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no. 1  
Series 9



LIBRARY  
UNIVERSITY OF KENTUCKY

Inventory of the State  
Archives of North Carolina

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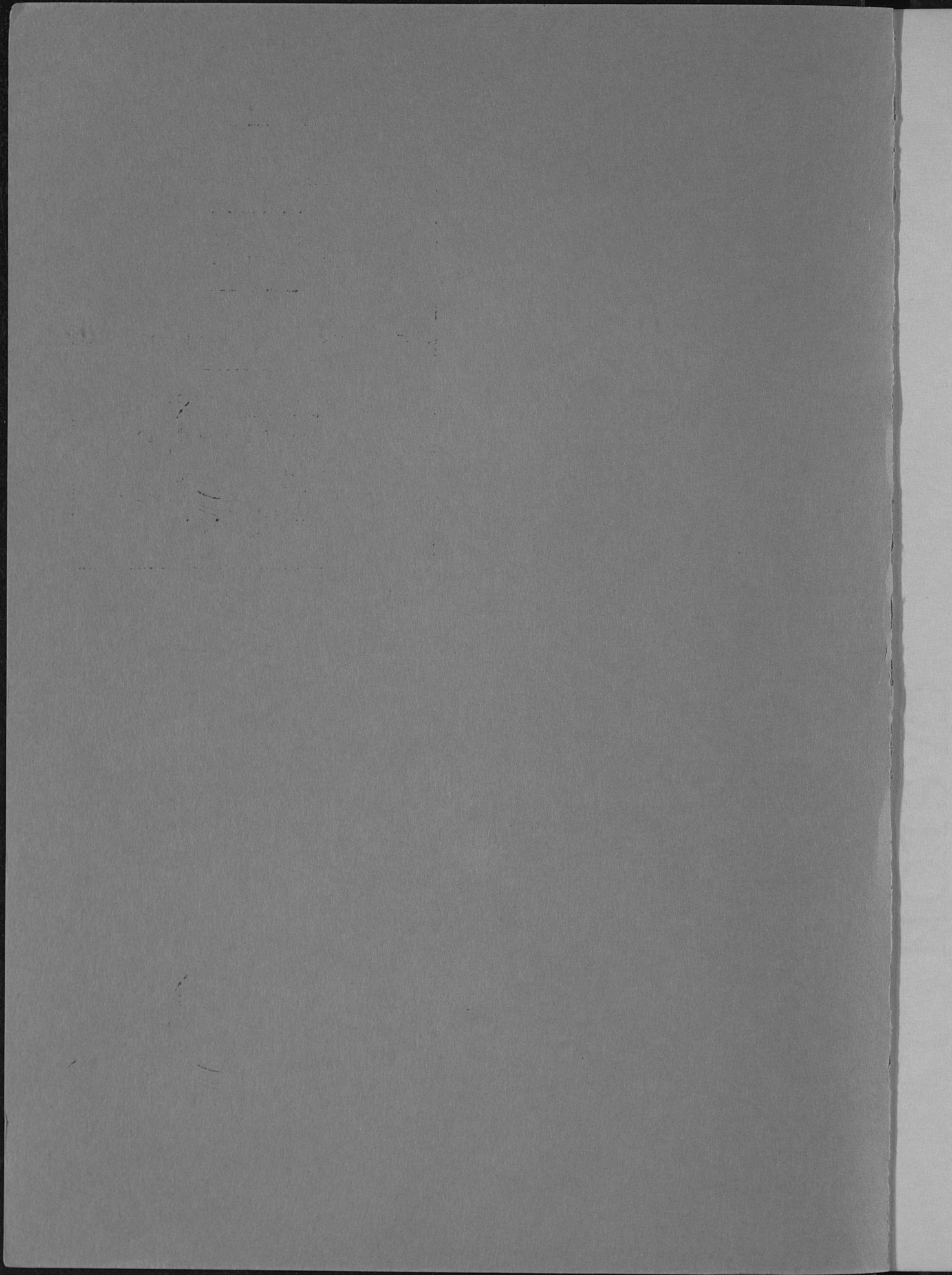
Series IX  
Miscellaneous Agencies

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No. 1  
North Carolina Historical Commission

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North Carolina Historical  
Records Survey Project  
Division of Professional  
and  
Service Projects  
Work Projects Administration  
Raleigh, N. C.  
September 1940





