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INVENTORY OF FEDERAL ARCHIVES
IN THE STATES

SERIES VII
THE DEPARTMENT OF THE NAVY
No. 32. NORTH CAROLINA

The Survey of Federal Archives
Works Progress Administration
of North Carolina
Raleigh
1939

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

SERIES VII. THE DEPARTMENT OF THE NAVY

NO. 32. NORTH CAROLINA

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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 1936 to June 30, 1937, and has been continued in North Carolina 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 North Carolina the work of the Survey was under the direction of Dr. C. C. Crittenden, regional director, with Miss Mattie Erma Edwards as assistant, from its inception until June 1937. Since that time it has been under the supervision of Miss Emily Bridgers. This Inventory of the records of the Department of the Navy in North Carolina was prepared in the Raleigh office of the Survey and was edited before final typing by Dr. Henry P. Beers of the Division of Navy Department Archives of The National Archives.

Raleigh, North Carolina
January 28, 1939

Emily Bridgers, Supervisor
Survey of Federal Archives
in North Carolina

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ASHEVILLENAVY RECRUITING SUBSTATION
Post Office and Court House, Otis St.

This station was established in Asheville on March 5, 1934. It reports to the Main Recruiting Station in Raleigh, and has jurisdiction over the following counties: Ashe, Avery, Burke, Buncombe, part of Caldwell, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Madison, Polk, Rutherford, Swain, Transylvania, and Yancey. Applications and correspondence are destroyed every two years.

1. CORRESPONDENCE AND INSTRUCTIONS, 1934 to date. Official correspondence, instructions, and circulars, including medical critique, travel orders, enlistment quotas, G. C. T. tests, data on moving pictures, general information, msc. data, etc.; also personal correspondence. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in metal filing case. R. 29. (57)

2. MEDICAL CHECK-OFF LIST, 1934 to date. Records relative to uncompleted applications, including correspondence, reports, etc. (Daily, official.) 8 x 10 folders, 2 ft., in metal filing case. R. 29. (58)

3. WAITING LIST, ACCEPTED APPLICATIONS, 1934 to date. Name and address of accepted applicant, age, education, court record, military service, and marital status. (Daily, official.) 3 x 5 cards, 1 in., in steel card cabinet. R. 29. (61)

4. DISPOSITION OF APPLICANTS, 1934 to date. Record of completed enlistments, showing name and address of each accepted applicant, age, education, court record, military service, and marital status. (Daily, official.) 3 x 4 cards, 5 in., in card cabinet. R. 29. (62)

5. REJECTED APPLICATIONS, 1934 to date. Name and address of rejected applicant, age, education, court record, military service, and marital status. (Daily, official.) 3 x 5 cards, 2 ft. 2 in., in steel card cabinet. R. 29. (60, 59)

CAPE HATTERAS (BUXTON)RADIO DIRECTION FINDER STATION
Beach, 1 mi. N. of old Cape Hatteras Lighthouse

This station was established about 1903 by private individuals. It was taken over by the Government on April 1, 1919, from the Marconi Wireless Telegraph Company. It is under the jurisdiction of the Commandant of the Fifth Naval District at the Naval Operating Base in Norfolk, Va. Monthly reports are forwarded to Washington. Useless papers are destroyed after two years.

6. REPORTS AND CORRESPONDENCE, 1918 - 1935. Daily, quarterly, and monthly report of events; also general correspondence. Index in top drawer of cabinet. (Occasionally, official.) 9 x 11 loose papers, 4 ft., in 4 filing case drawers. Office. (6)

7. GENERAL FILE, July 1935 to date. Daily, quarterly, and monthly report of events. (Daily, official.) 4 x 9 folders, 4 ft., on 2 wooden shelves. Office. (5)

CAPE LOOKOUT (BEAUFORT)

RADIO DIRECTION FINDER STATION Coast Guard Reservation Harker's Island

This station was established at Beaufort on October 22, 1919. It was under the jurisdiction of the Commandant of the Fifth Naval District at Norfolk, Va., until 1931, when it was transferred to the jurisdiction of the Sixth Naval District at Charleston, S. C. It is located in a wooden building constructed in 1888. Records are burned after eighteen months.

