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INVENTORY OF  
FEDERAL ARCHIVES  
IN THE STATES

SERIES XII  
THE VETERANS' ADMINISTRATION  
NO. 18  
MAINE

NATIONAL ARCHIVES PROJECT  
WORKS PROGRESS ADMINISTRATION

GOVERNMENT PUBLICATIONS

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives  
Division of Women's and Professional Projects  
Works Progress Administration

The National Archives  
Cooperating Sponsor

SERIES XIII. THE VETERANS' ADMINISTRATION  
NO. 18. MAINE

John C. Fitzgerald, State Administrator  
F. C. Harrington, Administrator

Rockland, Maine  
The National Archives Project  
1939



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Prepared by

The Survey of Federal Archives  
Division of Professional and Service Projects  
Works Progress Administration  
Philip M. Hamer, National Director  
Ella C. Newman, Supervisor National Archives Project

Division of Professional and Service Projects

SERIES XII. THE VETERANS' ADMINISTRATION  
Florence Kerr, Assistant Administrator  
Helen Irene Twombly, State Director

WORKS PROGRESS ADMINISTRATION

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PREFACE

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

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

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

In Maine the work of the Survey was under the direction of Judge Edward K. Gould, Regional Director for Maine, New Hampshire, and Vermont, with Ella C. Newman as his assistant from its inception until June 30, 1937. Since that time the Maine Project has been under the supervision of Ella C. Newman. This Inventory of the records of the Veterans' Administration in Maine was prepared in the Rockland office of the Survey and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Rockland, Maine  
April 11, 1939

Ella C. Newman, Supervisor  
The National Archives Project  
in Maine



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TOGUS FACILITY



TOGUS FACILITY

TOGUS

VETERANS' ADMINISTRATION FACILITY

- (A) Old Headquarters Bldg.
- (B) New Headquarters Bldg.
- (C) Hospital

The first Home for Disabled Veterans in the United States was established in Togus in 1866. It was then called the National Asylum but was later known as the National Home for Disabled Volunteer Soldiers. Prior to 1898 a Health Cure Sanitarium was maintained at Togus by private citizens. A few of its records dating from 1869 however, have been found. On July 21, 1933 by Executive Order of the President, the Veterans Administration was established as an independent establishment. In 1941 the name was changed to Veterans' Administration Facility. It now functions as a Hospital, Contingentary, and as a Regional Office for the Veterans' Administration in Maine.

The Facility is located **TOGUS FACILITY** in the city limits of Augusta. Practically all of the older wooden buildings have been demolished and replaced by brick ones to which many of the records have been transferred since the Survey was made. Useless papers are destroyed upon authorization from Washington.

Administration

1. INDEX TO DOMICILIARY RECORDS, June 5, 1866 to date. Lists veteran's name, serial history number, date of enlistment and discharge, alias number of veteran, and miscellaneous material pertaining to identification. Arranged alphabetically. (Partially, official.) 3 x 5 cards (30,000), 25 x 10 in., in 4 drawers of steel filing cases. R. 100 (Bldg. F). (100)
2. INDEX TO PENSION LETTERS, Jan. 4, 1874 - July 2, 1886. Lists veteran's name and regiment, amount of pension received, and number of book and page where account may be found. Arranged alphabetically. (Partially, official.) 16 x 18 vols. (10), 10 in., on table. Dirty. Bindings broken. R. 100 (Bldg. B). (94)
3. INDEX TO POSTWOUND CASE FUND, Sept. 4, 1876 - June 30, 1886. Lists name of veteran, regiment, and amount of account. Filed alphabetically listing number of book and page on which account may be found. (Partially, official.) 12 x 16 vols. (4), 2 in., on table. Dirty. Bindings broken. R. 100 (Bldg. B). (96)
4. INDEX TO SUPPLIES ISSUED, Apr. 1 - Dec. 31, 1886. Contains names of J. B., J. D., E. F., G., and the following departments: Plan, Quartermaster's Office, quartermaster, carpenter, blacksmith, and laundry. (Partially, official.) 2 x 12 vols. (5), on wooden table. No cover. (Partially, official.) R. 100 (Bldg. B). (98)



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The Facility is located at Togus within the city limits of Augusta. Practically all of the older wooden buildings have been demolished and replaced by brick ones to which many of the records have been transferred since the Survey was made. Useless papers are destroyed upon authorization from Washington.

Administration

1. INDEX TO DOMICILIARY RECORDS, June 5, 1866 to date. Lists veteran's name, serial history number, date of enlistment and discharge, claim number of veteran, and miscellaneous material pertaining to identification. Arranged alphabetically. (Frequently, official.) 3 x 5 cards (10,000), 14 ft. 10 in., in 4 drawers of steel filing cases. R. 100 (Bldg. B). (192)
2. INDEX TO PENSION LEDGER, Jan. 4, 1874 - July 3, 1896. Lists veteran's name and regiment, amount of pension received, and number of book and page where account may be found. Arranged alphabetically. (Rarely, official.) 12 $\frac{1}{2}$  x 19 vols. (10), 10 in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (96)
3. INDEX TO POSTHUMOUS CASH FUND, Sept. 4, 1876 - June 30, 1916. Giving name of veteran, regiment, and amount of account. Filed alphabetically listing number of book and page on which account may be found. (Rarely, official.) 12 x 18 vols. (4), 2 in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (95)
4. INDEX TO SUPPLIES ISSUED, Apr. 1 - Dec. 31, 1891. To companies A, B, C, D, E, F, G, and the following departments: farm, treasurer's office, quartermaster, carpenters, amusement hall, police, laundry, printing, greenhouse, blacksmith, and cemetery. (Rarely, official.) 9 x 12 vol., 2 in., on wooden table. SW. corner storeroom, 1st floor (Bldg. B). (298)



5. LEDGER, June 22, 1859 - Dec. 5, 1867. Debits and credits of the Health Cure Sanitarium maintained by private citizens before the Government acquired it for a National Asylum; debits include express bills, supplies, subsistence, and wages; credits include board, meals, and the amount reserved for maintenance funds, also shoemaker's account. (Rarely, official.)  $13\frac{1}{2}$  x 19 vol., 2 in., on table. Dirty. R. 103 (Bldg. B). (102)

6. PENSION ACCOUNT, Nov. 15, 1866 - May 12, 1884. Record of payment of pensions to war veterans, giving name and address, nearest relative, name and number of company and regiment, number and date of pension certificate, amount per month, where payable and date of last payment. (Never.) Various sized vols. (4),  $3\frac{1}{2}$  in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (44)

7. HISTORICAL REGISTER, Oct. 6, 1866 - July 13, 1933. Entire history of each veteran admitted: military history showing name, age, birthplace, residence, company and regiment, date of enlistment and discharge, kind of disability and if caused by service; domestic history showing occupation, marital status, and address of nearest relative; hospital history covers rate of pension, date of admission or re-admission, and condition, date and cause of discharge or death. Each veteran is given a register number, which is entered on the hospital and domiciliary records. Historical records have been discontinued but similar data is now carried on under domiciliary records. See addenda for detailed information. (Frequently, official.) Various sized vols. (52), 9 ft. 4 in., in 55 compartments of wooden filing cases. Dirty, bindings broken. R. 103 (Bldg. B). (14)

8. DOMICILIARY RECORDS, Nov. 8, 1866 to date. Original identification papers of each member having been admitted to the Veterans' Administration since its establishment, including application for admission, certificate of identification, surgeon's certificate, certificate of acceptance, order of admission, death certificate, and inventory of effects; enclosed in envelopes and folders, with veteran's name and historical number. Filed numerically. (Frequently, official.) 9 x 11  $\frac{3}{4}$  folders and 4 x 9 envelopes, 353 ft. 4 in., in 210 drawers of steel and wooden filing cases, 6 wooden drawers, and 5 wooden chests. Rs. 100 and 103 (Bldg. B). (45)

9. MONTHLY ACCOUNT OF PURCHASES, Nov. 1, 1867 - Nov. 7, 1869. Giving date, department, name of firm, description and quantity of purchase, price, and total amount. (Rarely, official.)  $8\frac{3}{4}$  x  $15\frac{1}{2}$  vol., 1 in., in canvas hamper. Damaged by water, dirty, binding broken. R. 103 (Bldg. B). (336)

10. SECRETARY'S JOURNAL, July 17, 1867 - June 1, 1889. Monthly record of accounts, covering subsistence, household supplies, hospital expenses, transportation, construction, farm, and other current expenses, specifying the materials or supplies purchased, price and name of purchaser; now continued under "Cost Ledger". (Never.)  $8\frac{3}{4}$  x 14 and  $8\frac{1}{2}$  x  $13\frac{1}{2}$  vols. (3),  $6\frac{1}{4}$  in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (37)

11. PENSION RECEIPTS, Mar. 10, 1868 - Dec. 7, 1870. Showing original signatures of veterans, made when pensions were received. (Rarely, official.) 9 x 14 vols. (2), 3 in., on table. SW. corner storeroom, 1st floor (Bldg. B). (290)



12. LEDGER FOR DEBITS ONLY, Aug. 31 - Nov. 22, 1869. Form FK, showing amounts for services, pay roll of employees, cash for veterans' pensions, various other disbursements, and total amount. (Rarely, official.) 9 x 14 vol., 2 in., on table. R. 103 (Bldg. B). (98)
13. POST FUND CASH BOOK, July 27, 1869 - July 19, 1919. Receipts and disbursements for current expenses, showing money received and disbursed for each department: hotel, hospital, store, farm, and theatre; balanced at close of each month. (Rarely, official.) 8 x  $13\frac{1}{2}$  and  $12\frac{1}{2}$  x  $18\frac{1}{4}$  vols. (29), 5 ft. 2 in., in wicker basket. Damaged by fire, brittle, torn. R. 103 (Bldg. B). (26)
14. LEDGER, June 30, 1870 - Nov. 30, 1871. List of supplies furnished veterans and credits of payment for same, also names of merchants furnishing supplies. (Rarely, official.)  $14\frac{1}{2}$  x  $19\frac{1}{2}$  vol., 1 in., on table. Binding broken. SW. corner storeroom, 1st floor (Bldg. B). (307)
15. TREASURER'S JOURNAL, Jan. 1, 1870 - Dec. 30, 1882. Monthly abstract of the accounts of disbursement for transportation, construction, supplies, subsistence, hospital, clothing, farm, and other current expenses. (Never.) 9 x 14 vol., 2 in., on table. Dirty. R. 103 (Bldg. B). (39)
16. LEDGER, SHOE SHOP, July 18, 1870 - July 8, 1885. Credits and debits, covering sales and repairs on shoes, supplies and materials for shoemaking, and salaries paid civilian employees; balanced at end of each month. (Rarely, official.)  $8\frac{1}{2}$  x 14 vols. (3),  $2\frac{1}{2}$  in., on table. Damaged by water, dirty. R. 103 (Bldg. B). (103)
17. GENERAL ACCOUNT LEDGER, Jan. 1, 1870 - July 30, 1900. Debits and credits of each department of Home, Asylum, and household current expenses; current records continued under "Cost Ledger and Consolidated Budget Activities". (Rarely, official.) Various sized vols. (11), 1 ft. 4 in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (99)
18. JOURNAL, CHECKS PAID EMPLOYEES, Oct. 1, 1872 - Sept. 8, 1874. Giving name of employee, date, and amount of check. (Rarely, official.) 8 x  $10\frac{1}{2}$  vol.,  $1\frac{1}{2}$  in., in canvas hamper. Dirty, torn, binding broken. R. 103 (Bldg. B). (100)
19. INVENTORY, Mar. 1, 1872 - Apr. 30, 1882. Monthly inventory and appraisal of property, and supplies belonging to the National Asylum. (Rarely, official.)  $8\frac{1}{2}$  x 14 vols. (4), 6 in., on wooden table. SW. corner storeroom, 1st floor (Bldg. B). (333)
20. TREASURER'S ACCOUNTS CURRENT, Sept. 25, 1873 - Sept. 30, 1877. Monthly account of receipts and disbursements of each department, and amount of pay rolls; balanced and certified to be correct by treasurer. Now kept by each department and balanced under "Cost Ledger" at end of month in the finance office. (Never.)  $13\frac{3}{4}$  x  $15\frac{1}{2}$  vol., 1 in., on table. Dirty. R. 103 (Bldg. B). (28)
21. STANDING ORDER OF PENSIONS, June 2, 1873 - Dec. 31, 1874; Jan. 1, 1880 - Dec. 31, 1882. Giving name of soldier receiving pension, company and regiment, amount received, name and address of person to whom part of



pension is to be paid. (Rarely, official.) 9 x 14 vols. (4), 8 in., on table. Damaged by careless handling, bindings broken. SW. corner storeroom, 1st floor (Bldg. B). (335)

22. RECORD OF SHOE SHOP LABOR AND PAY ROLL, Sept. 1, 1874 - Sept. 20, 1875. Amounts paid for labor, giving amount and to whom paid, date of pay period, debits and credits, and balance on hand, with superintendent's salary excepted. (Rarely, official.)  $8\frac{1}{4}$  x  $13\frac{3}{4}$  vol., 1 in., in hamper. Dirty, mildewed, binding broken. R. 103 (Bldg. B). (104)

23. RECORD OF STORE CHECKS, Feb. 1, 1874 - July 6, 1887. Advanced to veterans to be used in place of money, that the latter may purchase merchandise from the store, giving number and amount of check, date, and name of person to whom issued. (Rarely, official.) 9 x 14 vols. (5), 5 in., on table. R. 103 (Bldg. B). (117)

24. DAILY RECORD OF REGULAR EMPLOYEES, May 1, 1881 - Oct. 28, 1936. Giving name of employee, whether butcher, baker, engineer, plumber, mason or laborer, total hours and wages per day and month, and total earnings. (Frequently, official.) Various sized vols. (6), 2 ft.  $2\frac{1}{4}$  in., in wooden boxes. R. 103 (Bldg. B). (32)

25. PENSION ACCOUNT, July 1, 1882 - June 30, 1894. Record of pensions received by soldiers, giving regular number, name, rank, company, regiment, number and date of certificate, date of admission, roll number, and total amount received for year. (Rarely, official.)  $12\frac{1}{2}$  x 18 vols. (4), 8 in., on table. Bindings broken, dirty. SW. corner storeroom, 1st floor (Bldg. B). (311)

26. EXPENSE JOURNAL, July 1, 1883 - Mar. 31, 1886. Daily record of all business transactions, name of department, entries of transportation, cash received from store, all payments made, and whether made by cash or check. (Rarely, official.) 9 x 14 vols. (3), 6 in., on table. SW. corner storeroom, 1st floor (Bldg. B). (334)