INVENTORY OF THE STATE ARCHIVES

OF

NORTH CAROLINA

SERIES IX

MISCELLANEOUS AGENCIES

No. 1

NORTH CAROLINA HISTORICAL COMMISSION

Prepared by

The North Carolina Historical Records Survey Project  
Division of Professional and Service Projects  
Work Projects Administration

\* \* \* \* \*

Raleigh, North Carolina  
The North Carolina Historical Records Survey Project  
September 1940

WPA Historical Records Survey Program

Sargent B. Child, National Director  
Milton W. Blanton, Regional Supervisor  
Colbert F. Crutchfield, State Supervisor

Division of Professional and Service Projects

Florence Kerr, Assistant Commissioner  
Blanche M. Ralston, Chief Regional Supervisor  
May E. Campbell, State Director

WORK PROJECTS ADMINISTRATION

F. C. Harrington, Commissioner  
Malcolm J. Miller, Regional Director  
C. C. McGinnis, State Administrator

Sponsored by the North Carolina Historical Commission

M. C. S. Noble, Chairman  
C. C. Crittendon, Secretary



## FOREWORD

The Inventory of the State Archives of North Carolina is one of a number of bibliographies of historical materials prepared throughout the United States by workers on the Historical Records Survey of the Work Projects Administration. Each state department, institution, or other agency will be represented by a separate section of the inventory; the section for functionally related agencies will be grouped in series.

The Historical Records Survey Program was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the State, and also the needs of lawyers, business men and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by the Historical Records Survey Program attempt to do more than merely give a list of records--they attempt to sketch in the historical background and to describe precisely and in detail the organization and functions of the agencies whose records they list. The inventories for the entire country will, when completed, constitute an encyclopedia of state and local government as well as a bibliography of state and local archives.

The successful conclusion of the work of the Historical Records Survey Program, even in a single agency, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their co-operation is gratefully acknowledged.

The Survey Program was organized by Luther H. Evans who served as Director until his appointment as Director of the Legislative Reference Service of the Library of Congress. He was succeeded on March 1, 1940, by Sargent B. Child, who had served as Field Supervisor since the inauguration of the Survey. The Survey Program operates as a nationwide series of locally sponsored projects in the Division of Professional and Service Projects, of which Miss Florence Kerr, Assistant Commissioner, is in charge.

F. C. HARRINGTON

Commissioner

## PREFACE

The Historical Records Survey was created in the winter of 1935-36 as a nation-wide Works Progress Administration project for the "discovery, preservation and listing of basic materials for research in the history of the United States."<sup>1</sup> Under the direction of Dr. Luther H. Evans, the Survey undertook an extensive program for the inventory of state and local archives, early American imprints, church archives, and collections of manuscripts. Pursuant to the provisions of the Emergency Relief Act passed June 30, 1939, the existence of the Survey as a single nation-wide project sponsored by WPA itself was terminated August 31, 1939; and the work of the Survey was continued within the individual States by locally sponsored projects operating within the national WPA Historical Records Survey Program which continued under the direction of Dr. Evans until his resignation and the subsequent appointment of Sargent B. Child on March 1, 1940.

The North Carolina project of the national Historical Records Survey was established February 1, 1936, with Dr. C. C. Crittenden, Secretary of the North Carolina Historical Commission, as director. Until November 1936 the Survey operated as an autonomous unit of the Federal Writers' Project directed in North Carolina by Edwin Bjorkman. Dr. Crittenden resigned as State Director June 30, 1937, and was succeeded by Dan Lacy, who had previously served as Assistant State Director. Mr. Lacy resigned April 2, 1940, to accept the position of Assistant to the Director of Historical Records Survey Projects in Washington, and was succeeded by Colbert F. Crutchfield as State Supervisor. The work of the North Carolina unit of the Historical Records Survey has been continued by the North Carolina Historical Records Survey Project established September 1, 1939, and sponsored by the North Carolina Historical Commission.

The present inventory of the records of the Historical Commission is a section of the Inventory of the State Archives of North Carolina being prepared by the North Carolina Historical Records Survey Project. The inventory was prepared under the supervision of Mr. Branson Harley, Assistant Project Supervisor in charge of public archives. Field work was done by Mr. Howard Buck, Mr. Walter B. Joyner, Mr. George B. Umstead, and Mrs. Letitia B. Robbins. The inventory was read for the sponsor by Dr. C. C. Crittenden of the North Carolina Historical Commission, was edited by Mabel S. Brodie of the Library of Congress National Technical Project of the Historical Records Survey Program. The Survey is indebted to the members of the staff of the Historical Commission for their generous cooperation in the work.