8. DAILY RADIO DIRECTION FINDING REPORTS, 1935 to date. Engineering Manual N. Eng. 25 A, permanent record showing location and description of real property, technical data, including record of radio bearings furnished ships at sea, and inventory list. Arranged by federal department and entered chronologically. (Frequently, official.) 18 x 24 binders, 6 ft., in 4 metal filing case drawers. Office. (98)

CHARLOTTE

NAVY RECRUITING SUBSTATION Federal Bldg., 401 W. Trade St.

This station was established in Charlotte on May 22, 1934. It reports to the Main Recruiting Station in Raleigh, and has jurisdiction over the following counties: Alexander, part of Alleghany, Cleveland, part of Davidson, Gaston, Lincoln, Mecklenburg, Mitchell, Richmond, Rockingham, and Stanly. It occupied an office in the First National Bank Building from May to August 1934, when it was moved to its present location.

9. PHYSICAL EXAMINATIONS, 1934 to date. Reports of physical examinations of applicants for enlistment, showing disposition of accepted applicants. (Frequently, official.) 8 x 11 covers, 1 ft. 3 in., in steel transfer case. R. 223. (495)

GREENSBORO

NAVY RECRUITING SUBSTATION

This station was established April 1, 1935. It has jurisdiction over Alamance, Caswell, Davie, Forsyth, Granville, Guilford, Montgomery, Moore, Orange, Person, Stokes, and Surry counties. Records were not surveyed.

NEW BERN

NAVY RECRUITING SUBSTATION

Post Office Bldg.
New and Middle Sts.

This station was established in New Bern on May 16, 1934. It reports to the Main Recruiting Station in Raleigh, and has jurisdiction over the following counties: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, and Washington. It was located in the old post office building at Craven and Pollock streets until 1935, when it was moved to its present location. All papers are preserved, with the exception of the waiting list which is prepared each month, when the old copy is destroyed. Records are sent to the Main Recruiting Station in Raleigh, and very few are filed in this office.

10. CORRESPONDENCE, Dec. 1934 to date. (Frequently, official.)
8 x 10 loose sheets, 5 in., in wooden cabinet. R. 313. (158)
11. ACCEPTED APPLICANTS, Dec. 1934 to date. Information relative to accepted applicants for enlistment. Filed by month. (Seldom, official.)
3 x 5 cards, 1 ft. 8 in., in desk drawer. R. 313. (153)
12. REJECTED APPLICANTS, 1934 to date. Information relative to rejected applicants for enlistment. (Seldom, official.) 3 x 5 cards, 6 in., in desk drawer. R. 313. (154)
13. POOR RECORDS, 1934 to date. Information relative to enlisted men from this district who have made poor records. (Occasionally, official.) 8 x 10 loose sheets, 6 in., on shelves in wooden cabinet.
R. 313. (156)
14. MEMORANDUMS, 1935 to date. Bureau of Navigation memorandums, orders, bulletins, etc. Filed chronologically. (Daily, official.)
10 x 12 covers, 2 in., on desk. R. 313. (157)
15. WAITING LIST, current. Applications accepted but men not yet enlisted. (Frequently, official.) 8 x 10 loose-leaf books, 4 pp.
R. 313. (155)

POYNER'S HILL (POPLAR BRANCH)

RADIO DIRECTION FINDER STATION

6 mi. E. of Poyner's Hill, across Currituck Sound

This station was established on March 7, 1921, on property of the Coast Guard. It is under the jurisdiction of the Commandant of the Fifth Naval District at the Naval Operating Base in Norfolk, Va., and reports through the Commanding Officer of Naval Radio Station at that Base. The station works in conjunction with Naval radio direction finder stations at Virginia Beach, Va., and Cape Hatteras, N. C., in furnishing radio bearings to ships at sea. It is located in a wooden building constructed in 1878 for the use of the Poyner's Hill Life-Saving Station. The building was slightly damaged in a storm in August 1933 but no records were destroyed. All records are sent to the Naval Operating Base in Norfolk, and recent records only are on file in this office.

