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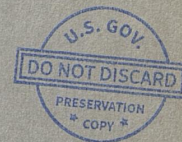
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INVENTORY OF FEDERAL ARCHIVES
IN THE STATES



SERIES X. THE DEPARTMENT OF COMMERCE
NO. 43 UTAH



THE SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor



SERIES X. THE DEPARTMENT OF COMMERCE

NO. 43. UTAH

Salt Lake City, Utah
The Survey of Federal Archives
1940

REPORT OF THE NATIONAL ARCHIVES TO THE PRESIDENT

The Survey of Federal Archives

BY

Philip M. Hamer, National Director

John E. Ireland, State Director

REPORT OF THE NATIONAL ARCHIVES TO THE PRESIDENT

Division of Professional and Service Projects

BY

Florence Kerr, Assistant Commissioner

Ruby S. Garrett, State Director

WORK PROJECTS ADMINISTRATION

BY

F. C. Harrington, Commissioner

D. J. Greenwell, State Administrator

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Utah since that date as a state project of that Administration and of the Work Projects 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 Utah the work of the Survey has been under the direction of Mr. John E. Ireland, since its inception. This Inventory of the records of the Department of Commerce in Utah was prepared in the Salt Lake City office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Salt Lake City, Utah
May 3, 1940

John E. Ireland, State Director
Survey of Federal Archives
in Utah

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THE BUREAU OF AIR COMMERCE

The inventory of records being retained, of course, the responsibility of the Bureau of Air Commerce as it existed at the time the Survey of Federal Archives was made. The Civil Aeronautics Act, approved June 20, 1934, established the Civil Aeronautics Authority and placed in the Authority the powers and duties relating to the promotion and development of civil aviation which were previously vested in the Secretary of Commerce. Upon the transfer of these functions to the Civil Aeronautics Authority under date of August 22, 1934, the Bureau of Air Commerce was abolished.

ADMINISTRATIVE

AIRLINE INSPECTION SERVICE

National Airport Administration Bldg.

1000 K Street, N.W.

This office was established on August 22, 1934, for the purpose of supervising the operations of airlines and airports. It is the responsibility of this office to issue licenses to pilots and mechanics, investigate accidents, enforce safety regulations within the aeronautical industry, and inspect airports and aircraft of air lines other than transport lines. Since the creation of the Civil Aeronautics Authority it has taken over these functions.

THE BUREAU OF AIR COMMERCE

1. CORRESPONDENCE AND REPORTS, 1937 to date. Includes correspondence from Oakland, California and Washington. Includes copies of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100. In wooden box (over), 2, 100, (100)

2. AIRLINE PILOTS REPORTS, Jan. 1, 1937 to date. Includes reports filed by pilots of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100. In Inspector's traveling case, 2, 100, (100)

AIRPORT SERVICE

National Airport Administration Bldg.

This office was established September 14, 1934, for the purpose of supervising the airport construction work. It has jurisdiction over the

THE BUREAU OF AIR COMMERCE

The inventory of records below reflects, of course, the organization of the Bureau of Air Commerce as it existed at the time the Survey of Federal Archives was made. The Civil Aeronautics Act, approved June 23, 1938, established the Civil Aeronautics Authority and vested in the Authority the powers and duties relating to the promotion and development of civil aeronautics which were previously vested in the Secretary of Commerce. Upon the transfer of these functions to the Civil Aeronautics Authority under date of August 22, 1938, the Bureau of Air Commerce was abolished.

SALT LAKE CITY

AIRLINE INSPECTION SERVICE

Municipal Airport Administration Bldg.
2450 W. North Temple

This office was established in Salt Lake City in 1926 with jurisdiction over Idaho, Utah, Wyoming, Montana and Nevada, and is under the direct supervision of divisional headquarters of the Air Regulation Division located at Oakland, California. Its functions are to examine and issue licenses to pilots and mechanics, investigate accidents, enforce airway regulations within the aeronautical industry, and inspect personnel and equipment of air lines other than transport lines. Since the creation of the Civil Aeronautics Authority it has taken over these functions.

1. CORRESPONDENCE AND EXPENSE ACCOUNTS, 1927 to date. Correspondence from Oakland, California and Washington. Expense accounts of I. K. McWilliams, Inspector (copies). (Weekly, official.) 9 x 12 folders, 9 in., in wooden desk drawer. R. 203. (3007)

2. WEEKLY FLIGHT REPORT, Jan. 1, 1937 to date. Form 82, weekly flight report of I. K. McWilliams, Inspector, including inspection, purchase and repair report for Ship S.N. 1 A. used by Inspector. Copies of report are sent to Oakland, California and Washington, after each trip. Copy sent to Washington when book is filled. (Daily, official.) 7 x 11 vol., 1 in., in Inspector's traveling case. R. 203. (3009)

AIRPORT SECTION

Kearns Bldg., 134 S. Main St.

This office was established September 24, 1935, for the purpose of supervising WPA airport construction work. It has jurisdiction over Colorado,

Nevada, Wyoming, and Utah. Although none of its records have been destroyed, some have been transferred to the San Francisco office.

N.B. Since the survey was made this office has been transferred to Denver, Colorado.

3. BLUEPRINTS, Sept. 1935 to date. Showing projects in district, with complete outlay of field and improvements needed. (Occasionally, official.) Various sized folded maps, 3 ft., on wooden shelves in vault. R. 205, vault. (3717)

4. REPORTS, TELEGRAMS, INSTRUCTIONS, BULLETINS AND CORRESPONDENCE, Sept. 24, 1935 to date. Weekly progress reports, showing accomplishments; exchange of telegrams between national and state WPA officers, District airways offices and this office, relative to activities and personnel (copies). Instructions and bulletins from Washington, relative to procedure and regulations. Correspondence with airport engineers and regional supervisors concerning general activities and airport projects. (Daily, official.) 12 x 14 folders, 2 ft. 8 in., in steel filing case drawer. R. 205. (3718)

5. AIRPORT PROJECT APPLICATIONS, Oct. 1935 to date. Submitted by the sponsoring agency to WPA in respective states, showing estimate of necessary work, money required and man months of work. Related correspondence with WPA airport engineers and Washington included. Indexed. (Daily, official.) 12 x 14 folders, 3 ft., in 2 steel filing case drawers. R. 205. (3715)

6. GENERAL FILE ON AIR MARKING, Nov. 1935 to date. Correspondence with Washington, regional supervisors, postmasters, civic organizations and individuals relative to air marking locations. WPA project applications for construction and improvements needed at various airports in district; maps, blueprints and work sheets supporting applications. Filed chronologically by district. Indexed. (Daily, official.) 12 x 14 folders, 1 ft. 6 in., in steel filing case drawer. R. 205. (3719)

7. CIRCULARS AND BULLETINS, July 1937 to date. Received from national and regional supervisors, offering functional suggestions and instructions. Filed chronologically. (Daily, official.) 12 x 14 folders, 4 in., in steel filing case drawer. R. 205. (3716)

AIRWAY MAINTENANCE AND OPERATION DIVISION
FIFTH DISTRICT MANAGER

- (A) Federal Bldg., 350 S. Main St.
- (B) Redman Van and Storage Company,
140 S. 4th West St.
- (C) Airways Mechanics' Warehouse,
4th N. and Redwood Road

This office, as at present constituted, was established in Salt Lake City, July 1, 1934. It existed prior to this time, however, under the Airways Division which was established on July 1, 1927 and continued until

July 1, 1933. On the latter date it was changed to the Aeronautics Branch which continued until July 1, 1934 when it became the Bureau of Air Commerce. The present office has jurisdiction over Nebraska, Colorado, Wyoming, Utah, Idaho, Montana, Oregon, and Nevada. The records which originated between 1927 and 1934 are in its custody and are intermingled with its records.

A Communication Station, which operates under this office, is located at the Municipal Airport. Its records are inventoried in a separate section.

N.B. Since the survey was made, this office has been closed and its records disposed of as follows: those relating to Utah and Nevada were sent to Santa Monica, California; those relating to Wyoming, Colorado, and Nebraska were sent to Kansas City, Missouri; and those relating to Idaho, Montana, Oregon, and Washington were sent to Seattle, Washington.

8. REPORTS ON EMERGENCY LANDING FIELDS AND BEACONS ("DATA: ORIGINAL NOTES"), 1926 - 1928. Giving name, position and description of field, e.g., markings and identifications, lighting accommodations, communication and signal equipment on field, meteorological data and field license or lease. (Rarely, official.) 9 x 11 folders, 3 in., in wooden compartment, R. 433 (Bldg. A). (1398)

9. DESCRIPTIVE INVENTORIES, 1927 - 1929. Airway engineers' inventories of towers, beacons, power equipment and buildings, boundary lights, ground markers and acetylene airway blinkers; caretakers' and mechanics' inventories of supplies on hand; stock clerks' inventories of supplies and equipment on hand at headquarters and garage stores. (Rarely, official.) 8 x 12½ loose sheets, 6 in., in wooden compartment. Dirty, torn, R. 433 (Bldg. A). (1445)

10. AIRWAY OBSERVER'S WEATHER REPORT, 1927 - 1931. Form 1130, daily weather reports made by airway weather observer, reporting general conditions. (Never.) 9 x 12 folders, 1 ft. 6 in., on wooden shelf, R. 433 (Bldg. A). (1287)

11. REJECTED BIDS, 1927 - 1931. Submitted by contractors, manufacturers and distributors for construction of beacons, hangars and emergency landing fields or to furnish equipment and supplies for maintenance of division, with related correspondence. Filed chronologically. (Rarely, official.) 9 x 12 folders, 3 ft., in 12 transfer cases, R. 433 (Bldg. A). (1119)

12. SITE LOCATION PLATS, c. 1927 - c. 1931. Plats and charts of beacons, blinkers and communication facilities with site number and type and legal description; also latitude, longitude, elevation and magnetic variations. This refers to San Francisco - Salt Lake air route. (Bi-monthly, official.) 9 x 15 loose-leaf books, 3 in., on steel cabinet, R. 448 (Bldg. A). (1523)

13. GOVERNMENT BILLS OF LADING AND FREIGHT BILLS, 1927 - 1933. Covering equipment and supplies shipped, showing point of origin, destination, consignor, consignee, weight, date received and charges. (Older records, rarely; recent ones, daily, official.) Various sized vols., folders and pockets, 2 ft. 6 in., on 2 wooden shelves and in wooden compartment. R. 433 (Bldg. A). (1141, 1399, 1448)

14. OFFICE AND FIELD RECORDS, 1927 - 1933. Receipts and shipments of

equipment and materials, tanks of acetylene gas, truck maintenance and operation, contract numbers on construction and purchases of equipment and supplies; description and location of landing field sites, travel expenses, photographs of sites and long distance telephone calls. (Rarely, official.) 5 x 8 vols., 9 in., on wooden shelf. R. 433 (Bldg. A). (1153)