COLBERT F. CRUTCHFIELD  
STATE SUPERVISOR  
N. C. HISTORICAL RECORDS SURVEY

September 1940

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1. Works Progress Administration, Operating Procedure No. W-2, Revised July 2, 1937.



## THE NORTH CAROLINA HISTORICAL COMMISSION

### 1. Structural Organization and Evolution

The State Literary and Historical Association of North Carolina at its annual meeting on January 23, 1903, adopted a resolution requesting the legislature to pass an act creating an historical commission for the purpose of having the historical sources of the State collected, edited, and published. In the same year the legislature created a commission<sup>1</sup> of five members, appointed by the Governor, to serve for a term of 2 years, without salary, mileage, or per diem.<sup>2</sup>

The rather loose organization created by the organic act soon proved inadequate; therefore, the General Assembly of 1907 amended the act of 1903. The members of the re-created Commission were appointed by the Governor for terms of 2, 4, and 6 years and their successors were appointed by the Governor to serve for terms of 6 years or until their successors should have been appointed and should have qualified. The members receive no salary or per diem but are allowed actual expenses incurred in attending to their official duties, provided, however, that such expenses may not be allowed for more than four meetings annually or for more than 4 days at each meeting.<sup>3</sup>

The Historical Commission is empowered to employ a secretary who acts as custodian of its holdings and performs any other duties imposed on him by the Commission.

The Historical Commission now has a staff of nine members consisting of a secretary, a chief library assistant, a collector for the Hall of History, a senior library assistant, a manuscript repairer, a stenographer-clerk, a manuscript-typist, a researcher for the highway marker program, and a janitor-messenger.

A legislative act of 1915 required that the Historical Commission appoint a properly qualified person to be known as legislative reference librarian for the purpose of collecting, tabulating, annotating, and digesting information for the use of members and committees of the General Assembly and other officials of the State and of the various counties and cities.<sup>4</sup> By an act of 1933 the legislative reference librarian was transferred to the Attorney General's department.<sup>5</sup>

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1. Public Laws of North Carolina, 1903, c. 767, s. 1, hereafter cited as Public Laws.

2. Ibid., s. 2.

3. Ibid., 1907, c. 714, s. 1.

4. Ibid., 1915, c. 202, s. 1.

5. Ibid., 1933, c. 21, s. 1.

In 1939 the legislative reference librarian was transferred to the Department of the Secretary of State. Ibid., 1939, c. 316.

(Powers and Duties)

(First entry, p. 5)

2. Powers and Duties

The Commission, as reorganized by the act of 1907, is empowered to adopt a seal for use in official business; to adopt rules and regulations for its own government not inconsistent with the other provisions of the act; to fix a reasonable price for its publications and to devote the revenue arising from such sales for its own benefit; and to control the expenditure of such funds as may be appropriated for its maintenance.<sup>6</sup>

The duties of the Commission are as follows: "to have collected from the files of old newspapers, court records, church records, private collections and elsewhere historical data pertaining to the history of North Carolina and the territory included therein from the earliest times; to have such material properly edited, published by the State Printers as other state printing, and distributed under the direction of the Commission; to care for the proper marking and preservation of battlefields, houses, and other places celebrated in the history of the State; to diffuse knowledge relative to the history of the State; to encourage the study of North Carolina history in the schools of the State, and to stimulate and encourage historical investigation and research among the people of the State; to make a biennial report of its receipts and disbursements, its work and needs, to the Governor to be by him transmitted to the General Assembly."<sup>7</sup> The Commission must provide at least one copy of each of its publications to any public school library or public library in North Carolina, to each state officer, and to each member of the General Assembly making application through its constituted authorities.<sup>8</sup>

Public officials, including state, county, and town officers who have charge of public documents, were authorized and empowered by the 1907 act to turn over to the Historical Commission for preservation "any official books, records, documents, original papers, newspaper files, printed books or portraits not in current use in his office." When the public documents are placed in custody of the Commission, copies made therefrom and certified under the seal of the Commission have the same force and effect as if they had been made by the official originally in charge, and the Commission may charge for such copies the same fees as may be collected by law by the official formerly in charge.