27. LEDGER OF POST FUNDS, Aug. 1, 1883 - June 30, 1896. Accounts with various firms, giving debits and credits, specifying materials purchased, value, and amount paid for same. (Rarely, official.)  $8\frac{1}{2}$  x  $13\frac{1}{2}$  vol.,  $\frac{1}{4}$  in., on table. Dirty, covers torn. R. 103 (Bldg. B). (101)

28. INDIVIDUAL PENSION LEDGER ACCOUNTS, Apr. 1, 1883 - Sept. 30, 1905. Quarterly accounts of each veteran, giving date, folio number, debit, credit and balance. (Rarely, official.) 13 x 19 vols. (14), 3 ft. 2 in., on floor. R. 103 (Bldg. B). (303)

29. CASH, STOCK AND BOND ACCOUNT, July 1, 1884 - June 30, 1885. Monthly account of cash on hand and value of stocks and bonds on hand, with interest and fines; balanced and signed by Finance Officer. (Never.)  $8\frac{3}{4}$  x  $13\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., in canvas hamper. Dirty. R. 103 (Bldg. B). (16)

30. PENSION CASH BOOK, Sept. 30, 1884 - June 30, 1906. Debits cover date, folio and order number, from whom received and amount; credits cover date, folio number, to whom paid, and amount. (Rarely, official.) 12 x  $18\frac{1}{2}$  vols. (14), 1 ft. 7 in., on table. Damaged by water, ink faded, bindings broken. SW. corner storeroom, 1st floor (Bldg. B). (310)



31. RECORD OF PENSION RECEIPTS, May 24, 1886 - Sept. 3, 1889. Name of veteran, pension number, date, amount paid, and witness to signature. (Rarely, official.) 12 x 15 and  $10\frac{1}{2}$  x  $15\frac{1}{4}$  vols. (2), 5 in., on floor. Dirty. R. 103 (Bldg. B). (289)

32. RECORD OF THE PROCEEDINGS OF THE COUNCIL OF ADMINISTRATION POST FUND, Sept. 1, 1886 - June 3, 1895. Monthly meetings of the council which consists of the Governor, treasurer, secretary, and commissary of subsistence, giving date of meeting and members present. All purchases are made through the treasurer, who gives a report of receipts, expenditures, interest, and total amount on hand. These records are now carried on in the hospital and may be found in the inactive file room. (Rarely, official.) 8 x 14 vol.,  $\frac{1}{2}$  in., on table. Dirty, binding broken. R. 103 (Bldg. B). (109)

33. TRANSPORTATION RECORDS, July 31, 1886 - Dec. 31, 1924. Tickets issued for disabled volunteer soldiers, for transportation to National Home or from National Home to other places, giving name, number of ticket, amount, date, and destination. (Rarely, official.) 11 x 18 vols. (28), 4 ft. 8 in., on wooden shelf in steel vault. Binding broken, dirty. Basement (Bldg. A). (328)

34. LEDGER OF GENERAL ACCOUNTS, July 1, 1888 - June 30, 1905. Semi-monthly accounts, giving date, voucher number, name, and item; debits cover internal and cash expenditures; credits cover internal and cash receipts. (Rarely, official.) 15 x 20 vols. (7), 1 ft. 2 in., on table. Bindings broken. SW. corner storeroom, 1st floor (Bldg. B). (308)

35. MONTHLY LIST OF VETERANS PAID WAGES, Apr. 1, 1889 - June 30, 1890. Giving company number, number and name of regiment, occupation, and wages. (Rarely, official.) 9 x 14 and  $8\frac{1}{2}$  x  $13\frac{1}{2}$  vols. (2),  $1\frac{1}{4}$  in., in canvas hamper. Dirty, bindings broken. R. 103 (Bldg. B). (79)

36. EXHIBIT OF CONTRACTS, June 11, 1889 - June 24, 1908. Contracts with various firms, giving date, amount, department, name of contractors, and date of expiration of contract; bond of approval, listing supplies used monthly under contract, unit price, date of payments, and signed by Supply Officer. Original contracts now kept in supply office until expiration and then cancelled. (Never.) 11 x  $16\frac{1}{2}$  and 12 x  $18\frac{1}{4}$  vols. (9), 1 ft.  $8\frac{1}{4}$  in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (50)

37. BURIAL RECORDS, Oct. 18, 1889 to date. Giving name of veteran, register, regiment and company number, date, place and cause of death, disposition of body, locality of grave, and number of marker if veteran is buried in this cemetery. Three volumes have no dates, but apparently were the earliest records, as they carry the names of many of the first enrolled veterans. (Frequently, official.) Various sized vols. (16), 1 ft. 3 in., on safe. Bindings broken. R. 103 (Bldg. B). (81)

38. CHECK BOOK STUBS, Feb. 6, 1890 - Dec. 31, 1934. For checks issued. (Rarely, official.) 6 x 19 and 6 x  $9\frac{1}{2}$  vols., 14 ft. 7 in., in canvas basket. Dirty. R. 103 (Bldg. B). (291)



39. LEDGER, RESTAURANT, Oct. 6, 1891 - Jan. 31, 1898. Daily account of persons furnishing supplies, cash receipts, and total amount of disbursements; balanced at close of each day. (Rarely, official.)  $8\frac{1}{2}$  x 14 vol., 1 in., on table. Dirty, binding broken. R. 103 (Bldg. B). (97)

40. INVENTORY AND APPRAISEMENT OF THE STORE, SALOON, AND RESTAURANT, June 30, 1891 - June 30, 1904. Giving number, name and value of articles, price and value of appraisement, and total amount; these records are continued under "Post Fund Inventory and Appraisement". (Rarely, official.) 9 x 14 vols. (2), 4 in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (76)

41. POSTHUMOUS ACCOUNT, INDIVIDUAL LEDGER, Mar. 19, 1891 - May 15, 1931. Posthumous funds and effects of deceased war veterans, and payment or delivery to nearest of kin or guardian, giving name, amount paid, cash received from sale of effects and to whom paid. (Occasionally, official.) Various sized vols. (4),  $8\frac{1}{4}$  in., on table. R. 105 (Bldg. B). (19)

42. DISBURSEMENTS ON APPROPRIATIONS FOR THE POST FUND, July 1, 1892 - June 30, 1899. Monthly account of disbursements for current expenses from the amount appropriated, specifying department, whether for subsistence, construction, supplies, transportation, hospital, or pay rolls, and total amount; examined and approved monthly by the Manager. These records are now continued under "Cost Ledger". (Never.)  $8\frac{1}{2}$  x 14 vols. (5),  $4\frac{1}{4}$  in., on table. Dirty, bindings broken. R. 103 (Bldg. B). (38)

43. RATES OF FARE, Dec. 1, 1892 - Mar. 1, 1900. Record of through rates of fare to various places via railroads which honored transportation orders at half rates, giving destination, amount, railroad furnishing transportation, number of tickets, and miles traveled. (Never.) 12 x 18 vol., 2 in., on wooden shelf. Dirty, binding broken. R. 103 (Bldg. B). (22)

44. RECORD OF PENSION CERTIFICATES, June 30, 1892 - Dec. 31, 1906. Issued to veterans, listing agency, roll number, name, rank, regiment, company, date admitted to Home, number and date of certificate, rate per month, date dropped or discharged, and date of death. (Rarely, official.) 12 x 18 vols. (5), 11 in., on table. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (324)

45. LEDGER AT POST BEER HALL, Feb. 20 - Dec. 31, 1897. Monthly statement of receipts and expenditures. (Rarely, official.)  $14\frac{1}{2}$  x  $19\frac{1}{2}$  vol., 1 in., on table. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (306)

46. RECORD OF EFFECTS OF DECEASED VETERANS, June 30, 1900 - Nov. 20, 1918. Giving name, company, date of death, amount of pension and personal cash, total, and date record of effects was presented to the council meeting, audited, and sent to nearest relative. (Never.) 8 x  $10\frac{1}{2}$  and  $8\frac{1}{2}$  x  $13\frac{1}{2}$  vols. (22), 1 ft. 10 in., on wooden shelves in vault. Basement (Bldg. A). (48)

47. PAY VOUCHERS FOR PERSONAL SERVICES, Oct. 31, 1902 - July 31, 1918. Form 61, vouchers of officers, non-commissioned officers, and employees, giving name, status, occupation, rate of pay per year, amount of pay received on present voucher, with signatures of Governor and treasurer.



(Never.) 3 3/4 x 8 1/4 folders, 9 ft. 7 in., in wooden boxes. Dirty. R. 103 (Bldg. B). (2)

48. PROPERTY SCHEDULE, Oct. 12, 1904 - Sept. 8, 1918. Listing expenditures, amount of current expenses, name and number of articles in each room, such as chairs, tables, brushes, toilet articles, and furnishings; rooms must be accounted for by the heads of each department. (Never.) 5 1/2 x 8 1/2 loose papers, 2 in., on wooden shelf in vault. Dirty. Basement (Bldg. A). (49)

49. POST FUND ACCOUNT, July 1, 1904 - Sept. 19, 1932. Showing current expenses, pay rolls, requisitions for supplies, amount received from sales, and posthumous funds received from present Board of Managers, also total receipts and disbursements. (Never.) 12 x 15 loose-leaf books, 1 1/2 in., in wicker basket. R. 103 (Bldg. B). (36)

50. GENERAL FUNDS ACCOUNT, July 1, 1908 - June 30, 1931. Receipts and disbursements, covering household, hospital, subsistence and farm departments, giving date, number of voucher, and item. (Rarely, official.) 11 1/2 x 17 and 15 3/4 x 19 1/2 vols. (8), 2 ft. 3 in., on floor. Dirty. R. 103 (Bldg. B). (295)

51. RECORD OF DISCIPLINE, July 1, 1908 - Aug. 31, 1934. Report made by commanding officers on conduct of veterans, giving name, charges, name and number of major or minor offenses. (Rarely, official.) 9 x 11 1/2 vol., 2 in., on table. SW. corner storeroom, 1st floor (Bldg. B). (327)

52. ACCOUNTS CURRENT, June 25, 1913 - July 1, 1931. Form 1019, amount of appropriation, receipts, disbursements, adjustments, payments, and balance due the United States; balanced and certified to be correct by the disbursing agent. (Never.) 3 1/2 x 8 folders, 6 in., in wooden drawer. Dirty. R. 103 (Bldg. B). (6)

53. OFFICIAL LETTERS SENT OUT, Jan. 15, 1913 - Dec. 31, 1934. From the Supply Officer to the Directors of Division of Supplies, also correspondence from veterans and employees to the Central Office for transportation (copies). (Occasionally, official.) 8 1/2 x 10 1/2 and 9 1/2 x 11 1/2 vols., loose-leaf books, and bundles, 4 ft. 2 3/4 in., in wooden boxes and on table. Dirty. R. 103 (Bldg. B). (114)

54. OFFICIAL CORRESPONDENCE, Jan. 26, 1914 - July 31, 1935. Relative to pay rolls, repair of buildings, admissions and discharges, supplies, transportation requests, reports, claims for compensation, inspection and insurance reports. Sent by Manager to veterans, various firms, and headquarters. (Occasionally, official.) 11 x 12 loose papers, 16 ft. 2 1/4 in., in wooden filing cases. R. 103 (Bldg. B). (20)

55. TIME RECORD CARDS, Jan. 1, 1915 - June 30, 1930. Form 134, for veterans employed, giving name, rating, department, salary, attendance record, and amount due. (Rarely, official.) 4 x 6 cards, 17 ft. 6 in., in 8 drawers of wooden filing case. SW. corner of basement (Bldg. A). (313)

56. BITUMINOUS COAL CONTRACT, July 1, 1918 - July 31, 1919. Giving name of company, date of delivery, number of tons and total used monthly;



records continued under "Exhibit of Contract and Bids", in supply office. Arranged chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$  loose papers, 1 in., in wooden box. Dirty. R. 103 (Bldg. B). (61)

57. CASH BOOK OF HOTEL, Nov. 30, 1918 - Apr. 1, 1923. Showing number of room, names of occupants, date of arrival and departure, amount received, also total receipts and disbursements at the close of each month. The hotel is no longer managed by Veterans' Administration Facility, but is carried on by private citizens under the supervision of the Facility officials who regulate sanitary conditions. (Never.) 8 x 10 $\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., in wicker basket. R. 103 (Bldg. B). (27)

58. CONSOLIDATED MORNING REPORT, July 1, 1918 - June 30, 1936. Of officers, non-commissioned officers, and members, showing whether on regular or extra duty, absent with or without leave, number of changes, number absent with illness or excused by surgeon, with signatures of company commander and Manager. (Daily, official.) Various sized vols. (23), loose-leaf books (2), and packages (4), 2 ft. 5 in., in laundry basket. Dirty, bindings broken. R. 103 (Bldg. B). (106)

59. RECORD OF FREE EDUCATIONAL TRAINING FURNISHED VETERANS AT VARIOUS COLLEGES, Oct. 2, 1919 - Sept. 30, 1931. Forms 557 and 572, giving name of veteran, college, nature of training, length of course, training with or without pay to the veteran, stating the amount and number of pay voucher. (Never.) 4 x 6 cards, 5 in., on wooden shelf in vault. Dirty. Basement (Bldg. A). (25)

60. INVENTORY AND INSPECTION REPORT, Dec. 20, 1920 - May 26, 1929. Relative to supplies for which the superintendent of post funds is responsible, giving number or quantity, article, how long in use, condition, and disposition. (Rarely, official.) 8 x 9 $\frac{1}{2}$  bundles, 2 in., in wooden box on floor. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (296)

61. RECORD OF LETTERS RECEIVED AT TREASURER'S OFFICE, Mar. 6, 1920 - July 24, 1931. Name and address of person or firm by whom sent and dates; relative to store orders, shortage in shipments, lost checks, library books, appropriations, uniforms, applications for employment for relief veterans, and for effects of deceased veterans. (Never.) 9 $\frac{1}{2}$  x 11 $\frac{1}{2}$  and 8 $\frac{1}{2}$  x 14 vols. (12), 1 ft. 3 in., on wooden table. Dirty. R. 103 (Bldg. B). (18)

