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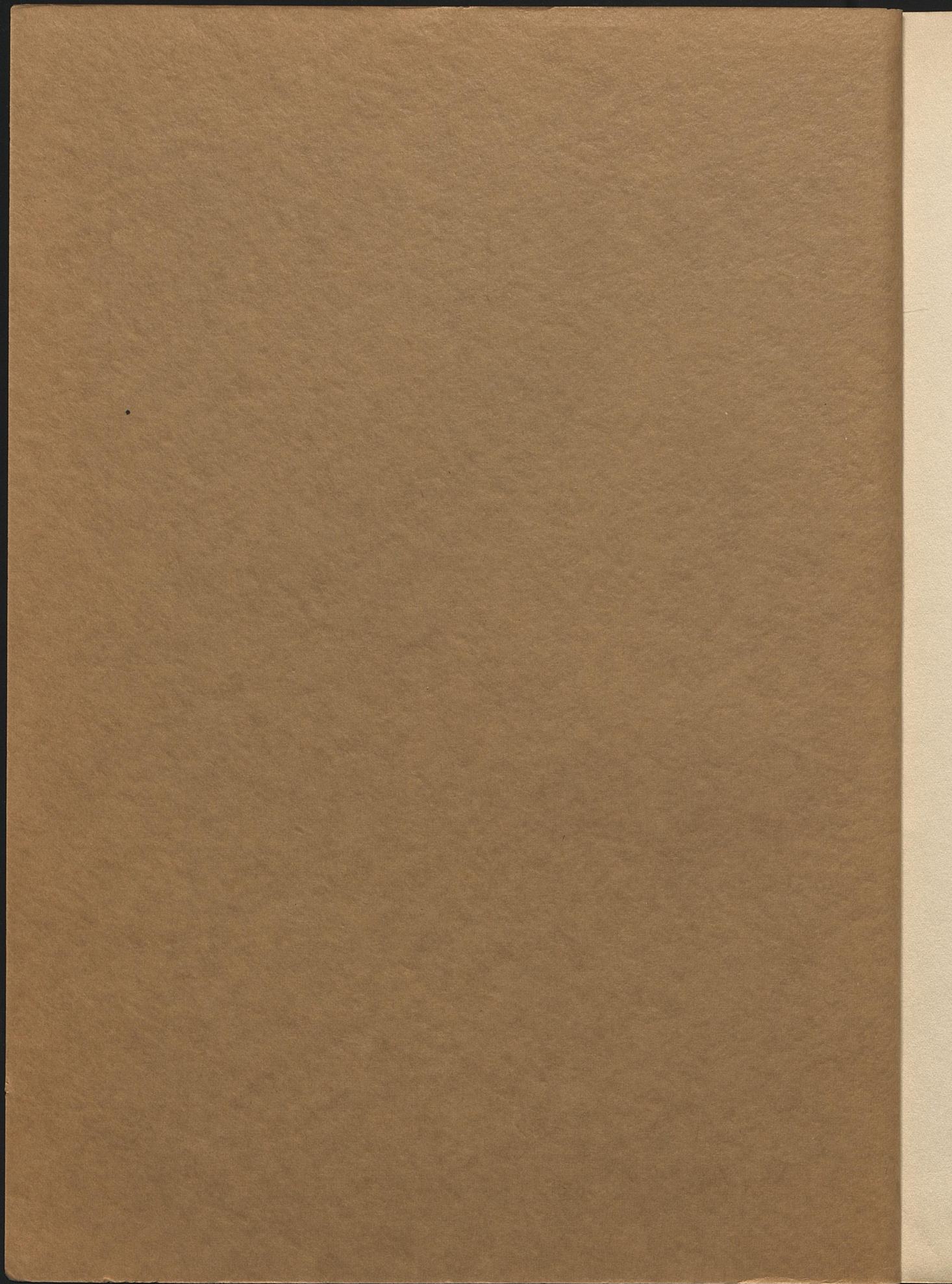
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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XII
THE VETERANS' ADMINISTRATION
NO. 24
MISSOURI

NATIONAL ARCHIVES PROJECT
WORKS PROGRESS ADMINISTRATION

LIBRARY
UNIVERSITY of KENTUCKY



REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

Prepared by

The Survey of Forests and
Division of Lands and Professional Property
The General Land Office

The General Land Office
Department of the Interior

UNITED STATES GOVERNMENT PRINTING OFFICE

1914

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1914

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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The National Archives
Cooperating Sponsor

SERIES XII. THE VETERANS' ADMINISTRATION

NO. 24. MISSOURI

St. Louis, Missouri
The Historical Records Survey
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, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that Administration.

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 Missouri the work of the Survey has been under the direction of Ralph P. Bieber, Associate Professor of History, Washington University, St. Louis. This inventory of the records of the Veterans' Administration in Missouri was prepared in the St. Louis office of the Survey, with Mr. C. E. Bolin as chief editor, and was edited before final typing by Mr. Sears F. Riepma of the Division of War Department Archives of The National Archives. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Ralph P. Bieber,
Formerly Regional Director
of the Survey of Federal
Archives for Missouri

St. Louis, Mo.
June 16, 1938

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EXCELSIOR SPRINGS

VETERANS' ADMINISTRATION FACILITY

- (A) Administration Bldg.
- (B) Hospital Bldg. 5
- (C) Hospital Bldg. 8

Construction of this Facility (No. 99) began in 1922, but actual care of veterans was not started until 1924. It serves the western part of Missouri, and its activities are confined mainly to the hospitalization of veterans and treatment of those able to come to the clinic. An undetermined amount of records are missing. These include X-Ray records for 1924-1929. Useless papers and obsolete records are destroyed upon proper authority. Upon the death of a veteran all records of his case, with the exception of briefs, are sent to Washington. Other records are sent as requested. For the purpose of this inventory the records have been grouped into two sections: (1) Administrative and Financial, and (2) Functional Activities. Under these headings they have been arranged in chronological order. Many of the records overlap and could correctly be placed in either group; therefore, all entries should be consulted if the records sought are not found in the seemingly logical section.

Administrative and Financial Records

1. ORIGINAL CONSTRUCTION CONTRACTS AND CORRESPONDENCE, Nov. 1922 - Nov. 1929; Jan. 1931 to date. Covering land acquisition and construction of earlier buildings. Arranged by projects. (Monthly, official.) 10 x 12 folders, 2 ft., in filing case. Rs. 102 and 103 (Bldg. A). (45)
2. ENGINEER'S DAILY CHARTS, 1930 to date. Cochrane Meter Chart Form 434, automatic, an hourly register of steam pressure; also daily records of each type of refrigerator. Records prior to Jan. 1, 1935, are scheduled for destruction. (Daily, official.) 12 in discs, 8 ft., in Shannon files. Brittle, torn, dirty, scattered, damaged by careless handling and faulty containers. Engineer's Office (Bldg. C). (47)
3. INACTIVE UTILITY AND FINANCE RECORDS, 1931 - 1936. Duplicate check register sheets and ledger accounts of special disbursing officer, receipts for check deliveries, copies of pay rolls and paid vouchers, monthly reports of transportation clerk, public refund vouchers, register of hospital allotments, service receipts, voucher record cards, patients' and members' ledger, watchmen's clock record discs, cost ledger sheets, consolidated monthly reports of budget activities, budget ledger sheets, transportation requests, and lodging and meal requisitions. Authority granted to destroy some of these records. (Occasionally, official.) Various sized folders, envelopes, loose-leaf books, packages, slips, and loose papers, 80 ft., on wooden shelf and in 2 wooden boxes. Disorderly, damaged by vermin. R. 110 (Bldg. A). (53)
4. BIDDER'S ADDRESS RECORD, 1931 to date. Names and addresses of manufacturers who make articles used by the facility and bid for contract to supply. If vendor does not respond to four consecutive proposals for contract, the name is withdrawn from this file. Arranged alphabetically by names of articles. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in desk drawer. R. 109 (Bldg. A). (70)

5. TRANSPORTATION RECORDS, 1931 to date. Regular and special transportation requests and orders for patients enroute to and from hospital, requests for meals and lodging while enroute, and correspondence relative to the request. Each request numbered, and files arranged numerically. (Daily, official.) 5 x 8 cards and 10 x 12 folders, 18 ft., in 16 drawers of wooden card cabinets and 2 drawers of steel filing cases. Rs. 104 and 108 (Bldg. A). (54, 55)

6. CONTRACT PURCHASES, ARTIFICIAL LIMBS, ORTHOPEDIC APPLIANCES, AND GLASSES, Jan. 15, 1931 to date. Name of patient, appliance furnished, cost, voucher number, date patient was admitted to hospital, hospital register number, and name of manufacturer supplying article. (Daily, official.) 3 x 5 cards, 3 ft., in 3 drawers of wooden card cabinet. R. 109 (Bldg. A). (69)

7. PERSONNEL RECORDS, Jan. 1, 1931 to date. Oaths of office, service records, time and leave records, salary records, family histories, education, and qualifications of employees. All records for individual employee, medical officer, or nurse are filed in individual folders. (Daily, official.) 5 x 8 and 10 x 12 cards and folders, 10 ft., in 5 drawers of steel filing cases. R. 100 (Bldg. A). (48)

8. PROPERTY RECORD CARDS, EXPENDABLE AND NON-EXPENDABLE, Jan. 5, 1931 to date. Form 2598F, expendable record card, shows class number of item, unit, article and description, unit price, date received, voucher number, and date of issue, and Form 1243, non-expendable record card showing same information. Arranged by types of articles and alphabetically by names of items. (Daily, official.) 5 x 8 cards, 8 ft., in 8 drawers of wooden card cabinets. R. 109 (Bldg. A). (71)

9. MISCELLANEOUS CORRESPONDENCE, 1932 to date. Inquiries relative to administrative and functional activities from families of veterans, patriotic organizations, vendors, etc. (about 95% are incoming). If reply is made, copy of letter is attached to the incoming item. Filed according to subject. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 155 (Bldg. B). (73)

10. CLAIMS, PENDING FILE, Jan. 1932 to date. Correspondence relative to final adjustment of compensation claims. Arranged alphabetically by names of claimant. (Daily, official.) 10 x 12 folders, 6 ft., in 3 drawers of steel filing cases. R. 155 (Bldg. B). (74)

11. SUPPLY OFFICER'S RECORDS AND CORRESPONDENCE, 1933 to date. Records of issue of property, expenditure lists of issues, issue vouchers, records of effects of deceased patients, memoranda relative to expendable property, and correspondence. Filed by folders, alphabetically. (Daily, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing cases. R. 109 (Bldg. A.). (72)

12. HOSPITAL MANAGER'S FILES, Jan. 1933 to date. Correspondence with the central office, veterans' organizations, medicinal manufacturers, and miscellaneous sources, pertaining to the administration of the activities of this facility; also copies of monthly report and records of storage of gold

used by dental clinic and of narcotics and alcohol, showing employees authorized to dispense these items. Arranged alphabetically by names of items. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 100 (Bldg. A). (39)

13. FINANCE OFFICER'S AND AUDITOR'S RECORDS, July 1, 1933 to date. Form 6906, cost ledger or operating expense sheets, showing the total operating expense for the month for all branches of service; Form 6620, consolidated monthly report of budget activities; and budget ledger sheets, showing the total allotment for each item of authorized expenditures for the month. (Daily, official.) Various sized folders, loose-leaf books, and loose papers, 3 ft., in drawer of steel filing case, desk drawer, and on top of desk. R. 108 (Bldg. A). (67)

14. MAINTENANCE REPORTS AND CORRESPONDENCE PERTAINING THERETO, 1934 to date. Proposals for maintenance and repair of hospital buildings and pertinent correspondence. Arranged in following groups: Proposed projects, submitted projects, approved projects, completed projects, and disapproved projects. Filed alphabetically by name of project. (Daily, official.) 10 x 12 folders, 4 ft., in 2 steel filing case drawers. Rs. 102 and 103 (Bldg. A). (57)

15. FIELD SERVICE RECEIPTS, Jan. 1, 1934 to date. Form 1628-9, showing description of remittance, reason for remittance, source of remittance, symbol number of the disbursing officer, and the voucher numbers from which deductions have been made from employees' pay rolls. (Daily, official.) 3 x 8 slips, 1 ft., in drawer of steel filing case. R. 108 (Bldg. A). (60)

16. CASHIER'S RECORDS, Jan. 1, 1935 to date. Record of patients' effects, receipts for checks delivered to payee by third person, field service receipts, and a record of pay roll collections and deductions made from pay rolls of hospital employees. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 108 (Bldg. A). (65)

17. FINANCE OFFICER'S AND AUDITOR'S CORRESPONDENCE, Jan. 1, 1935 to date. Pertaining to all matters of auditing and finance of the hospital (transmitted to the Budget Officer, Central Office, Washington, D.C.). Arranged alphabetically by subject. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. R. 108 (Bldg. A). (64)

18. PERSONNEL CORRESPONDENCE, Jan. 1, 1935 to date. With the Central Office in Washington; pertains to monthly reports of personnel, resignations, discharges, efficiency records, applications for positions, personnel classification and duties, and miscellaneous matters. (Daily, official.) 10 x 12 folders, 2 ft., in steel filing case drawer. R. 100 (Bldg. A). (49)

