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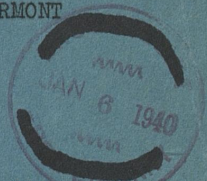
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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

GOVERNMENT PUBLICATION

SERIES XII
THE VETERANS' ADMINISTRATION
NO. 44
VERMONT

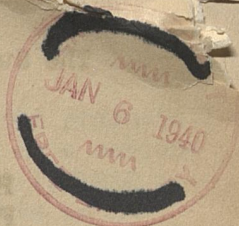
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NATIONAL ARCHIVES PROJECT
WORKS PROGRESS ADMINISTRATION



INVENTORY OF FEDERAL ARCHIVES IN THE STATES



Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
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SERIES XII. THE VETERANS' ADMINISTRATION

NO. 44. VERMONT

Rutland, Vermont
The National Archives Project
1939

The Survey of Federal Archives

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Vermont since that date as a state project of that Administration.

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

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory); location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Vermont the work of the Survey was under the direction of Judge Edward K. Gould, Regional Director for Maine, New Hampshire, and Vermont, with Mrs. Ella C. Newman as his assistant, and with Mr. Phillip Griffin as Supervisor in Vermont from its inception until June 30, 1937. Since then the work of the project has been under the supervision of Mr. Frank R. Meserve. This Inventory of the records of the Veterans' Administration in Vermont was prepared in the Rutland office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Frank R. Meserve, Supervisor
The National Archives Project

Rutland, Vermont
June 20, 1939

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THE VETERANS' ADMINISTRATION

BURLINGTON

REGIONAL OFFICE

Burlington Daily News Bldg.

This office was established in 1919 as a part of the Bureau of Pensions. In 1921 it became a unit in the United States Veterans' Bureau and on January 30, 1925 it was made a Regional Office. By Executive Order, dated July 21, 1930, under authorization of the Act of Congress approved July 3, 1930, the Veterans' Bureau was made a part of the Veterans' Administration, which was formed by the consolidation of the Bureau of Pensions (formerly under the Secretary of the Interior), the United States Veterans' Bureau, and the National Home for Disabled Volunteer Soldiers. On September 1, 1938 the Burlington Regional Office was combined with the Facility at White River Junction.

When the Burlington office was established in 1919 it was located in a building at 117 St. Paul Street. From 1921 until about July 1923 it was housed in the Meader-Martin Building on Bank Street, and from then until December 1924 it was located in the Rutland Railroad Depot. From that time until the office was consolidated with the Facility at White River Junction it was located in the Burlington Daily News Building.

No records have been lost, but some, such as accounting records, are destroyed upon authorization of Congress. Other records, usually duplicates are destroyed when instructions from Washington are received for the disposal of such papers. Reports are sent to Washington twice yearly.

Adjudication Division

1. ACCREDITED REPRESENTATIVES, Jan. 1, 1919 to date. Record of persons and organizations recognized in prosecution of claims for veterans. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (33)

2. APPEALS-RECORD CARDS, Jan. 1, 1919 to date. Form 670, filed by veterans receiving adverse decisions. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (35)

3. CORRESPONDENCE, Jan. 1, 1919 to date. With Central Office pertaining to authorization orders, and appointments of accredited representatives. Filed chronologically. (Frequently, official.) 8 x 10 1/2 folders, 6 in., on shelf of glass enclosed case. W. room, 2d floor. (36)

4. INSURANCE CLAIMS RECORDS, Jan. 1, 1919 to date. Claims filed by veterans seeking payment for disability. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (57)
 5. RATING BOARD JOURNAL, Jan. 1, 1919 to date. Record of ratings given by Regional Rating Board on disability claims of veterans. Entered alphabetically. (Frequently, official.) 10 x 15 vols., 3 in., on shelf of glass enclosed case. W. room, 2d floor. (9)
 6. VETERANS' REGULATION NUMBER 1, INSTRUCTION 5, Jan. 1, 1919 to date. Record of cases reviewed pursuant to instructions noted. Arranged alphabetically. (Rarely, official.) 3 x 5 cards, 6 ft., in 4 drawers of steel card cabinet. W. room, 2d floor. (30)
 7. PARAGRAPH 3, REGULATION NUMBER 10, INSTRUCTION 5, Jan. 1, 1919 to date. Record of cases reviewed under Public Law No. 2, 73d Congress. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (31)
 8. GENERAL ORDER 380, VETERANS' REGULATION NUMBER 10a, PARAGRAPH 6, Jan. 1, 1919 to date. Instructions and orders interpreting legislation. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., on shelf of glass enclosed case. W. room, 2d floor. (34)
 9. REGULATION 10a, PARAGRAPH 6, Jan. 1, 1919 to date. Record of cases reviewed under Public Law No. 2, 73d Congress. (Section of law other than cases reported under Par. 3, Reg. 10, Inst. 5, report No. 31.) Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (32)
- Office of the Chief Attorney
10. INDEX, SURETY COMPANIES, Jan. 1, 1919 to date. Companies which furnish bonds for guardians of incompetent veterans. Arranged alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of steel card cabinet. W. room, 2d floor. (54)
 11. ACCOUNTINGS, Jan. 1, 1919 to date. Annual reports, by legal guardians, of all money of veterans under their charge. Arranged chronologically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (29)
 12. GUARDIANSHIP FILES, Jan. 1, 1919 to date. Records of guardians of incompetent veterans, where guardianship has ceased. Filed alphabetically. (Inactive file, rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. W. room, 2d floor. (56)
 13. GUARDIANSHIP FILES, Jan. 1, 1919 to date. Guardians appointed by court for incompetent veterans. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 12 ft., in 6 drawers of filing case. W. room, 2d floor. (7)