62. ORIGINAL CLAIM FOR COMPENSATION FOR WORLD WAR VETERANS, Jan. 1, 1920 - Mar. 14, 1936. Forms 526, 545, 3101, 3102, 3103, 523, and 12D, includes claims for compensation for World War Veterans; correspondence from Veterans' Bureau and claimants; official records from Adjutant General, Marine Corps, pertaining to claims and evidence submitted; affidavits from doctors and lay persons regarding disability; brief cases showing awards or disallowance (originals). (Frequently, official.) 9 x 12 folders, 66 ft. 8 in., in 68 drawers of steel filing cases. R. 100 (Bldg. B). (46)

63. ABSTRACT FILE, Jan. 1, 1920 to date. Copies of important information taken from records of claims for compensation, when folders containing complete records are sent for various reasons to other Homes or offices. (Frequently, official.) 5 x 8 cards, 11 ft. 8 in., in wooden filing case and in wooden tub. R. 100 (Bldg. B). (287)



64. IMPERISHABLE POST FUND PROPERTY REPORT, Jan. 1 - June 30, 1921. Semiannual reports covering receipts and disposition of imperishable property. (Rarely, official.) 9 x 11 vol., 1 in., on table. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (297)
65. ABSTRACT OF DISBURSEMENTS, Sept. 30, 1921 - June 30, 1932. Form 83, quarterly returns of post fund for store, hotel, amusements, repairs, and pension fund, showing voucher number and amount of money disbursed. (Rarely, official.) 9 x 12 folders, 1 ft. 3 in., in wooden box on floor. Dirty. R. 103 (Bldg. B). (284)
66. PAY ROLL FOR PERSONAL SERVICE, Nov. 6, 1921 - July 1, 1934. Forms 1013C and 1913D, giving name, department, division, grade, salary rate, gross amount earned, deductions, and net amount paid employees on annual salary basis; now continued under "Salary Record Card." (Occasionally, official.) Various sized bundles, 2 ft. 7 in., on wooden shelves in vault. Dirty. Basement (Bldg. A). (3)
67. APPLICATIONS FOR EFFECTS OF DECEASED MEMBERS, June 10, 1922 - Apr. 5, 1935. Form 38, requests from relatives or friends to the Manager, for personal effects of members who have died or been transferred, giving date, name of veteran, date of death or departure, and person making application. (Rarely, official.) 9 x 12 loose papers, 3 in., in wooden box on floor. Dirty. R. 103 (Bldg. B). (286)
68. RECORD OF LIBERTY BONDS IN SAFE DEPOSIT BOX, Jan. 30, 1924 - Nov. 22, 1928. Giving name of owner, amount of bonds and interest; bonds deposited in First National Granite Bank, Augusta. (Never.) 9 x 11½ loose-leaf book, 1 in., in wooden box. R. 103 (Bldg. B). (42)
69. APPROPRIATIONS FOR CURRENT EXPENSES, May 15, 1924 - Dec. 31, 1932. Listing department, purpose, total allotment appropriated, total encumbrance, and balanced to date, giving unencumbered balance; now continued under "Consolidated Monthly Report of Budget Activities." (Occasionally, official.) 9 x 14 envelopes and bundles, 5½ in., on wooden shelf in vault. Dirty. Basement (Bldg. A). (53)
70. ADDITIONAL EVIDENCE TO ACCOMPANY APPLICATION FOR EFFECTS OF DECEASED VETERANS, Nov. 16, 1925. Application for effects of deceased veterans, to heir other than the widow, giving name of veteran, name and address of applicant and two witnesses; approved and signed by the Manager. All data concerning deceased veterans now filed in the clinical folders in the inactive record room of the hospital. (Rarely, official.) 8½ x 11 loose papers, 1½ in., in wooden box. Dirty. R. 103 (Bldg. B). (68)
71. STATEMENT OF DISBURSING ACCOUNT, Jan. 1, 1925 - Sept. 30, 1930. Form 5215, monthly statements from bank to pension treasury, giving total checks paid, balance from last statement, abstract of checks paid, and deposits received. (Rarely, official.) 3½ x 8½ folders, 3 ft., in wooden box on floor. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (302)
72. RECORD OF ESTIMATES, July 1, 1925 - Apr. 23, 1931. Relative to household and Hospital current expenses for subsistence, clothing and repairs, including farm expense; now entered in a condensed form in the "Cost



Ledger" in the finance office. (Rarely, official.) 8 x 10 $\frac{1}{2}$  vol., 2 in., in wooden box. Dirty. R. 103 (Bldg. B). (52)

73. REQUEST FOR PENSION OF INMATE OF SOLDIERS HOME, Aug. 31, 1925 - Dec. 31, 1931. Request for pension for veteran incompetent to handle funds; affidavit is submitted by nearest of kin and allowed and signed by the Manager. (Rarely, official.) 3 $\frac{1}{2}$  x 8 $\frac{1}{2}$  folders, 1 ft. 3 in., in wooden drawer. R. 103 (Bldg. B). (55)

74. RECORD OF VOUCHERS PAID FOR REIMBURSEMENTS, SUPPLIES AND SALARIES, July 24, 1925 - Nov. 1, 1933. Form 1025, giving name of person or firm, date received, amount, date and purpose of payment. (Never.) 5 x 8 cards, 5 ft. 4 in., in 24 drawers of steel filing cases in vault. Dirty. Basement (Bldg. A). (10)

75. REGISTER OF HALF RATE REQUESTS, Jan. 1, 1925 - Apr. 3, 1933. Record of requests for reduced rate transportation, giving name of veteran, date, between what points to be transported, and whether on furlough or discharged. (Rarely, official.) 8 $\frac{1}{4}$  x 10 $\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., in canvas hamper. Dirty. R. 103 (Bldg. B). (110)

76. MEMORANDUM EXHIBIT OF CONTRACTS AND LETTER OF ACCEPTANCE, Dec. 26, 1926 - Dec. 31, 1930. Form 299, giving head of expenditure, name of contractor, date of contract, memorandum of payments and total amount paid. (Occasionally, official.) 8 $\frac{1}{2}$  x 11 loose papers, 1 ft. 7 in., in wooden drawer. Dirty. R. 103 (Bldg. B). (75)

77. REQUEST FOR ADVANCED PAYMENTS ON PENSIONS, July 1, 1926 - Dec. 30, 1930. Form 77, made by soldiers to the Governor of the Home, to borrow money on their pensions and stating how the amount is to be spent. (Rarely, official.) 4 $\frac{1}{2}$  x 9 bundles, 1 ft., in wooden box on floor. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (304)

78. POST FUND ORDERS, Feb. 20, 1926 - June 15, 1931. Purchase orders for radio tubes, library books, clips, and record books; now entered under "Requests for Supplies". (Never.) 10 x 11 $\frac{1}{2}$  vol., 1 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (50)

79. RECORD OF ESTIMATES AND CONTRACTS, Mar. 10, 1926 - May 6, 1931. Giving number of estimates, heading or division, household and current expenses, farm, clothing and hospital, also name of firm or individual awarded contract and amount of same. (Rarely, official.) 8 x 11 vol.,  $\frac{1}{2}$  in., on wooden table. R. 103 (Bldg. B). (90)

80. ABSTRACT OF PROPOSALS, Jan. 1, 1926 - Dec. 31, 1933. Form 272, monthly summary of proposals received, covering class E, hospital supplies; class A, farm supplies; class B, subsistence supplies, also shows number and quantity furnished, date, and name of firm from whom purchased. (Rarely, official.) 9 x 12 bundles, 1 ft., in wooden box. R. 103 (Bldg. B). (428)

81. DISPOSAL OF SURPLUS PROPERTY, Oct. 1, 1926 - Aug. 31, 1933. Record of sales of unused furniture, materials, office supplies and machinery, listing articles sold and name of purchaser. (Rarely, official.) 9 x 12 folders, 1 in., in wooden box. SW. corner storeroom, 1st floor (Bldg. B). (325)



82. VOUCHER FOR PUBLIC PRINTING, Jan. 3, 1926 - June 26, 1936. Forms 90 and 354B, for supplies, giving names of articles purchased, quantity, cost, price, and date of delivery. (Occasionally, official.) 8 3/4 x 11 and 9 x 12 bundles (20), 11 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (1)
83. LIST OF SUPPLIES NEEDED AND BIDS FOR SAME, May 11, 1927 - June 30, 1928. Form 118, list approved by Manager, and date of opening of bids by the Board of Managers; records now continued under "Exhibit of Contracts and Bids", in the finance and supply offices. (Rarely, official.) 8 1/2 x 11 loose papers, 3 in., in wooden box. Dirty. R. 103 (Bldg. B). (60)
84. POST FUND, RECORD OF STORE, HOTEL, TRANSPORTATION AND PAY ROLLS, Sept. 16, 1927 - Jan. 2, 1929. Form HA, invoice of moneys transferred by the President of Board of Managers to superintendent of the post fund, showing number and date of check. (Rarely, official.) 7 x 8 1/2 loose papers, 8 in., in wooden drawer. Dirty. R. 103 (Bldg. B). (72)
85. ROSTER CARD, Apr. 20, 1927 - Dec. 31, 1931. Form H41, giving name of veteran, historical number, rank, regiment, age, date of admission, also remarks as to discharge and re-admission; clothing account on back of card. (Never.) 4 x 6 cards, 1 ft. 4 in., on wooden shelf in vault. Dirty. Basement (Bldg. A). (23)
86. DAILY REPORT OF TELEPHONE SERVICE, July 2, 1927 - Apr. 26, 1935. Outgoing and toll calls, stating from which division, where call was made, whether authorized or not, name of person making call; and total costs. (Occasionally, official.) 8 x 11 loose papers, 5 1/2 in., in wooden box. Dirty. R. 103 (Bldg. B). (91)
87. ACKNOWLEDGEMENT OF REMOVAL OF STOPPAGE OF CHECKS, Dec. 1, 1928 - Sept. 31, 1929. Form 6541, name of person issuing check, payee, date stoppage removed, number, amount, and for what purpose, with signature of treasurer. Checks are stopped upon request of National Home officials. (Rarely, official.) 4 x 8 loose papers, 3 in., in wooden drawer. R. 103 (Bldg. B). (74)
88. ABSTRACT OF SALES AT STORE, Jan. 1, 1928 - Dec. 31, 1930. Itemized account of merchandise sold, showing amount collected for each article. (Rarely, official.) 9 x 9 bundles, 3 in., in wooden box on floor. Dirty. R. 103 (Bldg. B). (283)
89. RECEIPTED BILLS, Mar. 9, 1928 - June 30, 1930. Merchandise purchased from various firms for different departments, giving date, name of article, quantity, price, and name of firm; with signatures of weigh-master and Manager; records now continued under "Invoice and Receipts". (Never.) 5 3/4 x 8 3/4 and 9 x 11 loose papers, 5 1/4 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (24)
90. VOUCHER FOR PAYMENT OF MILEAGE, Aug. 3, 1928 - Sept. 30, 1931. Form 294M, mileage on official business under order, showing amount appropriated, rate per mile, and total amount. (Rarely, official.) 8 1/2 x 11 loose papers, 4 in., in wooden box. Dirty. R. 103 (Bldg. B). (54)



91. VOUCHERS FOR AUTHORIZED HOSPITAL AND MEDICAL TREATMENT AND TRANSPORTATION, Mar. 25, 1928 - Apr. 30, 1933. Form 1012, transportation performed by or in behalf of World War Veterans. (Never.) 8 x 11 folders, 6 in., on wooden shelves in vault. Basement (Bldg. A). (8)
92. APPROPRIATIONS, Jan. 1 - Dec. 31, 1929. For medical and hospital services rendered Canadian ex-service men at Veterans' Facility. (Rarely, official.) 9 x 12 folders, 3 in., in wooden box on shelf in vault. Basement (Bldg. A). (344)
93. CONTRACT AND BIDS FOR REWIRING HOSPITAL, Jan. 26 - Mar. 16, 1929. Form 32, giving names of contractors and amount of each bid, also date of partial payments to the contractor who was awarded bid. (Rarely, official.) 9 x 11 bundle, 2 in., in wooden box. Dirty. R. 103 (Bldg. B). (87)
94. ESTIMATE FOR EASTERN BRANCH, NATIONAL HOME FOR DISABLED VOLUNTEER SOLDIERS, Sept. 20 - Oct. 13, 1929. Form H101, listing supplies on hand and due under contract; signed by Governor and quartermaster. (Rarely, official.)  $7\frac{1}{2}$  x  $10\frac{1}{2}$  loose papers, 6 in., in wooden box. Dirty. R. 103 (Bldg. B). (62)
95. HOME STORE STOCK SHEET, June 30 - Sept. 30, 1929. Name and number of articles on hand at last inventory and received during the quarter, total amount, unit cost and selling price, stock credits, total deductions, date, value and amount of present inventory. (Rarely, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  loose-leaf book, 3  $\frac{3}{4}$  in., on table. Dirty. R. 103 (Bldg. B). (77)
96. DETAIL FOR EMPLOYMENT AND MEDICAL CERTIFICATE OF EMPLOYEE, Jan. 26, 1929 - July 23, 1930. Forms H33 and 303, recommendations to the Manager from the superintendent of the post fund of employees applying for work; application giving name, monthly wage, and amount of time worked at previous position; medical certificate is attached to application with statement of surgeon on examination. Employees are now employed under Civil Service. (Rarely, official.) 7 x  $8\frac{1}{2}$  loose papers, 2 in., in wooden box. Dirty. R. 103 (Bldg. B). (80)
97. INVENTORY AND ACCOUNTING OF POST FUND PROPERTY, June 30, 1929 - June 30, 1931. Form 284, showing quantity and value of articles acquired and disposed of, and recapitulation of the buildings. (Occasionally, official.) 8 x  $10\frac{1}{2}$  loose papers, 3 in., in wooden drawer. R. 103 (Bldg. B). (78)
98. SUPPLIES SOLD VETERANS, Oct. 3, 1929 - May 29, 1931. Form 119, giving name of veteran, article and price, date of purchase and payment; signed by quartermaster. (Never.) 3 x  $8\frac{1}{2}$  loose papers, 5 in., in wooden box. Dirty. R. 103 (Bldg. B). (12)
99. RECORD OF DISBURSING OFFICER'S CHECKS, Oct. 4 - Nov. 4, 1930. Giving name of veteran, company, voucher and registry number, and amount; issued by officers of each department, and signed by the treasurer. (Rarely, official.) 8 x 10 loose-leaf book, 1 in., in wooden box. R. 103 (Bldg. B). (92)
100. MEMORANDUM OF TRANSMITTAL OF NAMES OF VETERANS TO ACCOUNTING OFFICE IN PORTLAND, July 1, 1930 - Feb. 28, 1931. Name of veteran, identification



number, reason for transmittal, such as change of address, notice of disability allowance on pension, disability compensation, and stop-payment notice. (Rarely, official.)  $8\frac{1}{4}$  x  $10\frac{3}{4}$  bundle, 2 in., in wooden box. Dirty. R. 103 (Bldg. B). (105)