15. ADMINISTRATIVE FILE, 1927 - 1934. Monthly reports from intermediate landing fields; mechanics' operations and field employees' weekly reports. Personnel service records, new assignments and salary schedules; radio range transmitter records and inventory of radio equipment and related correspondence. Correspondence with Commissioner of lighthouses, U. S. Airway Engineer and inter-divisional employees pertaining to erection of beacons, assignments and transfers of employees and purchases; and copies of radiograms. (Occasionally, official.) 9 x 12 folders and bundles, 45 ft. 6 in., on 30 wooden shelves and stacked on floor. R. 433 (Bldg. A). (1396, 1451)

16. DELIVERY RECEIPTS, 1927 - 1934. Covering gasoline and oil purchased by Airways Division. (Rarely, official.) 10 x 12 pockets, 2 ft., on 2 wooden shelves. R. 433 (Bldg. A). (1452)

17. RADIOGRAMS, 1927 - 1934. Dispatched and received, relating to bids, contracts, requisitions, installation, upkeep, repairs to buildings and equipment, transfer, release and annual leave of personnel and other administrative matters (copies). (Never.) 5 x 8 bundles, 10 ft. 6 in., on 2 wooden shelves. Dirty. R. 433 and adjoining storeroom (Bldg. A). (1286, 1319)

18. SURVEY OF USELESS ARTICLES, 1927 - 1934. Form 25, showing name of article, quantity, condition, estimated present value and disposition recommended. (Rarely, official.) 9 x 12 folders, 1 ft., on wooden shelf. R. 433 (Bldg. A). (1453)

19. TIME SHEETS AND CORRESPONDENCE, 1927 - 1934. Form 46, time sheets of persons employed by lighthouse and radio service division, giving name, occupation and post office address of each person; total time, rate of pay and total amount earned; correspondence pertaining to employees and pay rolls. Filed by section. (Occasionally, official.) 9 x 12 folders, 4 ft., on floor. R. 433 (Bldg. A). (1411)

20. WEEKLY REPORTS OF FIELD EMPLOYEES, 1927 - 1934. Form 29, giving employee, station, type of work performed and date; Form 33, reports of traveling mechanics giving name, date, place visited, nature of business and service performed. (Rarely, official.) 9 x 12 folders, 2 ft., on floor. R. 433 (Bldg. A). (1410)

21. INVOICES AND VOUCHERS, 1927 - June 29, 1935. Form 27, covering purchase of supplies or service, showing vendor, firm and station charged, quantity and price paid; Form 411, invoices, showing transfer of equipment from station to station; vouchers cover same. (Older records, rarely; recent ones, occasionally, official.) 9 x 12 folders, 21 ft. 6 in., on floor, in 2 wooden, 1 wood-steel and 3 steel filing case drawers; in 10 transfer cases and in wooden desk drawer. Rs. 433, 450, 437 (Bldg. A) and Depot office (Bldg. B). (1412, 1189, 1193, 1186, 1187, 1191, 1519, 1857, 1856)

22. LANDINGS AT AND CONDITION OF INTERMEDIATE FIELDS, c. 1927 - June

1935. Reports of planes landing at intermediate fields, showing district, sector and site number, date, time and make of plane and reason for landing; reports show condition of intermediate landing fields. (Never.) 8 x 10 $\frac{1}{2}$ bundles, 2 ft., on 2 wooden shelves. Rs. 433 (Bldg. A). (1468)

23. VOUCHERS, 1927 - Mar. 1936. Covering pay rolls, travel, per diem, purchases and services other than personal. Part of this file contains copies of vouchers for merchandise and services not covered by appropriation and incurred without authority; receipted invoices and Government tax exemption receipts also included (copies). Originals are sent to Washington. (Older records, rarely; recent ones, semiweekly, official.) Various sized covers, letter files and folders, 69 ft. 6 in., in 9 pasteboard boxes, in steel filing case drawer and on filing cabinet. Rs. 433 and 450 (Bldg. A). (1444, 1548, 1517)

24. CANCELED AND EXPIRED LEASES, 1927 - June 30, 1936. Airway sites which have been abandoned for new locations, changes of ownership or which have been found undesirable; also expiration of leases. With each lease are all supporting documents and related correspondence. (Daily, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1647)

25. BIDS AND CONTRACTS FOR EQUIPMENT, SUPPLIES AND SERVICE AND RELATED CORRESPONDENCE, 1927 - 1938. Form 110 (superseded by Form 33), invitation, bid and acceptance; supplies to vendors, which when filled in, signed by vendor and executed by Bureau becomes contract; Form 1036 (revised), statement and certificate of award; schedules of requirements and specifications and blueprints; Form 40, telephone contracts; contracts for gas, water, heat and electric service for administrative office and landing fields; invitations to bid on proposed construction jobs; and related correspondence. (Older records, never; recent ones, daily, official.) Various sized envelopes, folders and bundles, 38 ft. 9 in., on wooden shelves, in 8 pasteboard boxes, in 18 wooden compartments and in 1 steel and 2 wood-steel filing case drawers. Rs. 433, 450 and 448 (Bldg. A). (1289, 1290, 1446, 1285, 1586, 1540)

26. FINANCIAL RECORDS, 1927 - 1938. Reports of disbursing officer, certificates of allocation of funds, Federal Reserve Bank deposit receipts, adjustment vouchers, schedules of transfer of funds, statements of control accounts, pre-audit accounts, preparation of pay rolls, paid or closed claims encumbrances, collections, obligations; reports and related correspondence. (Daily, official.) 9 x 12 folders, 4 ft., in 2 wood-steel and 1 steel filing case drawers. Rs. 448 and 450 (Bldg. A). (1541, 1616)

27. LEASES, 1927 - 1938. Land and buildings leased and rented for following uses: beacons, radio communication stations, landing fields, mechanics' headquarters and storerooms, offices, etc. Showing location, type, lessor, rental, area, duration and contract number; proposed leases; encumbrance records of leased property; beacon license and lease contracts; rental vouchers and blueprints of construction on sites; standard form Government lease; requests for authority to lease; related reports and correspondence. (Daily, official.) Various sized loose-leaf books, folders and cards, 24 ft. 10 in., on steel filing case, in 10 wood-steel filing case drawers and in 10 steel card cabinet drawers. Rs. 450, 448 and 437 (Bldg. A). (1672, 1644, 1649, 1646, 1873, 1648, 1671)

28. MAPS AND PLOTS, 1927 - 1938. Showing location of emergency landing fields, beacons, railroads, rivers, lakes, newly plotted sites; boundary lines, area, perimeter, longitude, latitude, altitude, condition of fields and obstructions, type and number of beacons and radio range. Filed by division, viz., Salt Lake and Omaha, Salt Lake and Los Angeles, Salt Lake and Pocatello, Salt Lake and Great Falls, Salt Lake and San Francisco, Pueblo, and Cheyenne. (Daily, official.) Various sized maps and envelopes 8 ft., in map filing case, in 16 wooden filing case drawers, framed on wall and in wooden compartments. Rs. 433, 448 and 436 (Bldg. A). (1185, 1499, 1500, 1853, 1524)
29. PERSONNEL RECORDS, 1927 - 1938. Giving military service with date of enlistment and discharge; records of persons no longer connected with Bureau, contracts of their employment, position, station, salary, date and reason for release, etc.; itemized leave cards, sick and injury records, transfers, civil service appointments and promotions and related correspondence; temporary or unappointed employees with name, place and type of employment, retirement and leave deductions and amounts paid. Includes cost of operation of vehicles. (Older records, rarely; recent ones, daily, official.) Various sized cards and folders, 22 ft. 9 in., in 2 steel card cabinet drawers and in 11 wood-steel filing case drawers. Rs. 437, 448 and 430 (Bldg. A). (1921, 1542, 1543, 1610, 1982)
30. SURVEYORS' FIELD NOTES, 1927 - 1938. Survey and observation notes of air routes and landing field sites; railway and power lines; radio range and beacon sites; also consist of stadia cross sections, rough survey and sketches of obstructions, 6 x 8 vol. indexes (2), 2 in. (Older records, rarely; recent ones, daily, official.) Various sized vols., 2 ft. 9 in., on 2 wooden shelves. Rs. 448 and 433 (Bldg. A). (1522, 1151, 1152)
31. TOPOGRAPHIC MAPS AND CHARTS, FIELD NOTES AND PHOTOGRAPHS, 1927 - 1938. Maps and charts of airway routes showing location of beacons, regular and emergency landing fields; inspectors' field notes on road condition during various seasons of year; also photographs taken from planes traveling over various routes. (Daily, official.) Various sized folders and bundles, 2 ft., in wooden box. R. 433 (Bldg. A). (1288)
32. REQUISITIONS, c. 1927 - 1938. Form 95, requisitions for replacements; Form 85, requisitions for upkeep and repair of divisional equipment and shop service; requisitions for supplies and equipment from Washington with correspondence regarding property accounting, cost keeping and inventory systems; requisitions and requests for authority to purchase supplies, gasoline, oil, etc.; special requisitions for radio and beacon equipment (copies); and related correspondence. (Older records, never; recent ones, weekly, official.) 9 x 12 folders and bundles, 21 ft., on floor, in pasteboard box, on 8 shelves and in 1 steel and 1 wood-steel filing case drawers. Rs. 433, 450 and 448 (Bldg. A). (1423, 1395, 1563, 1594)
33. SCHEDULES OF DISBURSEMENTS, May 1, 1927 - June 30, 1931. Quarterly schedules of disbursements from appropriations for air navigation facilities, showing to whom paid, check number, total amounts paid and amounts segregated as to year of appropriation, also recapitulation schedule for each quarterly schedule. (Rarely, official.) 9 x 14 loose-leaf books, 9 in., in wooden compartment. R. 433 (Bldg. A). (1447)

34. REPORTS ON INTERMEDIATE LANDING FIELDS ("OLD SITE FOLDERS"), July 1927 - Jan. 1929. Inspection of airway beacons, power plants, lighting and airway observers weather reports. Copies of leases and licenses included, and related correspondence. (Rarely, official.) 9 x 11 folders, 1 ft. 6 in., in 2 wooden compartments. R. 433 (Bldg. A). (1467)

35. MASONRY AND CONCRETE LAYOUTS ("MASONRY LAYOUTS"), July 1927 - Mar. 1936. Plans and drawings of masonry work done by department, e.g., shallow wells, cisterns, underground pump houses, living quarters, casements for springs, etc. $2\frac{1}{2}$ x 4 card index, 2 ft. 3 in. (Frequently, official.) Various sized loose sheets, 3 in., in wooden filing case drawer. R. 448 (Bldg. A). (1502)