14. RECORD OF GUARDIANSHIP CASES IN COURT, Jan. 1, 1919 to date. Correspondence relative to appointment of guardians by court. Filed chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. W. room, 2d floor. (28)
15. SOCIAL SURVEYS, INACTIVE, Jan. 1, 1919 to date. Of incompetent veterans. Arranged alphabetically. (Rarely, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of steel card cabinet. W. room, 2d floor. (26, 27)

Finance Division

16. ADJUSTED COMPENSATION CERTIFICATES, Jan. 1, 1919 to date. Veterans' certificates held as security for loans made. Filed alphabetically. (Frequently, official.) 3 $\frac{1}{2}$ x 8 envelopes, 2 ft., in safe. W. room, 2d floor. (19)
17. BUDGET, PROCUREMENT INSTRUMENTS, Jan. 1, 1919 to date. Requisitions for supplies and services necessary in functions of this agency. Filed chronologically. (Inactive file, rarely; active file, frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft., in 2 drawers of filing cases. W. room, 2d floor. (10, 11)
18. COMPENSATION AND PENSION AWARDS, Jan. 1, 1919 to date. Record of awards to war veterans. Arranged alphabetically. (Older records, rarely; current records, daily, official.) 5 x 8 cards, 5 ft. 6 in., in 4 drawers of steel card cabinets. W. room, 2d floor. (3, 1)
19. CERTIFICATES OF CONTINUANCE, Jan. 1, 1919 to date. Permission to continue compensation and pension awards (copies). Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of filing case. W. room, 2d floor. (21)
20. VOUCHERS, Jan. 1, 1919 to date. For payment of debts contracted by this office in its official functions (copies). Arranged chronologically. (Older records, rarely; current records, frequently, official.) 3 x 8 sheets, 12 ft., in 8 drawers of steel card cabinets. W. room, 2d floor. (58, 18)
21. CORRESPONDENCE, Jan. 1, 1919 to date. Relating to accounting procedure of this agency. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. W. room, 2d floor. (22)
22. LOAN CORRESPONDENCE, Jan. 1, 1919 to date. Communications with veterans relative to loans on bonus certificates. Filed chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. W. room, 2d floor. (17)
23. BUREAU ISSUES, Jan. 1, 1919 to date. General orders to guide accounting division in official functions. Filed numerically. 3 x 5 card index. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. W. room, 2d floor. (52)

24. SALARY RECORDS, Jan. 1, 1919 to date. Pertaining to office personnel. Arranged alphabetically. (Rarely, official.) 5 x 8 cards, 1 ft., in drawer of steel card cabinet. W. room, 2d floor. (2)
25. VETERANS' LOAN CARDS, Jan. 1, 1919 to date. Pertaining to those who have received loans on adjusted compensation certificates. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of steel card cabinet. W. room, 2d floor. (25)
26. VETERANS' NOTE CARDS, Jan. 1, 1919 to date. Record of notes to cover loans to veterans. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (24)
27. VETERANS' NOTES, Jan. 1, 1919 to date. Promissory notes of veterans who have received loans on adjusted compensation certificates. Filed alphabetically. (Frequently, official.) $3\frac{1}{2}$ x 8 envelopes, 3 ft., in 2 drawers of steel card cabinet. W. room, 2d floor. (20)
28. MEALS, LODGING, AND SPECIAL TRANSPORTATION, Jan. 1, 1919 to date. Vouchers for expenditures made by furnishing aid to veterans. Arranged chronologically. (Frequently, official.) 5 x 8 sheets, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (23)

Office of the Manager

29. ADMINISTRATION ISSUES, Jan. 1, 1919 to date. Orders and instructions governing administration of this agency. Filed chronologically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. W. room, 2d floor. (42)
30. RECORD OF APPLICATIONS FOR LEAVE, Jan. 1, 1919 to date. Pertaining to employees' leaves for vacations and sickness. Arranged chronologically. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of steel card cabinet. W. room, 2d floor. (39)
31. PERSONNEL, Jan. 1, 1919 to date. Record of employees who have left the service. Filed alphabetically. (Inactive file, rarely, official.) 8 x $10\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. W. room, 2d floor. (44)
32. PERSONNEL, Jan. 1, 1919 to date. Record of personnel of entire organization, and relevant correspondence. Filed alphabetically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 1 ft., in drawer of filing case. W. room, 2d floor. (40)
33. MISCELLANEOUS CORRESPONDENCE, Jan. 1, 1919 to date. Concerning affairs other than veterans. Filed chronologically. (Frequently, official.) 8 x $10\frac{1}{2}$ folders, 2 ft., in drawer of filing case. W. room, 2d floor. (41)