In 1935, at the instigation of the Historical Commission, the legislature passed an act providing for punishment of persons guilty of

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6. Under the Budget Act of 1925, this power, of course, was removed. Public Laws, 1925,

c. 89.

7. Ibid., 1907, c. 714, s. 2.

8. Ibid., s. 3.



(Powers and Duties)

(First entry, p. 5)

destroying public records.<sup>9</sup> This act defines the term "public records" as "all written or printed books, papers, letters, documents, and maps made and received in pursuance of law by the public officers of the State and its counties, municipalities, and other subdivisions of government in the transaction of business."<sup>10</sup> It provides that no public official may destroy, sell, loan, or otherwise dispose of any public record without the consent of the Historical Commission,<sup>11</sup> that the custodian of any public records must, at the expiration of his term of office, deliver to his successor, or, if there be none, to the Historical Commission all records kept or received by him in his official business and that any person who refuses or neglects to do so for a space of 10 days after request is made in writing by any citizen of the State to deliver such records shall be guilty of a misdemeanor;<sup>12</sup> that the Historical Commission shall have the right to examine the condition of public records and to give advice and assistance to public officials in the solution of their problems of preserving, filing, and making available the public records in their custody.<sup>13</sup>

In 1939 the General Assembly amended the act of 1907 to provide that "any State archives, records, books, documents, original reports, newspaper files, printed books or manuscripts, of importance or value, may, upon the advice and recommendation of the North Carolina Historical Commission, be authorized by the Council of State of North Carolina to be destroyed or otherwise disposed of" and to provide that the governing body of any county, city, town, or other governmental agency that may have such records in its possession may, upon the advice and recommendation of the Commission, destroy or otherwise dispose of such records.<sup>14</sup>

Among the other holdings of the Historical Commission are the correspondence and papers of the various governors; papers relative to the legislature; records of the Secretary of State, the Auditor, the Treasurer, and a number of counties; and collections of letters and papers of individuals.

Besides its work in the preservation, custody, and care of public records the Commission serves in general as a clearing house for historical interests and activities in North Carolina. From time to time it publishes

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9. Public Laws, 1907, c. 714 s. 5. This is not the first law passed by North Carolina concerning the preservation of public records. See, for example, Laws of 1738, c. 7 (State Records, XXIII, 127); Laws of 1740, c. 6 (*ibid.*, p. 149); Laws of 1754 (New Bern session), c. 1, ss. 26, 45; (*ibid.*, XXV, 281, 285); Revised Statutes of 1837, c. 98, s. 10 (Laws of 1814, c. 881, s. 1);

Code of 1883, s. 82, (Code of Civil Procedure, s. 143; Laws of 1868-69, c. 159, s. 4); Code of 1883, s. 111 (Code of Civil Procedure, s. 426).

10. Public Laws, 1935, c. 265, s. 1.

11. *Ibid.*, s. 3.

12. *Ibid.*, s. 4.

13. *Ibid.*, s. 8.

14. *Ibid.*, 1939, c. 249.

(Housing, Care, and Accessibility  
of Records)

(First entry, p. 5)

collections of documents relative to the history of North Carolina, historical pamphlets for use in the public schools, and other pamphlets. Since the beginning of 1924 it has published The North Carolina Historical Review, a quarterly journal. Ever since its establishment the Commission has worked closely with the State Literary and Historical Association, and its secretary is usually elected as secretary of the Association. It encourages the use of its archives and historical manuscripts by students and historians and gives assistance and encouragement to county historians who have published articles on local history in newspapers and pamphlets. By means of radio programs and addresses to groups interested in historical matters it attempts to stimulate interest in the history of North Carolina.

The Commission maintains an historical museum, the Hall of History, which contains objects relative to every period of North Carolina history. It has been instrumental in erecting throughout the State markers for historical sites and employs an assistant for such research. A committee of leading historians of the colleges and institutions of the State aids the Commission in selecting the sites and in writing the inscriptions for markers. The Commission has co-operated with the Work Projects Administration and other federal aid projects such as the Historical Records Survey, the Survey of Federal Archives, the Writers' Project, and the Art Project. A Work Projects Administration project was instrumental in the restoration of Fort Raleigh on Roanoke Island, title to which was held by the Historical Commission from 1934 to 1940. A National Youth Administration project has worked on the indexing of the marriage bonds in the archives of the Commission. The Historical Records Survey, sponsored by the Commission, has prepared complete lists of the North Carolina county records, and these lists have been published by the Commission in a three-volume series. The Survey is also compiling a list of early American imprints held in North Carolina libraries, an inventory of the records of the State agencies and of the churches, and guides to manuscript collections and vital statistics from cemeteries to supplement the vital statistics records kept by the State Board of Health since 1913.