36. OPERATIONS COST REPORTS (QUARTERLY), Oct. 1927 - Dec. 1931. Cost of operations of individual lighthouse and radio stations, mechanics' headquarters and airway offices, including electricity, telephone, gas, rentals, truck costs, mechanic's expenses and salaries. (Never.) 9 x 11 bundles, 3 in., in wooden compartment. R. 433 (Bldg. A). (1424)

37. EXPENDITURES ("PROJECT CARD"), 1928 - 1931. Form 17, expenditures from appropriations for air navigation facilities, showing title of account, payee, object for payment, amount, date and voucher number. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 1 ft. 3 in., in wooden compartment. R. 433 (Bldg. A). (1394)

38. TIME CHARTS ("DAYLIGHT CURVES"), c. 1928 - 1934. Showing time of sunrise and sunset for each day throughout year at each site. (Never.) 10 x 20 loose-leaf book, 3 in., on steel cabinet. R. 448 (Bldg. A). (1526)

39. MAINTENANCE CORRESPONDENCE AND REPORTS, 1928 - 1938. Correspondence regarding radio; gasoline, oil and grease; purchase and repair of scientific instruments; construction of wind cones and tower, water and heating plants; repairs on beacons, intermediate landing fields and lighting facilities; radio range courses, signals and communications; Weather Bureau reporting stations; use of airway communication systems by Army and Standard Oil Co.; teletype, dispatches, over-due planes; distribution of pilot balloon reports on upper wind conditions and hazard and obstruction lights. Reports on telephone calls from remote stations; airplane operation costs; log-books of planes while checking airway ranges; landings at intermediate fields, conditions of landing fields and air routes; changes in signal and code lights and weekly progress; also blueprints showing radio range locations and construction. Filed by Dewey Decimal System. (Older records, rarely; recent ones, daily, official.) 9 x 12 and $9\frac{1}{2}$ x 12 folders and vols., 20 ft. 6 in., in 8 wood-steel and 3 steel filing case drawers. Rs. 448 and 450 (Bldg. A). (1593, 1567, 1579, 1584, 1596, 1673)

40. MISCELLANEOUS CORRESPONDENCE, 1928 - 1938. With Superintendent of Airways, Washington, mechanics, caretakers of landing fields, radio communication maintenance section, interdepartment and interdistrict, oil and utility companies, supply and equipment firms and private individuals, relative to functional activities and related subjects. Part of later files are under Dewey Decimal System, balance chronologically. (Older records, rarely; recent ones, daily, official.) 9 x 12 folders, 18 ft. 3 in., in 6 wood-steel 1 wooden and 5 steel filing case drawers. Rs. 448, 430 and 450 (Bldg. A)

and Depot office (Bldg. B). (1544, 1190, 1980, 1614, 1580, 1597, 1645, 1615, 1643, 1595)

41. PURCHASE ORDERS, 1928 - 1938. Giving name and address of company, service and items purchased and amount; voucher number and dates. Used as reference for name and address of company in future purchases. (Daily, official.) 5 x 8 cards, 6 ft. 6 in., in 5 steel card cabinet drawers. R. 437 (Bldg. A). (1922)

42. MOTOR VEHICLE MAINTENANCE AND OPERATION REPORTS, Aug. 1928 - Sept. 1929. Giving name of operator, purpose and authority for trip, starting point and destination, amount of gasoline and oil used, condition at start and end of trip; also work done on cars. (Never.) 9 x 11 folders, 3 in., in wooden compartment. R. 433 (Bldg. A). (1408)

43. CANCELED BIDS FOR CONSTRUCTION, EQUIPMENT AND SUPPLIES, 1929 - 1931. Submitted by manufacturers, distributors and contractors for equipment and supplies for maintenance of division and for construction of beacons, emergency landing fields and buildings. Bids recommended by this office but not approved in Washington. Filed chronologically. (Rarely, official.) 9 x 12 letter cases, 9 in., in 3 transfer cases. R. 433 (Bldg. A). (1137)

44. MONTHLY ANALYSIS OF OPERATION COSTS, 1929 - 1931. Operation costs of motor vehicles owned by Bureau of Air Commerce, giving mileage, gas and oil consumption and cost; greasing, storage and maintenance, parts, labor, tires and miscellaneous expense. (Rarely, official.) 9 x 12 folders, 6 in., on wooden shelf. R. 433 (Bldg. A). (1449)

45. ENGINEERING CALCULATIONS, c. 1929 - c. 1934. Relative to airway sites; regarding latitude, longitude, elevations, locations, areas, etc. Transverses from known property lines and solar observation. Indexed. (Rarely, official.) 9 x 14 vols., 3 in., on filing cabinet. R. 450 (Bldg. A). (1547)

46. INVOICES, REPORTS AND FINANCIAL STATISTICS, 1929 - 1934. Invoices for supplies and equipment; monthly and annual reports of cost keeping, miscellaneous accounts and contracts, monthly reports on expenditures, requests for reimbursement of funds; certificates of settlement of accounts; related correspondence attached to each. (Weekly, official.) 9 x 12 folders, 4 ft., in 2 wood-steel filing case drawers. R. 448 (Bldg. A). (1571)

47. WAREHOUSE PROPERTY RECORDS, 1929 - 1934. Equipment and supplies on hand and issued to operators and mechanics in charge of stations. (Never.) 7½ x 11 loose sheets, 2 ft. 6 in., on wooden shelf. R. 433 (Bldg. A). (1283)

48. LABORERS RELEASED, 1929 - 1935. Service records of temporary labor employees (without Civil Service rating) released, giving employee's name, address, physical and personal description, marital status, nearest relative, efficiency record and station at which employed. (Tri-yearly, official.) 5 x 8 cards, 1 ft. 6 in., in steel card cabinet drawer. Dirty. R. 430 (Bldg. A). (2000)

49. ELECTRICAL WIRING CHARTS, 1929 - 1938. For beacons and buildings,

interference eliminators, light installation on landing fields and control stations and plans of electrical parts for radio equipment. (Monthly, official.) Various sized prints and charts, 6 in., in wooden filing case drawer. R. 448 (Bldg. A). (1507)

50. MECHANICAL DRAWINGS, 1929 - 1938. Plans and charts of mechanical equipment, such as, gaskets for beacon bases, signal panels, wind cone layouts, stepstiles, arrows for direction markers, cooling system for electric plants; auxiliary water tanks and underground fuel tanks. (Monthly, official.) Various sized prints and charts, 3 in., in wooden filing case drawer. R. 448 (Bldg. A). (1506)

51. SALARY SCHEDULES, 1929 - 1938. Entries are taken from pay rolls and are used as check in balancing accounts at close of fiscal year. Filed by position, i.e., caretakers and laborers, office and depot force, airway mechanics and radio electricians, general mechanics, radio operators and keepers and assistant keepers. (Daily, official.) 5 x 8 cards, 3 ft., in 2 steel card cabinet drawers. R. 430 (Bldg. A). (1953)

52. SKETCHES AND BLUEPRINTS OF BUILDINGS, 1929 - 1938. Showing radio buildings, mechanics' storerooms, caretakers' houses, power rooms and garages. (Monthly, official.) Various sized blueprints and sketches, 1 ft., in wooden filing case drawer. R. 448 (Bldg. A). (1505)

53. STOCK RECORDS, Jan. 1, 1929 - 1938. Form A B 139, stocks and stores cards, a perpetual inventory method of accounting for property assigned to mechanics and is stock control. Includes expendable and unexpendable stock. Showing date issued, inventory number, quantity, unit price and amount on hand. Filed by name of equipment or use of material. (Older records, rarely; recent ones, daily, official.) 5 x 7 $\frac{1}{2}$ and 6 x 10 $\frac{1}{2}$ loose-leaf books and 5 x 8 cards, 25 ft. 10 in., in 2 shift binders, in 109 card cabinet drawers, in wood-steel filing case drawer and in wooden cabinet. Rs. 1 and 2 (Bldg. C), Depot office (Bldg. B) and 433 (Bldg. A). (2191, 2192, 1156, 1839, 1136, 1157, 1158)

54. AIRWAY MECHANICIANS' GENERAL FILE, SECTOR 5L, June 26, 1929 - 1938. Correspondence with District Manager's office, airway site caretakers and others. Copies of standard short form Govt. contracts; purchase orders for services and supplies; copies of receipted outgoing and incoming invoices; standard airway form monthly reports; blue prints of airway sector equipment, technical data and memoranda. (Daily, official.) Various sized folders, envelopes, pockets, covers and bundles, 7 ft., on shelf and in 2 wooden filing case drawers. R. 1 (Bldg. C). (2210, 2211)

55. PROPOSAL REGISTER, July 1929 - 1938. Record of proposals for bids, giving proposal and voucher numbers, location, material or service contractor and amount. Numbered from 2542 - 7404. (Daily, official.) 9 x 14 vols., 1 in., on desk. R. 437 (Bldg. A). (1891)

56. RECORD AND RESUME OF SERVICE CONTRACTS, July 1929 - 1938. Records of electric current, telephone service, gasoline and oil, tank exchange, storage, fuel oil and acetylene gas; mowing and conditioning of fields and coal; resume gives location contract affects, contractor, contract and proposal numbers, dates, and rate. (Daily, official.) 6 x 9 loose-leaf

books (3), 3 in., in wooden desk drawer. R. 437 (Bldg. A). (1943)

57. AIRWAY MECHANICIANS' GENERAL FILE, SECTOR 5G, Aug. 26, 1929 - 1938. Correspondence with District Manager's office, airway site caretakers and others. Copies of standard airway forms, monthly reports pertaining to operating status and maintenance costs of sector; copies of receipted outgoing and incoming invoices for material and supplies; copies of purchase orders and standard Govt. short form contracts for service and supplies; blueprints, specifications, technical data and memoranda pertaining to maintenance and construction of airway equipment. Arranged according to type of record. (Daily, official.) Various sized folders, envelopes, pockets and covers, 4 ft., in 2 wooden filing case drawers. R. 2 (Bldg. C). (2209)

58. CORRESPONDENCE AND RADIOGRAMS, 1930 - 1934. Correspondence with airway engineer regarding purchases of supplies and equipment; surveys of property and materials; building of landing fields, beacon sites, and radio range; radiograms from mechanics of various airway districts pertaining to personnel transfers, beacon repairs, etc. (copies). (Occasionally, official.) 9 x 12 folders, 2 ft., in pasteboard box. R. 450 (Bldg. A). (1518)

59. REPORTS AND TIME SHEETS, 1930 - 1934. Intermediate field reports, monthly and annual reports on district operation costs, reports on inventory of equipment at beacon sites; time sheets of construction employees; requisitions and purchase orders for mechanics' and caretakers' uniforms and related correspondence. (Weekly, official.) 9 x 12 folders, 4 ft., in 2 wood-steel filing case drawers. R. 448 (Bldg. A). (1565)

