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SERIES 7



INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES VII
THE DEPARTMENT OF THE NAVY
N°41
TENNESSEE

LIBRARY
UNIVERSITY of KENTUCKY

SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION
DIVISION OF WOMEN'S & PROFESSIONAL PROJECTS
NEW ORLEANS, LOUISIANA

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
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and
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SERIES VII. THE DEPARTMENT OF THE NAVY

NO. 41. TENNESSEE

New Orleans, Louisiana
The Survey of Federal Archives
1938

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937.

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

For each local office information regarding each series, or unit of related records, is presented in the following order; title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally the number of the Form 588A 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 Tennessee the work of the Survey was undertaken by Judge Samuel C. Williams with Mr. Lowe Watkins, who later succeeded him as director, as his assistant. In May, 1937, Tennessee was added to the region under the direction of Mr. Stanley C. Arthur of New Orleans with Mr. John S. Luton as State Supervisor. This inventory of the records of the Department of the Navy in Tennessee was prepared in the New Orleans office of the Survey under the direction of Mrs. Norris B. Fazekas, Editor-in-Chief and Assistant State Supervisor, and was edited before final typing by Dr. Henry P. Beers of the Division of War Department Archives of The National Archives.

Stanley C. Arthur
State Director
Survey of Federal Archives
in Louisiana

New Orleans, La.
May 18, 1938

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ALCOA

RESIDENT INSPECTOR OF NAVAL MATERIAL
Atlanta District
c/o Aluminum Company of America Sheet Mill

(not surveyed)

CHATTANOOGA

NAVY RECRUITING SUBSTATION

(not surveyed)

JACKSON

NAVY RECRUITING SUBSTATION
Post Office and Court House

This agency was established April 15, 1935 at its present address. It is under the station at Nashville in the Southern Recruiting Division. Records are sent to Washington only on request, none have been lost or destroyed.

1. DAILY REPORTS OF APPLICANTS, 1935 to date. Form NRBI, Report of Recruiter in Charge, shows name, address, seaman branch, and messman branch. (Daily, official.) $8\frac{1}{2}$ x 11 sheets, 1 ft., in wooden filing case. R. 316B. (182)
2. DAILY REPORT OF PHYSICAL EXAMINATIONS, 1935 to date. Report made by medical officer at main station and mailed to substations, showing name of applicant, station of enlistment, and result. (Frequently, official.) $8\frac{1}{2}$ x 11 sheets, 1 ft., in wooden filing case. R. 316B. (185)
3. GENERAL CORRESPONDENCE, 1935 to date. News items and letters from and to applicants. (Daily, official.) $8\frac{1}{2}$ x 11 sheets, 1 ft., on file board. R. 316B. (187)
4. MONTHLY REPORT OF RECRUITING ACTIVITY, 1935 to date. Shows waiting list in class A, B, and C, number of men on waiting list who have not been examined by medical officer, desirable applicants, substation men enlisted, applicants, and publicity for period of report. See addenda for subjects. (Frequently, official.) $8\frac{1}{2}$ x 13 sheets, 1 ft., on file board. R. 316B. (184)

5. REPORTS, 1935 to date. Form NRS-Nash 1 shows recruiting activities by month and carries attached monthly recruiting letter by officer in charge, waiting list, substation men enlisted, applicants rejected, physically or otherwise disabled, number of applicants for month and year, number of physical examinations, and publicity record of all substations for that division. (Frequently, official.) 8 $\frac{1}{2}$ x 13 sheets, 1 ft., in wooden filing case. R. 316B. (186)

6. ROUGH LEDGER OF APPLICANTS FOR ENLISTMENT, 1935 to date. Shows date of application, name, address, education, number of applicant, race, next of kin, address, age, general classification test, acceptance or rejection physically, rejection from other causes, and remarks. (Frequently, official.) 8 $\frac{1}{2}$ x 14 vol., 1 in., in wooden filing case. R. 316B. (188)

7. WEEKLY REPORTS, 1935 to date. Form N-Nav-4, composite report of applicants for week, showing state furnishing applicants, applicants for first enlistment or re-enlistment, applicants rejected for physical defects or other causes on first enlistment or re-enlistment, applicants enlisted on waivers, and first enlistment or re-enlistment. (Frequently, official.) 8 $\frac{1}{2}$ x 14 sheets, 1 ft., in wooden filing case. R. 316B. (183)

Motion Picture, Photographic,
And Sound Record Collections

8. STORY SKITS, SCENERY, AND TRAVELOGUES TO CREATE AN INTEREST IN NAVY ENLISTMENT, n. d. Motion picture films of nitrate projection positive 35 mm, 5250 ft. See addenda for number of reels, titles, and length. Stored in metal containers in fireproof building. R. 316. (MPI)

KNOXVILLE

NAVY RECRUITING SUBSTATION

Post Office and Court House, Main and Walnut Sts.