16. BEARINGS RECORDS, 1932 to date. Record of radio bearings furnished to vessels at sea. Arranged alphabetically. (Frequently, official.) 10 x 14 vols., 1 ft., on desk. Living Room. (5)

17. CORRESPONDENCE, DISTRICT RADIO MATERIAL OFFICE, 1933 to date. With the Radio Material Officer, Norfolk Navy Yard, Portsmouth, Va., relative to supplies and work reports. (Daily, official.) Various sized letter sheets, 8 in., on file board on wall. Living Room. (8)

18. NAVAL COMMUNICATION SERVICE, 1933 to date. Log showing time of receipt and sending of all dispatches. (Frequently, official.) 2 in., on file board on wall. Living Room. (2)

19. CORRESPONDENCE, DISTRICT COMMUNICATION OFFICER, 1934 to date. General correspondence. (Frequently, official.) Various sized letter sheets, 3 in., on file board on wall. Radio Operating Room. (12)

20. INSPECTION REPORTS, 1934 to date. Bids, contracts, invoices, vehicle reports, reports on vacuum tubes, batteries, etc. (Frequently, official.) Various sized papers, 6 in., on file board on wall. Living Room. (4)

21. CIRCULAR LETTERS, BUREAU OF ENGINEERING, 1934 to date. (Daily, official.) Various sized letter sheets, 3 in., on file board on wall. Living Room. (7)

22. CIRCULAR LETTERS, BUREAU OF NAVAL OPERATIONS, 1934 to date. (Daily, official.) Various sized letter sheets, 6 in., on file boards on wall. Living Room. (3, 6)

23. CIRCULAR LETTERS, BUREAU OF NAVIGATION, 1934 to date. (Frequently, official.) Various sized letter sheets, 8 in., on file board on wall. Radio Operating Room. (11)

24. BULLETINS, BUREAU OF NAVIGATION, 1934 to date. (Frequently, official.) Various sized bulletins, 9 in., on file board on wall. Radio Operating Room. (10)

25. MISCELLANEOUS, 1934 to date. Correspondence, charts, reports, etc. (Frequently, official.) Various sized papers, 1 in., on file board on wall. Radio Operating Room. (9)

26. CORRESPONDENCE, DISTRICT COMMUNICATION OFFICER, 1935 to date. Relative to official business. (Frequently, official.) Various sized letter sheets, 3 in., on file board on wall. Living Room. (1)

RALEIGH

NAVY RECRUITING STATION Rogers Bldg., 10 W. Martin St.

This station was established in Raleigh about 1917. It has jurisdiction over all Navy Recruiting Substations in North Carolina and South Carolina. Substations are located in Asheville, Charlotte, Greensboro, New Bern, Salisbury, and Wilmington, N. C., and Charleston, Columbia, Florence, Greenville, and Spartanburg, S. C. The officer in charge in Raleigh reports to the Navy recruiting inspector of the Southeastern Recruiting Division in Baltimore, Md.; to the Chief of the Bureau of Navigation in Washington; and to the Commandant of the Sixth Naval District at the Navy Yard in Charleston, S. C. In North Carolina, the station has jurisdiction over the following counties: Alamance, Anson, Chatham, Durham, Edgecombe, Franklin, Harnett, Hoke, Johnston, Nash, Lee, Tyrrell, Union, Vance, Wake, Warren, Wayne, and Wilson. The station was located in the Rogers Building at 10 West Martin Street until 1933, and in the Wachovia Bank Building on Fayetteville Street from 1933 to 1935, when it was again moved to the Rogers Building, where it was located when the records were surveyed. In 1938 it was moved to the Federal Building on Fayetteville Street. Useless papers are destroyed after three years. Reports are filed in Washington.