60. CORRESPONDENCE, REPORTS AND REQUISITIONS, 1930 - 1935. Correspondence regarding automobiles and trucks operated by Bureau of Air Commerce; monthly reports on operation costs of each car and truck; also copies of requisitions for supplies and accessories. (Weekly, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1569)

61. CORRESPONDENCE, REQUESTS, AND BLUEPRINTS, 1930 - 1935. Correspondence with mechanic and caretakers of intermediate fields, regarding equipment, building and furnishing living quarters; installation of power house ventilators; requests for office furniture and supplies; blueprints and drawings of warehouses, mechanics' storerooms and living quarters. (Occasionally, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1582)

62. AIRWAY PERSONNEL CORRESPONDENCE, 1930 - 1938. With mechanics, keepers and caretakers regarding circulars of instructions, invoices and orders for supplies or equipment (copies). (Occasionally, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1611)

63. LEGAL DESCRIPTION OF AIRWAY SITES, 1931 - 1932. Covering leased and Government owned airway sites, e.g., beacons and blinkers, rights-of-way and landing fields. (Rarely, official.) 9 x 14 vols., 1 in., on filing cabinet. R. 450 (Bldg. A). (1545)

64. TAX EXEMPTION RECEIPTS, 1931 - 1932. Form 1066, fuel tax exemption receipts for fuel purchased by Government employees for official business. (Never.) 3 x 7½ loose sheets, 6 in., in 2 pasteboard boxes. R. 433 (Bldg. A). (1291)

65. GENERAL OPERATIONS FILES, 1931 - 1935. Pertaining to personnel records, instructions and supervision; financial records; reports on operations cover Pine Bluff and Sherman Hill, Wyoming, Fernley, Nevada and Grantsville, Utah. All four stations were discontinued in 1935. (Never.) 9 x 12 vols., folders and loose-leaf books, 7 ft. 6 in., in 4 pasteboard boxes. R. 433 (Bldg. A). (1183, 1182, 1181, 1179)

66. ORGANIZATION CHARTS AND INSIGNIA DRAWINGS, 1931 - 1935. Drawn by G. A. Caproni, Senior Mechanical Draftsman. (Monthly, official.) Various sized loose sheets, 1½ in., in wooden filing case drawer. R. 448 (Bldg. A). (1504)

67. REPORTS, COST LEDGER SHEETS, 1931 - 1935. Keeper's monthly reports and daily records of aviation gasoline and oil sold; cost ledger sheets on gas and oil bought for resale; surveys of airway property showing surplus and loss; copies of invoices covering reimbursable items issued to various districts from stock of 11th district. (Occasionally, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1583)

68. PURCHASES AND CONTRACTS, 1931 - 1936. File contains depot office copies of office and warehouse purchase orders, annual contracts, stock contracts, transportation way bills and copies of incoming freight bills of lading covering shipments of stocks and supplies purchased; correspondence and office memoranda relating to purchase orders and contracts included. (Daily, official.) 9½ x 11½ folders, 2 ft., in wooden filing case drawer. Depot office (Bldg. B). (1231)

69. COLLECTIONS, 1931 - 1938. Bills and receipts issued for sales of aviation gasoline and oil and for private toll calls on Government telephones, giving dates, name of party issued to, bills, receipt, certificate of deposit number and pertinent facts, amount and account credited. Schedules of collections are included. (Daily, official.) 3½ x 6 and 5 x 8 folders, 1 in., in steel filing case drawer. R. 437 (Bldg. A). (1942)

70. DISBURSEMENT CONTROL LEDGER, 1931 - 1938. Record of following accounts for control with disbursing office; appropriations and funds; establishment and maintenance of air navigation facilities; revenues and repayments and special deposits; disbursing office's control accounts (1931 - Mar. 1935) included in ledger, namely, deferred pay rolls; collections; deposits in transit; NIRA undistributed receipts and retirement fund. Disbursing offices were separated from this department Apr. 1, 1935. (Daily, official.) 12 x 15 loose-leaf books, 3 in., on desk. R. 432 (Bldg. A). (1918)

71. GENERAL MECHANICS COST DATA, 1931 - 1938. On construction of beacons, airway buildings, boundary fences, etc.; installation of gas, electricity and equipment and conditioning of landing fields. (Daily, official.) 5 x 8 loose-leaf books (3), 3 in., on desk. R. 446 (Bldg. A). (1741)

72. OUT-GOING CORRESPONDENCE ("INDEX FILE, BLUE"), 1931 - 1938. Sent by Bureau of Air Commerce, Salt Lake City. Copies retained in correspondence index files. Filed by office. (Daily, official.) 9 x 12 folders, 8 ft., in 4 wood-steel filing case drawers. R. 448 (Bldg. A). (1612)

73. SKETCHES OF LIGHTING FACILITIES ON LANDING FIELDS, 1931 - 1938. (Daily, official.) Various sized loose sheets, 3 in., in transfer case. R. 448 (Bldg. A). (1521)

74. CHECK LIST NUMBERS USED ON INVOICES, PURCHASE ORDERS AND BILLS OF LADING, Jan. 16, 1931 - 1938. Control or check list from which office forms are numbered. A record of stamps used by shipping depot is also included. (Daily, official.) $8\frac{1}{2}$ x $13\frac{1}{2}$ vols. (3), 3 in., on wooden shelf. Depot office (Bldg. B). (1192)

75. SUMMARIES OF ALLOTMENTS, July 1931 - July 1936. Ledger totals for air navigation facilities, maintenance and operations and special construction, covering allotments from 1933 to July 1936. Correspondence dates back to 1931 (copies). (Monthly, official.) $9\frac{1}{2}$ x 12 folders, 3 in., in steel filing case drawer. R. 450 (Bldg. A). (1570)

76. COMMUNICATION CATALOGS, Sept. 7, 1931 - 1938. Instructions for installing radio and teletype equipment, drawings, diagrams, blueprints and specifications; data and instruction for installing, maintenance and use of radio remote control and allied equipment; catalogs, price lists and related correspondence. Arranged alphabetically by subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in wooden filing case drawer. Depot office (Bldg. B). (1230)

77. PROPERTY RECORDS, Sept. 7, 1931 - 1938. File comprises depot office record of district property in warehouse, not in use, warehouse and shop equipment. Depot copies of property surveys approved and not approved, surplus property inventories, records of property surveyed and re-sold; field requisitions, receipt copies of invoices, warehouse and shop personnel records, also bureau cost accounting instructions and related correspondence. Arranged alphabetically by subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in wooden filing case drawer. Depot office (Bldg. B). (1225)

78. SPECIAL EQUIPMENT, Sept. 7, 1931 - 1938. Diagrams, blueprints, office memoranda, correspondence, general schedules, freight classifications price lists and miscellaneous catalogs pertaining to special equipment, such as radio equipment, special tools, water pumps, trucks and tractor parts. Arranged alphabetically by subject. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in wooden filing case drawer. Depot office (Bldg. B). (1228)

79. STANDARD STOCK AND EQUIPMENT, Sept. 7, 1931 - 1938. Comprises correspondence, office memoranda, price lists, specifications, diagram drawings and blueprints pertaining to stock and equipment, e.g., beacon lights generating plants, beacon light towers, motor trucks and miscellaneous stock. Arranged alphabetically by name of article or use of material. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in wooden filing case drawer. Depot office (Bldg. B). (1229)

80. CONTRACT RATES FOR UTILITY SERVICE, 1932. Listings of contract

rates for electric current, telephone, gasoline, oil and water. (Never.)
5½ x 8 bundles, 6 in., on wooden shelf. R. 433 (Bldg. A). (1450)

81. RADIO AND TELETYPE EQUIPMENT AND PARTS, 1932 - 1933. Stock record showing catalog number, date received, date issued, balance on hand and station charged. Filed by number. (Daily, official.) 3 x 5 cards, 2 ft., in 3 wooden card cabinet drawers. R. 433 (Bldg. A). (1139, 1138)

82. MONTHLY REPORTS ON RADIO APPARATUS AND TUBE EQUIPMENT, 1932 - Feb. 1934. Giving condition of fire extinguishers, storage batteries, battery chargers and antenna system; amount of electricity used, line failures and any occurrence of induction; also any delay or trouble in telephone or radio service. Tube equipment reports list power tubes in operation, failures during month and spare tubes on hand; each tube listed by type and serial number, hours and grade of service given. Filed alphabetically by city. Dewey Decimal System. (Rarely, official.) 9 x 11 folders, 9 in., in wooden compartment. R. 433 (Bldg. A). (1422)

83. POWER-HOUSE CARETAKER'S OPERATION REPORTS, 1932 - June 1934. Monthly reports of items checked, cleaned or inspected and any other duties performed; also hours worked. Signed by caretaker and checked by mechanic. (Rarely, official.) 8 x 12 bundles, 1 ft. 3 in., in wooden compartment. R. 433 (Bldg. A). (1443)

84. CORRESPONDENCE, BLUEPRINTS AND REQUISITIONS, 1932 - 1935. Correspondence regarding lighting and electrical equipment repairs and installation; blueprints and specifications on various lighting plants and transmitters; also requisitions for light globes, lighting plant accessories and other light and power plant equipment. (Weekly, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1568)

85. MONTHLY REPORTS OF GASOLINE AND OIL RECEIPTS, 1932 - Dec. 1935. Summary sheets for each site in district, giving amount of gasoline and oil on hand, received and sold; also total balance. (Older records, rarely; recent ones, daily, official.) 9 x 12 and 10½ x 15 pockets and loose sheets 4 in., in wooden compartment and in wooden desk drawer. Rs. 433 and 437 (Bldg. A). (1400, 1941)

86. WORK ORDERS, 1932 - 1938. Issued by office to personnel and contractors, giving work order numbers, to whom issued, station at which work is to be done and dates. (Daily, official.) 5 x 8 vols. (2), 1 in., in wooden desk drawer. R. 430 (Bldg. A). (1981)

87. ALLOTMENT LEDGER, July 1932 - 1938. Giving title of allotment account, dates, voucher number, amount, purpose of expenditure, encumbrances (liquidated and authorized), allotment and unencumbered balance of allotment; main divisions of allotments are for office, warehouse and field lighting, communications and construction. (Daily, official.) 12 x 15 loose-leaf books (4), 1 ft. 6 in., on desk. R. 437 (Bldg. A). (1920)

88. NOTICES TO AIRMEN, Aug. 25, 1932 - 1938. General notices giving any change characteristics in radio range, changes in condition of landing fields, any additional activities of landing fields, tests being made on new radio equipment; weekly notices giving pertinent facts (by state) con-

cerning landing fields, beacon lights and radio communication, i. e., dimensions of runways, new radio towers erected, constructions in progress, etc. Notice is receipted as to date and hour received, number of person or persons affected by bulletin and initial of manager at district receiving notice. (Older records, rarely; recent ones, daily, official.) 10 x 12 and 9 x 12 bundles, folders and loose-leaf books, 1 ft. 4 in., on wooden shelf, in wooden compartment and in desk drawer. Rs. 433 and 430 (Bldg. A). (1442, 1184, 2010)