19. UTILITY OFFICER'S STATISTICAL REPORTS, Jan. 1935 to date. Monthly, quarterly, semi-annual, and annual reports of maintenance and repair of buildings and grounds. Reports are sent to the Director of Construction, Central Office, Washington. Laundry, fire and police, motor vehicle, and power plant reports are submitted monthly; mechanical inspection, mechanical equipment and acreage reports, semi-annually. Inactive records from this file are stored in the general storage files in R. 110. (Monthly, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 102 and 103 (Bldg. A). (61)

20. NEED SLIPS, May 28, 1935 to date. Requisitions from surgeons and nurses requesting installation or repair of electrical appliances. Inactive records stored in R. 110. (Daily, official.) 10 x 12 Acco binders, 3 in., hanging on wall. Electric Shop (Bldg. B). (58)

21. ACTIVE AND INACTIVE SALARY RECORD CARDS OF HOSPITAL EMPLOYEES, July 1, 1935 to date. Giving name of employee, position held, amount of each salary check, date paid, and check number. Separated into active and inactive groups and filed alphabetically by name of employee. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of wooden card cabinet. R. 108 (Bldg. A). (62)

22. VOUCHERS, July 1, 1935 to date. Paid vouchers (for supplies and non-personal services), together with supporting papers, such as requisitions, purchase orders, receiving and inspection reports, invoices, etc. Arranged numerically by voucher numbers. (Daily, official.) 10 x 12 folders, 10 ft., in 5 drawers of steel filing cases. R. 108 (Bldg. A). (63, 66)

23. CONTRACTS FOR SUPPLIES AND EQUIPMENT, Jan. 1, 1936 to date. Proposals, accepted and rejected. If proposal is accepted the requisition and purchase orders are attached. Older records are in storage file in R. 110. (Daily, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing cases. R. 109 (Bldg. A). (68)

24. PATIENTS' TRUST FUND, July 1, 1936 to date. Finance Form 1083, shows name of veteran, claim number, type of fund, legal guardian of patient, date of deposit, withdrawal receipt and voucher number, balance, encumbrance, and amount. Inactive records are in the general storage file in R. 110. (Daily, official.) 8 x 10 cards, 1 ft., in steel filing case. R. 108 (Bldg. A). (59)

Records of Functional Activities

25. NARCOTIC RECORDS, Nov. 1922 - Nov. 1929; Jan. 1931 to date. Form 2577, requisitions showing name and amount of drug or other narcotic, name of hospital or station, date, ward, and name and title of surgeon. When filled, the prescription is certified by signature of pharmacist. (Once a month, official.) 4 x 6 slips, 6 ft., in 6 prescription filing units. R. 142 (Bldg. B). (44)

26. CLINICAL RECORDS OF IN-PATIENTS, Jan. 1, 1924 - Dec. 31, 1929; Jan. 1, 1931 to date. Forms 2614 A-B show clinical brief, family history, history of present disease, objective symptoms, initial examination of chest, graphic chart, weight chart, operation record, roentgenological report, laboratory examinations, ward surgeon's progress report, nurses' progress report, physiotherapy and neuropsychiatric examinations, dental records, and post-mortem record, also pertinent correspondence. 3 x 5 card index, 1 ft. (Inactive records, occasionally; current records, weekly, official.) 10 x 12 folders, 322 ft., on wooden shelves and in 3 drawers of steel filing cases. Older records brittle, dirty, crowded. Rs. 110 (Bldg. A) and 157 (Bldg. B). (5, 4)

27. INDEX TO PATIENTS, Jan. 1, 1925 - Dec. 31, 1929; Jan. 1, 1931 to date. Form 2580, maintained for all patients, showing name, claim number, date of birth, home address, register number, date admitted and discharged, and ward assigned to. Arranged alphabetically by name of patient. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of card cabinet. R. 155 (Bldg. B). (3)

28. NON-NARCOTIC HOSPITAL PRESCRIPTIONS, 1926 - 1929; 1931 to date. Form 2577, showing hospital name and number, date, name and address of patient, claim number, name and amount of medicine. Signature of ward surgeon, and certification of recipient. Arranged chronologically. (Never.) 4 x 6 packages, 4 ft., on floor. Pharmacist's Storeroom, basement (Bldg. B). (45)

29. PHYSIOTHERAPY DAILY PROGRESS CARD, 1931 to date. Form 2611, record of progress of treatment, showing name, patient's claim and hospital register numbers, word assignment, diagnosis, nature and type of treatment, length of treatment, name of attending aide, and final disposition of case. Arranged alphabetically. (Daily, official.) 3 x 5 cards and loose papers, 2 ft., in 2 drawers of wooden card cabinet. R. 5 (Bldg. B). (12)

30. SURGEONS' CLINICAL RECORDS, 1931 to date. Forms 2614-A to 2614-P, inclusive, giving clinical record briefs, family history, history of present disease, objective symptoms, initial examination of chest, graphic chart, weight chart, operation record, Roentgenological report, laboratory examinations, ward surgeon's progress report, nurses' progress reports, physiotherapy, neuropsychiatric examination, dental record, and post-mortem record; and pertinent correspondence. Grouped by wards. (Daily, official.) 10 x 12 folders, 32 ft., in 16 drawers of steel filing cases. Rs. 251, 233, 345, 129, 208, and 307 (Bldg. B). (19, 20, 27-30)

31. COPIES OF MONTHLY REPORT OF PHYSIOTHERAPY, Jan. 1931 to date. Showing number of patients in each case, number in each group, number carried over from previous report, number of patients newly assigned during month, number of patients released at end of month, and the number remaining at end of month, results of treatment, total number of visits, and the classified treatments available to patients. (Monthly, official.) 8 x 10 bundles, 4 in., in desk drawer. R. 5 (Bldg. B). (13)

32. OUT-PATIENT CLINICAL RECORDS, Jan. 1931 to date. Forms 2614 A to P, inclusive, giving family history, history of present disease, objective symptoms, initial examination of chest, graphic chart, weight chart, operation record, Roentgenological report, laboratory examinations, ward surgeon's progress report, nurses' progress reports, physiotherapy, neuropsychiatric examinations, dental record, post-mortem record, clinical record brief, and pertinent correspondence. The active and inactive records are separated. 3 x 5 card index, 1 ft. (Inactive records, once a month; active records, daily, official.) 10 x 12 folders, 12 ft., in drawer of steel filing case and folded document holders. Inactive records dirty. R. 110 (Bldg. A) and R. 157 (Bldg. B). (1, 2)

33. CONTRACT BURIALS, Jan. 5, 1931 to date. Contract between hospital and local undertaker to prepare bodies of deceased veterans for shipment to their homes if approval is granted by relative or beneficiary. Cards show name of deceased veteran, date of death, date of admission to hospital, date of shipment of body, and name and address of nearest relative. (Occasionally, official.) 3 x 5 cards, 3 ft., in 6 drawers of wooden card cabinets. R. 109 (Bldg. A). (52)

34. DAILY RECORD OF ADMITTANCE AND DISCHARGE OF IN-PATIENTS, Jan. 5, 1931 to date. Showing names of veterans admitted and those discharged (copies sent to x-ray office). (Daily, official.) 4 x 10 x 12 bundles, 1 ft. 6 in., in drawer of steel filing case. R. 152 (Bldg. B). (50)

35. DAILY REPORT OF PHYSIOTHERAPY, Jan. 5, 1931 to date. Gives names of patients, number and type of treatments, time patient arrived and left clinic, and total number of treatments for the day. Useful in preparing monthly report. Filed chronologically and placed in bundles by the year. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles, 2 ft., in desk drawer. R. 5 (Bldg. B). (14)

36. MONTHLY X-R/Y REPORT, Jan. 31, 1931 to date. Covers number of examinations, size of film used, and part of body examined, and shows the apparatus received during the month, the total supplies of all kinds on hand at end of month, and a detailed report of clinical photography. (Monthly, official.) 10 x 12 loose-leaf books, 3 in., in desk drawer. R. 148 (Bldg. B). (51)

37. INACTIVE REPORTS AND CORRESPONDENCE, Feb. 1931 - Nov. 1936. Correspondence pertaining to out-patients and to inquiries for hospitalization, daily clinical report with instructions as to the attention of seriously or critically ill patients, daily reports of admissions, transfers, and discharges, monthly record sheet of alcoholic and narcotic drugs used, received, and on hand, and applications for hospitalization with correspondence attached. (Never.) Various sized folders, envelopes, covers and bundles, 22 ft., in 3 wooden boxes. Dirty, torn, disorderly. R. 110 (Bldg. A). (10)

38. ABSTRACT OF CLINICAL RECORDS, IN-PATIENTS, Feb. 1931 to date. Name of patient, family history, class of beneficiary, occupation, compensation and claim numbers, name and number of hospital, authority for and date of admission, diagnosis, and results of treatment. Grouped as to active or inactive. (Inactive records, never; active records, daily, official.) 5 x 8 cards, 9 ft., in 2 wooden boxes on shelf, on floor, and in 2 drawers of wooden card cabinet. Inactive records dirty, damaged by vermin. Rs. 110 (Bldg. A) and 157 (Bldg. B). (7, 6)

39. NURSES' DAILY CLINICAL AND LABORATORY RECORDS, INACTIVE, Feb. 5, 1931 - Nov. 15, 1936. Temperature, medication, and Wasserman records of tubercular patients, and clinical laboratory and surgical ward records. (Never.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ and 8 $\frac{1}{2}$ x 14 $\frac{1}{2}$ vols. (6), 1 ft., in wooden box. Dirty, scattered. R. 110 (Bldg. A). (17)

40. CHIEF NURSE'S TIME RECORD BOOK, Nov. 5, 1931 to date. Daily record of nurses showing time of arrival, duration of tour of duty, ward, time of departure, and ward number or name. (Daily, official.) 10 x 14 vols., 1 in., in desk. R. 137 (Bldg. B). (32)

41. ELECTRO-CARDIOGRAPHIC RECORD CHARTS, Jan. 1, 1932 - Dec. 31, 1936. Showing register number, date of recording, name of patient, and name of doctor referring patient to x-ray clinic. (Daily, official.) 8 $\frac{1}{2}$ x 11 cards, 18 ft., in 33 pasteboard boxes. R. 110 (Bldg. A). (11)

42. IN-PATIENT INFORMATION FILES, 1932 to date. Shows name of patient, name and number of ward, date of admission, hospital register number, and home address. Transferred to forwarding file upon discharge of patient. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. Corridor (Bldg. A). (37)

43. DENTAL MASTER CARDS, Apr. 13, 1932 - Mar. 1934. Showing name of hospital, name of patient, date examined, date dental chart was sent to ward surgeon, date relief was authorized, date of placement of chart in inactive file, date discharged from hospital, hospital register number, and class of veteran; reverse side of chart gives diagnosis and classification of relief (obsolete, discontinued in 1934). (Never.) 5 x 8 bundles (8), 5 ft., on wooden shelf. R. 110 (Bldg. A). (15)

44. IN-PATIENT CORRESPONDENCE FILE, Apr. 25, 1933 to date. All correspondence relative to in-patients. Transferred to inactive records in clinical folders, when patient is discharged. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 157 (Bldg. B). (9)

45. CLINICAL BRIEFS, Nov. 1, 1934 to date. Form 2614A, clinical record brief submitted to the central office upon the death of a patient, shows name, address, beneficiary class, claim number, hospital register number, name of person notified of death, address of beneficiary, family history, date of discharge from last service, rank, organization, source of admission, authority and date admitted to hospital, date of death, and a brief diagnosis of case. Arranged alphabetically by names of deceased. (Monthly, official.) 10 x 12 folders, 2 ft., in steel filing case. R. 157 (Bldg. B). (8)

46. IN-PATIENT RECEIVING WARD RECORD, June 4, 1935 to date. Register number and name of patient, ward to which assigned, transfers, date of admission, diagnosis, class of beneficiary, claim number, and authority for admission. (Daily, official.) 8 x 14 vol., 1 in., on steel desk. R. 127 (Bldg. B). (24)

47. DAILY DIET LISTS AND RECORDS OF PERISHABLE FOODS, Jan. 1, 1935 to date. Shows daily menus, subsistence, records of perishable foods, and amounts of each unit of food on hand, received, and carried forward for use next day (originals are sent to Washington). (Daily, official.) 10 x 12 folders, 1 ft., in steel filing case. R. 112 (Bldg. B). (41)

48. IN-PATIENTS' FORWARDING ADDRESSES, Oct. 1935 to date. A record of forwarding addresses of former patients (kept in this file three months and then transferred to inactive storage). (Daily, official.) 3 x 5 cards in packages, 2 ft., in card cabinet. Corridor (Bldg. A). (36)

49. ACTIVE AND INACTIVE GUARD RECORD BOOKS, Oct. 22, 1935 to date. Shows time each of the watch stations were examined, and any unusual occurrences are noted. (Inactive records, never; active records, daily, official.) 5 x 8 vols. 5 in., in wooden desk. Corridor (Bldg. A). (34)