34. CCC VETERANS' CONTINGENT ENROLLMENT APPLICATIONS AND RECORDS, Jan. 1, 1919 to date. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of filing case. W. room, 2d floor. (43)

35. SUPERVISORS' REPORTS, Jan. 1, 1919 to date. Showing inspections by the Central Office officials. (Copies.) Filed chronologically. (Inactive file, rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. W. room, 2d floor. (45)

Mail and Records Unit

36. RETIRED FILES, Jan. 1, 1919 - Jan. 1, 1930. Service records, compensation and pension claims. Filed chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 32 ft., in steel transfer cases. W. room, 2d floor. (59)

37. REHABILITATION FILES, Jan. 1, 1919 - Jan. 1, 1930. Vocational training files of veterans who have been forced into other occupations because of war disability. Filed alphabetically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 5 ft., in wooden box. W. room, 2d floor. (53)

38. ABSTRACT RECORDS, Jan. 1, 1919 to date. Pertaining to all claimants, showing complete status of each case and benefits awarded. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 8 ft., in 5 drawers of steel card cabinet. W. room, 2d floor. (46)

39. CANADIAN AND IMPERIAL CASES, Jan. 1, 1919 to date. Treatment records covering Canadian and Imperial veterans; instructions from the Canadian government, to give necessary treatment to veterans now residing in the United States. Filed numerically. 5 x 8 card index, 2 ft. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. W. room, 2d floor. (4)

40. CLAIM CASES OF VETERANS, Jan. 1, 1919 to date. Record of compensations or pension applications made through this office. Filed numerically. 3 x 5 card index, 6 ft. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 208 ft., in 104 drawers of steel filing cases. W. room, 2d floor. (6)

41. CORRESPONDENCE, Jan. 1, 1919 to date. With persons having no case folder filed. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. W. room, 2d floor. (47)

42. DUPLICATE PAPERS FILES, Jan. 1, 1919 to date. Extra copies of claims and records from veterans making claim for compensation or pension. Filed alphabetically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft. 6 in., in box. W. room, 2d floor. (8)

43. NOTICES OF TRANSFER OF CASE FILES, Jan. 1, 1919 to date. Form 7216, and receipts for files transferred to other offices. Arranged chronologically. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of steel card cabinet. W. room, 2d floor. (49)

44. REQUESTS FOR PHYSICAL EXAMINATIONS, Jan. 1, 1919 to date. Form 2507, filed by veterans. Arranged chronologically. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of steel card cabinet. W. room, 2d floor. (43)

45. WAR, OCCUPATION, OR EXPEDITION FILES, Jan. 1, 1919 to date. Record of Spanish-American War veterans who reside within this regional jurisdiction, and services rendered to them. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft., in 2 drawers of filing case. W. room, 2d floor. (5)

Medical Division

46. DENTAL RECORDS, Jan. 1, 1919 to date. Pertaining to treatment of veterans. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (51)

47. PROSTHETIC APPLIANCE RECORDS, Jan. 1, 1919 to date. Records of all appliances issued to veterans. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (38)

48. CLOSED CASES OF TREATMENT, Jan. 1, 1919 to date. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of filing case. W. room, 2d floor. (37)

49. TREATMENT RECORDS, Jan. 1, 1919 to date. Correspondence relative to medical treatment of veterans; also records of such treatments. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. W. room, 2d floor. (50)

50. ANATOMY. Still photographic film and X-ray negatives (250). Arranged alphabetically. W. room, 2d floor. (59A)

Supply Division

51. ADMINISTRATION ISSUES, Jan. 1, 1919 to date. General orders, instructions, and procedure issued by Central Office. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. W. room, 2d floor. (13)

52. CONTRACTS, Jan. 1, 1919 to date. Supplies for official use. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of filing case. W. room, 2d floor. (14)

53. CONTRACTS, PURCHASE ORDER VOUCHERS, Jan. 1, 1919 to date. For supplies used in this agency. Filed chronologically. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. W. room, 2d floor. (55)

54. CONSOLIDATED MEMO RECEIPTS, REPORTS, SURPLUS PROPERTY INVENTORY, Jan. 1, 1919 to date. Records of property accountability, inventories,

and transactions of officers responsible. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of filing case. W. room, 2d floor. (12)

55. EXPENDABLE AND NONEXPENDABLE PROPERTY RECORD, Jan. 1, 1919 to date. Showing all property of this agency. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (16)

56. REQUESTS FOR PHYSICAL EXAMINATIONS, Jan. 1, 1936 to date. Applications from veterans. Arranged chronologically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of steel card cabinet. W. room, 2d floor. (15)