101. APPEALS RECORD CARD, Oct. 1, 1930 - Oct. 10, 1932. Form 670, giving name of veteran, date of appeal, whether service connected or not, increased compensation or recommendatory rating, date granted or denied, and reason for allowance or disallowance. (Occasionally, official.) 5 x 8 cards, 10 in., in wooden box. R. 103 (Bldg. B). (83)

102. CERTIFICATE TO BE USED WHEN BIDDER IS A CORPORATION, Dec. 24, 1930 - Jan. 22, 1932. Form 126F, oath of treasurer, stating that bidder is a corporation organized under the laws of the State of Maine, and that president of corporation is duly authorized to execute contracts; also certificate executed by secretary of corporation, and signed by treasurer with corporate seal and forwarded to Central Office with contract of proposal. (Occasionally, official.) 8 x 10 loose papers, 10 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (89)

103. PATIENTS' FUNDS ACCOUNT, July 1, 1930 - July 23, 1932. Form 1083, showing name and address, date, voucher number, amount deposited and withdrawn, and balance. (Rarely, official.) 8 x  $10\frac{1}{2}$  bundles (2), 8 in., in wooden box on floor (Bldg. B). (309)

104. DENTAL REPORT, Jan. 1, 1930 - Nov. 30, 1933. Form 3400, monthly reports of Out-Patient Service, made by Chief Medical Officer to Regional Office, covering number of cases examined and disposed of, and claimants ordered to report. (Rarely, official.)  $8\frac{1}{2}$  x 14 loose-leaf books, 2 in., in wooden box on floor. SW. corner storeroom, 1st floor (Bldg. B). (331)

105. GOVERNMENT REQUEST FOR TRANSPORTATION MEMORANDUM, Nov. 7, 1930 - June 1, 1933. Form 1031, giving number of requests sent to transportation company, date bill sent to department, name, place of issue, with signatures of issuing officer and traveler. (Rarely, official.)  $3\frac{1}{2}$  x  $7\frac{1}{2}$  loose papers, 2 ft. 2 in., in wooden boxes. Dirty. R. 103 (Bldg. B). (111)

106. REQUEST FOR ISSUES AND SALES TO OFFICERS, EMPLOYEES AND MEMBERS, July 16, 1930 - Dec. 31, 1933. Form 101, lists supplies, amount required and requested, and amount in storehouse; signed by the Governor, quartermaster, and treasurer. (Never.)  $8\frac{1}{2}$  x 11 loose papers,  $3\frac{1}{2}$  in., in wooden box. Dirty. R. 103 (Bldg. B). (13)

107. ADVICE ON AMENDMENT OF ALLOTMENT, Nov. 4, 1930 - Sept. 10, 1934. Form 6514, allotments approved and allowed, giving number and amount of present allotment and increase needed; signed by the Budget Officer and Chief of Statistics. (Occasionally, official.)  $9\frac{1}{2}$  x 12 loose papers, 1 ft. 2 in., on wooden shelves in vault. Dirty. Basement (Bldg. A). (73)

108. ALLOTMENT LEDGER, Jan. 1, 1930 - Dec. 31, 1934. Form 1015A, listing salaries and expenses for personal services, date and description, reference number, amount of allotment, railroad and pullman fares, expenses and salaries in other departments. (Rarely, official.) Various sized vols. (3), loose-leaf books (3), and bundles (2), 9 ft., in wooden box. R. 103 and Basement (Bldgs. B and A). (337)



109. REGISTER OF ALLOTMENTS, Jan. 1, 1930 - June 30, 1934. Form 1017C, account of transactions, giving date and description, previous balance, number of audited vouchers, amount of authorized encumbrances, allotments, and store inventory. (Rarely, official.) 11 x 15 vols. (3) and 14 x 17 bundles (2), 1 ft. 4 in., on wooden table. SW. corner storeroom, 1st floor (Bldg. B). (338)
110. REGISTER OF INCOMING BILLS OF LADING, Aug. 30, 1930 - Mar. 28, 1934. Form 3216, listing name of consignor, date received at supply office, description of contents, weight and cost of shipment; bills of lading are now kept on file in supply office until cancelled and are then destroyed after one year. (Occasionally, official.)  $5\frac{1}{4}$  x  $7\frac{3}{4}$  vol.,  $\frac{1}{2}$  in., in wooden box. R. 103 (Bldg. B). (31)
111. CONTRACTS AND CORRESPONDENCE REGARDING BIDS, Feb. 3, 1931. Between various firms and officials of this Facility, regarding contracts and bids for supplies; also correspondence pertaining to government requirements for contracts and bids as to articles and materials being manufactured in the United States. (Occasionally, official.) 8 x 10 loose papers, 6 in., in wooden box. R. 103 (Bldg. B). (85)
112. RECORD OF BUDGET ACTIVITIES, Feb. 1 - Dec. 31, 1931. Record of clothing, farm repairs, transportation, hospital, household, subsistence, and total debits and credits of each division; now continued under "Consolidated Budget Activities", located in finance office. (Rarely, official.)  $8\frac{1}{2}$  x 11 vol.,  $\frac{1}{2}$  in., in wooden box. Dirty. R. 103 (Bldg. B). (115)
113. TIME CARDS OF EMPLOYEES, Aug. 1 - Sept. 30, 1931. Form H134, listing name of employee, designation, monthly and annual pay, and days worked. (Rarely, official.) 4 x 7 bundles (2), 1 in., in wooden box in vault. Dirty. Basement (Bldg. A). (312)
114. DEPOSITS WITH THE FEDERAL RESERVE BANK, BOSTON, MASS., Sept. 30, 1931 - July 6, 1932. Giving date, amount, name of depositor, and office where mailed; signed by depositor and witness. (Rarely, official.)  $7\frac{1}{2}$  x  $9\frac{3}{4}$  vol., 1 in., on wooden table. R. 103 (Bldg. B). (93)
115. FIELD SERVICE RECEIPTS, Aug. 5, 1931 - July 6, 1932. Form 1028, copy of receipts given to veterans for funds entrusted to office, giving name, hospital, identification number, name of beneficiary, amount, description, reason for remittance, and name of remitter; signed by the disbursing officer. (Rarely, official.) 3 x  $8\frac{1}{2}$  envelopes, 1 ft. 6 in., in wooden filing case. R. 103 (Bldg. B). (293)
116. GOVERNMENT REQUESTS FOR TRANSPORTATION (DUPLICATES), Aug. 25, 1931 - Mar. 5, 1932. Form 1029, giving request number, name of veteran or employee to whom issued, issuing officer, number of unused requests returned and re-issued to the auditor; each request having applicant's signature, date, and place of travel. Duplicates are kept on file in the finance office until the originals are returned unused or for payment. (Rarely, official.) 3 x 8 vols. (8), 4 in., on wooden table. Dirty. R. 103 (Bldg. B). (65)
117. FIELD SERVICE RECEIPTS, Nov. 20, 1931 - Dec. 31, 1933. Form 1149, given by special disbursing officer for current expenses and reimbursements;



also covers official receipts for checks issued on patients' funds and deposits for general post fund. (Rarely, official.)  $5\frac{1}{2}$  x 8 and  $3\frac{3}{4}$  x 8 envelopes, 6 in., in wooden filing case. R. 103 (Bldg. B). (294)

118. STAMP REGISTER, Nov. 30, 1931 - Apr. 1, 1933. Record of stamps issued to veterans, allowance not to exceed four cents per week, giving date issued, kind and number, with signature of veteran upon receipt of same; stamps are now issued with tobacco and toilet article requests. (Never.)  $8$  x  $10\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., in wooden box. R. 103 (Bldg. B). (35)

119. CONSOLIDATED MEMORANDUM RECEIPTS, Jan. 1, 1931 - June 30, 1934. Form 2598E, quarterly reports for non-expendable property issued to domiciliary departments, giving name of department, article issued, and quantity on hand, also name of person responsible for property issued. (Rarely, official.)  $9$  x  $12$  folders, 1 ft. 7 in., in wooden box. Dirty. R. 103 (Bldg. B). (339)

120. CONSOLIDATED MEMORANDUM RECEIPT, POWER HOUSE 86, Oct. 31, 1931 - Sept. 3, 1934. Quarterly reports for non-expendable property issued to power house, covering steel lockers, thermometers, and looking glasses; signed by person responsible for property issued. (Rarely, official.)  $9$  x  $12$  folders, 2 in., in wooden box. R. 103 (Bldg. B). (340)

121. DAILY LIST OF ABSENTEES, Sept. 28, 1931 - Dec. 31, 1934. Form 3205, giving name of employee, department, hour of arrival, when excused, time charged, and total hours worked, with signature of officer in charge; now continued under "Employees Time Card". (Rarely, official.)  $8$  x  $10\frac{1}{2}$  loose papers,  $1\frac{1}{4}$  in., in wooden box. Dirty. R. 103 (Bldg. B). (88)

122. INVOICE AND RECEIPT FOR PROPERTY PURCHASED, July 18, 1931 - Apr. 30, 1934. Form 135B, giving date and list of articles purchased, quantity and price; receipted upon delivery by Supply Officer. (Never.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  and  $11$  x  $14$  folders, 2 ft. 7 in., in wooden boxes in vault. Dirty. Basement (Bldg. A). (5)

123. SCHEDULE OF COLLECTION, July 1, 1931 - July 1, 1934. Form 1044, showing date, reference number, name of remitter, purpose, and amount of funds to be credited. (Rarely, official.)  $9$  x  $12$  folders, 2 in., in wooden box. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (321)

124. STANDING GOVERNMENT SHORT FORM CONTRACT, Feb. 3, 1931 - Mar. 22, 1936. Invitation for sealed bids for supplies, prices to include transportation charges, showing item number, articles or service, estimated quantity, maximum unit price, and total amount of contract. (Frequently, official.)  $8$  x  $10$  and  $8\frac{3}{4}$  x  $11\frac{3}{4}$  loose papers, 22 ft. 11 in., in wooden boxes. R. 103 (Bldg. B). (33)

125. CREDIT SLIPS, NON-EXPENDABLE PROPERTY, Nov. 30, 1931 to date. Form 2598A, list of articles no longer needed and turned back to proper authorities, listing articles and quantity, with signature of officer in charge and date received in storage. (Occasionally, official.)  $5$  x  $8$  bundles (8), 2 ft., in wooden box. SW. corner storeroom, 1st floor (Bldg. B). (299)



126. DEBIT VOUCHERS, Sept. 30, 1932 - May 1, 1933. Form 138, for property manufactured or found by this Facility and taken up on the property record cards, giving description and name of article, quantity, value, and card number. (Occasionally, official.) 8 x 10 loose papers, 1 ft. 7 in., in wooden drawer. Dirty. R. 103 (Bldg. B). (63)

127. INACTIVE RECORDS REPORTED TO CENTRAL OFFICE, Dec. 1, 1932 - Dec. 31, 1934. Form 3267B, transportation requests; Form 1240, meal and lodging orders; Form 3266B, meal and lodging requests; Form 3267, special transportation. (Rarely, official.) 10 x 19 packages (2), 6 in., on wooden table. SW. corner storeroom, 1st floor (Bldg. B). (301)

128. MONTHLY ESTIMATE SYMBOL, July 1, 1932 - Dec. 23, 1934. Sent from this office to the Central Accountant, giving date of mailing, amount of estimate including the balance; signed by Supply Officer. (Never.) 8 x 11 loose papers, 4 in., on wooden shelf. Dirty. Basement (Bldg. A). (47)

129. OFFICIAL TELEGRAMS, July 3, 1932 - Sept. 10, 1934. Form 14A, copies of telegrams to Director of Finance requesting funds to complete allotments, to various firms regarding contracts, and to relatives of deceased veterans as to disposal of body; also government rates for official telegrams. (Rarely, official.) 6 x 8 bundles and loose-leaf books, 1 ft. 1 in., in wooden boxes. R. 103 (Bldg. B). (119)

130. SCHEDULE OF PAYMENTS BY SPECIAL DISBURSING AGENT, Aug. 31, 1932 - Sept. 4, 1934. Form 1012, giving voucher, schedule, and check numbers, whether Army or Navy pension or compensation, name and address of payee, pay period, rate per month, amount accrued, previous payments, deductions, and certificates of administrative approval. (Never.) 11 $\frac{1}{2}$  x 19 $\frac{1}{2}$  loose-leaf books, 1 ft. 8 in., on wooden shelves in vault. Dirty. Basement (Bldg. A). (9)

131. ACCOUNT OF SALES OR COLLECTIONS, June 15, 1932 - Dec. 31, 1935. Form 1216, giving description of property and price received; also amount collected for services rendered other veterans, and subsistence furnished persons under authority of administration. (Rarely, official.) 9 x 12 and 8 x 11 folders, 8 $\frac{1}{4}$  in., in wooden box on floor and on shelf in vault. R. 103 and Basement (Bldgs. B and A). (288, 82)

132. MAINTENANCE AND REPAIR REQUESTS, July 1, 1932 - June 30, 1935. Form 630, requisitions for repairs and upkeep of property, giving itemized bill for labor and material. (Occasionally, official.) 9 x 12 folders, 4 ft. 6 in., in wooden boxes. SW. corner storeroom, 1st floor (Bldg. B). (322)

133. RECORD OF QUARTERLY EXPENDITURES, July 1, 1932 - Dec. 31, 1935. Of the hospital and domiciliary, for rations, water, electricity, and gravel used for grading. Filed alphabetically. (Occasionally, official.) 4 x 8 cards, 2 in., in wooden box. Dirty. R. 103 (Bldg. B). (58)

134. COMBINATION REQUISITION INVOICE AND RECEIPT, PACKERS' LIST AND SHIPPING TICKETS, Apr. 1, 1932 to date. Form 134A, special requisitions for different departments, signed by Manager, shows item, article, description, quantity ordered, unit and amount; these requests received after for-



warding of regular requisitions. (Occasionally, official.) 9 x 12 folders, 1 ft. 4 in., in filing case and in wooden box. SW. corner storeroom, 1st floor (Bldg. B). (323)

135. TRAVEL ORDERS, Dec. 6, 1932 to date. Form 4507, giving name of person making request, estimated per diem, mileage, travel expense, and method of transportation. (Rarely, official.) 9 x 12 folders and 8 x 10- $\frac{3}{4}$  envelopes in bundles, 7 in., in wooden box. R. 103 (Bldg. B). (329)