27. ENLISTMENT CARDS, 1917 - 1920. Name of recruit, name and address of next of kin, and record of transfers to ships at Norfolk, Va. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 1 ft. 6 in., in wooden filing case. R. 6. (850)

28. APPLICANT FILE, 1931 to date. Uncompleted papers relative to applicants on the waiting list in Charleston, S. C., and New Bern, Raleigh, and Wilmington, N. C. Arranged by station. (Daily, official.) 12 x 14 folders, 8 ft., in 4 wooden filing case drawers. R. 6. (852)

29. RECORD CARDS, 1933 to date. Record of applicants for enlistment, showing name of place where application was filed, name of applicant, cause of rejection, if rejected, and name of examiner. Filed alphabetically by station. (Daily, official.) 3 x 5 cards, 4 ft., in 2 wooden filing case drawers. R. 6. (848)

30. MEDICAL EXAMINER, 1933 to date. Records and data relative to physical examination of applicants for enlistment; requisitions and inventories; and examiner's personal file. Filed alphabetically. (Daily, official.) 12 x 12 folders, 1 ft., in wooden filing case drawer. R. 6. (846)

31. GENERAL FILE, 1933 to date. Personnel data, including Bureau of Navigation circular and news letters and letters to ships and stations relative to education, diseases, recruiting stations, navigation, regulations and charges, etc.; and monthly reports and telegrams. Alphabetical index. (Daily, official.) 12 x 12 folders, 8 ft., in 4 metal filing case drawers. R. 5. (847)

32. DISBURSING, 1934 to date. Financial records, including bills of lading, requisitions for supplies, etc., report awards, requisitions for funds, cancelled checks, record of deposits, check receipts at the Raleigh station, and disbursements for msc. equipment, motor trucks, etc. Filed alphabetically. (Daily, official.) 12 x 16 folders, 4 ft., in 2 metal filing case drawers. R. 5. (849)

33. TEMPORARY CARDS, n.d. Service record cards used while transferring and receiving recruits. (Seldom, official.) 5 x 12 cards, 2 ft., in wooden filing case drawer. R. 6. (851)

SALISBURY

NAVY RECRUITING SUBSTATION
Post Office Bldg.
Church and W. McInnis Sts.

This station was established at Salisbury on May 2, 1934. It reports to the Main Recruiting Station in Raleigh, and has jurisdiction over the following counties: part of Alleghany, part of Caldwell, Catawba, Cabarrus, part of Davidson, Iredell, Macon, McDowell, Rowan, Scotland, Wilkes, and Yadkin. Records are forwarded to Raleigh daily. The small number of records on file in the station are not open to inspection. Useless papers are destroyed.

34. LETTERS FROM HEADQUARTERS. Correspondence with the Raleigh station and with the Navy recruiting inspector at Baltimore, Md. Filed alphabetically. (Daily, official.) 8 x 12 folders, 2 ft., in steel transfer case. Basement Room. (57)

35. DAILY REPORTS. Daily activity reports to the Main Recruiting Station in Raleigh. Filed chronologically. (Daily, confidential.) 8 x 12 folders, 2 ft., in steel transfer case. Basement Room. (55)

36. APPLICANT FILE (ACTIVE AND INACTIVE). Filed alphabetically. (Daily, confidential.) 8 x 12 folders, 4 ft., in 2 steel transfer cases. Basement Room. (53)

37. NEWSPAPERS, SCHOOL PRINCIPALS, AND CIVIC ORGANIZATIONS. Reference material. Filed alphabetically. (Daily, confidential.) 8 x 12 folders, 2 ft., in steel transfer case. Basement Room. (54)

38. WAITING LIST, 1929 to date. Filed alphabetically. (Daily, confidential.) 8 x 12 folders, 2 ft., in steel transfer case. Basement Room. (56)

WILMINGTONNAVY RECRUITING SUBSTATION
Custom House, 1 Market St.