50. DENTAL RECORD, Mar. 1936 to date. Detailed record of the examination and condition of the patients' teeth and the kind of treatments prescribed. Upon completion of dental work, records are sent to ward surgeon's office and placed in patients' clinical records. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 151 (Bldg. B). (16)

51. DIETICIAN'S MONTHLY REPORT, Mar. 1, 1936 to date. Form 2653, showing total amount of rations used, per capita cost, per capita raw food expenditure, overhead and gross ration expenditure, total pounds of and pounds per capita of edible and inedible waste, number of kitchens in operation and number of employees in each department, total number of messes in operation, and number

of persons served in each (originals sent to Washington). Filed chronologically. (Monthly, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 112 (Bldg. B). (40)

52. BOOK RECORD OF DAILY LABORATORY WORK AND PROGRESS, June 8, 1936 to date. Record of laboratory tests, showing type of test completed and hospital register number of patient, date of test, and initials of laboratory. This record is discarded when book is filled. 5 x 8 card index, 1 ft. (Daily, official.) 10 x 14 vols., 1 ft., on top of desk. R. 132 (Bldg. B). (42)

53. INDEX TO RECORD OF DAILY LABORATORY WORK, June 8, 1936 to date. Showing name of patient, hospital register number, laboratory number, and date of each test. Cards kept for eight months after discharge of patient and then destroyed. Active records separated from the inactive records and arranged alphabetically by name of patient. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of card cabinet. R. 132 (Bldg. B). (43)

54. LAUNDRY RECORD, Sept. 1936 to date. Form 2615, showing name and address of hospital, date, number of articles of linen delivered to laundry, items and quantity returned, and cost of laundering. (Daily, official.) 10 x 12 loose papers and bundles, 2 ft. 6 in., in 2 drawers of steel filing case. Stock Room (Bldg. B). (56)

55. WARD RECORDS, Nov. 11, 1936 to date. Record of temperature, medicine and dosage administered to patients by the nurses while on their tours of duty; includes record of narcotics dispensed to patients. (Daily, official.) 8 x 10 and 10 x 14 vols., 10 in., on top of office desk. Rs. 303, 231, 207, 127, 253, 347, and 306 (Bldg. B). (18, 21-23, 25, 26, 31)

56. NIGHT SUPERVISOR'S RECORD, Jan. 2, 1937 to date. Covers general condition of patients in each ward visited during night tour of duty, number of unoccupied beds, number of patients in each ward, and number of patients admitted and discharged during the day. (Daily, official.) 10 x 14 vols., 1 in., in desk drawer. R. 137 (Bldg. B). (33)

57. TELEPHONE RECORD ROSTER OF IN-PATIENTS, no dates. Showing name of patient, ward number, and room. Filed alphabetically by name of patient. (Daily, official.) 10 x 12 binder, 1 in., suspended on wall. Corridor (Bldg. A). (35)

Films

58. INACTIVE X-RAY NEGATIVES OF VETERANS ADMITTED TO HOSPITAL THROUGH REGULAR CHANNELS. 14 x 17 X-Ray negatives, acetate (1520), in containers and jackets. vol. indexes (3). R. 152 (Bldg. B). (p-1)

59. ACTIVE X-RAY NEGATIVES OF VETERANS ADMITTED TO HOSPITAL THROUGH REGULAR CHANNELS. 14 x 17 X-Ray negatives, acetate base (380), in containers and jackets. vol. indexes (3). R. 152 (Bldg. B). (p-2)

60. OUT-PATIENT AND CCC ACTIVE AND INACTIVE X-RAY NEGATIVES. 14 x 17 X-Ray negatives, acetate (840), in containers and jackets. vol. index. Paper brittle. R. 110 (Bldg. A). (p-3)

61. INACTIVE X-RAY NEGATIVES OF VETERANS ADMITTED TO HOSPITAL THROUGH REGULAR CHANNELS. 14 x 17 X-Ray negatives, acetate (16,340), in containers and jackets, on shelves and in paper boxes. vol. indexes (3). R. 110 (Bldg. A). (p-4)

62. HOSPITAL PERSONNEL X-RAY NEGATIVES. 14 x 17 X-Ray negatives, acetate (300), in jackets, on wooden shelf. R. 110 (Bldg. A). (p-5)

63. PATHOLOGICAL X-RAY NEGATIVES OF UNUSUAL CASES. 14 x 17, 10 x 12, 8 x 10 X-Ray negatives (230), in jackets, and scattered on office desk. vol. indexes (3). R. 152 (Bldg. B). (p-6)

64. PATHOLOGICAL 5 x 7 ORIGINAL NEGATIVES AND POSITIVES. Still photographic film, 5 x 7 negatives (140), 5 x 7 photographic negatives, nitrate (60), 5 x 7 positives (200), in containers and jackets. R. 152 (Bldg. B). (p-7)

65. ELECTROCARDIOGRAPHIC FILM CHARTS. Electrocardio film 16mm (2840), in containers. R. 152 (Bldg. B). (p-8)

66. ELECTROCARDIOGRAPHIC FILM CHARTS. Electrocardiographic 16mm Safety (15,840). Exposed to excessive heat, unprotected lamp globes, on wooden shelves. R. 110 (Bldg. A). (p-9)

67. BUILDINGS, GROUNDS, EQUIPMENT, ACTIVITIES AND PERSONNEL. Still photographic film, photographic negatives, acetate (360), photographic negatives, nitrate (40), positives (400), in containers and jackets. R. 152 (Bldg. B). (p-10)

JEFFERSON BARRACKS

VETERANS' ADMINISTRATION FACILITY

- (A) Administration Bldg. (C) Shop Bldg.
 (B) Hospital Bldg., Main No. 1 (D) Warehouse Bldg.
 Jefferson Barracks Military Post
 (E) Court House and Custom House
 12th and Market Sts., St. Louis

This Facility (No. 92) serves the eastern half of Missouri. Records are sent to Washington upon the death of clients and otherwise as requested. Obsolete records are destroyed upon receipt of authority from the central office of the Administration. For the purpose of the Descriptive Inventory, records have been divided into two sections, administrative and functional, and under these headings arranged by types. The filing system in use at the Facility precludes the accurate arrangement of the serials, and if the records sought cannot be located under the logical heading, it will be advisable to consult all of the abstracts. (Reports on Serials for this Facility are filed in the Washington office of the SEI under St. Louis.)

Administrative Records

Accounting Records

68. BLUE PRINTS, 1922 to date. Of grounds, buildings, water mains, lighting, and sewerage system of this facility. (Daily, official.) 24 x 42 rolls and bundles, 5 ft., on a wooden shelf in closet, on floor under table, and in blue print hanger. R. 206 and Kitchen, Apartment 304 (Bldg. A) and Plumbing Shop (Bldg. C). (146, 145, 144)

69. WAREHOUSE ORDERS, 1923 to date. Requisitions, pending orders, specifications, and records of rentals of oxygen tanks. (Daily, official.) Various sized vols. and bundles, 1 ft., in cardboard loose-leaf holder, Center Entrance (Bldg. B). (179)

70. FINANCIAL RECORDS, 1927 to date. Copies of allotments, paid vouchers, pay rolls, contracts, and general work orders covering entire program of this facility. Work orders are computing sheets to check supplies received at this facility. (Rarely, official.) 9½ x 11-3/4 folders and bundles, 35 ft., in wooden boxes on floor. Dirty. R. 7 (Bldg. B). (204)

71. MISCELLANEOUS CONSTRUCTION, 1927 to date. Purchase orders, work orders, records of FERA projects at this facility, and of merchandise and material relative to construction, semi-monthly and monthly reports regarding general maintenance, and general personnel reports of employees on construction and maintenance. 5 x 8 card index, 1 ft. (Daily, official.) 9½ x 11-3/4 folders and 4 x 6 cards, 9 ft., in steel filing cases. R. 206 (Bldg. A). (175)

72. REQUISITIONS TO CENTRAL OFFICE, 1927 to date. For merchandise, material, equipment, and supplies purchased through the central office and at the supply depot, also requisitions for fresh fruit and vegetables which are purchased locally, and all orders for services from the various maintenance departments. 5 x 8 index books (2). (Older records, rarely; current records, daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 5 x 8 loose-leaf books, 5 ft. 4 in., in wooden filing cases and bundles on wooden shelf. R. 305 (Bldg. A). (187)

73. SPECIFICATIONS AND CONTRACTS, 1927 to date. Master and federal specifications, proposals, bids, contracts, photostatic copies of invitations, supplies and equipment bought locally, and a complete mailing list of local firms. 3 x 5 card index, 1 ft. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 3 x 5 cards, 13 ft., in steel and wooden filing cases and in wooden box. R. 305 (Bldg. A). (183)

74. SUMMARIES OF DISBURSEMENTS ACCOUNTS, 1932 - 1934. Copies of reports of insurance collections, check requisitions, and summaries of disbursements (originals sent to the Washington office). These records are held in storage. (Never.) 10 x 12 and 10 x 15 loose-leaf books and bundles, 18 ft., on 4 shelves in 2 steel cabinets. R. 710 (Bldg. E). (242)

75. BUDGET LEDGERS, 1932 to date. Allotments on budgets covering expenditure for food, material, supplies, pay rolls, water, electricity, telephone service, fuel, and other items necessary for the operation of this facility. These ledgers are used to control expenditures and keep them within the budget. (Daily, official.) 9 x 11 ledger cards and 10 x 15 loose-leaf books, 4 ft., in wooden filing case and lying on top of filing case. R. 207 (Bldg. A). (177)

76. COPIES OF CONTRACTS, 1932 to date. For rentals, merchandise, material, equipment, and supplies, and with the building trades for various jobs on the hospital premises. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 9 ft., in steel and wooden filing cases, in wooden box, and on wooden shelf in closet. Rs. 201 and 207 (Bldg. A). (160, 161)

77. COST ACCOUNTING RECORDS, 1932 to date. Analysis of operating expenses including merchandise, equipment, supplies, material, maintenance of property and buildings, and monthly cost records on all purchases, and general hospital expenses. Records in two sections: (1) covering food, and (2) all other expenses. (Daily, official.) $8\frac{1}{2}$ x 11 bundles, 10 ft., in wooden cases. R. 201 (Bldg. A). (216)

78. PAID VOUCHERS, 1932 to date. Vouchers cover payment for merchandise, equipment, supplies, materials, and services including salaries and payments to public utilities. A large number of purchases are made in Washington and received here as drop shipments but are paid through this office. (Daily, official.) 9 x 11-3/4 folders and variously sized loose-leaf books, bundles, and loose papers, 30 ft., in wooden filing cases, in wooden boxes, and on top of safe and filing case. Rs. 201 and 207 (Bldg. A). (163, 162)

79. BUDGET AUTHORIZATIONS, 1933 to date. Requisitions for medical services to veterans and for hospital supplies, purchase orders for materials, merchandise, equipment, and supplies to be shipped to this facility.

(Daily, official.) 9 x 11 folders and loose-leaf books, 13 ft., in wooden filing cases and on top of filing case. R. 207 (Bldg. A). (182)

80. PROPERTY VOUCHERS, 1933 to date. Property vouchers pertaining to the purchasing of merchandise, material, supplies, equipment, and subsistence items (covers both local and central office orders). (Daily, official.) Various sized vols., folders, and bundles, 6 ft., in wooden filing cases and on wooden shelf in closet. R. 305 (Bldg. A). (180)

81. MONTHLY PURCHASE ORDERS, 1936. Purchase orders on subsistence and vouchers awaiting signature of the procurement officer. Vouchers cover all monthly orders purchased locally. At the end of each month, after the orders are received and vouchers are signed, records are sent to the Finance Department in room 201. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 2 ft., in wooden filing case and wooden tub file. R. 305 (Bldg. A). (181)

Personnel Records

82. PERSONNEL, 1919 to date. Applications, efficiency ratings, general correspondence with the applicant, monthly reports on employee, statistical reports on facility, leaves of absence, resignations, and employees' compensation records. (Daily, official.) Various sized folders and cards, 36 ft., in wooden and steel filing cases. R. 205 (Bldg. A). (174)

83. PERSONNEL PAY CARDS, 1931 to date. Record of salary paid to employees listing all deductions for rent, meals, and other expenditures. (Daily, official.) 5 x 8 cards, 2 ft., in wooden filing case. R. 201 (Bldg. A). (168)

84. SALARY CHECK SIGNATURE, 1935 to date. Forms filled in by employees who have their salary checks mailed to them; and signature sheets of employees who receive their checks from pay clerk. Destroyed each year. (Twice a month, official.) Various sized loose papers, 1 ft., in wooden filing case. R. 207 (Bldg. A). (178)

Property Records

85. ISSUE LIST OF EXPENDABLE PROPERTY, 1933 to date. Lists of material, merchandise, supplies, and equipment which is issued to the different departments of this facility. Lists show the names of items and their serial numbers or description. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 1 ft., in wooden filing case. R. 309 (Bldg. A). (188)

86. CONSOLIDATED MEMORANDA AND RECEIPTS ON UNEXPENDABLE PROPERTY, 1935 to date. Issue and credit slips of properties issued to the various departments, including requisitions for supplies and rental of buildings to individuals employed by this facility. Destroyed periodically on orders from the central office. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and $3\frac{1}{2}$ x 8 loose sheets, 5 ft., in wooden filing cases and in wooden box. R. 305 (Bldg. A). (185)

87. PROPERTY CARDS ON EXPENDABLE AND UNEXPENDABLE PROPERTY, 1935 to date. Complete inventory of the property, giving exact location dates, and covering all items in each department and showing date of issue. Destroyed periodically on authority from Washington office. (Daily, official.) 5 x 8 cards, 8 ft., in steel and wooden filing cases. R. 305 (Bldg. A). (186)

Correspondence and Miscellaneous Records

88. CHIEF NURSE'S S FILE, 1925 to date. Data relates to physical examinations of nurses, reports on personnel, applications for employment, recommendations of applicants, orders for materials for this department, efficiency ratings, night reports of all wards, and leave records. (Daily, official.) Various sized folders, vols., and cards, 2 ft., in steel and wooden filing cases. R. 217 (Bldg. B). (206)
89. ADJUSTED SERVICE CERTIFICATES, 1927 to date. Also notes of veterans who have drawn less than fifty per cent of the face value of their certificates. Veteran's request for loan is attached to the certificate. (Daily, official.) Various sized bundles and envelopes, 14 ft., in steel filing cases and on steel shelf in safe. R. 207 (Bldg. A). (176)
90. MISCELLANEOUS ACCOUNTS, 1927 to date. Correspondence with the central office regarding loan accounts with veterans, loan reports on veterans' bonus, accounts on collections from veterans who have overdrawn on compensation or pension, accounts on collection and sale of waste material, and monthly reports on amount of money spent. (Daily, official.) 9 x 12 folders, 3 ft., in steel and wooden filing cases. R. 201 (Bldg. A). (164)
91. GENERAL FINANCE AND PURCHASING, 1928 - 1935. Inactive correspondence regarding finance, and procurement of material, supplies, and services for the various departments. (Seldom, official.) $9\frac{1}{2}$ x 11-3/4 folders, 4 ft., in wooden filing case. R. 200 (Bldg. B). (192)
92. CHIEF MEDICAL OFFICER'S CORRESPONDENCE, 1932 to date. Correspondence between this and other facilities throughout the United States, orders relative to leaves of absence of physicians and personnel of the staff, and memoranda pertaining to the management of this and other facilities. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 2 ft., in steel filing case. R. 207 (Bldg. B). (196)
93. REQUISITIONS, PATIENT FUND, 1932 to date. Requisitions from veterans for wearing apparel, cash, and other necessities needed during their stay in hospital. The accounts carried in this serial are personal accounts of veterans deposited with the Finance Department and drawn on as a bank account. (Daily, official.) 9 x 11-3/4 folders, 5 ft., in steel and wooden cases. R. 201 (Bldg. A). (149)
94. DIRECTORY OF ATTORNEYS, 1933 to date. Names and addresses of attorneys who, in accordance with an Act of Congress passed in 1933, are empowered to act or practice before the Veterans' Administration. (Daily, official.) 3 x 5 cards, 1 ft., in wooden case. R. 105 (Bldg. A). (157)
95. DIETETIC FILE, 1934 to date. General correspondence pertaining to food reports on dietetic department, reports on subsistence, records of the personnel of the dietetic department, inventory and cost of food and supplies in the dietetic kitchen, also reports on receipts from guests for meals. Records prior to 1934 were destroyed on orders from Washington. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and cards, 11 ft., in wooden filing cases. NE. corner of 1st floor (Bldg. B). (200)

Records of Functional Activities

Records of Applications and Examinations

96. INVESTIGATION FILE, 1919 to date. Copies of reports on investigations of cases made by the Veterans' Administration with private physicians, police officials, relatives, and friends of veterans' regarding their qualifications to obtain compensation or medical care at the clinic or hospital. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 16 ft., in 4 drawers of steel filing case. Kitchen in Apartment 204 (Bldg. A). (171)

97. APPLICATIONS FOR CERTIFICATES OF RECOGNITION, 1928 - 1930. Correspondence dealing with applications of veterans whose discharge papers from the service have been lost or destroyed. The last request of this type was handled in 1930, but the serial should not be considered closed since it is necessary for all veterans other than World War veterans to secure a certificate of recognition prior to entry into hospital. (Seldom, official.) 9 x 11-3/4 folders, 3 ft., in wooden filing cases. R. 15 (Bldg. A). (153)

98. EXAMINATIONS, DISABILITY ALLOWANCE, 1930 - 1933. Examinations of veterans claiming disability including diagnosis, roentgenological reports, and findings of the examining physician which are sent to the rating board subject to their disposition relative to confirming or rejecting claims for allowances, also correspondence and reports concerning disability. After final settlement, these papers are included in case history file. 4 x 6 card index, 1 ft. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 4 x 6 cards, 3 ft., in drawer of steel filing case and of card cabinet. R. 200 (Bldg. B). (191)

99. APPLICATIONS, DISAPPROVED, 1934 - 1935. Applications for hospitalization which have been cancelled or disapproved by the rating board on information furnished by physicians and field men. Since the latter part of 1935, the applications have been included in the case histories. 4 x 6 card index, 1 ft. (Never.) $9\frac{1}{2}$ x 11-3/4 folders and 4 x 6 cards, 3 ft., in steel filing case. R. 200 (Bldg. B). (194)

100. TRANSFER AND PENSION EXAMINATION REQUESTS, 1934 to date. Receipts of transfer of veterans from this to other facilities, requests by the central office for examination reports of veterans requesting pension, and central office transfer receipts for veterans who have transferred from one regional office to another. (Daily, official.) 5 x 8 cards, 2 ft., in 4 drawers of wooden filing case. R. 11 (Bldg. A). (150)

101. EXAMINATION REQUESTS, Jan. 1936 to date. Requests for reports from other hospitals relative to cases handled here, requests for reports on in-patients of the hospital relative to ratings from Washington and other offices, reports on claimants who have been ordered in for examinations, and copies of requests for examinations to be made in other hospitals. This serial pertains to compensation claims. 3 x 5 card index, 1 ft. (Daily, official.) 3 x 5 and 5 x 8 cards, 3 ft., in 5 drawers of steel filing case and in drawer of wooden card cabinet. R. 6 (Bldg. B). (189)

Case History Records

102. CASE ABSTRACT FILE, 1919 to date. Abstracts of case histories of patients cared for by this facility. Arranged by sets, each set dealing with a specific allowance or disallowance bracket as determined by congressional legislation. (Daily, official.) 5 x 8 cards, 37 ft., in wooden tubs of four trays each. R. 12 (Bldg. A). (155)

103. CASE HISTORIES, 1919 to date. Includes original applications for compensation and gives compensation numbers. Also, Adjutant General's report showing individual's service record, medical history, payment brief sheets, disallowances made by rating board, and correspondence. 3 x 5 card index, 47 ft. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 3 x 5 cards, 2,190 ft., in 414 drawers of wooden and 594 drawers of steel filing cases, 35 drawers of steel card cabinets, and on steel shelves. Rs. 11 and 15 (Bldg. A). (136, 135)

104. CLINIC RECORD CARDS, 1919 to date. Abstracts of hospital case records, pathological reports, diagnoses, and treatments covering operations and medical cases, includes general history of cases under observation showing whether or not treatment was given. (Daily, official.) 5 x 8 cards, 34 ft., in 13 drawers of steel filing cases. R. 205 (Bldg. B). (195)

105. COMPENSATION AND INSURANCE, 1919 to date. Cases pertaining to war risk insurance issued during the war, and that are under litigation due to fact veterans have died outside of service and heirs are suing the government; included are records of court proceedings and photostatic copies of medical reports. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 8 ft., in 4 drawers of steel filing cases. R. 202 (Bldg. A). (170)

106. COMPENSATION AND PENSION RECORDS, 1919 to date. Cards show amount of check, serial number, date issued, and whether or not claim is of a service connected nature; also, death claims. Filed numerically. (Daily, official.) 5 x 8 cards, 48 ft., in wooden cases and wooden tub files. R. 201 (Bldg. A). (169)

107. GUARDIANSHIP, 1919 to date. Proof of claims, investigations, court procedure relative to appointment of guardians or legal custodians for minor dependants of disabled veterans or for mentally disabled veterans, and the bureau's decision of continuing or terminating payment to wards of divorced veterans (inactive records sent to Washington at six months intervals). 3 x 5 card index, 7 ft. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 3 x 5 cards, 140 ft., in steel and wooden filing cases. Rs. 202 and 204 (Bldg. A). (165, 166)

108. HOSPITAL MEDICAL HISTORIES, 1919 to date. Correspondence preliminary to patient's entrance to hospital for examination and diagnosis. Records include data showing reason for hospitalization, laboratory and roentgenological reports, and records covering care of patient's personal property. Records prior to 1933 were transferred to this place from the United States Public Health Service Hospital 35. In the event of death of patient, skeleton records are retained and the balance sent to the Washington Office. Records are classified as retired or active. See addenda for detailed description.

Active records indexed by 4 x 6 card index, 14 ft. (Retired records, rarely; active records, daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 4 x 6 cards, 780 ft., in wooden boxes, in wooden and steel filing cases, in steel cabinets, and on wooden shelves. Some dirty. R. 7 (Bldg. B) and Rs. 200 and 201 (Bldg. A). (209, 130, 129)

109. LABORATORY WORK CARDS, 1921 to date. Reports concerning blood chemistry, urinalysis, sputum, Wasserman tests, spinal punctures, and phenolsylphanephthalein tests; also reports on milk, cream, and food used. The notes from which the reports are made are destroyed monthly. (Daily, official.) 14 x 17 vols. and 4 x 6 cards, 29 ft., in steel filing cases and in letter cases. 4th floor (Bldg. B). (214)

110. SOCIAL SERVICE RECORDS, 1921 to date. History of social and economic life of patients, entry applications of veterans who have financial and physical difficulties including their complete history since the war, and miscellaneous social service records of this facility. 3 x 5 and 5 x 8 card index, 2 ft. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 3 x 5 and 5 x 8 cards, 19 ft., in steel filing cases. R. 213 (Bldg. B). (208)

111. OUT-PATIENT TREATMENT, 1923 to date. Duplicate contracts with physicians in small towns scattered throughout the district who are authorized by this hospital to treat disabled veterans in their respective localities, also copies of examination reports, diagnosis reports, and records of treatments given. On receipt of instructions from Washington office, the inactive part of this file will be destroyed. 5 x 8 card index, 1 ft. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 5 x 8 cards, 25 ft., in steel and wooden filing cases. R. 7 (Bldg. B). (213)

112. BONUS PAYMENT CASES, 1925 to date. Applications for payment, service certificates, record cards, notes, resubmissions, blue slips showing that papers have been sent to Washington for payment, copies of settlements of final service certificates, field service receipts on paid up loans, and correspondence pertaining to the above and to death claims. After payment of the soldiers' bonus, this part of the veterans records will become part of those of the Finance Department. (Daily, official.) Various sized folders, envelopes, cards, and loose sheets, 176 ft., in steel and wooden filing cases, on wooden shelves, in wooden racks, tub file, and in 2 pasteboard boxes. Rs. 301, 302, 304, and 307 (Bldg. A). (133, 132, 131, 134)

113. FIELD EXAMINERS' CONTACT CARDS ON GUARDIANSHIP, 1926 to date. Record of confidential contact reports from field examiners relative to guardians and wards. Serves as a check on living conditions to see if wards are receiving proper care. (Daily, confidential.) 4 x 6 cards, 2 ft., in wooden filing cases. R. 204 (Bldg. A). (173)

114. X-RAY HISTORIES, 1926 to date. Findings of patients who have been in this hospital, showing date, medical diagnosis of the case through the x-ray, number of x-rays made, and number of x-ray treatments given each patient and degree of success attained. Some records dated previous to 1929 destroyed on authority of Washington office. 3 x 5 card index, 1 ft. (Daily, official.) 3 x 5 and 5 x 8 cards, 17 ft., in wooden and steel filing cases. Across the hall, from 312 (Bldg. B) (198)

115. INDIVIDUAL CLAIM CASES, 1928 to date. Claim payments dealing with benefits for deceased veterans' children between eighteen and twenty-one, who are receiving government aid due to attending school, original applications for benefits, and correspondence with guardians, high school professors, and college deans relative to childrens' progress. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 4 ft., in steel filing cases. Rs. 105 and 204 (Bldg. A). (156, 172)

116. PHYSIOTHERAPY FILE, 1933 to date. Monthly reports on treatments, credit slips issued to patients, patients' monthly reports, card records showing progress of patients, consolidated property memoranda, reports on personnel, and out-patient's monthly reports. Some of these records are placed in the Medical History File at intervals of two months. Records prior to 1933 were destroyed on authority from Washington. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders and 3 x 5 cards, 3 ft., in steel and wooden filing cases. R. 22 (Bldg. B). (203)

117. DENTAL CLINIC RECORDS, 1935 to date. Monthly and authorized field reports, clinical reports, dental charts, treatment authorizations, and x-rays of mouth and jaws. When the patient's treatment ends, data is filed with the case histories. 5 x 8 card index, 1 ft. (Daily, official.) Various sized folders and vols., 2 ft., in steel filing case. R. 218 (Bldg. B). (197)

Medical Reports

118. MISCELLANEOUS REPORTS, 1919 to date. Guard reports, night and day nurses' reports on temperatures, progress reports of patients, photostatic reports of ration expenses, reports and photostatic reviews of medical and dental examinations, and admission and discharges of patients, lists of clothing issued patients, also photographs of this facility taken from the United States Army Blimp from Scott Field, Illinois. (Rarely, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders and vols., 20 ft., on wooden shelves and in wooden boxes. R. 7 (Bldg. B). (207)

119. MEDICAL AND X-RAY REPORTS, EYE, EAR, NOSE, AND THROAT, 1924 to date. Reports of examinations made in this hospital covering examinations, diagnosis, x-rays, and dispositions made of the cases. Records prior to 1924 are missing. (Daily, official.) 5 x 8 cards, 18 ft., in wooden filing cases. R. 310 (Bldg. B). (199)

120. X-RAY REPORTS AND CORRESPONDENCE, 1931 to date. Domestic and foreign x-ray reports and correspondence relative to the procedure and development of x-ray in this and foreign countries. Included is some private correspondence of Dr. Lederer, Chief X-ray Technician, pertaining to x-ray treatments and developments of x-ray films in this hospital. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 3 ft., in steel filing cases. R. 312 (Bldg. B). (202)

121. PRESCRIPTION AND PHARMACEUTICAL REPORTS, 1933 to date. Prescriptions and reports regarding narcotics, drugs, alcohol, and whiskey. (Daily, restricted.) 4 x 6 and 8 x 10 papers in envelopes and bundles, 25 ft., on wooden shelves in steel vault. R. 28 (Bldg. B). (201)

Record of Patients' Transportation and Expenses

122. CARD RECORDS AND VOUCHERS, 1919 to date. Copies of paid vouchers covering travel orders to veterans, supplies, equipment, and other material necessary to carry on the business of this facility. (Rarely, official.) Various sized loose-leaf books and bundles, 53 ft., on wooden shelf and on floor of closet. R. 201 (Bldg. A). (148)

123. MISCELLANEOUS FILE, 1922 to date. Copies of requests for meals, lodging, railroad or bus fare from veteran's home to hospital and return, daily census reports by ward nurses, receipts for valuables checked on entry, record of furloughs, prosthetic appliance records, service records, and shorthand notebooks. Authority to destroy some of these records has been requested. (Nurses' census reports, daily; other records, rarely, official.) 6 x 9 notebooks and 4 x 6 cards, 8 ft., in steel filing cases. R. 200 (Bldg. B). (215)

124. TRANSFER INSTRUCTIONS AND CORRESPONDENCE, 1927 to date. Correspondence relative to the transfer of veterans and their effects from one hospital to another, arrangements and instructions for burial, also inventory, reports of sales of waste, and memoranda of the various department heads. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 6 ft., in wooden cases and on shelf in closet. R. 305 (Bldg. A). (184)

125. VETERANS' EXPENSES, 1927 to date. Copies of transportation slips for veterans to and from the hospital for examination or treatments and copies of contracts with hotels, cafes, and transportation companies other than railroads for meals and lodging while enroute. (Daily, official.) $4\frac{1}{2}$ x 8 folders, 53 ft., in wooden filing cases. R. 201 (Bldg. A). (147)

126. MEALS, LODGING, AND TRANSPORTATION, 1933 to date. Triplicate copies of requisitions for transportation, meals, and lodgings for veterans enroute to and from this hospital. Included are travel orders and transportation issued to staff employees accompanying patients. (Daily, official.) 4 x 8 cards, 16 ft., in steel filing cases. R. 8 (Bldg. B). (190)

Correspondence and Miscellaneous Records

127. REGULATIONS AND INSTRUCTIONS, 1919 to date. Rules, regulations, instructions, memoranda, administrative orders and decisions, and regional office memoranda. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 14 ft., in steel filing cases. Rs. 105, 205, 206, 207, 305 and Basement Hall between Rs. 11 and 15 (Bldg. A) and R. 207 (Bldg. B). (137, 142, 138, 141, 139, 140, 143)

128. OCCUPATIONAL THERAPY, 1924 to date. Orders, patterns, and records on articles made in the occupational work shop, also requisitions for material, reports on dispositions, names of makers and buyers of articles, and personnel records. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 3 x 5 and 5 x 8 cards, 16 ft., in steel and wooden filing cases. R. 41 (Bldg. B). (212)

129. RULES AND REGULATIONS OF THE ADJUDICATION OFFICER, 1924 to date. Pertaining to the procedure of business carried on in the Veterans' Administration and decisions from the Washington office relative to hospitalization, compensation, and other allowances to veterans. (Daily, official.) $9\frac{3}{4}$ x $11\frac{1}{2}$ folders and loose-leaf books, 6 ft., in steel filing cases. R. 105 (Bldg. A). (217)

130. LIBRARY FILE, 1925 to date. Book reviews, central office lists, donations, memoranda on issue, monthly reports, also requisitions for supplies, books, newspapers, and magazines, and correspondence. 3 x 5 card index, 4 ft. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders and 3 x 5 cards, 6 ft., in steel filing cases. R. 307 (Bldg. B). (205)
131. MISCELLANEOUS FILE, 1926 to date. Correspondence pertaining to death claims, information on missing veterans whose cases are not carried in this office, and correspondence of a miscellaneous nature. (Daily, official.) 9 x 11-3/4 folders and bundles, 26 ft., in steel cases and on steel shelf. R. 15 (Bldg. A). (154)
132. HOSPITAL CORRESPONDENCE, 1928 - 1935. Active and inactive correspondence pertaining to general health, medical association reports, reports on laboratory tests, instructions governing diet, reports on uniforms for nurses, photostatic copies of statistical reports showing per capita costs of other veterans' hospitals, and general correspondence on all activities of this hospital. 4 x 8 card index, 2 ft. (Older records, rarely; current records, frequently, official.) $9\frac{1}{2}$ x 11-3/4 folders and 4 x 6 cards, 8 ft., in steel filing cases. R. 200 (Bldg. B). (193)
133. GENERAL CORRESPONDENCE, 1928 to date. Between this hospital and others concerning medicine, general procedure, hospitalization of veterans, and general business of the office. (Daily, official.) 9 x 11-3/4 folders, 16 ft., in steel and wooden filing cases. R. 15 (Bldg. A). (152)
134. CLOTHING AND BAGGAGE RECEIPTS, 1931 to date. Records of veterans' personal property checked on admission to hospital. (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, envelopes, and bundles, 2 ft., in wooden filing case. R. 1 (Bldg. B). (210)
135. RECREATIONAL DIRECTORY, 1931 to date. Correspondence with various firms relative to recreational activities including motion pictures, swimming, baseball, and stage entertainment, also Harrison reports on motion pictures showing complete outlines of stories. 4 x 7 vol. index and 3 x 5 card index. (Daily, official.) Various sized vols., folders, and cards, 3 ft., in wooden and steel filing cases. R. 55 (Bldg. B). (211)
136. VETERANS' CIVILIAN CONSERVATION CORPS FILE, 1933 to date. Data pertaining to veterans who desire to join the CCC, including service records, examinations, applications, and general correspondence that would be helpful in securing and confirming appointments or rejections. File is divided into two sections: The CCC file in general, and the eligible for immediate appointment file. (Daily, official.) 9 x 15 envelopes, 15 ft., in wooden and steel filing cases. R. 15 and Center File Room (Bldg. A). (158, 159)
137. REQUESTS FOR CHANGE OF ADDRESS, Apr. 1934 to date. Change of address of veterans who are receiving compensation or pensions and correspondence relative thereto (prior to Apr. 1934, these were filed with the case histories). (Daily, official.) $9\frac{1}{2}$ x 11-3/4 folders, 5 ft., in steel filing cases. R. 201 (Bldg. A). (167)
138. ILLINOIS CORRESPONDENCE, 1935 to date. Data covering examinations, travel expenses, hospitalization, service records, disability compensation, and general correspondence to veterans living in Illinois who are ordered to use this hospital for examinations. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose sheets, 8 ft., in steel filing cases. R. 15 (Bldg. A). (151)

Films

139. X-RAY FILMS. Exhibit transparencies, film, X-Ray negatives, acetate (105), X-Ray negatives in jackets. 3 x 5 card index. Across hall from R. 312 (Bldg. B). (p-2)

140. X-RAY FILMS. Exhibit transparencies, film, X-Ray negatives, acetate (28000), X-Ray negatives in jackets. 3 x 5 card index. Lack of space, improper storage conditions, poor handling facilities. X-Ray room (Bldg. B). (p-3)

KANSAS CITY

REGIONAL OFFICE (REGION 32)
Medical Arts Bldg., 34th and Broadway

This office serves the western half of Missouri and the eastern part of Kansas. For a time records of claims were made in duplicate and copies sent to Cedar Point, Maryland. This was discontinued, and records are sent to Washington only on request. For the purpose of the inventory the records have been divided into three groups: (1) Indexes, (2) Administrative, and (3) Functional. The method of keeping and filing records precludes an accurate classification, and if the records sought cannot be located under the logical heading, it would be advisable to consult all entries.

Indexes

141. ABSTRACT CARD FILE, 1924 to date. Shows name, address, date, claim number, disability, and other abstracted information for reference purposes. Also acts as a numerical index to all veterans on record. Filed numerically by claim number. (Daily, official.) $5\frac{1}{2}$ x $8\frac{1}{2}$ cards, 45 ft., in wooden tub files. R. 620. (864)
142. INDEX FILE OF GUARDIANSHIP CLAIMANTS, 1924 to date. Each card shows name and address of a claimant, guardian or custodian, and classification (active or inactive, miscellaneous, foreign or obsolete). Arranged alphabetically by name of claimant. (Daily, official.) 3 x 5 cards, 3 ft., in 3 drawers of wooden filing case. R. 702 B-4. (853)
143. INDEX OF CLAIMANTS, 1924 to date. Index of all claims handled in this office or transferred from this to other regional offices, and correspondence of a miscellaneous nature. Arranged alphabetically by name of claimant. (Daily, official.) 3 x 5 cards, 51 ft., in 34 drawers of wooden card cabinets. R. 620. (858)
144. INDEX OF CORPORATE SURETY BONDS, 1924 to date. Shows name, address of surety company and the bond, or bonds, carried by the said company for guardians or custodians. Covers both the active and inactive cards. Arranged alphabetically by name of company. (Daily, official.) 3 x 5 cards, 8 in., in wooden card cabinet. Central room 702 B. (851)
145. INDEX OF COURT CITATIONS, 1924 to date. Each card shows date, name of a defendant, occasion, and details of citation concerning same. Arranged in date order. (Daily, official.) 3 x 5 cards, 2 in., in tickler file on desk. R. 702 B-4. (1168)
146. INDEX OF GUARDIANS AND CUSTODIANS, 1924 to date. Each card shows name and address of a guardian or custodian, name of claimant, claim number, and classification of award (active or inactive, miscellaneous, foreign, or obsolete). One copy of above records is kept in the Finance Department and another copy in the chief attorney's office. Arranged alphabetically by name of guardian. (Daily, official.) 3 x 5 cards, 3 ft. 8 in., in 4 drawers of wooden card cabinet. Rs. 702 B-4 and 602 B-1. (856, 857)

147. INDEX OF INSURANCE CLAIM CASES, 1924 to date. Each card shows name and address of a claimant, claim number, and amount of claim. Cards cover both the open and closed cases. These cases have been practically disposed of since the statute of limitations expired several years ago. Arranged numerically by claim number. (Daily, official.) 3 x 5 cards, 1 ft., in 2 drawers of wooden card cabinet. R. 618. (848)

148. INDEX OF PROBATE JUDGES, 1924 to date. Each card shows name and telephone number of a Probate Judge concerned in any Veterans' Administration litigation. All such judges represented. Arranged alphabetically by name of judge. (Daily, official.) 3 x 5 cards, 3 in., in tickler file on top of desk. R. 702 B-4. (1167)

149. INDEX OF TREATMENT RECORD, 1924 to date. Each card shows name of a claimant receiving treatment from this regional office, claim number, and other information, such as transfer or disqualification. Arranged alphabetically by name of claimant. (Daily, official.) 3 x 5 cards, 6 in., in drawer of wooden card cabinet. Hallway, 602 C. (1172)

150. INDEX ON BUREAU ISSUES, CROSS REFERENCE, 1924 to date. Bureau issues, court decisions, and various daily bureau reports recorded in index for easy reference. Arranged according to activity and chronologically thereunder. (Daily, official.) $5\frac{1}{2}$ x 8 cards, 1 ft., in 2 drawers of wooden card cabinet. SW. room, 702 B. (952)

151. REFERENCE INDEX TO ADMINISTRATION ISSUES, Apr. 1924 to date. General orders and issues pertaining to all activities of the bureau. Classified according to activity and arranged alphabetically under each classification. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of wooden filing case. R. 702 A-3. (1183)