136. ABSTRACT OF PROPOSALS FOR BIDS, CWA PROJECT, Dec. 9, 1933. Form H272, giving estimate of bid, date approved and opened, names of articles, quantity, and estimate number; certified to be correct by treasurer and approved by the Manager. (Rarely, official.) 8 x 10 loose papers,  $1\frac{1}{2}$  in., in wooden box. R. 103 (Bldg. B). (84)

137. IDENTIFICATION CARDS, Jan. 1 - Dec. 31, 1933. Veteran's name, age, home address, rating, and registry number; now continued under "Record Cards of Domiciliary or Hospital Care". (Rarely, official.) 3 x 5 cards, 1 ft. 9 in., in canvas hamper. R. 103 (Bldg. B). (56)

138. RECORD OF MATERIALS USED FOR CWA PROJECT, Nov. 12 - Dec. 26, 1933. Description and amount of material, dealer from whom purchased, date of receipt of goods and bill, date voucher received and forwarded to State Auditor; also name of person giving authority of purchase. (Never.) 8 x  $10\frac{1}{2}$  vol.,  $\frac{3}{4}$  in., in wooden box. R. 103 (Bldg. B). (40)

139. RECORD OF STANDARD INVENTORIES, Jan. 1 - Dec. 31, 1933. Yearly inventory of each department, giving name and description of article, classification, quantity, unit, card number, and shortages and overcharges as they occur. (Rarely, official.) 9 x 12 folders (2), 1 in., in wooden box on floor. R. 103 (Bldg. B). (305)

140. RECORD OF OUT-PATIENTS, June 1 - Dec. 31, 1933. Form 3229A, report of treatment and examinations allowed veterans living outside the Facility, giving name, residence, description of service, date, and name of medical attendant. (Occasionally, official.) 9 x 12 folders, 2 in., in wooden box. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (320)

141. SCHEDULE OF COLLECTIONS AND DISBURSEMENTS, Apr. 1 - Nov. 30, 1933. Forms 1025 and 1026, cash receipts from various sources received by the disbursing officer, giving amount, source and purpose, name of department, and total amount to be credited. (Never.) 4 x 9 folders,  $\frac{3}{4}$  in., on wooden shelf in vault. Basement (Bldg. A). (4)

142. APPLICATION FOR CLOTHING, Apr. 1, 1933 - Dec. 31, 1934. Form P11, request made by veterans at this Facility for clothing, giving name, date issued, company and regiment, also proof that veteran has no income. (Rarely, official.) 9 x 11 loose papers, 1 ft. 7 in., in wooden box on floor. Dirty. R. 103 (Bldg. B). (285)

143. CONSOLIDATED REPORT OF OUT-PATIENT SERVICE, Feb. 1, 1933 - Jan. 8, 1934. Form 256S, monthly consolidated report of doctors and dentists, giving number of relief cases and kind of treatment furnished. (Occasionally, official.)  $8\frac{1}{2}$  x 14 loose-leaf books (2), 4 in., in wooden box on floor. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (332)



144. EXPENSE VOUCHERS, July 19, 1933 - Mar. 26, 1934. Covering gasoline and oil used as per contract, for motor transport at this Facility; signed by Supply Officer. (Never.) 8 x 10 folders, 1 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (11)

145. PASS BOOK RECORD, Mar. 3, 1933 - Dec. 22, 1934. Veteran's name, company number, date of pass and return, and place of destination; now continued under "Leave of Absence". (Rarely, official.)  $8\frac{1}{2}$  x 14 vol.,  $\frac{1}{2}$  in., on floor. Dirty. R. 103 (Bldg. B). (107)

146. REQUEST FOR EXPENDABLE SUPPLIES, July 3, 1933 - Aug. 5, 1934. Name of division and classification of supplies; signed by officer in charge of department and approved by Supply Officer. (Occasionally, official.)  $8\frac{1}{4}$  x  $10\frac{1}{4}$  loose papers,  $3\frac{1}{2}$  in., in wooden box. Dirty. R. 103 (Bldg. B). (108)

147. REQUISITIONS, July 1, 1933 - June 30, 1934. Form 134H, for shipping tickets for shoe repairing shop. (Never.) 9 x 12 folders (4), 4 in., in wooden box in vault. Basement (Bldg. A). (315)

148. REQUISITIONS, July 1, 1933 - June 30, 1934. Form 3211, request for furnishings and clothing for hospital. (Rarely, official.) 9 x 12 folders (8), 10 in., in wooden box in vault. Dirty. Basement (Bldg. A). (314)

149. TEMPORARILY ADMITTED TO POST, Aug. 2, 1933 - Oct. 8, 1934. Emergency cases of veterans who are admitted temporarily, until disposition of their case, giving name, date of admittance, disposition, whether hospitalized, transferred to State Hospital or discharged; current records are kept in hospital. (Occasionally, official.)  $8\frac{3}{4}$  x 14 vol.,  $\frac{1}{2}$  in., in canvas hamper. Dirty. R. 103 (Bldg. B). (112)

150. PAY ROLL FOR PERSONAL SERVICES, Apr. 1, 1933 - Mar. 1, 1935. Form 151, persons certified as eligible for relief and non-relief employees, giving name, case number, project, amount of funds appropriated, and total earnings during pay period. (Rarely, official.)  $10\frac{1}{2}$  x 16 loose papers, 3 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (71)

151. STATEMENT AND CERTIFICATE OF AWARD OF CONTRACTS, June 30, 1933 - June 30, 1936. Form 1036, statements sent to various firms and award of contracts considered in four divisions: (a) as to lowest bidder on price and expenditures; (b) as to other than the lowest bidder; (c) as to highest bidder; (d) as to other than the highest bidder. Award of contract and certificate is certified to be correct, and signed by Supply Officer. (Frequently, official.) 8 x  $10\frac{1}{2}$  loose papers, 1 ft. 2 in., in wooden box. Dirty. R. 103 (Bldg. B). (116)

152. CITIZENS CONSERVATION CAMP RECORDS, June 23, 1933 to date. Form 130, from which list veterans are selected for the CCC, divided into three classes: class 1, men in current enrollment, which covers application for admission; class 2, men who have been at VAF but are now separated for various reasons; class 3, men who are selected for camp but have never been admitted. (Occasionally, official.) 9 x 12 folders, 8 ft. 4 in., in 4 drawers of wooden filing case. R. 100 (Bldg. B). (292)



153. REQUISITIONS, Aug. 1, 1933 to date. Form 5560, requests made by veterans for tobacco, toilet articles, and miscellaneous supplies, shows name of veteran, article and quantity; signed by personnel clerk. (Occasionally, official.) 9 x 12 folders, 8 in., in wooden box in vault and in steel filing case. Basement and Assistant Manager's Office (Bldgs. A and B). (316)

154. CONSOLIDATED MEMORANDUM RECEIPT, Apr. 2 - July 31, 1934. Quarterly reports of non-expendable property issued to Supply Department, covering office equipment: typewriters, pencils, ink, desks, chairs, and waste baskets; signed by person responsible for property issued. (Rarely, official.) 9 x 12 folders,  $\frac{1}{2}$  in., in wooden box on floor. Dirty. R. 103 (Bldg. B). (341)

155. CONSOLIDATED MEMORANDUM RECEIPT, LEGAL DIVISION R.O., NO. 83, Apr. 30 - July 31, 1934. Quarterly reports for non-expendable office equipment issued to Legal Division No. 83, giving name, description, and quantity of property on hand and amount issued, with signature of person issuing same. (Rarely, official.) 9 x 12 folders,  $\frac{1}{2}$  in., in wooden box on floor. Dirty. R. 103 (Bldg. B). (342)

156. RECORD OF ADMISSIONS TO VETERANS' HOME, Mar. 7 - May 14, 1934. Form H3212, re-admission of veterans who have been absent on furlough or discharged, giving name, register number, and date of admittance; now continued under Form 2593, record of domiciliary or hospital care. (Rarely, official.) 9 x 14 vol., 1 in., on wooden table. Dirty. R. 103 (Bldg. B). (67)

157. SERVICE RECORDS REQUESTED BY DIRECTOR OF COMPENSATION, Oct. 26, 1934 - May 10, 1935. Request for register numbers and records of veterans, relative to their disability, service connection, amount of pension, and nature of disability. (Frequently, official.)  $8\frac{1}{2}$  x 12 loose papers,  $\frac{1}{2}$  in., in laundry basket. R. 103 (Bldg. B). (21)

158. TRAVEL ORDERS, July 1, 1934 - Nov. 6, 1935. Form 4509, issued to persons not employed at Facility, but for various reasons are entitled to travel, giving name, occupation, destination, and purpose. (Rarely, official.) 9 x 12 folders, 2 in., on wooden shelf in steel vault. Basement (Bldg. A). (330)

159. INSPECTION REPORT, Jan. 1, 1934 to date. Form 5523, covering inspection of each department: store, house, mess hall, hospital, and barracks, also condition of clothing of members; reports are signed by inspecting officer and returned to Manager who orders necessary repairs. (Weekly, official.)  $3\frac{1}{2}$  x 8 bundles and 9 x 12 folders, 1 ft., in wooden box on floor. Dirty. SW. corner storeroom, 1st floor (Bldg. B). (317)

160. RECORD OF LAUNDRY SERVICE, Mar. 5, 1934 to date. Reports from chief laundry operator to Supply Officer, giving name of department, list of articles, date sent and returned. (Frequently, official.) 9 x 12 folders (2), 1 ft., in wooden box. SW. corner storeroom, 1st floor (Bldg. B). (326)



161. STATEMENT OF GAINS AND LOSSES, July 1, 1934 to date. Monthly register of veterans admitted and discharged, reason for discharge, whether furlough, transfer or death; number of beds available at end of month, number of bed, domiciliary and ambulance patients entered, number of out-patient examinations and deceased veterans entered. (Frequently, official.) 9 x 12 folders, 1 in., in steel filing case. R. 104 (Bldg. B). (94)
162. STATEMENTS REGARDING DEPENDENTS OF VETERANS RECEIVING HOSPITAL, DOMICILIARY OR INSTITUTIONAL CARE, July 1, 1934 to date. Form 404, giving veteran's name, social status, war service, compensation or pension and amount; signed and sworn before Manager. (Frequently, official.) 12 x 13 folders (22), 2 ft., in 4 drawers of steel filing case. R. 104 (Bldg. B). (253)
163. WEEKLY BED REPORTS, July 7, 1934 to date. Number of veterans receiving hospital and domiciliary care, listing number of beds available, and employees present, such as CC Corps and WPA workers; copy forwarded weekly to Washington. (Weekly, official.) 8 x 11 papers,  $2\frac{3}{4}$  in., on wooden filing spindle. R. 103 (Bldg. B). (252)
164. RECORD CARD OF EMPLOYEES WORKING ON RELIEF PROJECTS, Apr. 4 - July 25, 1935. Form L17, giving name of employee, identification number, occupation, number of dependents, hourly rate, and total number of wage payments. (Rarely, official.) 5 x 8 cards, 3 in., in wooden drawer. R. 103 (Bldg. B). (51)
165. REPORT OF NUMBER OF PERSONS ON ERA WORK PROGRAM, Aug. 15 - Oct. 31, 1935. Form M1180, showing report of local, State, and ERA funds, also number of persons working, man-hours, and total earnings; certified to be correct by timekeeper. (Occasionally, official.)  $8\frac{1}{2}$  x 11 loose papers, 3 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (15)
166. WEEKLY TIME SHEET, Mar. 21 - Aug. 1, 1935. Form EL18, pay roll of employees on projects, giving number, description and location of project, number taken from relief and non-relief cases, giving name of employee, case number, occupation, daily hours worked, rate of wages, and total earnings; certified to be correct by timekeeper; projects have been discontinued. (Rarely, official.)  $8\frac{1}{2}$  x 11 loose papers, 1 in., in canvas hamper. Dirty. R. 103 (Bldg. B). (64)
167. WORK ASSIGNMENT CARDS FOR EMPLOYEES, EMERGENCY RELIEF ADMINISTRATION, Oct. 1 - Oct. 30, 1935. Form ML5A, giving name of employee, age, nationality, sex, case number and home address, number of dependents, and authorization by the local administrator to report for work (duplicate). (Rarely, official.)  $5\frac{1}{2}$  x 8 loose papers, 2 in., in wicker basket. R. 103 (Bldg. B). (59)
168. PROPERTY SCHEDULES, NATIONAL HOME SURGEONS' QUARTERS, n. d. Articles owned by this Facility, in the quarters occupied by the surgeon. (Occasionally, official.)  $5\frac{1}{2}$  x  $8\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., in wooden box. R. 103 (Bldg. B). (57)



## Personnel Unit

169. SERVICE RECORD CARDS, Jan. 11, 1911 - July 26, 1936. Of personnel of the various departments: hospital, farm, nursing service, domiciliary, supply division, construction, mail and record units, rating board, and contact unit; also rating of employee, dates of employment, salary, and separation. (Frequently, official.) 5 x 8 cards, 1 ft. 1 in., in steel filing case. R. 207 (Bldg. B). (207)
170. SERVICE RECORD CARDS, July 1, 1924 - June 22, 1936. Form 7, stating position, salary, Civil Service and educational status. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 8 in., in 6 drawers of steel filing case. R. 207 (Bldg. B). (280)
171. RETIREMENT RECORD OF EMPLOYEES OF EACH DEPARTMENT, July 1, 1930 - July 2, 1931. Relative to current expenses, showing amount for subsistence and hospital, and amount deducted for retirement, salary received, and voucher number. (Occasionally, official.) 8 x 10 $\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., in filing case. R. 207 (Bldg. B). (113)
172. CLASSIFICATION SHEET OF EACH CIVILIAN EMPLOYED AT THE VETERANS' ADMINISTRATION, Feb. 6, 1931 to date. Forms 4 and 3810, personnel journal of employees, giving entry number, name, department, pay roll, and customary office title, present rate of pay, number of working hours per day or week, educational status, and post graduate work. (Occasionally, official.) 9 x 11  $\frac{3}{4}$  and 13 x 20 folders, 5 $\frac{1}{2}$  in., in steel filing case. R. 207 (Bldg. B). (211)
173. MEMORANDUM FROM PERSONNEL OFFICE TO EMPLOYEES REGARDING ALLOWANCES, Jan. 1, 1931 to date. Form 3229, notice from personnel office to employees regarding deductions from their salary for quarters and subsistence. (Frequently, official.) 5 x 8 loose papers, 9 in., in wooden filing case. R. 207 (Bldg. B). (208)
174. CONFIDENTIAL CORRESPONDENCE, COPIES, Sept. 29, 1932 - Oct. 31, 1934. Personal and confidential letters to Manager from various sources, concerning the Utility Department, investigations upon complaints, reports of investigations by the Board, and budget reports. (Occasionally, official.) 9 x 11  $\frac{3}{4}$  folders, 5 in., in steel filing case. R. 207 (Bldg. B). (210)
175. DAILY RECORD OF REGULAR EMPLOYEES, Dec. 12, 1933 - Feb. 16, 1934. Form 2713, giving name, number of hours, days worked, and amount due. (Rarely, official.) 9 x 11 folder, 1 in., in steel filing case. R. 207 (Bldg. B). (206)
176. LETTERS OF NOMINATION, Oct. 27, 1933 to date. Form 161, giving name, position, salary, station assigned, and signature of Assistant Manager. (Occasionally, official.) 8 x 10 $\frac{1}{2}$  loose papers, 1 ft., in steel filing case. R. 207 (Bldg. B). (198)
177. NOTICE OF SEPARATION, Nov. 1, 1933 to date. Form 2710, notice from official in charge of labor to the Director in Washington that employees are no longer needed. (Frequently, official.) 8 x 10 loose papers, 10 in., in steel filing case. R. 207 (Bldg. B). (203)