### 3. Housing, Care, and Accessibility of Records

All current records of the North Carolina Historical Commission are housed in rooms 100, 101, 102, 104, 108, 110, and 114 of the New State Office Building. The non-current records are housed in one section of room E of the archives space and in room 6, the janitor's room, in the basement. The New State Office Building, erected in 1938-39, is of steel, stone, brick, and concrete construction and is considered to be 100% fireproof. All offices have terrazo floors. They are large, well-lighted, and well-ventilated.

Conditions of storage and facilities for use of the records are exceptionally good. Current records are kept in wood and steel file cabinets in the administrative offices; non-current records are kept with the archives of the State, of which the Historical Commission is official custodian. A large and well equipped search room, containing a small collection of reference works, is provided for users of the records.



(Minutes; Correspondence)

(1-2)

ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

c.	. . . . .	chapter
<u>ibid.</u>	. . . . .	<u>ibidem</u> (the same reference)
s.	. . . . .	section
vol (s).	. . . . .	volume (s)
--	. . . . .	current

Exact titles on volumes or containers are written in all capitals without brackets.

Descriptive titles, written in all capitals and enclosed in brackets, have been assigned to records which have no exact titles on volumes or containers.

Explanatory titles, written with initial capitals and enclosed in brackets, have been added to exact titles which are misleading or are not sufficiently descriptive of record content.

If units of the records have distinguishing numbers, letters, or other labeling, such labeling is indicated in brackets following the statement of quantity in the title line.

Dimensions of volumes or record containers are given in inches.

Number of papers contained, as shown in title lines, is approximate total number covered by the entry.

Unless otherwise indicated the condition of a record is assumed to be good or excellent.

Minutes

1. MINUTE BOOK N[orth] C[arolina] HISTORICAL COMMISSION, Nov. 20, 1903--. 1 vol.

Minutes of meetings, showing date and place of meeting and record of business transacted. Arranged chronologically by date of entry. No index. Handwritten and typed. 500 pp. 12 x 15 x 4. Room 110.

Correspondence

2. HISTORICAL COMMISSION [Correspondence], 1903--. 27,200 papers in 133 file boxes and 19,200 papers in 30 file drawers (dated). Title varies: Historical Commission Correspondence, 1907-14, 1916-19, 36 file boxes; Miscellaneous Historical Commission, 1907, 1909-13, 4 file boxes; Historical Correspondence, 1909-10, 8 file boxes; Commission Correspondence, 1912, 1 file box; North Carolina Historical Commission Correspondence, 1919-26, 65 file boxes.

General correspondence concerning all activities of the North Carolina Historical Commission. Also contains Historical Commission [Receipts, Expense Accounts, and Budget Estimates], 1920-22, entry 23. Arranged

(Accessions; Card Catalogs).

(3-8)

chronologically by year, thereunder by subject headings, and thereunder chronologically by date of writing; contained records arranged chronologically by date of entry. No index. Typed, handwritten, and mimeographed. 133 file boxes, 3 x 10 $\frac{1}{2}$  x 15, Archives room E; 6 file drawers, 15 x 15 x 24, room 6; 5 file drawers, 15 x 15 x 24, room 110; 15 file drawers, 15 x 15 x 24, room 108; 1 file drawer, 15 x 15 x 24, room 104; 3 file drawers, 15 x 15 x 24, room 105.

#### Accessions

3. ACCESSION COLLECTION INDEX, 1921--. 2 vols. (1 vol. dated, 1 vol. undated) and 1,500 cards in 2 file drawers. Record changed from volume to card form 1935. Title varies:  
Accessions and Dispositions, 1921-35, 2 vols.

List of accessions, indicating method of acquisition, date recorded, if still in file, name and kind of paper or book, dates covered, and other information relative to the origin and disposition of the accessions. Entries in vols. arranged chronologically by date of receipt of collections; card file arranged alphabetically by name of collection. No index. Typed. Vols., 200 pp, 10 x 12 x 2; file drawers, 5 x 7 x 19. Room 102.