This station was established in Wilmington on July 9, 1935, was discontinued for a short period, and was reestablished July 27, 1937. It reports to the Main Recruiting Station in Raleigh, and has jurisdiction over the following counties: Bladen, Brunswick, Columbus, Cumberland, Duplin, New Hanover, Robeson, and Sampson. It was formerly located in the Post Office Building.

39. LETTERS TO PARENTS, 1935 to date. Letters to parents who are interested in enlistment of sons and to those who desire aid in locating relatives enlisted in the Navy. (Frequently, official.) 8 x 10 loose sheets, $1\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (20)

40. FORM LETTERS, APPRENTICE SEAMEN, 1935 to date. Information and instructions to white and colored applicants for enlistment as apprentice seamen. (Daily, official.) 8 x 10 loose sheets, $1\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (18)

41. FORM LETTERS, PHYSICIANS, July 9, 1935 to date. Form letters to physicians prior to their examination of applicants. (Frequently, official.) 8 x 11 loose-leaf books, $1\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (15)

42. LETTERS FROM APPLICANTS, July 9, 1935 to date. Seeking information relative to requirements for enlistment. (Daily, official.) 9 x 11 loose sheets, 2 in., in wooden filing case drawer. R. 337. (6, 12)

43. TRAVEL ORDERS AND IDENTIFICATION SLIPS, COPIES, July 15, 1935 to date. Copies of travel orders and identification slips issued to each recruit for transportation and accommodations, showing signature of station recruiter. (Daily, official.) 8 x 11 loose sheets, 1 in., in filing case drawer. R. 337. (9)

44. APPLICATIONS FOR ENLISTMENT, July 1935 to date. Record of each applicant, showing whether accepted, rejected, or enlisted at this station, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in box on desk. R. 337. (13)

45. INFORMATION ON ACCEPTED AND REJECTED APPLICANTS, 1935 to date. (Daily, confidential.) 8 x 11 loose sheets, 1 in., in desk drawer. R. 337. (17)

46. RECRUITING LETTERS, July 15, 1935 to date. Monthly comments from the officer in charge in Raleigh. (Daily, official.) 8 x 10 loose sheets, $1\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (22)

47. FINANCIAL RECORDS, July 15, 1935 to date. Record of all shipments and costs, including copies of bills of lading, etc. (Daily, official.) 8 x 11 loose sheets, $1\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (14)
48. CUSTODY RECEIPTS, 1935 to date. Copies of custody receipts for office equipment. (Frequently, official.) 6 x 9 loose sheets, 8 in., in wooden filing case drawer. R. 337. (19)
49. MONTHLY AND DAILY REPORTS, 1935 to date. Daily and monthly record of number of applicants for enlistment. (Daily, official.) 8 x 10 loose sheets, $\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (11)
50. STANDING ORDERS, July 15, 1935 to date. (Daily, official.) 8 x 10 loose sheets, $\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (21)
51. PRESS RELEASES, 1935 to date. Articles sent from Washington for release to newspapers. (Frequently, official.) Various sized loose sheets, 1 in., in filing case drawer. R. 337. (10)
52. PERMANENT PUBLICITY STATIONS, July 9, 1935 to date. Record of permanent publicity stations, including prospects, newspapers, "A" boards, pictorial possibilities, postmasters and post offices, CCC camps, employment bureaus, and schools. (Daily, official.) 9 x 15 vols. (2), 1 in., on desk. R. 337. (16)
53. TRANSPORTATION REQUESTS, Oct. 15, 1935 to date. Book of government transportation requests, showing record of all requests issued and number on hand. (Daily, official.) 8 x 10 loose-leaf book, $1\frac{1}{2}$ in., in wooden filing case drawer. R. 337. (8)
54. MEDICAL OFFICERS MONTHLY CRITIQUE, (no date given). Comments on physical requirements for recruits. (Daily, official.) 8 x 12 loose sheets, $\frac{1}{2}$ in., in filing case drawer. R. 337. (7)