178. ACTIVE AND INACTIVE OFFICIAL CORRESPONDENCE, Mar. 1, 1934 to date. Letters to the Manager from various sources, regarding change in administrative positions, re-assignments, employment of veterans, transfers, extensions of leave, retirement, centralized appointment of employees, physical examinations of applicants rejected on account of disabilities, and Civil Service credit funds. (Frequently, official.) 9 x 11 3/4 folders (53), 1 ft. 3 in., in 3 drawers of steel filing case. R. 207 (Bldg. B). (209)

179. LEAVE REQUESTS, Jan. 1 - Dec. 31, 1935. Form 3204, name and title of employee, reason for request, department employed, and date of leave. (Occasionally, official.) 3 x 5 1/2 cards, 5 in., in steel filing case. R. 207 (Bldg. B). (204)

180. APPLICATIONS FOR EXTENSION OF LEAVE ON ACCOUNT OF SICKNESS, Jan. 1, 1935 to date. Form 3227, certifying that employee is unable to attend official duties during stated period, giving date, number of days absent, and nature of illness, sworn before notary public and signed by official in charge. (Occasionally, official.) 5 x 8 cards, 1 ft. 10 in., in steel filing case. R. 207 (Bldg. B). (199)

181. CONFIDENTIAL EFFICIENCY REPORT ON EMPLOYEES OF THE MEDICAL AND HOSPITAL SERVICE, June 15, 1935 to date. Form 2623, giving name, rank, and list of duties performed during period covered by report; approved and signed by the Manager and Chief Medical Officer. (Frequently, official.) 8 x 10 loose papers, 12 ft., in 4 drawers of steel filing case. R. 207 (Bldg. B). (201)

182. DAILY LIST OF ABSENTEES, EMPLOYEES, Jan. 1, 1935 to date. Form 3205, showing name, date, time late, excused from duty, and absent; signed by Utility Officer. (Frequently, official.) 8 x 10 1/2 loose papers, 1 ft., in steel filing case. R. 207 (Bldg. B). (197)

183. MONTHLY REPORT OF PERSONNEL FOR REGIONAL AFFAIRS AND FACILITIES, Jan. 1, 1935 to date. Form 3400, report of designation of employees' duties, with names and amount of pay of members of Manager's office, mail and file records unit, and Chief Attorney's office. (Monthly, official.) 8 1/2 x 14 loose papers, 2 ft. 4 in., on wooden shelves. R. 207 (Bldg. B). (205)

184. PERSONAL HISTORY STATEMENTS, June 15, 1935 to date. Form 6, employee's name and address, voting residence, marital status, position, date appointed, salary, military and naval record; certified to be correct by the employee. (Frequently, official.) 8 x 10 loose papers, 12 ft., in 4 drawers of steel filing case. R. 207 (Bldg. B). (202)

185. SERVICE RATING FORMS, June 15, 1935 to date. Form 3200, giving name of employee, department, quality or performance of work, productivity, amount accomplished, and qualifications; rated by rating officer. (Frequently, official.) 8 x 10 1/2 folders, 1 ft., in steel filing case. R. 207 (Bldg. B). (200)

186. INDIVIDUAL RECORD OF ABSENCE FOR THE YEAR, Jan. 1, 1936 to date. Form 3225, giving name, salary, date of accrued annual leave, total days



absent, also record of tardiness and salary deduction for excessive absence. Filed alphabetically under 3 divisions: leave, sick leave, and leave requested. (Frequently, official.) 5 x 8 loose papers, 4 in., in steel filing case. R. 207 (Bldg. B). (196)

Office of the Chief Attorney

187. INDEX TO FIDUCIARIES, July 1, 1932 to date. Of incompetent war veterans, giving names of custodians or fiduciaries and veterans. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 ft. 3 in., in 6 drawers of steel filing case. R. 211 (Bldg. B). (277)

188. HOSPITAL TRANSFER REQUESTS, Feb. 25, 1920 - Dec. 13, 1929. Incompetent veterans who have been granted requests, giving name of veteran and guardian, also copies of official letters between Regional Office and place of transfer. (Rarely, official.)  $9\frac{1}{2}$  x  $11\frac{3}{4}$  folders, 1 in., in steel filing case. R. 211 (Bldg. B). (220)

189. ACTIVE GUARDIANSHIP CLAIMS AND APPOINTMENTS OF GUARDIAN FOR INCOMPETENT VETERANS, Jan. 1, 1920 to date. Data concerning incompetency of veteran and appointment of guardian by the court. See addenda for detailed information. (Frequently, official.)  $9\frac{1}{2}$  x 15 folders, 10 ft. 8 in., in 16 drawers of steel filing cases. R. 211 (Bldg. B). (221)

190. FOREIGN GUARDIANSHIP CASES, Jan. 2, 1927 to date. Form 3229, complete data on cases of incompetent out-of-state veterans who have been admitted to Facility; also a memorandum from Assistant Manager to Chief Attorney of admission and discharge. (Frequently, official.)  $9\frac{1}{2}$  x  $11\frac{3}{4}$  folders,  $10\frac{1}{2}$  in., in 3 drawers of filing case. R. 211 (Bldg. B). (222)

191. ACCOUNTING FORM OF LEGAL CUSTODIANS OF INCOMPETENT VETERANS, MINORS AND BENEFICIARIES, May 11, 1928 to date. Forms used by legal custodians, for inventory of all property and monies of veterans charged to his custody; signed and submitted to the Chief Attorney's office. (Frequently, official.)  $9\frac{1}{2}$  x  $11\frac{3}{4}$  folders, 2 ft., in 3 drawers of steel filing case. R. 211 (Bldg. B). (225)

192. MONTHLY REPORTS OF OFFICE ACTIVITIES, Jan. 1, 1928 to date. Investment data, summary of contact, and confidential reports of incompetent veterans, stating whether hospitalized or non-hospitalized; Regional Office orders, pension records, requests for travel and record of same; sent to Regional Office. (Monthly, official.)  $9\frac{1}{2}$  x  $11\frac{3}{4}$  folders, 2 ft., in 2 drawers of steel filing case. R. 211 (Bldg. B). (223)

193. CORRESPONDENCE TO VETERANS REGARDING TAX QUESTIONS AND STATEMENTS FROM VARIOUS STATES, June 1, 1929 - Sept. 9, 1936. Correspondence from various states regarding rules and regulations governing taxation on veterans of various wars. (Frequently, official.)  $9\frac{1}{2}$  x  $11\frac{3}{4}$  folder, 1 in., in steel filing case. R. 211 (Bldg. B). (218)

194. BRIEFS OF COURT CASES ARISING IN VARIOUS COURTS REGARDING MEMBERS OF THIS HOME, Nov. 24, 1931 - July 14, 1934. Data on cases of incompetent war veterans, relative to investments made in their behalf, commission on



compensations, and proving of incompetency of veteran by claimant. (Occasionally, official.)  $9\frac{3}{8}$  x 11  $\frac{3}{4}$  folder, 1 in., in steel filing case. R. 211 (Bldg. B). (212)

195. INSURANCE AND WITNESS FEE VOUCHERS, Apr. 11, 1932 - Aug. 9, 1933. Form 1012A, vouchers covering travel of witnesses testifying in insurance case claims and fees; also letters of authorization from Travel Clerk at Washington to issue said vouchers. (Occasionally, official.)  $9\frac{1}{2}$  x 11  $\frac{3}{4}$  folder, 1 in., in steel filing case. R. 211 (Bldg. B). (219)

196. CORRESPONDENCE BETWEEN ATTORNEY'S OFFICE AND VARIOUS SOURCES REGARDING INVESTIGATION OF INSURANCE POLICIES, Apr. 12 - July 13, 1933. Investigations to locate policies issued by Line companies to veterans; including a list of veterans who have been X-rayed, and those who have filed insurance suits in U. S. District Court. (Occasionally, official.)  $9\frac{1}{2}$  x 11 folder, 1 in., in steel filing case. R. 211 (Bldg. B). (217)

197. LITIGATION CASES, July 1, 1933 - Dec. 31, 1934. Veterans filing suit for payment of War Risk Insurance on total disability incurred during the war, giving military and disability rating, record of physical examinations, and oath before notary public as to truth of statement. (Occasionally, official.) 8 x 13 folders, 1 ft., in steel filing case. R. 211 (Bldg. B). (215)

198. CLAIM OF FIDUCIARY FOR BENEFITS, July 1, 1934 to date. Form 682, original claim of fiduciary or guardian, for the estate of deceased or permanently disabled war veteran. (Frequently, official.) 8 x 10 folders, 1 ft., in steel filing case. R. 211 (Bldg. B). (213)

199. COORDINATION SURVEY ON INCOMPETENT VETERANS, Aug. 10, 1934 to date. Form 555, certificate of custody, indicating the legal guardians of minor children and amount of compensation; Form 521, stop payment notices on compensations with complete institutional survey, giving office record, probate accounts, and social status of case; also correspondence with the Regional Office regarding the case. (Occasionally, official.)  $9\frac{3}{8}$  x 11  $\frac{3}{4}$  folders, 1 ft., in steel filing case. R. 211 (Bldg. B). (216)

200. RECORDS OF INCOMPETENT VETERANS FOR PURPOSE OF ADJUSTED COMPENSATION PAYMENT, May 11, 1936 to date. Form 1753, giving name, age, birthplace, and identifying information, names of veterans committed to various institutions by order of court; also amount of adjusted service certificates with signature of Finance Officer. (Frequently, official.) 8 x 10  $\frac{1}{2}$  folders, 1 ft., in steel filing case. R. 211 (Bldg. B). (224)

#### Finance Division

201. CONSOLIDATED MONTHLY REPORT OF BUDGET ACTIVITIES, Aug. 31, 1918 to date. Form 6620, giving symbol, total allotment, appropriation, total encumbrances, net encumbrance for current month, total amount, and dis- counts per month. Filed by departments. (Monthly, official.)  $14\frac{1}{2}$  x 22 loose papers, 2 ft. 6 in., in wooden container. Finance Office (Bldg. B). (70)



202. DISABILITY COMPENSATION AWARD CASES, Jan. 1, 1922 to date. Forms 511A, 511B, and 511D, giving amount of payments, deductions, adjustments, funds due beneficiaries of incompetent veterans, changed addresses, transfers, and name of payee. Filed alphabetically. (Frequently, official.) 5 x 8 cards (14,180), 11 ft. 8 in., in wooden filing cases. Finance Office (Bldg. B). (262)

203. VETERANS' NOTE CARDS, Feb. 1, 1927 - May 1, 1936. Form 11841, notes held on veteran's bonus, giving name, date and amounts of loans and interest; records inactive after payment. Index, filed alphabetically. (Rarely, official.) 5 x 8 cards, 14 ft., in 14 drawers of steel filing case. Finance Office (Bldg. B). (278)

204. FINANCE SERVICE, VOUCHER RECORD CARD, June 1, 1928 - July 1, 1936. Form 1039, giving date, voucher and authorization numbers, period of service, amount, disposition, name and address of person. (Frequently, official.) 5 x 8 cards, 1 ft. 3 in., in 2 drawers of steel filing case. Finance Office (Bldg. B). (66)

205. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Mar. 29, 1928 to date. Form 1034A, giving name of article or service, quantity, unit and total price, name of payee, date of delivery and service; signed by Supply Officer or quartermaster, and certified to be correct by the payee. (Frequently, official.) Various sized folders, 38 ft. 1½ in., in 4 drawers of steel filing cases and in wooden boxes. R. 103 and Finance Office (Bldg. B). (17)

206. ISSUE SLIPS FOR NON-EXPENDABLE PROPERTY, Feb. 12, 1929 to date. Form 2598B, given to persons or heads of departments to whom non-expendable property has been issued, covering quantity on hand and desired, articles, unit price, to whom issued, and date received; approved by Manager. (Occasionally, official.) 4 x 8 bundles (10), 3 ft., in steel filing case and wooden box. Finance Office and SW. corner storeroom, 1st floor (Bldg. B). (300)

207. MONTHLY REPORT OF HOSPITAL AND FARM ACTIVITIES, July 1, 1931 - Aug. 31, 1936. Showing operating credits of products produced on farm, analysis of cost of both units, summary of debits and credits of all departments in Facility, with signatures of the Finance Officer and Manager. (Monthly, official.) 15 x 18½ loose-leaf books (4), 4 in., on wooden table. Finance Office (Bldg. B). (263)

208. MONTHLY REPORT, DOMICILIARY ACTIVITIES, July 1, 1932 - Oct. 28, 1936. Of veterans receiving domiciliary care, showing gains and losses, number absent and present, those awaiting admission, and number of deaths, with signature of Manager. (Monthly, official.) 8½ x 14 loose papers, 10 in., in 4 drawers of steel filing case. Finance Office (Bldg. B). (7)

209. NOTICES TO REMAIL CHECKS, July 1, 1932 to date. Form 991, notice to disbursing officer from the accounting officer to remail checks, after corrections have been made from award cards of compensation of veterans. (Frequently, official.) 5½ x 8 loose papers, 8 ft., in 4 drawers of steel filing case. Finance Office (Bldg. B). (261)