152. INDEX OF SOCIAL SURVEY, 1930 to date. Shows names of veteran and ward, address of guardian, and date of survey. Arranged alphabetically by name of ward. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of wooden card cabinet. Central room, 702 B. (852)

153. EQUIPMENT AND SUPPLY INDEX VOLUMES, July 1, 1930 to date. Expendable issue record listing the issue slips in numerical order and showing date of issue, contents in code classification, and department to which issue was made; purchase order record book listing the orders in numerical order and showing date, amount, terms, and to whom issued; voucher record book listing property vouchers in numerical order and showing the location, use, and department of all unexpendable property; central office requisition book listing all central office requisitions in numerical order and showing date, amount, and date of receipt; supply depot requisition book listing all supply depot requisitions in numerical order and showing date, amount, and date of receipt; bills of lading record book listing incoming bills of lading by date of lading and outgoing ones by number of lading and showing number, weight, routing, date, point of origin, and destination. These records are checked at regular intervals by a central office supply representative. (Daily, official.) 6 x 9 vols., 3 in., in filing drawer of wooden desk. R. 702 A-2. (1190)

154. INDEX OF REVIEW OF CLAIMS, July, 1933 to Mar. 1934. Shows name and address of applicant, amount of claim, and claim number. This record originated under law passed July 1, 1933, but was never used, since this review was included and handled under a general review covered by a law enacted in Mar. 1934. Authority for destruction of these records was asked but not granted. Arranged numerically by claim number. (Practically never, official.) 3 x 5 cards, 6 ft., in 11 drawers of wooden card cabinet. R. 616. (1158)

155. INDEX OF INVESTIGATIONS AND PENDING APPOINTMENTS OF GUARDIANS, 1936. Show name and address of proposed guardian or custodian, name of claimant, and status of investigation or pending appointments. Arranged alphabetically by name of guardian. (Daily, official.) 3 x 5 cards, 3 in., in 6 drawers of wooden card cabinet. R. 702 B-4. (854)

156. INDEX TO LITIGATED CASES, 1936. Shows name, claim number, type, and status of litigation. This is an index to active cases handled by the chief attorney. Arranged alphabetically by name of defendant. (Daily, official.) 3 x 5 cards, 4 in., in tickler file on top of desk. R. 702 B-4. (1166)

157. INDEX OF PENDING AND CURRENT INVESTIGATIONS, 1936. Shows name, address, claim number of client for which investigation to determine the need of guardianship is being made. Arranged alphabetically by name of client. (Daily, official.) 3 x 5 cards, 3 in., in tickler file on desk. R. 702 B-4. (1169)

158. INDEX OF REINSTATED INSURANCE CLAIM CASES, 1936. Each card shows name and claim number of claimant, date, and status of claim. Cards cover both the open and closed cases. Records cover insurance claims which were disallowed by an Act of Congress in the fall of 1930, but were reopened as a result of a decision by the Supreme Court in 1932. Arranged numerically by claim number. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 612. (847)

159. CARD RECORD OF APPLICATIONS FOR ADJUSTED SERVICE BONDS, Jan. 30, 1936 to date. On cases where loans have been made at some other station. The original application for the bonds are forwarded to the bureau of that area for consideration. Cards show name, address, certificate number, and name of city where loan had been obtained previously. Filed alphabetically by name of applicant. (Rarely, official.) 3 x 5 cards, 3 ft., in 4 drawers of wooden card cabinet. R. 702 C. (955)

Administrative Records

160. EMPLOYEES' SERVICE RECORD CARD FILE, 1919 to date. Shows name and address of employee, service record, date of appointment, position, salary, division, whether or not under civil service, a complete employment record, and dental and medical examiners' record for the personnel of all departments of the bureau. Records are active and inactive. Arranged by departments and filed alphabetically by name of employee. (Inactive records, rarely; active records, daily, official.) 5 x 8 cards, 1 ft. 8 in., in wooden and cardboard card cabinets. R. 702 A-3. (1182, 1180)

161. CORRESPONDENCE, MISCELLANEOUS-INCOMING, Jan. 21, 1933 to date. All incoming miscellaneous correspondence. Outgoing correspondence is classified and filed under proper heading. Arranged in date order. (Occasional, official.) 9 x 12 folders, 2 in., in wooden document holder. R. 616. (1162)

162. RECORD OF MISCELLANEOUS DISBURSEMENTS, 1924 - June 30, 1933. Shows name of beneficiary, date, voucher number, payee, purpose, and amount. Records became obsolete July 1, 1933, but are retained pending authority for destruction. Filed alphabetically by name of beneficiary. (Rarely, official.) 5 x 8 cards, 10 ft., in 8 drawers of wooden card cabinet. R. 602 B-1. (1173)

163. LETTERS FROM CENTRAL OFFICE, Jan. 1924 - Dec. 1930. Letters not pertaining to any particular file, such as those regarding personnel, season's greetings from central office, etc. Arranged in date order. (Occasional, official.) 9 x 12 folders, 3 in., in wooden document holder. R. 616. (1161)

164. CORRESPONDENCE REGARDING PROPERTY, INVENTORIES, AND SURVEYS, 1924 to date. Regarding property, inventories, and surveys. Special report is sent to the central office. Filed in date order. (Daily, official.) 9 x 12 folders, 6 in., in steel case. R. 702 A-2. (1188)

165. GENERAL FILE, 1924 to date. Annual and quarterly budget estimates, allotments, amendments, and transfers of apportionments of budget. Administrator's and Comptroller General's decisions, travel orders, survey of supply service, regional manager's letters, regional office instructions, budget inspector's reports, insurance suits, cancelled transportation requests, city tax schedules, list of vouchers, cancelled vouchers, central office reports, and letters of payment from central office. Also, miscellaneous correspondence not pertaining to claim files, awards, or adjustments, but mainly regarding general orders and miscellaneous instructions. Stored and awaiting orders for destruction (except newer correspondence). (Older records, occasionally; current records, daily, official.) 9 x 12 folders, 4 ft. 8 in., on floor and in 3 drawers of steel filing case. Rs. 720 and 702 A-1. (1210, 1211, 1200)

166. GENERAL PERSONNEL CORRESPONDENCE FILE, 1924 to date. Office copies, monthly reports, personal files of the manager, and other matters pertaining to office personnel and management. Classified according to activity and filed by date. (Frequently, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. 702 A-3. (1178)

167. MANAGER'S GENERAL FILE WITH ADMINISTRATION ISSUES, 1924 to date. Various administration issues and decisions, bulletins, circulars, orders, regulations, memoranda, and general correspondence pertaining to all activities of the bureau. Classified according to activity and arranged by date in each classification. 5 x 8 card index, 1 ft. (Daily, official.) 9 $\frac{1}{2}$ x 12 folders and loose-leaf books, 6 ft., in 4 drawers of wooden filing case. R. 702 A-3. (1184)

168. MISCELLANEOUS ACCOUNTS, 1924 to date. Purchases, amounts, invoice numbers, payment voucher dates and numbers, and correspondence relative to the account. Filed alphabetically by name of account. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 702 A-2. (1204)
169. PERSONNEL RECORDS, 1924 to date. Letters of recommendation, applications, and correspondence relative to same. Inactive folders kept for one year. Arranged alphabetically by name of employee. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 702 A-1. (1196)
170. VOUCHER RECORD, 1924 to date. Shows date, district voucher number, purchase, amount, check number, and date of payment for purchases of supplies, service and equipment for office, or veteran claimants. Filed alphabetically by name of payee of voucher. (Rarely, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 602 B-1. (1174)
171. MEMORANDA TO DISBURSING OFFICER FOR PLATE CHANGES, Sept. 27, 1924 to date. Carbon copies of accounting office's notifications to disbursing office of classification changes, payments, and releases on payments withheld showing name and claim file number of the claimant. Filed by claim file number. (Daily, official.) 5 x 8 sheets, 1 in., in drawer of wooden card cabinet. R. 602 B-1. (1175)
172. HOSPITAL PAY ROLLS, Feb. 1925 - Jan. 1926. Copies of semi-monthly pay rolls of Veterans' Hospitals at Kansas City and Excelsior Springs, showing name, time of service, and amount of pay for all employees. The Kansas City Hospital was discontinued, and the Excelsior Springs Hospital keeps its own records. Most of the Kansas City records were transferred or sent to Excelsior Springs, but these were overlooked or considered of no value. Filed in date order under each hospital. (Seldom, official.) $8\frac{1}{2}$ x 11 bundles, 6 in., in vault. NE. basement. (834)
173. BUDGET CORRESPONDENCE, Jan. 1, 1925 - Dec. 31, 1928. Regarding the budget allotment and expenditures. Filed in date order. (Occasionally, official.) 9 x 12 bundles, 6 in., in safe. NE. basement. (1209)
174. CONTRACTS FOR SERVICES AND SUPPLIES, 1925 to date. Copies of contracts made for supplies and services showing date, duration, and prices contracted for. Covers all contracts for supplies and services other than building contracts. (Older contracts, rarely; current contracts, daily, official.) 9 x 12 bundles, 3 ft., in safe and in steel filing case. NE. basement and R. 602 B-1. (822, 823)
175. CONTRACTS FOR LEASES FOR BUILDINGS, 1928 to date. Copies of all contracts and leases pertaining to building occupancy. Arranged alphabetically by subject of contract. (Daily, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 702 A-2. (1198)
176. EXPENDABLE AND NON-EXPENDABLE PROPERTY RECORD, 1929 to date. An individual card for each item recording the date, requisition number, amount of receipt, and the number and amount of issue slips. Separate files are kept for the expendable and non-expendable property. Arranged numerically by code classification number. (Daily, official.) 5 x 8 cards and sheets, 2 ft., in 2 drawers of wooden card cabinet. R. 702 A-2. (1189)

177. REGISTERED MAIL RECEIPTS, 1930 to date. Post Office receipts for registered mail delivered to the Veterans' Administration. Filed in date order. (Occasionally, official.) 2 x 4 sheets, 2 ft., in pasteboard box. R. 720. (855)

178. REQUISITIONS FOR SUPPLIES, SERVICES, AND SALARIES, 1930 to date. Bills of lading; expendable issue slips showing date, item, amount, and department to which issued; central office and supply depot requisitions, including special and regular monthly requisitions for supplies; and memoranda and correspondence pertaining to requisitions. Bills of lading and expendable issue slips are held until the audit at the central office at which time authorization for the destruction of old records is obtained. See addenda for details. 5 x 8 card and 6 x 9 vol. indexes, 1 ft. 3 in. (Older requisitions, occasionally; current requisitions, daily, official.) 9 x 12 folders and bundles and $8\frac{1}{2}$ x 11 loose sheets, 3 ft., 2 in., in steel filing case, in safe, and on open wooden shelf. NE. basement and Rs. 702 A-2 and 710. (1213, 1207, 1212)

179. PAY ROLL FOR PERSONAL SERVICE MEMORANDA, 1931 - 1933. Carbon copies of personnel pay rolls showing department or division, location, total appropriation, names of employees on annual salary basis, and salary amounts. Filed in date order. (Rarely, official.) 9 x 12 folders and bundles, 3 ft., on open wooden shelf. SE. basement. (1051)

180. MEMORANDA COPIES OF PAID VOUCHERS, July 1, 1931 - 1934. Covering light, heat, gas, water, travel, and sundry expenses other than those pertaining to pensions, compensation, and bonus. Filed by dates. (Rarely, official.) 9 x 12 folders, 20 ft., on open wooden shelves. R. 720. (956)

181. SCHEDULE OF DISBURSEMENTS, AND BUDGET COPIES OF PAID FILES, July 1, 1931 - June 30, 1932; July 1, 1933 to date. Duplicate copies showing office voucher number, payee, symbol of appropriation or fund, date, and amount (originals sent to the central office). Filed in date order in quarterly folders. Also "Budget copies of paid files", which show classification and amount of budget classification. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 8 in., in steel case and in safe. R. 602 B-1 and NE. basement. (1193, 1208)

182. ALLOTMENT LEDGER, 1932 to date. Individual ledger sheets for each symbol classification showing total allotment and expenditure for articles, with date, amount, and total for month. Filed in date order. (Daily, official.) $10\frac{1}{2}$ x 15 loose sheets, 1 ft., in steel filing case. R. 602 B-2. (865)

183. PROPERTY RECORD VOUCHERS, Feb. 1932 to date. Record of the acquisition, location, and use of non-expendable property. Arranged in numerical order by code classification number. Data in these records transferred to the card record covering property. See abstract 1189, p. 26. (Daily, official.) 9 x 12 folders, 4 in., in steel filing case. R. 702 A-2. (1194)

184. COPIES OF PURCHASE ORDERS COMPLETED, July 1, 1932 to date. Showing date, item, amount, terms, and signature of authorization. These orders cover items not supplied by central office or supply depot requisitions. Filed numerically by purchase order number. (Daily, official.) $8\frac{1}{2}$ x 11 sheets, 4 in., in steel filing case. R. 702 A-2. (1197)

185. MEMORANDA BETWEEN FINANCE AND ADJUDICATION OFFICERS, July 1, 1933 to date. Inter-office correspondence covering changes in classification of awards showing name of claimant and claim number (memos to adjudication officer are carbon copies and those to the finance officer are originals). Filed in date order. (Daily, official.) 5 x 8 sheets, 6 in., in wooden card cabinet. R. 602 B-1. (1185)