89. MECHANICIANS' AND OPERATORS' EQUIPMENT AND SUPPLIES, 1933 - 1935. Issued for use at stations in their charge. (Rarely, official.) 7 x 10 loose sheets, 3 ft., on wooden shelf. R. 433 (Bldg. A). (1180)

90. AIRWAY MECHANICIANS' FILES ("PROPERTY"), 1933 - Apr. 1935. Equipment data sheets, giving record of facilities in district, i. e., towers, cabinets, wind cones, beacons, top lanterns, lamps, course lights, power, etc., inventories of lighting facilities and equipment, requisitions for materials and supplies, recapitulations of issues to support requisitions; lists of items transferred to other districts; reports on surveys of public property used in obtaining permission to sell or destroy accountable property. Records filed by airway name, site number, type and name. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 4 ft., in 2 steel filing case drawers. R. 436 (Bldg. A). (1835)

91. CONTRACTS AND RATE SCHEDULES, 1933 - Apr. 1936. Pertaining to telephone and radio service with related correspondence. Filed alphabetically by route and name of site. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing case drawer. R. 450 (Bldg. A). (1587)

92. LIGHTING AND MARKING, 1933 - 1938. Correspondence relative to standard requirements for certification of airway lights; reports on changes in lighting systems for re-rating purposes; correspondence regarding lighting and marking foreign obstructions and dangerous areas on or near airway sites. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing case drawer. R. 446 (Bldg. A). (1724)

93. MISCELLANEOUS FILES, 1933 - 1938. Requisitions for office supplies, books, printed matter and airway equipment; specifications and prints for buildings, materials and equipment; list of prospective bidders; survey of property leased by Bureau, sale and condemnation of public property, transfer of Government property; teletype discrepancy reports and teletype speed tests; field work reports, field work orders and cost sheets; radio frequency charts; notices to airmen; reports on status allotments, summaries of allotments and salary classification of airway personnel; maps, blueprint and data for re-location of airway sites, WPA project proposals and applications for airway site construction; and related correspondence. (Older records, weekly; recent ones, daily, official.) 9 x 12 folders, 8 ft., in 4 wood-steel filing case drawers. Rs. 448 and 432 (Bldg. A). (1566, 1592, 1833)

94. FEDERAL PROJECTS, June 1933 - Dec. 1935. Administrative instructions, specifications, blueprints, bids, contracts and purchase orders for equipment and supplies for CWA, PWA, FERA labor projects and related correspondence. One important project was water development at air field at

- Humboldt, Nevada. Filed by subject. (Rarely, official.) 9 x 12 folders, envelopes, pockets and covers, 1 ft. 3 in., in pasteboard box. R. 433 (Bldg. A). (1118)
95. ELECTRICAL SERVICE PAYMENTS, July 1933 - Jan. 1934. Payments made over a period of five to seven months for electrical services for each site in district, giving airway route, payee, amount, site number and average of each site; used in consummating annual contracts for electrical services. (Never.) 9½ x 12 folders, 2 in., in desk drawer. R. 434 (Bldg. A). (2067)
96. DISTRICT COST ACCOUNT LEDGER, July 1, 1933 - June 30, 1934. Account of construction costs including equipment, supplies, salaries, telephone and telegraph, freight and express. Filed by subject. (Daily, official.) 16 x 24 loose-leaf book, 3 in., on wooden shelf. R. 433 (Bldg. A). (1155)
97. REGISTER OF ORDERS, July 1933 to date. Listing merchandise, name of merchant, field or office purchased for, date, price and order number. Numbered 1 - 7062 and 537-1 - 537-291. (Daily, official.) 9 x 14 vols., 1 in., on desk. R. 437 (Bldg. A). (1890)
98. GENERAL CONTRACTS, July 15, 1933 - Jan. 1936. Department and bureau contracts for clearing and maintenance of landing fields, painting of stations, gasoline, repair parts, equipment, drayage and storage of vehicles; copy of proposal, bid and acceptance, certificate of compliance, abstract of bids and awards. Statement and certificate of award is also filed with each contract (copies). Numbered 1 - 1598. (Daily, official.) 9½ x 12 folders, 6 ft., in 3 steel filing case drawers. R. 450 (Bldg. A). (1585)
99. TRAVEL ORDERS, Aug. 1933 - 1938. Issued to personnel, giving order number, date and to whom issued. Used as reference in checking itemized expense statements and vouchers. No record of orders by number was kept previous to Aug. 1933. (Daily, official.) 3½ x 6 memoranda book, ½ in., in desk drawer. R. 430 (Bldg. A). (2069)
100. REPORT OF WEATHER VARIATIONS, 1934. Weekly broadcast discrepancy report of variations in weather and flying conditions. (Never.) 9 x 12 bundles, 1 ft., on wooden shelf. R. 433 (Bldg. A). (1282)
101. ASSISTANT ENGINEER BONFORTE'S FILE, 1934 - 1935. General operations, including personnel records and reports, vouchers for pay roll and travel expenses; equipment and supplies; bids, contracts, requisitions, orders and invoices for equipment and supplies; progress and material reports; maps, charts and installation data; related correspondence. (Never.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. R. 433 (Bldg. A). (1284)
102. CLAIMS, 1934 - 1935. Submitted to department for amounts allegedly due for property damage, travel expense, materials, communications and personal services, and related correspondence. (Weekly, official.) 9½ x 12 folders, 6 in., in steel filing case drawer. R. 450 (Bldg. A). (1564)
103. REPORTS AND MISCELLANEOUS DATA, 1934 - 1935. Proposals and bids for electric power for airway sites; data sheets giving location, owner, and legal descriptions of airway sites; mechanics' monthly reports on operations and maintenance of lighting equipment; invoices for services and

supplies; blueprints and charts of airway sites; and related correspondence. Airway sites include landing fields, beacon sites, radio range and teletype stations. (Never.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 436 (Bldg. A). (1837)

104. WEATHER REPORTS AND MAPS, 1934 - 1935. Airline weather reports and maps, airplane weather observation reports, teletype weather maps, teletype communication schedules, call letters, instructions to range monitor stations and speed tests. (Occasionally, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1581)

105. DISCONTINUED STATIONS, July 1, 1934 - Mar. 7, 1935. Depot to station correspondence; depot record copies of incoming and outgoing invoices for material and supplies sent to or received from airway stations now discontinued. (Rarely, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 3 in., in transfer case. Depot office (Bldg. B). (1188)

106. SHOP FILE, July 25, 1934 - 1938. Depot office record of district repair shop. Form AB 265, Work Order - Cost Sheets (job numbers 1 - 810); Form AB 266, Employees Daily Time Reports; and receipt invoices for shop equipment, shop supplies; and related correspondence. Copies of Work Order - Cost Sheets and invoices are sent to district office cost accounting depot. File also contains department office copies of shop property surveys. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in wooden filing case drawer. Depot office (Bldg. B). (1223)

107. SPEED OF TELETYPE AND TELEGRAPH OPERATORS, 1934 - Sept. 1936. Graphs indicating test speed of teletype operators in semi-monthly tests. Operator's name, position and service dates are listed on graphs. Telegraph code sending and receiving record, listing similar information. Filed alphabetically by name and position of operator. (Daily, official.) 11 x $11\frac{1}{2}$ and 6 x 9 loose-leaf books, 4 in., in desk drawer. R. 430 (Bldg. A). (2002, 2001)

108. INVENTORIES, 1934 - Sept. 1936. Including records of buildings, equipment, furniture, instruments, tools, supplies, spare parts, surplus equipment, merchandise transferred to district warehouse; stock items (expendable) are included in periodical inventories. When a revision is made at a station inexpendable inventories become obsolete. (Daily, official.) $9\frac{1}{2}$ x 12 and $8\frac{1}{2}$ x 12 folders and loose sheets, 2 ft. 3 in., in 2 steel filing case drawers. Rs. 430 and 437 (Bldg. A). (1833, 1854)

109. WORK ORDERS, 1934 - Sept. 2, 1936. Field and shop work orders, giving instructions and authority to proceed with work together with estimated and actual costs; invoices for materials used are also included. Used for accounting purposes. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in steel filing case drawer. R. 437 (Bldg. A). (1855)

110. LIGHTING AND FIELD MAINTENANCE ("650 - MAINTENANCE - LIGHTING - WITH ROUTE SYMBOL"), 1934 - 1938. Correspondence relative to personnel changes, protests, leave and location preference; travel and expense; travel orders, extra travel, proposed itinerary and expense accounts; reports, errors, delays and incompleteness; materials, inventories, requisitions, purchases, transfers, movements, specifications and standardization; authoriza-

tions and mechanical failures. In separate folders are field data sheets giving lease history; location including latitude, longitude, and elevation; type, size, make and source of lighting; and orientation; also legal description with drawings of fields and facilities. Special file for office of Supervisor of Maintenance. Filed by route, sector, general, mechanician and site. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 10 ft., in 5 steel filing case drawers. R. 436 (Bldg. A). (1781)

111. ENCUMBRANCE RECORDS, July 1934 - June 1936. Form 62, allotment encumbrance record, giving appropriation and allotment title, period of allotment and dates, amount of encumbrance authorized (liquidated and unliquidated); purchase order and voucher numbers. Cover NIRA and Bureau allotments. (Weekly, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in steel filing case drawer. R. 437 (Bldg. A). (1871)

112. CONTRACT REGISTER, July 1934 - 1938. Giving proposal and contract numbers, material or service contracted, contractor, location and amount; proposals numbered from 5956 - 7404 and contracts from 1 - 1879. (Daily, official.) 9 x 14 vols., 1 in., on desk. R. 437 (Bldg. A). (1892)

113. GASOLINE AND OIL ESTIMATES, July 1934 - 1938. Covering fiscal year requirements from each airway site, customer's copy of delivery receipt for gasoline and oil purchased under contract and on open market included. (Daily, official.) $9\frac{1}{2}$ x 12 pockets, 1 ft., in steel filing case drawer. R. 437 (Bldg. A). (1872)

114. MAINTENANCE AND OPERATIONS COST ANALYSIS, July 1934 - 1938. Covering field, lighting, and communication facilities; motor vehicles; summary of costs, control sheets, supporting information for summary of costs, air navigation facilities; monthly summary of completed work orders for determining cost of distribution. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing case drawer. R. 437 (Bldg. A). (1870)

115. RECOMMENDED AIDS TO AIR NAVIGATION, Aug. 1934 - Sept. 1936. Sent from this office to Director of Aeronautics, Washington, giving number of recommendation, date, site number, airway, location and work to be done; listed and numbered as to year of appropriation, used as ready reference. No record was kept prior to Aug. 1934. (Daily, official.) $3\frac{1}{2}$ x 6 vols., $\frac{1}{2}$ in., in desk drawer. R. 434 (Bldg. A). (2071)