210. SALARY RECORD CARDS, July 1, 1932 to date. Form 993, giving date of appointment of employees, amount of earnings and deductions for rent or retirement; one drawer of cards inactive as employees have been discharged. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 11 $\frac{1}{2}$  in., in 4 drawers of wooden filing case. Finance Office (Bldg. B). (254)
211. STOP PAYMENT NOTICE, July 1, 1932 to date. Form 521, notice from Central or Regional Office to the Compensation and Insurance Accounts Sub-division to stop payment on automatic insurance, disability or adjusted compensation, giving name of payee, effective date, and reason for action, name of veteran, with signature and title of person by whom approved and submitted. (Occasionally, official.) 5 $\frac{1}{2}$  x 8 loose papers, 7 ft, 3 in., in 6 drawers of steel filing case. Finance Office (Bldg. B). (147)
212. CIRCULAR PROPOSAL FIELD SERVICE, June 30, 1933 - July 1, 1936. Form 1261, invitation and proposal for bids for services and supplies, showing date to be opened and signed by firm or individual making bid, with signature of Supply Officer. (Frequently, official.) 8  $\frac{3}{4}$  x 11 loose papers, 1 ft. 4 in., in 4 drawers of steel filing case. Finance Office (Bldg. B). (34)
213. CANCELLATION NOTICE, Sept. 2, 1933 to date. Form 980, from the accountant to disbursing officer to cancel described checks, giving name of payee, number and amount, and reason for cancellation; signed by accountant and disbursing officer. (Frequently, official.) 5 $\frac{1}{2}$  x 8 loose papers, 1 in., in steel filing case. Finance Office (Bldg. B). (256)
214. EXHIBITS FOR CONTINUATION OF PENSION, July 1, 1933 to date. Certification for continuation of benefits being paid on War Service Connected Pension, giving name, monthly amount of pension, and signature of authorization officer. (Frequently, official.) 8 x 10 $\frac{1}{2}$  loose papers, 4 ft., in wooden filing cases. Finance Office (Bldg. B). (279)
215. COST ACCOUNT REPORT, July 1, 1934 to date. Form 6634, monthly statements of methods employed in arriving at statistical data; Form 6634A, statement showing cost of rations, analysis of cost report of hospital, and farm activities; Form 6634B, net operating expenses and per diem for fiscal year. (Frequently, official.) 15 x 18 $\frac{1}{2}$  vols. (2), 2 in., under wooden desk. Dirty. Finance Office (Bldg. B). (404)
216. GOVERNMENT REQUESTS FOR TRANSPORTATION, DUPLICATES, Apr. 26, 1934 to date. Form 3267, giving name of person, points between which transportation is requested, reason, and amount, also date request is void. Filed alphabetically. (Frequently, official.) 8 x 14 loose papers, 10  $\frac{3}{4}$  in., in 4 drawers of wooden filing case. Finance Office (Bldg. B). (69)
217. PATIENT'S AND MEMBER'S LEDGER, July 1, 1934 to date. Form 1083, ledger of each veteran, giving deposits and withdrawals of government funds and private sources, also encumbrances. (Frequently, official.) 8 x 10 $\frac{1}{2}$  loose papers, 7 in., in steel filing case. Finance Office (Bldg. B). (265)
218. PLANT OPERATION, MECHANICAL UTILITIES, July 1, 1934 to date. Form 6009, data on boiler operations and amount chargeable to each department,



covering materials and supplies consumed, repairs and maintenance, condition of each department and average number of personnel, number of patients and members present during month, and summary of costs; certified to be correct by officer of department. (Monthly, official.) 8 x 10 folders, 1 ft. 7 in., in 2 drawers of steel filing case. Finance Office (Bldg. B). (255)

219. RECAPITULATION, MONTHLY OPERATION AND MAINTENANCE COST OF VEHICLES, July 1, 1934 to date. Form 1245, giving make of vehicle, license number, amount of gas and oil consumed, tires, tubes, spare parts, labor, total cost, mileage covered, whether passengers or tons hauled, days idle, amount of salaries of drivers, and entire overhead expense of garage. (Monthly, official.)  $8\frac{1}{2}$  x  $10\frac{1}{2}$  folders, 1 ft., in steel filing case. Finance Office (Bldg. B). (257)

220. RECORD OF ADMINISTRATION PATIENTS, HOSPITALIZATION OF VETERANS, July 1, 1934 to date. Form 2601, record of hospital relief, service and non-service connected, giving number of patients, bed capacity, number of ambulance and bed patients, with signature of Medical Officer in Charge. (Frequently, official.) 8 x 10 folders, 10 in., in steel filing case. Finance Office (Bldg. B). (258)

221. SCHEDULE OF COLLECTIONS, July 1, 1934 to date. Form 1045, giving receipt number, name of remitter, amount and source, specifying fund to be credited, with signatures of disbursing clerk and agent cashier. (Frequently, official.) 8 x  $10\frac{1}{2}$  folders, 10 ft., in 4 drawers of steel filing case. Finance Office (Bldg. B). (266)

222. SCHEDULE OF DISBURSEMENTS, July 1, 1934 to date. Form 1064, payments made by disbursing officer, giving voucher number, payee's symbol, and amount deducted from appropriation fund. (Frequently, official.) 8 x 11 folders, 2 ft., in 2 drawers of steel filing case. Finance Office (Bldg. B). (259)

223. REMITTER'S COPY OF OFFICIAL RECEIPT, July 29, 1935 to date. Form 1149, giving reason for remittance, amount, appropriation remittance to be credited, and name of remitter; signed by cashier. (Frequently, official.) 4 x  $7\frac{1}{2}$  loose papers, 3 in., in steel filing case. Finance Office (Bldg. B). (260)

224. REGISTER OF STOREHOUSE ISSUES, COST LEDGER AND VOUCHER, Jan. 1, 1936 to date. Forms 6502, 6602, 6606, and 6608, record of materials and supplies issued from storehouse, vouchers issued and refunded, cost ledger of the operating expenses of the hospital, and recapitulation of debits and credits of entire Facility at end of month. (Frequently, official.) 15 x 18 loose-leaf book, 3 in., on table. Finance Office (Bldg. B). (267)

#### Hospital

225. INDEX TO CLINICAL RECORDS, July 25, 1921 to date. Giving full name of patient, history number, case book and page, with remarks relating to cards, folders, and books. Arranged alphabetically. (Rarely, official.) 10 x 16 vol. and 3 x 5 cards, 11 in., on wooden shelf. Binding broken. Inactive Record Room (Bldg. C). (136)



226. CROSS INDEX FOR VETERANS' ADMISSION CARDS, Jan. 1, 1934 to date. Lists name, register and history numbers, co-existing diseases, date of operation, direct or indirect cause, date of discharge or death. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 4 ft., in 4 drawers of steel filing case. Clinical Room (Bldg. C). (151)
227. GENERAL INDEX, ASSISTANT GENERAL TREASURER, n. d. Listing number of book and page where information may be found for admission and re-admission papers, and appropriations for each department. Arranged alphabetically. (Frequently, official.)  $8\frac{1}{2}$  x 10 vols. (9),  $8\frac{1}{2}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (176)
228. INDEX TO CORRESPONDENCE, n. d. Listing number of book and page where data may be found concerning award account cards, amendment of Supply Service, analysis of pay roll, abandoned claims, Administration regulations and circulars, bank checks, employees' compensation, and miscellaneous letters. Arranged alphabetically. (Frequently, official.) 8 x 10 vols. (4),  $4\frac{1}{2}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (181)
229. INDEX TO HOSPITAL RECORDS, n. d. Giving name, page, company number, and condition of veteran. Arranged alphabetically. (Rarely, official.) 10 x 16 vols. (5), 8 in., on wooden shelf. Binding broken. Inactive Record Room (Bldg. C). (406)
230. REGISTER OF SURGICAL OPERATIONS, Nov. 6, 1866 - Apr. 30, 1869. Listing hospital number, name, rank, regiment, company, and age of veteran, date of admission, description of wound, progress of treatment, and results. (Rarely, official.)  $10\frac{1}{2}$  x  $12\frac{1}{2}$  vol., 2 in., on wooden shelf. Inactive Record Room (Bldg. C). (415)
231. HOSPITAL ADMISSION, Jan. 1, 1867 - July 25, 1921. Record of admission of veterans to hospital, listing name, age, rank, regiment, company and register number, birthplace, social status, disability, date admitted, present condition, condition upon discharge, nearest relative or friend, ward number, disease, and disposition of patient, whether discharged, transferred to other hospitals, or deceased. Labeled numerically and alphabetically. First two volumes are numbered one and two; fifteen volumes are labeled with letters; volume A is missing; included in Volume B is the first recording of treatment of patients; Volume D the first recording of register numbers, and Volume K the first recording of the amount of pensions paid monthly to patients listed. These records now continued under "Clinical Records." (Older records, rarely; later records, occasionally, official.) Various sized vols. (23), 5 ft. 1 in., on wooden shelves. Dirty, bindings broken. Inactive Record Room (Bldg. C). (408, 179, 409)
232. REPORT OF SICK IN QUARTERS, Sept. 1, 1872 - May 31, 1884. Morning report made by surgeons on condition of patients in hospital, giving date, name, diseases, and prescription ordered. (Rarely, official.) 12 x  $15\frac{1}{2}$  vols. (5), 1 ft.  $2\frac{1}{2}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (407)
233. COMPANY DESCRIPTION BOOK, Jan. 1, 1882 - June 30, 1884. Description of each member of Company C, giving name, date and place of birth, age, height, color of eyes and hair, marital status, number of children, home



number, company and regiment, date of admission, and disability. (Rarely, official.)  $10\frac{1}{2}$  x  $15\frac{1}{2}$  vol., 2 in., on wooden shelf. Damaged by careless handling. Inactive Record Room (Bldg. C). (414)

234. RECORD OF SICK CALLS, EASTERN BRANCH, NATIONAL HOME FOR DISABLED VOLUNTEER SOLDIERS, July 25, 1884 - June 27, 1890. Surgeon's monthly reports of number and condition of soldiers examined at barracks and hospital, giving date, name, home number, ward, disease, and treatment. (Rarely, official.)  $10\frac{1}{2}$  x  $16\frac{1}{2}$  vols. (3), 6 in., on wooden shelf. Bindings broken. Inactive Record Room (Bldg. C). (413)

235. RECORD OF CAMP SICK CALLS, July 1, 1893 - July 1, 1902. Daily report by surgeon on condition of veterans at camp, listing home and company number, and disability. (Occasionally, official.)  $11\frac{1}{2}$  x  $18\frac{1}{2}$  vols. (3), 6 in., on wooden shelf. Inactive Record Room (Bldg. C). (412)

236. DEATH RECORDS, July 1, 1893 - Jan. 31, 1922; Sept. 18, 1930 - Aug. 23, 1934. Listing name, religion, regiment, veteran of what war, cause of death, and disposition of body. (Occasionally, official.)  $5\frac{3}{4}$  x  $12\frac{3}{4}$  and  $8\frac{1}{2}$  x  $10\frac{1}{2}$  vols. (5), 6 in., on wooden shelf. Inactive Record Room (Bldg. C). (410)

237. CONTRACT FOR MEDICAL SUPPLIES, May 1, 1896 - June 30, 1897. Proposals for supplies, giving information necessary to bidders, description of bids, and amount and value of each. (Rarely, official.)  $3\frac{1}{2}$  x 8 folders, 6 in., in wooden boxes. Dirty. Inactive Record Room (Bldg. C). (130)

238. RECORD OF SURGICAL OPERATIONS, Oct. 30, 1900 - Feb. 1, 1922. Name of veteran, hospital number, nature of operation, physical condition, and treatments given. (Rarely, official.) 8 x  $10\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., on wooden shelf. Dirty. Inactive Record Room (Bldg. C). (143)

239. NIGHT ORDERS TO SPECIAL NURSE, Oct. 13, 1918 - July 12, 1931. Physician's orders for veteran, giving name of patient, medicine ordered, amount and how often to be given, retained temporarily for convenience of nurses and eventually destroyed. (Rarely, official.)  $4\frac{1}{2}$  x  $7\frac{1}{2}$  vols. (3),  $1\frac{3}{4}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (190)

240. RECORD OF TRANSFER OF MONEY AND VALUABLES FROM SURGEON TO PATIENTS UPON DISCHARGE, Sept. 14, 1918 - June 29, 1931. Record of money or valuables returned to veteran, showing name, home number, date received, with signatures of veteran and ward nurse upon receipt of article. All valuables with slip of identification are now sent to headquarters upon admission and are returned upon discharge. (Rarely, official.)  $4\frac{3}{4}$  x  $7\frac{1}{2}$  vols. (11),  $10\frac{1}{8}$  in., on wooden shelves. Inactive Record Room (Bldg. C). (187)

241. LETTERS RECEIVED AT VETERANS' ADMINISTRATION HOSPITAL, Oct. 21, 1920 - Aug. 28, 1931. Correspondence to the Governor of this Hospital from the Inspector and Chief Surgeon of the National Military Home, Ohio, the President of board of Managers, and the General Treasurer of the Ohio National Home, relative to food and special diet supplies, pension checks of deceased members, inventory of effects, physical examinations, hospital supplies, dental work, contracts and awards, burial and inspection of bodies. (Occasionally, official.)  $9\frac{3}{4}$  x  $11\frac{1}{2}$  loose-leaf books, 5 in., on wooden shelf. Inactive Record Room (Bldg. C). (169)



242. RECORD OF DRUGS ON HAND IN STOREROOM AND DRUG ROOM, 1921 - 1926. Name and amount of drugs drawn each month, and the amount contracted for by the hospital. (Rarely, official.)  $6\frac{1}{2}$  x  $11\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (188)

243. RECORD OF THE PROCEEDINGS OF COUNCIL OF THE ADMINISTRATION POST FUND, July 29, 1921 - May 27, 1931. Date of meeting, number present and absent, minutes and whether approved or disapproved; also record of funds disbursed, showing allowances, appropriations, and votes taken. (Rarely, official.)  $9\frac{1}{4}$  x  $11\frac{1}{2}$  loose-leaf books, 5 in., on wooden shelf. Inactive File Room (Bldg. C). (170)

244. CLINICAL RECORDS, July 25, 1921 to date. Form 2614A, record of veterans entered for hospitalization, name, birthplace, diagnosis, results of treatment, class of beneficiary, and case number; also complete history of patient from admission to discharge. (Rarely, official.) 9 x 12 folders (6,700), 93 ft. 8 in., on wooden shelves and in 10 wooden boxes. Dirty. Inactive Record Room (Bldg. C). (167)