186. VETERANS' ADMINISTRATION APPLICATIONS FOR EMPLOYMENT, INACTIVE, 1934-1935. Printed and mimeographed forms showing name, address, and general information. Records were used prior to the opening of the CWA, but at present are inactive. Arranged alphabetically by name of applicant. (Occasionally, official.) 9 x 12 folders, 2 ft., in wooden filing case. Hallway, 602. (1176)

187. SCHEDULES OF PAYMENT BY DISBURSING OFFICER, Jan. 1934 to date. Copies of adjustment schedules, compensation, and pension payments showing name, address, claim number, and amount of payment (originals sent to Washington). Arranged chronologically by month by month and numerically by claim number. (Daily, official.) 10 x 16 and 14 x 17 loose-leaf books (3), 10 in., on top of filing case. R. 602 B-3. (1206)

188. EMPLOYEES' POSITION CARD FILE, June 1934 to date. Shows salary range, service grade, designation of position, name of incumbent, date employed, and salary paid. Arranged according to administrative number. (Frequently, official.) 5 x 8 cards, 1 in., in wooden card cabinet. R. 702 A-3. (1179)

189. MEMORANDA, CORRESPONDENCE BETWEEN ACCOUNTING DEPARTMENT AND FINANCE OFFICES, July 1, 1934 - June 30, 1935. Daily list of awards, stop payments, change of address, suspended notices, release notices, and certificates of contribution. Memos are original and duplicate copies. Filed in date order. (Older records, frequently; current records, daily, official.) 5 x 8 sheets, 7 in., in wooden tub file and in wooden filing cases. Rs. 602 B-3 and 602 B-1. (829, 830)

190. EMPLOYEES' GAS AND OIL TRANSPORTATION REQUESTS, July 1, 1934 to date. A request form showing point of origin and destination, date, and gas and oil used. Filed behind a summary card which shows name and title of employee, as well as the issuance by date of requests for gas and oil allowances. Filed alphabetically by name of employee. (Daily, official.) 5 x 8 sheets and cards, 3 in., in wooden card cabinet. R. 702 A-1. (1202)

191. MEMORANDA COPIES OF PAID VOUCHERS, July 1, 1934 to date. For purchases and services other than personal, showing payee's name and address, appropriation, date and type of article or service, amount, and date of payment. Filed alphabetically by name of payee. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing cases. R. 602 B-1. (1191)

192. TELEGRAMS, July 1, 1934 to date. Telegrams of the assistant manager's office. Arranged in date order. (Daily, official.) 9 x 12 folders, 4 in., in wooden card cabinet. R. 702 A-1. (1199)

193. EMPLOYEES' LEAVE PASS FILE, 1936. Shows name, address, department, date of leave, reason for request, and whether or not authorized. Separated by departments and filed alphabetically by name of employee. (Frequently, official.) 3 x 5 loose sheets, 5 in., in wooden filing case. R. 702 A-3. (1181)

194. PERSONNEL APPLICATIONS FOR LEAVE OF ABSENCE, 1936. Show name, division, position of applicant, application for extension of leave on account of sickness, date and nature of illness, applications for annual leave without pay, military leave, and approval of officer in charge. These are applications from regional office personnel for leaves of absence. Arranged alphabetically by name of applicant. (Frequently, official.) 5 x 8 cards, 3 in., in wooden card cabinet. R. 702 A-3. (1177)

195. CONTROL LEDGER, 1936 to date. Shows amount for every appropriation for the bureau, amount in the treasury, and whether or not authorization can be made. Arranged according to date and amount. (Daily, official.) $5\frac{1}{2}$ x $10\frac{1}{2}$ loose-leaf books, 1 in., in desk drawer. R. 602 B-2. (867)

Records of Functional Activities

196. CLAIM FILES, 1917 to date. Case files of claims presented by veterans of the Civil, Spanish-American, and World Wars. A four compartment folder is maintained for each case. All records of the claims are filed in these folders as follows: Compartment A, identification, location, and payment status of the claimant, disallowance memoranda, brief faces, current change of address notices, and stop payment notices; Compartment B, applications (formal and informal) for rights, benefits, and allowances, papers such as birth, marriage, divorce, and death certificates, and affidavits regarding dependency; Compartment C, medical history including requests for examinations, reports of examinations, hospitalization records, hospital admission and discharge cards, clinical reports, reports of disciplinary action, out-patient treatment cards, medical and industrial history, statements of attending physicians, affidavits of comrades relative to claimant's disability, reports of social service workers and of follow-up nurses, and miscellaneous reports and data; Compartment D, correspondence, obsolete notices of changes of address, and briefs (some obsolete correspondence has been removed and is filed in R. 720). On cases numbered up to 1,000,000 to the applications, identifications, and medical histories were made in duplicate (originals were retained, and carbons were sent to Cedar Point, Maryland). This system was discontinued on all cases bearing a number over 1,000,000. See addenda for further information. 3 x 5 and $5\frac{1}{2}$ x $8\frac{1}{2}$ card indexes, 96 ft. (Daily, official.) 9 x 12 folders, 1818 ft., in 901 steel and 6 wooden filing cases. R. 620. (1157, 1163)

197. CLAIM FILE OF CANADIAN VETERANS, 1917 to date. Records of identification, application, medical history, decisions, and correspondence pertaining to the claims. In the event a Canadian veteran files a claim against the Canadian Government while residing in the territory covered by this regional office, his claim is handled through this office. 3 x 5 and $5\frac{1}{2}$ x $8\frac{1}{2}$ card indexes, 96 ft. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 4 ft., in 2 drawers of wooden filing case. R. 620. (1164)

198. LITIGATED CASES, 1917 to date. Complete record of veteran's service and claim history as reported in the "Claim File" except that those cases are in litigation and are pending action by the United States Court, and all correspondence pertaining to the case. During trial, records are taken to U. S. Attorney's office, and on completion of case they are returned to this office. Death cases are sent to Washington. 3 x 5 card index, 2 in. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing case. R. 620. (1205)

199. DISABILITY PENSION AWARD CARD FILE, 1919 to date. Shows name, address, claim number, commencing date, amount of monthly payment and rating, and a record of monthly payments with check numbers. Each card contains a three year payment record. Filed by claim number. (Occasionally, official.) 5 x 8 cards, 51 ft., in wooden cases and wooden tubs. R. 602 B-2. (868)

200. DEPENDENT CHILD PENSION FILE, 1920 to date. Printed and typewritten forms, correspondence, and data on minor dependants of deceased veteran pension cases showing status, awards, and other matter pertinent to the case. Filed alphabetically by name of deceased claimant. (Frequently, official.) 9 x $11\frac{1}{2}$ folders, 2 ft., in wooden filing case. R. 620. (862)

201. DEPENDENT PARENT CARD FILE, 1920 to date. Shows names and addresses of dependent parents with claim number of case under which parent is receiving benefit. Arranged by claim number. (Frequently, official.) 3 x 5 cards, 1 in., in wooden card cabinet. R. 616. (750)

202. REGULATION PROCEDURE AND INSTRUCTIONS, 1920 to date. Official and general instructions, rules, regulations, and procedure pertaining to legislation on veterans' claims, disability, service and non-service connected, adjustments, compensations, and all matters pertaining to adjudication of claims; also contains disability rating schedule, directors' decisions, counsel's opinions, and general memoranda. Filed according to activity and in date order thereunder. (Daily, official.) 9 x 12 loose-leaf books and folders, 7 ft., in wooden document holders and in steel filing cases. Rs. 616 and 602 B-2. (843, 844)

203. CLAIM FILE CORRESPONDENCE, 1924 - 1932. Pertains to applications, acceptances, and classification of claims of veterans. These records are a part of the claim files in R. 620 and were removed to make room for more active records. Files are arranged numerically by claim numbers. (Occasionally, official.) 9 x 12 folders, 4 ft., in wooden box. R. 720. (1159)

204. CARD RECORD FILE OF SOCIAL HISTORIES, SURVEYS, AND INVESTIGATIONS, INACTIVE, 1924 - 1934. Printed forms showing results of investigations by the social investigator who operated from the medical division. Arranged alphabetically by name of veteran. (Rarely, official.) 5 x 8 cards, 8 in., in wooden card cabinet. R. 602. (954)

205. GUARDIANSHIP FILE, 1924 to date. Contains bonds, appointments, records of payments and awards, miscellaneous and foreign active claims, and correspondence. Active and inactive records. Arranged alphabetically by name of ward. 3 x 5 card index, 3 ft. (Daily, official.) 9 x 12 folders, 79 ft., in steel filing cases. Rs. 702 B and 702 B-5. (951, 849)

206. LOAN CORRESPONDENCE, 1924 to date. Regarding loans, together with adjustment lists, reports, and central office instructions. Arranged alphabetically by name of correspondent. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 2 ft., in drawer of steel filing case. R. 602 B-1. (1192)

207. MEALS, LODGING, AND TRANSPORTATION REQUESTS, 1924 to date. Duplicate and triplicate copies showing claimant's name, number, date, amount, type of request, and date paid; also date and number of payment voucher which cancelled the request (originals sent to central office for payment). Filed in numerical order by number of request. (Older records, rarely; current records, daily, official.) Various sized sheets and bundles, 29 ft., in safe, in wooden cases, and on floor. NE. basement and Rs. 602 B-1, 720, and 702 A-1. (818-821)

208. MISCELLANEOUS LEGAL CORRESPONDENCE, 1924 to date. Court citations, service letters, Comptroller General's decisions, annual treasury reports on bonding companies, pension cases, taxation exemptions, depositions, instructions, claim agent's examinations, transferred legal cases, and other matters pertaining to the legal department. Arranged alphabetically according to subject. (Daily, official.) $9\frac{1}{4}$ x 12 folders, 7 ft., in 4 drawers of steel filing cases. R. 702 B. (950)

209. PENSION EXAMINATIONS, 1924 to date. Duplicate records of medical examinations in cases where no disability was allowed and no case filed in office (originals have been forwarded to Washington). Filed alphabetically by name of veteran. (Rarely, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing cases. R. 620. (860)

210. PHYSICAL EXAMINATIONS, ORDERS, 1924 to date. Orders from the Adjudication Officer to the medical department to request certain veterans to report to various stations for physical examination in connection with pension and disability claims, regular request forms, and correspondence. Cover both current and future orders and requests in diary form. Arranged in date order in monthly groups. (Daily, official.) 5 x 8 loose sheets, 3 ft., in 2 wooden card cabinets. R. 620. (863)

211. TREATMENT CARD FILE - ACTIVE AND INACTIVE, 1924 to date. Shows name, claim number, rating, treatment dates, notations as to examination, eligibility, and rating reports. Active section filed by date of treatment, inactive section filed alphabetically by name of claimant, 3 x 5 card index, 6 in. (Daily, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 602 C. (1171)

212. TREATMENT RECORDS, 1924 to date. Rating sheets, reports of examinations, clinical record, eligibility papers, treatment progress sheets showing date of treatment, prescription issued, and doctor. Records are divided into four sections: Active, inactive, disqualified, and peace-time service cases which are no longer eligible. Filed alphabetically under each division. 3 x 5 card index, 6 in. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 8 ft., in 4 drawers of wooden filing case. R. 602 C. (1170)

213. MISCELLANEOUS CORRESPONDENCE, 1926 to date. A general file including reports, data, and correspondence on such subjects as: Summary of field office activities, consolidated monthly reports of budget activities, progress reports, Comptroller General's decisions, civil service bulletins, flags, bonus details, meals, lodging, and special transportation. Civil service, flag, and consolidated reports on budget data are kept for one year only. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case. R. 702 A-1. (1195)

214. ADJUSTED SERVICE CERTIFICATES AND LOAN NOTES, Jan. 1927 to date. Show name of veteran, date, amount of loan on loan note, and adjusted service certificate number. Records pertain to cases where applications for adjusted service bonds have not been made, and less than fifty per cent of the accrued loan value has been obtained. Arranged alphabetically by name of veteran. (Daily, official.) 4 x 9 envelopes, 8 in., in steel folded document holder drawer. R. 702 C vault. (958)

215. VETERANS' LOAN NOTES, Jan. 1927 to date. Loan notes of veterans on cases in which applications have been made for adjusted service bonds, those in which final settlement has been made, and those in which no application has been made. Show name and address of veteran, date, amount of loan, and adjusted service certificate number. Filed numerically by loan check voucher and alphabetically by name of veteran. (Bonus issued, rarely; bonus unissued, daily, official.) 8½ x 11 forms and 10 x 12 folders, 36 ft., in steel filing cases. R. 702 C stock room. (751, 752)

216. CANCELLATION AND RE-MAIL NOTICES ON CHECKS, Apr. 1927 to date. Forms used when necessary to cancel any loan check on adjusted service certificate and when a correction or adjustment is made showing name, corrected address of veteran, and dates. Arranged alphabetically by name of veteran. (Rarely, official.) 3 x 8 loose sheets, 4 in., in wooden box on table. R. 702 C. (1042)