116. CIRCULAR LETTERS, Aug. 1934 - 1938. Sent from this office to field personnel, giving subject, number of letter and date; subjects are listed under following headings: general administrative, lighting circulars (instructions and inspections), communication circulars (instructions, monitoring, weather reports, tube contracts, etc.). (Daily, official.) 5 x 8 vols. 1 in., in desk drawer. R. 434 (Bldg. A). (2070)

117. STATEMENTS AND INVOICES FOR SERVICE AND MATERIAL, Sept. - Oct. 9, 1934. Covering telephone, telegraph, automobile maintenance and miscellaneous material and service together with copies of related contracts, telephone reports, telegrams and correspondence. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft. 6 in., in desk drawer. R. 437 (Bldg. A). (1954)

118. INCOMING DISPATCHES, Sept. 20, 1934 - 1938. Dispatches received

showing date, acknowledgment, symbol of station of origin and subject. Most important subjects are resumption of communication or lighting facilities, requests for repairs or equipment needed in emergency, personnel problems, etc. Used as reference. Not kept prior to Sept. 1934. (Daily, official.) 5 x 8 books (3), 2 in., in desk drawer. R. 434 (Bldg. A). (2068)

119. RADIO BROADCAST AND TELETYPE DISCREPANCY REPORTS, Nov. 1934 - 1935. Daily and weekly reports from monitor (checking) stations, relative to correct procedure, accuracy, time, spelling, etc., of teletype messages and radio broadcasts, with senders' explanation of discrepancy. (Never.) 9 x 11 loose sheets, 2 ft., in steel filing case drawer. R. 450 (Bldg. A). (1588)

120. WEATHER MAPS FOR PACIFIC AREA, Dec. 1934 - Mar. 1935. Giving wind directions, velocity and high and low pressure areas. (Never.) 8 x 12 bundles, 6 in., in wooden compartment. R. 433 (Bldg. A). (1409)

121. BLUEPRINT SPECIFICATIONS, 1935. For installation of electrical and radio station equipment, airway route beacons and landing field markers. (Occasionally, official.) 8 x 12 bundles, 3 in., on wooden shelf. R. 433 (Bldg. A). (1154)

122. REPORTS ON ELECTRIC LIGHT AND POWER RATES, Jan. 1 - Mar. 25, 1935. Rates for service to federal agencies or departments at each location where costs were in excess of \$600 per annum, compiled for Federal Power Commission. Contain number and area of buildings served, amount and type of connected load, number of kw. hours consumed and total monthly charge. Report also made where energy is generated giving type of generator, kw. hours generated, plant and operation costs. (Weekly, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ loose sheets, 3 in., in pasteboard box. R. 450 (Bldg. A). (1546)

123. LIGHTING - INSPECTION, MAINTENANCE AND OPERATION REPORTS ("SALT LAKE MISCELLANEOUS FORMS FOR LIGHTING") AND ("MAINTENANCE SUPERVISORS FILES") 1935 - Sept. 4, 1936. Airway mechanics' maintenance and operations reports containing following: location of towns for overnight lodging; mileage; work accomplished; automobile maintenance costs and speedometer readings; remarks on items not covered in reports, i.e., investigating and repairing light failures; difficulties encountered in reaching sites, new installations, etc.; maintenance analysis and lighting failure reports, give site number and type, report of failure and dates, parts failing and description of failure; related correspondence. Acetylene gas consumption reports giving gas pressure and temperature and number of tanks full, connected and empty at each site. Engine - generator gasoline and oil consumption reports, giving amount of gasoline and oil consumed, name of plant, kw. rating and kw. load. Reports on inspection of air navigation field and lighting aids giving condition of beacons, towers building and lighting equipment; also condition of landing fields and grounds near facilities. Reports of intermediate field landings, give type of ship, class of operation, service received and purpose for landing are also filed with this group. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 5 ft., in 3 steel filing case drawers. R. 436 (Bldg. A). (1836)

124. COMMUNICATION SECTION PROPERTY RECORDS ("PROPERTY - COMMUNICATIONS") 1935 - Sept. 1936. Inventories and requisitions for supplies, articles and

materials, property survey reports and lost property certificates; reports on inspection of condition, appearance, efficiency and needed repairs to equipment at communication stations. Correspondence relates to foregoing and to installation and maintenance. (Daily, official.) 9½ x 12 folders, 2 ft., in steel filing case drawer. R. 430 (Bldg. A). (1958)

125. KODAK SNAPSHOTS OF AIRWAY SITES, 1935 - Oct. 1936. Showing condition of landing fields, beacon towers, buildings and facilities and general topographical outline of surroundings. (Daily, official.) 9 x 12 folders, 1 ft., in wood-steel filing case drawer. R. 436 (Bldg. A). (1838)

126. AIRWAY ENGINEER'S FILE, 1935 - 1938. Reports, correspondence, specifications, blueprints, cost reports, reports on condition of intermediate landing fields, reports on analysis of water, recommendations as aid to air navigation, estimates of work required to improve sites, private use of intermediate landing fields; follow-up work, proposed improvements, applications for positions; elevation at landing fields; radio flight reports; location change orders; blueprints of boundaries, buildings, lighting systems, etc., at landing fields; and related correspondence. (Daily, official.) 9½ x 12 folders, 4 ft., in 2 steel filing case drawers. R. 446 (Bldg. A). (1722, 1723)

127. COMMUNICATION FACILITIES OUTAGES, 1935 - 1938. Giving name of various stations where outage occurred, date, time, time resuming operations, reason for outage, kind of equipment out - (radio, radio range, teletype, etc.) and total time of outage. (Daily, official.) 9 x 14 loose-leaf books, 1 in., in desk drawer. R. 430 (Bldg. A). (1998)

128. ELECTRIC POWER EQUIPMENT DATA, 1935 - 1938. Requests for parts and repairs for electric power plants at beacon and field sites; bids, abstracts of bids and awards on parts and repairs; cross reference sheets on parts and equipment, inventories of power equipment at various beacon sites and fields; correspondence with various electric power plant supply companies, technicians and keepers regarding electric generator engines, parts, repairs and specifications. (Daily, official.) 9 x 12 folders, 4 in., in wood-steel filing case drawer. R. 436 (Bldg. A). (1782)

129. FILE OF PURCHASING CLERK, 1935 - 1938. Correspondence and memoranda relative to orders on bureau contracts, certificates of compliance, requisitions, orders and specifications; instructions covering procurement of supplies, items to be included in next appropriation and standard parts and materials. Contracts pending and bids to be opened with related data and correspondence also included. (Daily, official.) 9½ x 12 folders, 1 ft., in steel filing case drawer. Scattered. R. 437 (Bldg. A). (1919)

130. GENERAL MECHANICS' FILE ON CONSTRUCTION, 1935 - 1938. Correspondence and reports relative to instructions received and given; inspection of navigation facilities, selection of new sites and proposed site locations costs of construction, installation of equipment, painting, etc.; surplus buildings and equipment; issues of tools, supplies and equipment. Requisitions for supplies; Government invoices for materials; work orders; handy-men's daily work reports; and notes of estimated costs. Also blueprints of electrical circuits; installation for obstruction lights, beacons and Kohler electric plants; underground tank connections, airway buildings and details

of radio buildings, 5 x 8 loose-leaf book index. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing case drawer. R. 446 (Bldg. A). (1721)

131. TELETYPE DISPATCHES, REPORTS, AND CORRESPONDENCE, 1935 - 1938.

Dispatches pertaining to beacon repairs and operations; transfers of personnel; bids and contracts for WPA projects on beacon site construction; monthly reports on number of telephone calls from remote stations charged to this district; and correspondence regarding oil company contracts. (Daily, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1578)

132. TELETYPE AND BROADCASTING DISCREPANCY RECORDS, Jan. 1935 - 1938.

Errors charged against men in charge of various communication stations, showing name and position of operator, time, sequence, correct procedure and errors made. (Weekly, official.) 5 x 8 cards, 1 ft. 6 in., in steel card cabinet drawer. R. 430 (Bldg. A). (1957)

133. SCHEDULES OF DISBURSEMENTS, 1935 - 1938. Pertaining to appropriations for air navigation division, giving period of appropriation, symbol and voucher number, total amount and to whom paid; orders for paint, lumber, cement, tires, oil, gas; and orders for service, i.e., labor, transportation, special repair work, etc. (Occasionally, official.) 9 x 12 folders, 2 ft., in wood-steel filing case drawer. R. 448 (Bldg. A). (1613)

134. SECTIONAL AERONAUTICAL CHARTS, Jan. 2, 1935 - Sept. 3, 1936. Sectional topographical maps and charts with notations and drawings of temporary changes or conditions at different sites, i.e., new and discontinued radio range stations, variations in radio range; obstructions and unlighted portions of landing fields. Location of radio ranges which project from other sections are also indicated on charts. Replaced annually with new up-to-date information. (Daily, official, public.) 24 x 43 rolled maps and loose charts, 3 ft. 6 in., in pasteboard box and in wooden filing case drawer. Rs. 448 and 446 (Bldg. A). (1525, 1742)

135. MECHANICS' WORK ORDERS, Apr. 1935 - Jan. 1936. Memorandum cards of repair jobs ordered on teletype machines and radio equipment at different stations. (Daily, official.) 3 x 5 cards, 2 in., in wooden card cabinet drawer. R. 433 (Bldg. A). (1140)

136. AIR NAVIGATION AIDS, June 21, 1935 - Sept. 1936. District manager's reference on recommended aids to facilitate air navigation. Gives project number, nature of work recommended, name of airway, by whom recommended, dates, action by district manager and district and bureau. Remarks relative to completion, transfer to other districts, cancelation, rejections, etc. (Daily, official.) 30 x 40 chart, $\frac{1}{4}$ in., in desk drawer. R. 434 (Bldg. A). (2047)

137. COMMUNICATIONS, July 1, 1935 - 1938. District radio and teletype communications, containing record of station personnel, copies of station requisitions for supplies and service, consignors' temporary copies and receipted copies of invoices; and related correspondence. Arranged alphabetically by name of communication station. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 5 ft., in 3 wooden filing case drawers. Depot office (Bldg. B). (1226)