245. INVENTORY OF PERSONAL EFFECTS, Aug. 1, 1922 - May 31, 1935. Form S, lists effects of veteran on entering hospital and held for safekeeping until patient is discharged; also statement of surgeon whether money or valuables are included in this inventory. Filed alphabetically. (Occasionally, official.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  cards, 4 ft., in 4 drawers of wooden filing case. Inactive Record Room (Bldg. C). (180)

246. SICK CALL CARDS, Mar. 22, 1924 - June 28, 1935. Listing name of veteran; home and regiment numbers, disability upon admittance, disease and treatment given, and whether patient temporary or permanent; records of this type are now enclosed in clinical folders. Filed alphabetically. (Rarely, official.) 5 x 7 cards, 1 ft., in 5 drawers of wooden filing case. Inactive Record Room (Bldg. C). (168)

247. HOSPITAL BRANCH, NATIONAL HOME DISABLED VETERAN SOLDIERS, DAY RECORD AND ORDER BOOK, Nov. 10, 1924 - May 23, 1936. Relative to medicines and treatments ordered for patient by ward physician, giving name, kind of treatment, description and amount of medicine to be given; each order dated and signed by physician; current records in use on wards. (Frequently, official.)  $6\frac{1}{2}$  x  $11\frac{1}{2}$  vols. (120), 10 ft., on wooden shelves. Inactive Record Room (Bldg. C). (178)

248. RECORD OF DISCHARGES AND TRANSFERS, Jan. 21, 1925 - May 3, 1928. Patient's name, ward, regiment and company numbers, and date of discharge or transfer; now continued under statement of gains and losses in Assistant Manager's office. (Rarely, official.) 8 x  $10\frac{1}{2}$  loose papers,  $\frac{1}{2}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (144)

249. BAGGAGE CARDS, Oct. 6, 1926 - Sept. 18, 1929. Form 10A, veteran's receipt for baggage, showing register number, name, date, and whether traveling case, valise, box, bundle, or trunk. (Rarely, official.) 5 x 8 cards, 6 in., on wooden shelf. Inactive Record Room (Bldg. C). (124)

250. HOSPITAL MEDICAL RETURN, Mar. 6, 1926 - June 30, 1930. List of articles issued to hospital, giving number of article, unit number, total



amount received, and amount on hand in storeroom and drug room at end of each quarter. (Rarely, official.)  $8\frac{1}{2}$  x 11 folders, 4 in., on wooden shelf. Dirty. Inactive Record Room (Bldg. C). (135)

251. DAILY RECORD OF PATIENTS ADMITTED, DISCHARGED, TRANSFERRED ON WARDS, OR DECEASED, Aug. 1, 1926 - July 31, 1935. With summary at end of report. The record is continued under gains and losses in Manager's office. (Occasionally, official.)  $6\frac{1}{2}$  x  $9\frac{1}{2}$  vols. (15), 1 ft. 3 in., on wooden shelves. Dirty, bindings broken. Inactive Record Room (Bldg. C). (186)

252. QUARTERLY EXAMINATIONS, Jan. 25, 1926 - Dec. 31, 1935. List from chief medical and domiciliary offices of names of veterans recommended for discharge from hospital, giving reason and whether or not health restored; also names of veterans who have failed to report for examination. (Rarely, official.) 9 x 12 folders (6), 4 in., on wooden shelf. Inactive Record Room (Bldg. C). (424)

253. CORRESPONDENCE BETWEEN HOSPITAL OFFICIALS AND MANAGER, Sept. 26, 1926 - June 30, 1936. Relative to new equipment for hospital, appointment of new surgeons, and members' deposit accounts. (Rarely, official.)  $5\frac{1}{2}$  x 10 loose papers, 5 ft., in 20 drawers of wooden filing case. Inactive Record Room (Bldg. C). (282)

254. NURSE'S NIGHT RECORD AND ORDER BOOK, Jan. 5, 1926 - July 26, 1936. Record of patient's name, treatment and medicine given, and condition of patient in morning, with signature of nurse. (Rarely, official.)  $6\frac{1}{2}$  x  $9\frac{1}{2}$  vols. (72), 6 ft., on wooden shelves. Inactive Record Room (Bldg. C). (177)

255. DAY LIST OF PATIENTS ADMITTED TO WARDS IN HOSPITAL, Apr. 15, 1927 - July 18, 1935. Showing veteran's name, register and ward numbers; now listed under gains and losses in Manager's office. (Rarely, official.) 5 x 8 vols.,  $1\frac{1}{4}$  in., on wooden shelf. Dirty, bindings broken. Inactive Record Room (Bldg. C). (183)

256. RECORD OF DOMICILIARY OR HOSPITAL CARE, Aug. 17, 1927 to date. Form 2593, giving name, address, age, and personal history of veteran, diagnosis of case, result of treatment, condition if not treated, operations performed, and actual number of days in hospital, with signature of preparing officer. One card is kept in domiciliary jacket in out-patient office, and one forwarded to Regional Office. (Frequently, official.) 5 x 8 cards, 2 ft. 6 in., in 2 drawers of steel filing case. Out-Patient Office (Bldg. C). (150)

257. REGISTER OF DENTAL PATIENTS, Oct. 29, 1928 - Sept. 6, 1929. Form 342D1, lists name, rank, company, regiment, age, race, nativity, service in months, disease or injury with location, complication sequelae, dates of treatments and operations, and results; signed by dental surgeon. (Occasionally, official.) 4 x 6 cards, 1 ft. 2 in., in steel filing case. R. 56 (Bldg. C). (146)

258. HOSPITAL MEDICAL FOLDERS, July 28, 1928 - Nov. 22, 1934. Form 2614J, surgeon's daily progress and treatment record; Form 26140, neuro-psychiatric examination; Form 2614K, nurse's treatment and progress record;



Form 2649, request for hospital transfer; also correspondence between Chief Medical Officer of this Facility and doctors of hospitals where veterans have been treated or examined. (Occasionally, official.) 9 x 12 folders (12), 5 in., in wooden filing case. Inactive Record Room (Bldg. C). (165)

259. DISCHARGES FROM HOSPITAL, May 7, 1928 - Dec. 31, 1935. Form 2614A, showing name and war number of patient, services or treatment while hospitalized, disposition of case and date of discharge; records now continued under discharge slips in the clinical folders. (Occasionally, official.)  $7\frac{1}{2}$  x 9  $\frac{3}{4}$  vol.,  $\frac{3}{4}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (171)

260. SOCIAL SERVICE CORRESPONDENCE, Aug. 1, 1928 - Dec. 31, 1935. Form 3229, requests for admission to Facility or for work, also correspondence between Social Service worker, Adjutant General's office, Red Cross, and other agencies who have records of veterans. (Rarely, official.) 8 x 11 bundles (3), 1 ft. 6 in., on wooden shelf. Inactive Record Room (Bldg. C). (418)

261. PROSTHETIC APPLIANCES SERVICE CARD, Apr. 2, 1928 to date. Form 2529, showing name of person to whom service is rendered, compensation number, diagnosis, rank, service connection, rating, name of manufacturer of appliances, cost, date received and inspected; signed by physician and claimant. (Older records, rarely; later records, occasionally, official.)  $4\frac{1}{2}$  x  $8\frac{1}{2}$  and  $6\frac{1}{2}$  x  $11\frac{1}{2}$  cards, 2 ft. 4 in., on wooden shelf and in steel filing case. Dirty. Inactive and Clinical Record Rooms (Bldg. C). (142, 156)

262. PATIENTS' DEPOSIT ACCOUNTS, Jan. 10, 1929 - June 30, 1931. Cash accounts of veterans in hospital, covering date, name, amount deposited and drawn, and balance. (Rarely, official.) 8 x  $10\frac{1}{2}$  vols. (2), 1 in., on wooden shelf. Inactive Record Room (Bldg. C). (422)

263. PERSONAL EFFECTS OF DECEASED VETERANS, July 2, 1929 - Sept. 1, 1932. Inventory giving date of death, list and description of articles; signed by treasurer and quartermaster surgeon. (Rarely, official.)  $3\frac{1}{2}$  x 8 folders, 1 ft., in wooden filing case. Inactive Record Room (Bldg. C). (157)

264. ADMISSION CARD, Sept. 6, 1929 - Sept. 1, 1936. Form 2557, relative to patients admitted to hospital, giving name, age, race, company number, rating, name of hospital, stating reason for admittance, whether for treatment, examination or observation; also issuing card, signed by an official. One section of card retained at office of hospital admitting veteran, the other section returned to issuing office or Facility. (Frequently, official.) 5 x 8 loose papers, 8 in., in 4 drawers of wooden filing case. Clinical Record Room (Bldg. C). (133)

265. DAILY RECORD OF CLINICAL TEMPERATURES OF VETERANS IN HOSPITAL INCLUDING STANDING DAILY ORDERS, Jan. 1, 1929 - June 14, 1936. Date, patient's name, temperature, pulse and respiration, including standing orders given by ward physician and signed by nurse; current volumes in use on wards. (Rarely, official.)  $6\frac{1}{2}$  x  $11\frac{1}{2}$  vols. (36), 3 ft., on wooden shelf. Inactive Record Room (Bldg. C). (189)



266. CHIEF NURSE'S NARCOTIC TRANSFER BOOK, Jan. 15, 1930 - May 31, 1931. Giving date, name and amount of drug transferred by chief nurse for administration to patients as ordered by surgeon, with signature of ward nurse. The records are continued under Form 2638, a narcotic report. (Rarely, official.)  $6\frac{1}{2}$  x 11 vol., 1 in., on wooden shelf. Dirty. Inactive Record Room (Bldg. C). (161)

267. LIST OF PATIENTS ADMITTED AT NIGHT, Jan. 1, 1930 - Mar. 31, 1933. Showing name of veteran, register number, date admitted and discharged, and number of days in hospital. (Rarely, official.) 5 x 8 vol.,  $\frac{3}{4}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (182)

268. VETERANS' ADMINISTRATION SERVICE LETTERS, July 23, 1930 - May 12, 1933. Correspondence from headquarters to Chief of Hospital Staff, relating to requirements of employees, supplies, and new equipment. (Occasionally, official.) 8 x 10 loose papers, 1 ft., in wooden filing case. Clinical Room (Bldg. C). (159)

269. DAILY REPORT BY OFFICER OF THE DAY AND OF THE NIGHT GUARD, Aug. 1, 1930 - Mar. 3, 1935. Stating conditions in wards, trouble if any, unusual condition of patients, and number of accidents and deaths; night guards' reports cover the entire reservation and are submitted through the steward's office. (Occasionally, official.)  $6\frac{1}{2}$  x  $11\frac{1}{2}$  and  $7\frac{1}{4}$  x  $9\frac{3}{4}$  vols. (3),  $2\frac{1}{4}$  in., on wooden shelf. Dirty, bindings broken. Inactive Record Room (Bldg. C). (172)

270. HOSPITAL ADMISSION CARD, Jan. 1, 1930 - Dec. 31, 1935. Form 2593, from the Regional Office, giving name and address of veteran, date and place of birth, date of last service, diagnosis of case, and name of nearest relative or person by whose authority patient is entered. Filed alphabetically. (Occasionally, official.) 5 x 8 loose papers, 5 in., on wooden shelf. Clinical Room (Bldg. C). (160)

271. LETTERS MAILED FROM HOSPITAL DEPARTMENT, COPIES, Aug. 19, 1930 - Jan. 31, 1935. Correspondence from surgeon and Chief Medical Officer to various officials, regarding examinations, operations, transfers, furloughs, pensions, physical condition, and enforced furlough. (Rarely, official.)  $9\frac{3}{4}$  x  $11\frac{1}{2}$  loose-leaf books (33), 5 ft. 11 in., on wooden shelves. Inactive Record Room (Bldg. C). (281)

272. REPORTS OF THE OCCUPATIONAL AIDE, July 1, 1930 - June 30, 1935. Form 2592, daily attendance sheets of time worked by veterans in occupational therapy department, giving name, rating, hours worked, number and description of articles made. (Rarely, official.) 9 x 12 folders (2), 5 in., on wooden shelf. Inactive Record Room (Bldg. C). (421)

273. MATERIAL ISSUE SLIPS AND RECORD OF RECEIPT OF ARTICLES, Jan. 1, 1931 - Apr. 1, 1933. Form 2588, giving name of patient, date of issue, kind of material, quantity, value, and receipt for articles paid. (Rarely, official.) 8 x  $10\frac{1}{2}$  loose papers,  $10\frac{1}{2}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (141)

274. APPLICATION FOR EMPLOYMENT, VETERANS ONLY, Aug. 26, 1931 - Oct. 21, 1935. Form 5570, giving name, home number, amount of pension and compen-



sation, occupation, present disability, and request for employment. (Occasionally, official.) 4 x 6 and 3½ x 5 cards, 2 ft. 11 in., in wooden drawers under shelf. Inactive Record Room (Bldg. C). (194)

275. DAILY RECORD OF REGULAR EMPLOYEES OF THE HOSPITAL, Aug. 21, 1931 - Sept. 30, 1935. Form 2713, showing names and time on duty of the nurses, physicians, technicians, clerks, laborers, attendants, and employees of the dietetic department. (Rarely, official.) 9 x 12 and 8 x 10½ loose papers, 7 in., on wooden shelf. Dirty. Inactive Record Room (Bldg. C). (174)

276. RECORD OF MAIL CHANGES, July 15, 1931 - Dec. 31, 1935. Daily list forwarded to Togus Post Office, of names and addresses of veterans admitted or discharged from hospital; used in keeping a correct list for mailing purposes. (Frequently, official.) 9 x 12 folders (5), 1 ft., on wooden shelf. Inactive Record Room (Bldg. C). (420)

277. DENTAL RECORD CHART AND ORAL EXAMINATION BLANK, Aug. 1, 1931 - Sept. 1, 1936. Forms 2570 and 2614P, dental chart, giving name of station and dentist, veteran's name and address, diagnosis of condition of teeth, description of treatments to be given, date of relief rendered, operation performed, and material used. (Older records, rarely; later records, frequently, official.) 8 x 11 and 8 x 12 loose papers, 3 ft. 10 in., on wooden shelves. Dirty. Inactive Record Room (Bldg. C). (173, 132)

278. HOSPITALIZATION OF VETERANS' ADMINISTRATION PATIENTS, Oct. 1, 1932 - Oct. 31, 1933. Monthly report of hospital patients, showing gains and losses during month, number treated, those non-service connected, number of examinations made, beds occupied, available, and reserved; signed by physician. The reports now continued on Medical Form 2601. (Occasionally, official.) 8 x 10 loose papers, 1 ft., in wooden filing case. Dirty. