3. Arizona, 1860-1890	1938	81 p.
4. Chicago Ante-Fire, 1851-1871	1938	727 p.
5. Kentucky, 1778-1810	1939	205 p.
6. Kentucky, 1811-1820	1939	235 p.
7. Nevada, 1859-1890	1939	127 p.
8. Alabama, 1807-1840	1939	159 p.
9. New Jersey, 1784-1800	1939	189 p.
10. Kansas, 1854-1876	1939	773 p.
11. Kellogg Collection of "Patent Inside" Newspapers of 1876	1939	99 p.
12. Sag Harbor, Long Island, N.Y., 1791-1820	1939	61 p.
13. Idaho, 1839-1890	1940	74 p.
14. West Virginia, 1791-1830	1940	62 p.
15. Iowa, 1838-1860	1940	84 p.
Location Symbols for Libraries in the United States <u> </u> , Additions and Corrections January, 1941	1941	36 p.