138. ENGINEERS' DATA ON WORK NOW IN PROGRESS, July 1935 - 1938. Field notes supplemented by correspondence, maps, charts, engineering calculations and lists of materials needed on work now in progress. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in wooden desk drawer. R. 446 (Bldg. A). (1740)
139. FILE OF CHIEF CLERK, July 1, 1935 - 1938. Temporary file containing copies of requisitions for office supplies and equipment, paint, etc.; information bulletins of 5th District, giving airway sites communication facilities and structures, locations and designations and radio and teletype monitoring stations; receipts for postage paid, notices to airmen, budget estimates for fiscal years 1936-37-38; reports on status of allotments; copies of correspondence with Washington office and employees of this and other districts. Correspondence, bulletins and circular letters of instructions from Washington, relates to administrative, contract and procurement regulations including financial and property control instructions. At irregular intervals contents of this file are filed in regular files. Copy of inventory attached. Indexed. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft. 6 in., in steel filing case drawer. R. 434 (Bldg. A). (2048)
140. LIGHTING PERSONNEL, July 1, 1935 - 1938. Status of district lighting sectors; record of sector mechanics and other sector personnel; requisitions for supplies and services, consignors' temporary invoices and receipted invoices (copies) and related correspondence. Filed by sector number and letter. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in 2 wooden filing case drawers. Depot office (Bldg. B). (1227)
141. LOCATION MAPS AND REPORTS, July 1, 1935 - 1938. Maps of radio facilities for divisions in Fifth District; radio range location and orientation of radio range courses for six districts in U. S.; reports on radio beacon range for sites in Fifth District, giving direction of each course, range and quality of signals; and related correspondence. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing case drawer. R. 430 (Bldg. A). (2009)
142. MEMORANDA OF TELEPHONE CALLS, July 1935 - 1938. Made by personnel indicating names of parties, stations, time and toll charge. Filed alphabetically by name of calling party. (Daily, official.) 5 x 8 loose cards, 3 in., in steel filing case drawer. R. 437 (Bldg. A). (1874)
143. MISCELLANEOUS COST KEEPING DATA, July 1935 - 1938. Covering cost keeping instructions, copies of bills of lading, invoices for materials, field work orders (complete and incomplete), individual stock and storage accounts, cost control sheets, summaries of costs, stock and storage invoices (incoming and outgoing), inter-station transfers (invoices of services and supplies) and inventories of used materials. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in wooden filing case drawer. R. 437 (Bldg. A). (1955)
144. PARCEL POST RECEIPTS, July 1, 1935 - 1938. Shipments of material and supplies sent parcel post, signed by postal employee. (Daily, official.) 3 x 5 vols., 1 in., in wooden desk drawer. Depot office (Bldg. B). (1224)
145. APPLICATIONS, REINSTATEMENTS, AND TRANSFERS, Oct. 1935 - Sept. 1936.

Position and reinstatement cards record applicant's name and address, position desired, experience and reference. Transfer cards record employee's name, station or position at which he is working and station or position to which he wishes to be transferred. (Daily, official.) $3\frac{1}{2}$ x 5 cards, 3 in., in wooden card cabinet. R. 430 (Bldg. A). (1986)

146. GRAPHS AND SKETCHES OF VARIATIONS IN MAGNETIC DECLINATIONS, Dec. 1935 - July 8, 1936. Showing amplitudes of signal strength of multiple components of beams as affected by countainous terrain, indicating signal fades similar to false cones of silence and build-ups. Sketches show multiple courses on established realignment of radio range. These graphs and sketches are of Salt Lake district. (Daily, official.) 30 x 48 folded loose sheets, 3 in., in wooden filing case drawer. R. 448 (Bldg. A). (1501)

147. MAPS, CHARTS AND DIAGRAMS, Dec. 4, 1935 - Mar. 3, 1936. Radio Facility Maps, give location and type of service of all stations; charts give kilocycle frequency of radio transmitters; diagrams are of the teletype circuits for each division in district. Indexed. (Daily, official, public.) Various sized loose sheets, 6 in., in 2 wooden filing case drawers. R. 448 (Bldg. A). (1503)

148. CORRESPONDENCE, PROJECT PROPOSALS AND APPLICATIONS, Jan. - Sept, 1936. Correspondence with Bureau of Air Commerce, WPA officials, and other interested agencies regarding WPA projects on airway sites; proposals and applications for WPA airway site projects; charts showing township and range location of proposed sites and blueprints showing construction and specifications of sites. (Daily, official.) 9 x 12 folders, 6 in., in wood-steel filing case drawer. R. 446 (Bldg. A). (1727)

149. FILE OF CONTEMPLATED WORK, Jan. - Sept. 1936. Listing necessary repair and construction work at various mechanics' sectors, giving name and location of sector and mechanic, type of work to be done and date listed. (Daily, official.) 3 x 5 cards, 4 in., in wooden card case. R. 446 (Bldg. A). (1726)

150. PATROL PILOTS FILE, Jan. - Sept. 19, 1936. Vouchers for reimbursement of travel and expenses (copies), tax exemption statements on gasoline and oil purchased by patrol pilot for department plane and aircraft accident report; correspondence and technical instructions regarding patrol pilots position and duties. Aircraft accident report made by pilot Braddick when he was forced to land on a mountain side east of Salt Lake City, Apr. 1936 is included. Correspondence with Assistant Director of Air Commerce, District Manager; inventory of equipment installed in plane; and flight-log books. (Daily, official.) 9 x 12 and 9 x 15 folders and covers, 4 in., in wooden desk drawer and on desk. R. 446 (Bldg. A). (1738, 1737)

151. CORRESPONDENCE OF MAINTENANCE SUPERVISOR, Jan. - Oct. 2, 1936. With mechanics, Bureau, District Manager, supply companies, airlines, etc., regarding materials and maintenance of airway facilities, reports and personnel in district; special copies to facilitate maintenance supervisors' handling of correspondence. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in wooden desk drawer. R. 436 (Bldg. A). (1834)

152. GASOLINE CONTRACTS AND DATA, Jan. - Oct. 8, 1936. Schedules of

contracts and contracts used as reference in making vouchers, etc. Gasoline sales slips for bulk and service station purchases used to check statements and tax exemption certificates. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in steel filing case drawer. R. 437 (Bldg. A). (1939)

153. EMPLOYEES AUTHORIZED TO REPORT WEATHER CONDITIONS, Jan. - Oct. 10, 1936. List of Air Navigation employees holding certificates of authority from Weather Bureau to make and report airway weather observations, gives name of office reported to, station reporting, dates, employee's name, position, and certificate number. (Weekly, official.) $9\frac{1}{2}$ x 11 loose-leaf books, 1 in., on file cabinet. R. 430 (Bldg. A). (1964)

154. ADMINISTRATIVE CORRESPONDENCE AND REPORTS, Jan. 2 - Sept. 3, 1936. Correspondence relative to - correspondence methods; organization charts of personnel of Bureau of Air Commerce and Airway Communication Stations; telephone service and communication stations; transportation requests; travel regulations and orders; personal automobiles; transportation of supplies and property; bills of lading; personnel regulations; itinerary and duty assignments; employees' home addresses, conferences, changes in civilian personnel; personnel reclassification and reinstatement; applications for positions; leaves of absence; time sheets; employment problems and thefts of Government property. Reports on civil service, overtime, retirement fund and efficiency; also memoranda of employment. Filed by Dewey Decimal System. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft. 6 in., in steel filing case drawer. R. 450 (Bldg. A). (1598)

155. TELEPHONE TOLL CALL RECORD, May 22 - Oct. 16, 1936. Made to or from 5th District administrative offices, giving date, stations (to and from), persons and duration; used as a check on charges for toll service. System has been used since office opened. Records previous to this have been misplaced. (Daily, official.) 5 x 8 vol., $\frac{1}{4}$ in., in desk drawer. R. 434 (Bldg. A). (2049)

156. COST DISTRIBUTION LEDGER, July - Sept. 1936. Following ledger accounts for computing cost distribution; manufacturing (district office and district depot), communications (distributable to sites), fields and lighting (mechanicians, sites and routes), stores accounts (fixed property, equipment, adjustments and sales). Showing title of account; cost group; project number; route number; site or station and voucher number or reference; total amount and amounts segregated to salaries, supplies, type of expenses, etc. (Daily, official.) 14 x 20 loose-leaf books, 3 in., on desk. R. 437 (Bldg. A). (1923)

157. SEMIMONTHLY AUTOMOBILE REPORTS, July 1 - Sept. 17, 1936. Giving truck or car number, speedometer reading at end of trip, number of miles traveled, daily destination or points visited, cost of gasoline, oil, grease, tires, storage, towage and repair, date of oil change, date water added to battery, and summary of condition of car. Report sheets made in duplicate, original placed on file in cost keeping department and duplicate retained in book. (Daily, official.) $7\frac{1}{2}$ x 10 standard automobile report book, $\frac{1}{4}$ in. on desk. R. 446 (Bldg. A). (1739)

158. AUTOMOTIVE COST LEDGER, July - Sept. 1936. Costs on automotive equipment in 5th District, giving airplanes, car or engine number; dates;

voucher numbers; amount and cost of gasoline and oil; cost of repairs and alterations, storage and miscellaneous items; and total costs. (Daily, official.) 12 x 15 loose-leaf books, 1 in., on desk. R. 437 (Bldg. A). (1924)

159. SUMMARIES OF PROPERTY AND FINANCIAL SCHEDULES, July - Oct. 9, 1936. Summaries of invoices for inter-district transfer of property with supporting vouchers, (incoming and outgoing); schedules of collections, retirements, voucher deductions and disbursements together with supporting vouchers, invoices, travel orders, pay rolls, etc. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 1 ft. 6 in., in steel filing case drawer. R. 437 (Bldg. A). (1956)

160. ALLOTMENT AND EXPENDITURE DATA, July 1 - Oct. 9, 1936. Current allotment data containing outstanding rental contracts, outstanding miscellaneous obligations, radio laboratory requisitions, invoices for materials, vouchers for inter-district transfer of property, field requisitions for supplies, keepers' monthly records of aviation gasoline and oil and miscellaneous information. (Daily, official.) $9\frac{1}{2}$ x 12 folders, 2 ft., in steel filing case drawer. R. 437 (Bldg. A). (1940)

161. SENIORITY RATINGS, Aug. 1, 1936. Showing ratings of Communications Division personnel, e.g., Senior Radio Operator in charge, Assistant and Junior Radio Operators, airway keepers and assistants. Names of competitors in "sending and receiving speed" tests with names of stations. (Daily, official.) $9\frac{1}{2}$ x 11 loose-leaf books, 1 in., on filing cabinet. R. 430 (Bldg. A). (1999)

162. INVENTORY OF RADIO AND TELETYPE EQUIPMENT BEARING A SERIAL NUMBER, Aug. - Oct. 6, 1936. Including keying devices, power packs, radio receivers and transmitters and teletype equipment; inventory cards list kind, type and serial number of equipment, locations used and date inventory was taken. (Daily, official.) $3\frac{1}{2}$ x 5 cards, 1 ft., in 2 steel card cabinet drawers. R. 430 (Bldg. A). (1985)

163. ASSISTANT AIRWAY ENGINEER'S INSPECTION REPORT BOOKS, n.d. Carried by Assistant Airway Engineer making inspection of communication stations. Repairs, construction and other work necessary to upkeep of station is noted in this book. Another book contains reports on contemplated repairs at field and beacon sites. (Daily, official.) 6 x 8 vols., 3 in., on desk. R. 446 (Bldg. A). (1725)

164. TOWNSHIP PLOT CHARTS, n.d. From records of the period 1886 - 1917, showing township, range and section in Fifth District. Compiled by the Department of the Interior, and issued to Bureau of Air Commerce for use in surveying landing fields and beacon sites. (Occasionally, official.) 18 x 23 loose-leaf book, 1 ft. 9 in., on cabinet. R. 448 (Bldg. A). (1520)

Fifth District Communication Stations

Municipal Airport Administration Bldg.
2450 W. North Temple St.

165. MISCELLANEOUS FILE, July 1, 1930 - June 30, 1933. Communication

station's general file containing correspondence, personnel records, reports, vouchers, purchase orders, office memoranda, instruction circulars and old data for teletype machine operation and maintenance. (Never.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, envelopes, pockets, bundles and rolls, 3 ft. R. 204. (1239)

166. COMMUNICATION STATION'S ADMINISTRATION FILES, July 1, 1930 - 1938. Correspondence, daily radio-logs, teletype logs, copies of reports, invoices, shipping orders, freight bills, pay rolls and personnel records; instructions on maintenance of communication equipment including diagrams, blueprints and office notes. Arranged according to subject. (Daily, official.) 11 x 15 folders, 3 ft., in 2 wooden filing case drawers. R. 213. (1250)

167. COMMUNICATION TRAFFIC, May 1931 - June 30, 1936. All communications dispatched over station facilities (copies), also operator's radio-log of "Air Communication Reports" and daily radio and telegraph reports. Office has requested Washington for authority to dispose of this file. Arranged chronologically. (Rarely, official.) Various sized bundles (25), 18 ft., in 24 pasteboard boxes. R. 204. (1238)

168. SPECIAL COMMUNICATIONS, Oct. 30, 1935 - Mar. 20, 1936. Ninety-six station office communications regarding search, etc., of missing Standard Oil Company Airliner (copies). (Rarely, official.) 7 x 10 envelopes, 1 in. on wooden shelf. R. 204. (1240)

THE BUREAU OF FISHERIESSPRINGVILLEFISH-CULTURAL STATION
Bureau of Fisheries Bldg.

This station was established at Springville, Utah, July 18, 1916, and has continued operations from that date until the present time. The station serves all of Utah and Nevada.

169. STATEMENTS OF PURCHASES, 1916 - 1935. Received from companies through which the station has contracted to purchase supplies and materials. Filed alphabetically. (Occasionally, official.) 8 x 14 envelope, 6 in., in wooden cabinet. Attic. (17)

170. DEPARTMENTAL CORRESPONDENCE, 1916 to date. Between Department of Commerce, Washington, D. C., Regional Office, Seattle, Washington and this station relative to departmental instructions and acknowledgment of progress made. Filed chronologically. (Older records, rarely; recent ones, daily, official.) 8½ x 11 envelopes and 9 x 11 folders, 1 ft. 9 in., in metal filing case drawer and in wooden cabinet. Dirty, torn. Attic and office. (16, 27)

171. GENERAL CORRESPONDENCE, 1916 to date. From Regional Director, Seattle, Washington; duplicate letters sent to other stations by this agent relative to nature of work in progress at each station; also from individuals and firms. Filed chronologically. (Older records, rarely; recent ones occasionally, official.) 10 x 14 envelopes and 9 x 11 folders, 4 ft., in wooden filing case drawer and in wooden cabinet. Attic and office. (18, 28)

172. PAY ROLL REPORTS, 1916 to date. Form 526, showing name and address, service rendered, period, time worked and rate of pay (duplicates). Forms 535 and 536, pertaining to expenditures for temporary labor. Originals sent to Washington, D. C. Filed chronologically. (Occasionally, official.) 9 x 12 folders and bundles, 2 ft. 3 in., in wooden filing case drawer and on shelves in wooden cabinet. Damaged by careless handling, dirty. Attic and office. (3, 21)

173. ANNUAL REPORTS, June 1916 - July 1937. Covering trout and bass collections, fish-culture, construction and repairs, recommendations for future work, distributions by states and messengers, egg shipments, statements and costs, station personnel, expenditures for year and statement of salaries paid (triplicates). Compiled each year. Originals sent to Washington, D. C., duplicate sent to Seattle, Washington. Indexed. (Frequently, official.) 10 x 15 loose-leaf books (21), 6 in., in desk drawer. Office. (13)

174. SUPERINTENDENT'S DAILY LOG BOOKS, July 18, 1916 to date. Relates to daily activities, weather conditions, office duties, number of fish eggs received, place planted and by whom. Organized by years. (Occasionally, official.) 10 x 15 vols. (14) and 8 x 18 loose-leaf books (2), 1 ft. 9 in., in wooden filing case drawer and in wooden cabinet. Attic and office. (4, 29)

175. TEMPERATURE REPORTS AND FISH FOOD RECORDS, 1917 - 1929. Original monthly temperature reports showing air conditions and water temperature recorded hourly; fish food records showing kind of food fed, and pounds fed per day and month. (Occasionally, official.) 10 x 18 envelope and bundles, 3 in., in wooden cabinet. Attic. (9)

176. MESSENGERS' AND MILEAGE REPORTS, 1917 to date. Form 593, showing trips made delivering fish in streams and lakes, name of messenger, trip number, species of fish, age and size, when produced, condition and disposition. Form 592, shows signature of messenger, trip number, route of travel, date and species of fish (originals). Filed chronologically. (Occasionally, official.) 9 x 12 folders and bundles, 1 ft. 3 in., in wooden filing case drawer and on shelf in wooden cabinet. Attic and office. (2, 23)

177. INVENTORY REPORTS OF PROPERTY, June 30, 1917 - June 30, 1930. Showing conditions, improvements made, and condemnation by Secretary of Commerce (triplicates). First copy sent to Washington, D. C., second copy to Regional Director, Seattle, Washington. Compiled yearly. (Annually, official.) 10 x 15 vols. (14), 6 in., on shelf in wooden cabinet. Attic. (11)

178. PROPOSALS AND CONTRACTS, Aug. 4, 1917 - May 30, 1932. Statements of proposals setting up budget to cover operation and maintenance costs (duplicates). Also short form contracts issued to individuals or firms for supply of merchandise. Originals and copy sent to Washington, D. C., copy to Superintendent, Seattle, Washington. Filed chronologically. (Rarely, official.) 9 x 16 bundles, 2 ft., in wooden cabinet. Dirty. Attic. (6)

179. REPORTS ON EGGS, FRY AND OTHER STOCK, Oct. 31, 1917 to date. Species, number of eggs received, hatched, loss, planted, location, and number of brood stock fish at this station (triplicates). Originals sent to Department of Commerce, Washington, D. C., second copy to Bureau of Fisheries, Seattle, Washington. Compiled monthly. (Occasionally, official.) 9 x 18 folder and bundles, 1 ft. 3 in., in wooden filing case drawer and in wooden cabinet. Dirty. Attic and office. (5, 19)

180. TRAVEL ORDERS, 1918 - 1930. Form 552, showing name of person, date of travel, nature and purpose of trip, signatures of authorizing agent and station superintendent. Filed chronologically. (Occasionally, official.) 8 x 11 bundles, 3 in., on shelf in wooden cabinet. Attic. (1)

181. DAILY CARD RECORDS OF FISH PLANTED, 1918 to date. Showing species, where planted, date, fish eggs received and number hatched. Compiled by years. (Occasionally, official.) 3 x 6 cards and bundles, 3 ft. 6 in., in wooden filing case drawer and in wooden cabinet. Damaged by careless handling, dirty, torn, ink faded. Attic and office. (24, 15)

182. SUPERINTENDENT'S MONTHLY ACTIVITY REPORTS, 1918 to date. Showing

number of eggs received from other stations, number hatched, planted, name and location of stream or lake in which fish were deposited (duplicates). Also chart showing daily cost of fish feeding. Originals sent to Washington. Filed chronologically. (Occasionally, official.) 8 x 14 bundles and 9 x 18 folder, 1 ft., in wooden filing case drawer and in wooden cabinet. Dirty. Attic and office. (8, 22)

183. ABSENCE REPORTS AND RECORDS OF CONDUCT AND EFFICIENCY OF EMPLOYEES, 1919 - 1932. Form 520, monthly absence reports showing employee's name, dates and month absent, whether annual leave, sick and pay rate for time absent (duplicates). Form 767, relates to quarterly conduct and efficiency of employees at station, showing employee's name, position, conduct, efficiency, health and additional remarks (duplicates). Filed by dates. Originals sent to Commissioner, Washington, D. C. (Occasionally, official.) $8\frac{1}{2}$ x 11 envelopes, 6 in., in wooden cabinet. Attic. (14)

184. MONTHLY REPORT OF EXPENDITURES FOR TRANSPORTATION, 1920 - 1932. Covering transportation of fish equipment, supplies, fish eggs and food, showing number of requisition and bill of lading, to whom issued and chargeable, classification and remarks (triplicates). Originals sent to Washington, duplicates to Regional Director, Seattle, Washington. Compiled monthly. (Seldom, official.) 10 x 12 envelopes, 3 in., in wooden cabinet. Attic. (10)

185. STATEMENT OF FISH AND EGGS DISTRIBUTED, July 1922 - June 1928. Giving date, name of station, species of fish, size, to whom delivered, point of delivery or deposit, waters stocked, where produced and number shipped (duplicates). Compiled monthly. Originals sent to Washington, D. C. (Yearly, official.) 10 x 12 bundle, 3 in., in wooden cabinet. Attic. (12)

186. SPECIAL APPROPRIATION EXPENDITURE REPORTS, Apr. 30 - Nov. 15, 1928; 1935 to date. Form 541-A, reports of liabilities incurred during this period charged to special appropriation allotted to station. Show requisition number, signature of payee, explanation of expenditure, amount allotted for water supply and distributing system, drainage system, ponds, and total expenditure for each month. Originals sent to Washington, D. C. Filed chronologically. (Occasionally, official.) 16 x 24 bundle and folder, 6 in., in wooden filing case drawer and on shelf in wooden cabinet. Attic and office. (7, 20)

187. CONTRACT BIDS, July 1, 1932 to date. Submitted by individuals and corporations relative to contracting construction work, supplies and equipment at this station. Filed chronologically. (Rarely, official.) 9 x 16 folders, 6 in., in wooden filing case drawer. Office. (25)

188. MONTHLY RECORD OF TYPE OF FOOD FED, July 1935 to date. Showing amount, time, kind of food fed to fry, fingerlings and adult fishes; also describes condition of water at feeding time. Filed chronologically. (Daily, official.) 8 x 14 envelopes, 3 in., in office desk. Office. (26)