217. LOAN CASES, Apr. 1927 to date. Show name of veteran, date, amount of loan, adjusted service certificate number, and other loan information. Records cover adjusted service certificate loans in cases where original loan has been repaid or has been increased, or where the veteran has not as yet made application for final settlement on his adjusted service certificate. Filed numerically. (Daily, official.) 5 x 8 loose sheets, 5 ft., in wooden boxes and in wooden case. Rs. 702 C and 702 C stock room. (1045, 1046)

218. FIELD SERVICE RECEIPTS, 1928 to date. Printed and typewritten receipts covering payments made on adjusted service certificate loans. Duplicate copies of forms sent to veterans acknowledging receipt of payment. Each receipt shows name and address of veteran, date and amount of loans repaid, and adjusted service certificate number. Filed alphabetically by name of veteran. (Rarely, official.) 3 x 8 loose sheets, 2 ft., in box on table. R. 702 C. (1049)

219. LOAN RECORD ON ADJUSTED SERVICE CERTIFICATES, Apr. 1929 to date. Card record of individual and accumulated loans made by veterans on adjusted service certificates showing date of loan, loan check number, certificate number, description of certificate, and computations of loan transactions. Filed alphabetically and numerically. (Rarely, official.) 5 x 8 cards, 57 ft., in 23 drawers of steel card cabinet. R. 702 C. (845, 846)
220. ACCOUNTING OF GUARDIANS' CARD FILE, 1930 to date. Showing names and addresses of guardian and incompetent or minor. A date record of government required accounting of guardian. 3 x 5 card index, 3 ft. 8 in. (Daily, official.) 3 x 5 cards, 2 ft., in 3 drawers of wooden card cabinet. R. 702 B. (850)
221. GENERAL CORRESPONDENCE, Jan. 1930 to date. Pertains to loans on adjusted service certificates, issuance of loans, and applications for loans. Arranged in date order. (Daily, official.) 9 x 12 folders, 3 ft., in 2 pasteboard boxes. R. 702 C. (957)
222. CARD RECORD OF BURIAL FLAGS, 1931 to date. Once a year the postmasters of all communities served by this regional office are required to mail these cards to the Veterans' Administration showing the number of burial flags on hand that were furnished by the Administration. This inventory of flags, taken by mail, is used as a check against the supply and issuance records. (Daily, official.) 3 x 5 cards, 4 in., in drawer of wooden card cabinet. R. 702 A-1. (1203)
223. CONSOLIDATED MONTHLY BUDGET REPORTS, 1931 to date. Printed and typewritten forms showing monthly budget allowance for gross expenditures of the bureau and amounts charged, monthly allotment, balance, itemized total for month, and accumulated total. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 602 B-2. (1053)
224. RECEIPTS FOR TRANSFERRED CASES, 1931 to date. Printed and typewritten forms showing name and address of veterans, date of file transfer, and disability or compensation claim number. Receipts pertain to temporary and permanent transfers. Filed chronologically by month and numerically by claim number. (Frequently, official.) 5½ x 8 loose sheets, 4 ft., in 3 drawers of wooden card cabinet. R. 620. (861)
225. CANCELLED NOTICES OF CHANGE OF ADDRESS, DISALLOWANCES, AND STOP PAYMENTS, Jan. 1, 1930 - Dec. 31, 1931. All cancelled notices of this type. Shows the date and reason for cancellation in each case. (Rarely, official.) 9 x 12 bundles, 1 ft., in safe. NE. basement. (859)
226. BUDGET COPIES OF TRAVEL ORDERS, July 1931 - July 1932. Printed and typewritten forms covering per diem allowances and travel expenses of veterans to and from hospital or bureau showing cost, dates, destinations, and other travel information. Filed by dates in monthly groups. (Rarely, official.) 9 x 12 folders and bundles, 1 ft., on open wooden shelf. SE. basement. (1047)

227. APPEALS RECORD CARDS, July 1, 1931 to date. Show name, address of applicant, amount, number, and decision on claim. Cards are arranged in seven divisions: (1) application for appeal, (2) awaiting contact of applicant, (3) awaiting certification, (4) awaiting transfer to Washington, (5) in Washington, (6) failing to qualify, and (7) completed. Filed by name of applicant under the proper division. (Oldest records, once in five years; later records, once a month; current records, daily, official.) 5 x 8 cards, 6 ft., in safe and in wooden filing cases. NE. basement and Rs. 616 and 618. (826, 828)

228. CARBON COPIES OF DISBURSING OFFICER'S CHECKS, July 31, 1931 - Mar. 31, 1934. Register of checks in payment of monthly compensation pension and disability allowances. Shows name of veteran as payee, address, date, and amount of payment. Filed numerically by claim and voucher numbers. (Rarely, official.) $8\frac{1}{2}$ x $16\frac{1}{2}$ vols., 22 ft., on open wooden shelves. SE. basement. (1050)

229. COPIES OF DISBURSING OFFICER'S CHECKS ON ADJUSTED SERVICE CERTIFICATE LOANS, Sept. 1931 - May 1934. Register showing name of veteran as payee, address, date, amount of loan, adjusted service certificate number, and check number. Filed by date. (Rarely, official.) $8\frac{1}{2}$ x $16\frac{1}{2}$ folders, 10 in., on open wooden shelf. SE. basement. (1048)

230. DENTAL MASTER CARD FILE-ACTIVE, 1932 to date. Shows name, address, date examination was authorized, cost involved, amount of relief given, class (service connected or non-service connected), and all information pertaining to case. Filed alphabetically by name of patient. (Frequently, official.) 5 x 8 cards, 4 in., in drawer of wooden card cabinet. R. 612. (953)

231. MISCELLANEOUS FILE, July 1, 1933 to date. Social surveys, hospitalization authorization, personnel memos, monthly reports, investigations, letters from solicitors and from the Department of Justice, written opinions, and Treasury decisions. Filed in date order. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 702 B-5. (1165)

232. FILE OF PENSION AND CLAIM ATTORNEYS RECOGNIZED BY THE VETERANS' ADMINISTRATION, 1934 to date. Names of pension and claim attorneys authorized to review and argue cases for claimants showing name, address, and date admitted to practice by the bureau. Also a few cards of those resigned or suspended. Filed alphabetically by name. (Frequently, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 616. (749)

233. VETERANS' EMERGENCY CONSERVATION WORK APPLICATIONS, 1934 to date. Show name, address, general information as to military organization, rank, and service of applicant. Records cover applications of the cases rejected for disability, those awaiting acceptance on openings or pending for other reasons, those who are now actually working, and those who have been discharged from the Emergency Conservation work. Arranged alphabetically by name of applicant. (Older records, occasionally; current records, once a week, official.) 9 x 12 folders and 8 x 12 loose sheets, 5 ft. 2 in., in steel folded document holders, wooden case, and loose on top of wooden filing case. Hallway, 602. (869, 1223, 1222, 1221)

234. RECEIPT LISTS FOR AWARDS, STOP PAYMENTS, AND DISALLOWANCES, Jan. 1934 to date. Duplicate copy of the Finance Division's daily report, showing awards and payments, disallowances, and adjusted awards. Originals of these reports are sent to the disbursing officer. Filed in date order. (Older reports, frequently; current reports, daily, official.) 5 x 8 and 5 x 8 $\frac{1}{2}$ sheets and cards, 1 ft. 1 in., in wooden document holders and in wooden case. Rs. 616 and 602 B-1. (840, 839)

235. TRANSFER OF PAYMENTS TO CENTRAL OFFICE, Apr. 1934 to date. Shows veteran's name, claim number, address, last payment, rate and date of payment, and reason for transfer to central office. Filed by claim number. (Older records, frequently; current records, daily, official.) 5 x 8 sheets, 2 in., in wooden tub and in wooden case. Rs. 602 B-3 and 602 B-1. (835, 836)

236. CORRESPONDENCE, CHANGE OF ADDRESS, Apr. 4, 1934 to date. Regular change of address form, post cards or letters showing name, claim file number, old and new address, and sometimes a specific date when change is to be made. Arranged alphabetically by name of claimant. (Daily, official,) 5 x 8 sheets, 5 ft., in 4 drawers of wooden card cabinet. R. 602 B-1. (1187)

237. DAILY DOCKET OF CLAIMS, May 1934 to date. Shows claim file number, name, whether or not service connected, reason for reconsideration, whether or not personal appearance, rating after consideration, date, and result. Filed in date order. (Daily, official.) 10 x 18 vols., 3 in., on desk. R. 618. (1160)

238. AUTHORIZATION FOR MEALS, LODGING, AND SPECIAL TRANSPORTATION, July 1, 1934 to date. Reports of the condition of a claimant issued by the medical department and authorizing the assistant manager's office to issue requests for meals, lodging, and special transportation for said claimant. They show name, date of report, claim file number, and classification of claimant. Arranged alphabetically by name of claimant. (Daily, official.) 5 x 9 cards, 4 in., in wooden transfer case. R. 702 A-1. (1201)

239. CHANGE OF NAME, ADDRESS, NUMBER, OR AUTHORIZATION, July 1, 1934 to date. Shows any changes in information together with the previous record and the change desired. Filed by claim number. (Older records, occasionally; current records, daily, official.) 5 x 8 sheets, 1 ft. 5 in., in wooden tub file and in wooden card cabinet. Rs. 602 B-3 and 602 B-1. (841, 842)

240. NOTICE OF WITHDRAWAL OF AWARD CARD, July 1934 to date. Inter-office forms showing claim file number, name of payee, reason, and date of withdrawal. Filed by claim number. (Older records, occasionally; current records, daily, official.) 5 x 8 sheets, 1 ft. 1 in., in wooden tub file and in wooden card cabinet. Rs. 602 B-3 and 602 B-1. (824, 825)

241. NOTICES TO REMAIL CHECKS, July 1934 to date. Original notices from accounting department to the disbursing office releasing withheld checks. Notices show the date of release, former and corrected record, amount, and award. This record furnishes the additional information required to release returned or withheld payments of awards. Arranged

alphabetically by name of payee. (Older notices, frequently; current notices, daily, official.) 5 x 8 sheets, 5 in., in wooden tub file and in wooden card cabinet. Rs. 602 B-3 and 602 B-1. (831, 832)

242. STOP PAYMENT NOTICES, July 1, 1934 to date. Show date, claim number, kind of claim payment is stopped on, name of payee, date effective, reason for action, and signature of adjudicator (duplicates). Filed by claim number. (Older notices, occasionally; current notices, daily, official.) 5 x 8 sheets, 8 in., in wooden tub file and in wooden card cabinet. Rs. 602 B-3 and 602 B-1. (837, 838)

243. PAID AND PENDING BUDGET FILE, 1935 - 1936. Shows purchase orders (for every item of expense of the bureau) itemized by symbol with procurement record of each article showing date purchased, type of purchase, amount, and totals. Records are for fiscal years 1935 and 1936. Filed according to symbol and classified in date order. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 602 B-2. (1052)

244. TRANSCRIPT OF VETERANS' ADMINISTRATION - RETURNED CHECKS, July 1, 1935 to date. Made out by disbursing department and sent to accounting division showing name of payee, amount, award, date returned, and reason. Arranged alphabetically by name of payee. (Daily, official.) $3\frac{1}{2}$ x 8 sheets, 4 in., in drawer of wooden card cabinet. R. 602 B-1. (833)

245. CHANGE OF ADDRESS FORMS, Jan. 1936 to date. Copies of written requests from veterans for a change of address for purpose of recovering adjusted service certificate settlements. Show name and new address of bonus bond recipient (originals forwarded to Federal Reserve Bank, Department of Adjusted Service Bonds, Kansas City, Missouri). Filed alphabetically by name of veteran. (Frequently, official.) 5 x 8 loose sheets, 6 in., in wooden filing case. R. 702 C. (1041)

246. NOTICES OF CHANGE OF NAME, Jan. 1936 to date. Inter-office forms from Adjudication Officer to Finance Division showing date, claim number, and old and new name of payee of award (originals). Numerically filed by claim number. (Daily, official.) 5 x 8 sheets, 1 in., in drawer of wooden card cabinet. R. 602 B-1. (1186)

247. CORRECTION NOTICES, Jan. 30, 1936 to date. Forms sent to Treasury Department and used in notification of errors made in connection with applications for the issuance of adjusted service bond containing corrected name, address, date, or certificate number. Filed alphabetically by name of veteran. (Frequently, official.) 5 x 8 loose sheets, 2 in., in drawer of wooden card cabinet. R. 702 C. (959)

248. ADJUSTED SERVICE CERTIFICATE PAYMENT RECORD, June 1936 to date. Form 1705-h, computation of amounts under fifty dollars paid by check showing name, address, certificate number, and amount of check; Form 1705-I, the computation of total payments in final settlement with adjustments on adjusted service certificates showing name, address, certificate number, number of fifty dollar bonds issued, and amount of check for partial amounts. Form 1705-h filed alphabetically and Form 1705-I, numerically. (Daily, official.) $2\frac{1}{2}$ x 8 loose sheets and 9 x 12 folders, 18 ft., in steel filing cases and on open wooden shelves. R. 702 C and Stock Room, 702 C. (1043, 1044)

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