4. NORTH CAROLINA HISTORICAL COMMISSION DAILY RECORD, 1910-19.  
1 vol. (dated).

Secretary's record of daily activities, showing receipts of literature and records, from whom received, and price if purchased. Arranged chronologically by date of entry. No index. Handwritten. 600 pp. 16 x 12 x 3. Archives room E.

#### Card Catalogs:

5. APPLICATIONS FOR PARDONS, n. d. 1,100 cards in 2 file drawers (I, II).

Card catalog to lists of former Confederates recommended for pardon, showing name, date, and finding number. Arranged alphabetically by surname of petitioner. No index. Typed. 5 x 7 x 19. Room 101.

6. AUTHORS---BROADSIDES---LEAFLETS---MAGAZINES, n. d. 600 cards in 1 file drawer.

Card catalog to broadsides, leaflets, and magazines, showing name of author, title, date, and finding number. Arranged alphabetically by subject. No index. Typed. 5 x 7 x 19. Room 101.

7. COUNTY RECORDS, n. d. 4,200 cards in 5 file drawers (I-V).

Card catalog to county records, showing for each record name of county, form of record, date of record, brief description of record, and finding number. Arranged alphabetically by name of county. No index. Typed. 5 x 7 x 19. Room 101.

8. ENGLISH RECORDS, n. d. 300 cards in 1 file drawer.

Card catalog to transcripts of English records, giving description of manuscript, date, and finding number. Arranged alphabetically by subject of record. No index. Typed. 5 x 7 x 19. Room 101.



(Card Catalogs)

(9-18)

9. GOVERNOR'S PAPERS, n. d. 900 cards in 2 file drawers (I, II). Card catalog to governors' papers, showing name of governor, dates covered by and brief description of papers, and finding number. Arranged alphabetically by name of governor. No index. Typed. 5 x 7 x 19. Room 101.

10. LEGISLATIVE PAPERS, n. d. 1,550 cards in 2 file drawers (I, II). Card catalog to legislative papers, showing dates, brief description of papers, and finding number. Arranged chronologically by year. No index. Typed. 5 x 7 x 19. Room 101.

11. MAPS, n. d. 1,000 cards in 2 file drawers (I, II). Card catalog to maps, showing brief description, size of map, name of county, and finding number. Arranged alphabetically by subject of map. No index. Typed. 5 x 7 x 19. Room 101.

12. MILITARY PAPERS, n. d. 3,300 cards in 6 file drawers (I-VI). Card catalog to military papers, showing name of soldier, brief description of papers and finding number. Arranged alphabetically by surname of soldier. No index. Typed. 5 x 7 x 19. Room 101.

13. [MISCELLANEOUS CARD DIRECTORY], n. d. 700 cards in 2 file drawers. Card directory to records of general office data, showing name of record and finding number. No obvious arrangement. No index. Typed. 5 x 7 x 19. Room 101.

14. NEWSPAPERS, n. d. 1,500 cards in 3 file drawers (I-III). Card catalog to newspapers, showing place of publication, name of paper, dates, brief description, and finding number. Arranged alphabetically by name of town in which published. Typed. 5 x 7 x 19. Room 101.

15. PAMPHLETS, n. d. 500 cards in 1 file drawer. Card catalog to publications, showing title, brief description of contents, date, and finding number. Arranged alphabetically by subject. No index. Typed. 5 x 7 x 19. Room 101.

16. PERSONAL COLLECTIONS, n. d. 2,100 cards in 4 file drawers (labeled by abbreviation of names of counties contained). Card catalog to personal collections of letters, autographs, manuscripts, and photographs, showing name of collection, date, description of content, and finding number. Arranged alphabetically by name of collection. No index. Typed. 5 x 7 x 19. Room 101.

17. PHOTOGRAPHS, n. d. 25 cards in 1 file drawer. Card catalog to collection of photographs, showing title of each photograph, date, and finding number. No obvious arrangement. No index. Typed. 5 x 7 x 19. Room 101.

18. SECRETARY OF STATE, n. d. 600 cards in 2 file drawers. Card catalog to Secretary of State's papers, showing title, brief description of papers, date, and finding number. Arranged alphabetically by name of subject. No index. Typed. 5 x 7 x 19. Room 101.