This agency was established in 1919. The office was housed in the old Post Office Building at Clinch and Walnut Streets, from 1919 to 1933, at which time it moved to its present address. Daily, weekly, and monthly reports are sent to the Nashville office, and at the end of each fiscal year all records are sent to Nashville.

9. CORRESPONDENCE, 1936 to date. Arranged chronologically under subjects. (Frequently, official.) 9 x 15 clip-boards (7), 11 in., on cabinet. R. 313. (650)

10. ENLISTMENT DATA, 1936 to date. Applications, data, medical examination reports, and intelligence tests reports. Arranged alpha-

betically. (Frequently, official.) 9 x 15 folders, 2 ft., in wooden drawer. R. 313. (649)

MEMPHIS

NAVY RECRUITING SUBSTATION Federal Bldg., Front St. at Madison Ave.

This agency was established August 1, 1931 in the Sterick Building. It remained at this location until June 20, 1933, at which time it moved to its present address. Records are sent to the State Recruiting Office at Nashville, Tenn. Useless papers are destroyed.

In the attic of this building in the custody of the District Court are records which appear to be those of a recruiting station for 1920 - 1922.

11. REPORTS, 1934 - 1937. NRB Form 1, Daily Report of Applicants, shows name and address of men calling at office in reference to first enlistment; Form N Nav 4, Daily Report of Enlistments, shows name, address, terms, and rating; Form 401506-A, Monthly Report of Recruiting Activities Requests; and S and A Form 268, Schedule of Transportation Requests. Filed numerically by dates. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 2. (2266)

12. APPLICATION REGISTER, Apr. 6, 1934 to date. Showing applicants, addresses, dates of applications, whether accepted or rejected, and causes of rejections. Arranged numerically by dates. (Frequently, official.) 9 x 14 vol., 2 in., on desk. R. 2. (2264)

13. CORRESPONDENCE, 1936 - 1937. Between Memphis recruiting office and Nashville office, relative to enlistments, applications, and reports. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 2. (2265)

NASHVILLE

NAVY RECRUITING SUBSTATION Custom House, 8th Ave. and Broad St.

The date of establishment of this agency is unknown. However the survey reveals records dated as early as 1928. The policy regarding useless papers or records is not known. Under this station are substations at Chattanooga, Jackson, Knoxville and Memphis; all are under the jurisdiction of the Southern Recruiting Division.

14. SEMIMONTHLY MONEY LIST, 1928 - 1936. Regarding payment of regular navy pay; acknowledged receipts from commodity officers to district disbursing officer at 9th Naval District, Great Lakes, Ill.; and telegrams. (Daily, official.) 8 x 10 $\frac{1}{2}$ and 8 x 14 forms, 3 in., in Shannon file case. R. 406. (1538)
15. MONTHLY ENLISTMENTS, REPORTS, AND SERVICE NUMBERS, July 1931 to date. Showing name, grade, certificate number, station, canvaser's name, relative's name, and where shipped. Arranged by dates. (Daily, official.) 8 $\frac{1}{2}$ x 14 vol., $\frac{1}{2}$ in., in drawer of filing case. R. 405. (1525)
16. TRANSFER OF SERVICE RECORDS, 1932 to date. Form 41 NRB, receipt for service records, health records, and leave orders. (Frequently, official.) 8 $\frac{1}{2}$ x 11 folders, 2 in., in Columbia compress cover. R. 405. (1529)
17. SCHEDULE OF TRANSPORTATION REQUEST, 1934 - 1936. Form S and A 268. (Frequently, official.) 14 x 18 sheets, 5 in., on Shannon file board, R. 405. (1539)
18. SUBSTATION REPORT, 1934 - 1936. Form NRS 1, tabulations, reports of publicity, and records of enlistment activities from substations in Memphis, Knoxville, Chattanooga, and Jackson, Tennessee. (Frequently, official.) 8 x 14 bundles, 1 in., in wooden drawer. R. 405. (1524)
19. COMBINED MONTHLY REPORTS OF RECRUITING ACTIVITIES, 1934 to date. Form NRB 31 shows tabulations, population, number of personnel, substations, kinds of enlistment, and waiting list. (Frequently, official.) 8 x 14 vol., 1 in., in wooden drawer. R. 405. (1526)
20. SUBSTATION MINEOGRAPHED FORMS AND LETTERS, 1934 to date. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 2 in., in Columbia compress cover. R. 405. (1530)
21. VESSEL MOVEMENT REPORTS, 1934 to date. OP 38-TMJ shows name of vessel, from where sailed, destination, and date. (Frequently, official.) 8 $\frac{1}{2}$ x 11 folders, 2 in., in Columbia compress covers. R. 405. (1527)
22. BUREAU OF NAVIGATION OFFICER ORDERS, 1935 - 1936. (Seldom, official.) 8 $\frac{1}{2}$ x 11 folders, 2 in., in Columbia compress cover. R. 405. (1528)
23. CLASS B AND REJECTED APPLICATIONS FOR ENLISTMENTS, 1935 - 1936. Forms 16B, 24 16D, 29, and 3, reports and decisions pertaining to applications for enlistment, and records of same. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 12 ft., in 13 drawers of wooden filing cases. R. 405. (1521)