(Records of Markers;  
Financial Records)

(19-25)

19. SUPERIOR COURT RECORDS, n. d. 150 cards in 1 file drawer. Card catalog to records of general court, district court, court of conference, and superior court records, showing name of court, title of record, dates, brief description of record, and finding number. Arranged alphabetically by name of district or county. No index. Typed. 5 x 7 x 19. Room 101.

#### Records of Markers

20. [NOTES AND OTHER DATA ON HISTORICAL MARKERS], 1935--. 1,000 papers in 2 file drawers.

Notes, correspondence, and other records on points of especial historical interest where markers have been or will be placed, including description and location of each site and dates of historic events. Arranged alphabetically by name of county. No index. Handwritten and typed. 28 x 15 x 12. Room 101.

21. [CARD DIRECTORY TO HISTORICAL HIGHWAY MARKERS], 1936--. 300 cards in 1 file drawer.

Card directory to highway markers, showing serial number of marker and transcript of text. Arranged alphabetically by letter of district, thereunder numerically by number of marker. No index. Typed and handwritten. 4 x 5 x 14. Room 101.

#### Financial Records

22. NORTH CAROLINA HISTORICAL COMMISSION ACCOUNT BOOK, 1907-17. 3 vols. (dated).

Account book, showing expenditures for salaries, travel, equipment, material, rents, telephone service, freight and drayage, and other expenses. Arranged chronologically by date of entry. No index. Handwritten. 519 pp. 14 x 8 $\frac{1}{2}$  x 3 $\frac{1}{2}$ . Archives room E.

23. HISTORICAL COMMISSION [Receipts, Expense Accounts, and Budget Estimates], 1913-15, 1921-25. 300 papers in 2 file boxes (dated). 1920-22 in Historical Commission [Correspondence], entry 2.

Record of receipts and disbursements for salaries and other expenses and advance budget estimates for each fiscal year. Arranged chronologically by date of paper. No index. Typed and handwritten on printed form. 15 x 10 $\frac{1}{2}$  x 3. Archives room E.

24. VOUCHERS [Accounts Due], 1908-9. 200 papers in 1 file box. Itemized statements of accounts due by the Commission. No obvious arrangement. No index. Handwritten on printed heads. 15 x 10 x 3. Archives room E.

25. VOUCHERS [Check Stubs], 1915-22. 4 vols. (dated). Title Varies: N. C. Historical Commission Check Book, 1917-22, 2 vols. Check stubs, showing date, amount, payee, and purpose. Arranged chronologically by date of writing. No index. Handwritten on printed form. 2 vols., 75 pp., 4 x 14 x 2; 2 vols., 75 pp., 12 x 9 x 1 $\frac{1}{2}$ . Archives room E.



(Miscellaneous)

(26-30)

26. [VOUCHERS], 1922--. 1,000 vouchers in 7 file boxes. Carbon copies of voucher warrants, showing name of payee, date, amount, and purpose. No obvious arrangement. No index. Typed. 3 x 10 $\frac{1}{2}$  x 15. 4 file boxes, 1922-29, Archives room E; 3 file boxes, 1930--, in room 108.

27. [MONTHLY REPORTS TO BUDGET BUREAU], 1925--. 6 post binders. Monthly reports to the Budget Bureau as follows: Monthly Report on the Budget, Form B. B. 701, showing purpose and amount of expenditure; Monthly Report on Appropriation and Allotment, Form B. B. 702, showing total appropriation, how allotted, total transactions, unexpended balance, outstanding obligations, and unencumbered allotment; Voucher Register, Form B. B. 801, showing voucher number, payee, purpose, position, and amount; Voucher Register A/c Classification, Form B. B. 802, showing date, receipt number, from whom, purpose, amount, and total; Receipts Register A/c Classification, Form B. B. 805, showing summaries of totals to date; Monthly Report of Outstanding Obligations, Form B. B. 703, showing date of invoice, vendor, contractor, or claimant, amounts of obligations, budget classification, and time of delivery; Monthly Report on Expenditures, Form B. B. 704, showing purpose, amount for each, and totals; and Receipts Register, Form B. B. 804, showing date, receipt number, from whom, purpose, amount of receipts received, total, and deposits credited to State Treasurer. Also contains: institutional budget for biennium, Form B. B. 307; notification of allotments for quarter, Form B. B. 302; transmittal of the estimates, Form B. B. 1001; estimates of the amounts required for the biennium, Form B. B. 1002; statement supporting Form B. B. 1002, Form B. B. 1004; inter-office communication, Form B. B. 606-706; request for quarterly allotment, Form B. B. 601--revised; and quarterly estimates of revenues, Form B. B. 605 --revised. Arranged chronologically by year, thereunder chronologically by quarter, and thereunder chronologically by month. No index. Typed on printed form. Average 800 pp. 10 x 12 x 1. Room 108.