24. COMPLETED FILES OF NASHVILLE, CHATTANOOGA, MEMPHIS, AND THIS DISTRICT, 1935 - 1936. Forms 16-B, 24-B, 16-D, and 29, reports and finger-prints pertaining to enlistment and recruiting service for enlistment, and records of same. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 4 ft. 4 in., in 8 drawers of wooden filing cases. R. 405. (1514)

25. DAILY REPORTS OF ENLISTMENTS, 1935 - 1936. Forms 4451 and No. 4, regarding daily reports of enlistments, showing number of applicants accepted or rejected, names and addresses. (Frequently, official.) 8½ x 14 sheets, 2 in., in Columbia file. R. 405. (1537)

26. INCOMPLETE NASHVILLE PAPERS, 1935 - 1936. Forms 16B, 24, and 16D, applications for enlistment, and records, reports, and finger-prints of applicants. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 8 in., in wooden filing case. R. 405. (1515)

27. INSPECTORS' DIVISIONAL MONTHLY REPORT, 1935 - 1936. Tabulated report showing number of enlisted men on duty, quota for month, re-enlistments, and mailing list for District of New Orleans. (Daily, official.) 8 x 14 forms, ½ in., in Columbia file. R. 405. (1541)

28. SPECIAL REQUEST AND INDEFINITE CASES OF INACTIVE STATUS, 1935 - 1936. Forms 18, 24, 16D, 16B, 3, and 16A, reports, decisions, and finger-prints, regarding enlistment and records of same. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 405. (1518)

29. COMPLETED AND UNCOMPLETED RECORDS OF APPLICATION FOR COLORED ENLISTMENT, 1935 to date. Forms 16-B, 16-D, 29, 3, and 24, reports, decisions, and finger-prints covering applications for enlistment and records for colored people. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of wooden filing case. R. 405. (1519)

30. SHIPS' FILES, 1935 to date. Form 1040-A, reports, tabulations, maps, charts, advertisements, graded school list, navy business directory, and correspondence. Arranged alphabetically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 405. (1531)

31. DISBURSING RETURNS, Jan. - July 1936. Monthly disbursing returns, memoranda of various recruiting personnel, receipt for transportation, meal tickets, cash, traveling canvassers' reports, and reports and receipts on semimonthly pay roll. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 405. (1543)

32. CLASSIFICATION CARDS FOR MEN ENLISTED, 1936. Cards relative to enlistment classification. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in wooden transfer case. R. 405. (1517)

33. DAILY REPORT OF APPLICANT, 1936. Form NRB-1, information relative to daily reports of applicants enlisting at this station, whether rejected or accepted, and cause. (Daily, official.) 8 x 11 envelopes, 3 in., in Columbia file. R. 405. (1523)

34. DIRECTORY OF U. S. NAVY RECRUITING DISTRICT, 1936. Miscellaneous reports, tabulations, and maps with information relative to directory of U. S. Navy, Dallas Recruiting District. (Daily, official.) 8 x 14 Globe file, 1 in., in Columbia file. R. 405. (1542)

35. INDEX CARDS FOR ALL DISTRICTS OF TENNESSEE, 1936. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden card cabinet. R. 405. (1516)

36. NAVY DEPARTMENT OFFICE OR CHIEF OF NAVAL OPERATION INTELLIGENCE DIVISION, 1936. Forms restricted for service use only, regarding weekly digest of press news of Navy Department. (Daily, official.) $8\frac{1}{2}$ x 14 forms, 2 in. R. 405. (1540)

37. WAITING LISTS, 1936. Relative to men enlisted or applying for enlistment. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 5 in., in wooden card cabinet. R. 405. (1520)