Miscellaneous

28. HISTORICAL COMMISSION [News Reviews and Financial Transactions], 1905-22. 500 papers in 1 file box (dated). Discontinued. Copies of news reviews, bank statements, deposit slips, and cancelled checks. No obvious arrangement. No index. Typed and handwritten, typed and handwritten on printed form. 3 x 10 $\frac{1}{2}$  x 15. Archives room E.

29. [THE COUNTY RECORDS OF NORTH CAROLINA], n. d. 1,675 papers in 1 file drawer. Carbon copies of final draft of county records inventories prepared by the Historical Records Survey. No obvious arrangement. No index. Typed. 12 x 13 x 24. Room 108.

30. HISTORICAL REVIEW [Mailing List], n. d. 1,800 cards in 1 file drawer. Mailing list of The North Carolina Historical Review, showing for each subscriber: name, address, and date dues were paid. Arranged numerically by mailing zone; thereunder alphabetically by name of subscriber. No index. Typed. 6 x 7 x 15. Room 108.

(The Hall of History)

(31-37)

31. [CARD DIRECTORY TO PERSONALLY OWNED HISTORICAL MANUSCRIPTS], 1935--. 350 cards in 1 file drawer.

Card directory to owners of historical manuscripts which the Commission would like to possess, showing name and address of owner and description of manuscripts. Arranged alphabetically by name of county; thereunder alphabetically by name of owner. No index. Handwritten. 4 x 5 x 14. Room 110-SE.

32. [SCRAP BOOK], 1933, 1936-39. 2 vols.

Newspaper clippings relating to or of interest to the Commission. Arranged chronologically by date of clipping. No index. Printed. 200 pp. 12 x 16 x 1. Room 100.

#### THE HALL OF HISTORY

The records of the Hall of History are housed in its administrative office, room 114, in the New State Office Building. Conditions of storage and facilities for use of the records are excellent. There is ample space for expansion.

33. [GENERAL CORRESPONDENCE], 1914-33, 1938--. 6,400 papers in 3 file drawers.

General correspondence of the curator of the Hall of History with individuals, firms, institutions, and other collectors of historical objects, pertaining to location, purchase price, and general information on historical objects and to general administrative affairs of the Hall of History. Arranged chronologically by date of writing. No index. Typed. 11 x 12 x 26.

34. HALL OF HISTORY, 1915--. 1 vol.

Record of articles received, showing date received, description of article, accession card catalog number, name and address of donor, and whether purchased, donated, or loaned. Arranged chronologically by date of entry. No index. Handwritten. 500 pp. 17 x 11 x 2.

35. DONORS, 1914--. 1,750 cards in 2 file drawers (labeled by contained letters of alphabet).

Record of persons who have presented or sold articles to the Hall of History, showing name and address, name and description of article, accession card catalog number, and date of purchase if bought. Arranged alphabetically by name of donor. No index. Typed and handwritten. 3 x 5 x 15.

36. [CARD CATALOG OF HOLDINGS], n. d. 5,250 cards in 6 file drawers (labeled by contained numbers).

Record of articles in collection, showing name and description of article, finding number, name and address of donor, and whether purchased, donated, or loaned. Arranged numerically by card catalog number. No index. Typed and handwritten. 3 x 5 x 15.

37. SUBJECT CATALOG, n. d. 5,250 cards in 10 file drawers (subtitled by contained subjects and labeled by contained letters of alphabet).

Record of articles in collection, showing name and description of article, card catalog number, name and address of donor, and whether purchased, donated, or loaned. Arranged by subject, thereunder alphabetically by name of article. No index. Typed. 3 x 5 x 15.



B I B L I O G R A P H Y

Biennial Report of the North Carolina Historical Commission.  
Raleigh, 1907-39. 17 vols.

North Carolina Manual, 1929. Raleigh, 1929.

Public Laws of North Carolina.

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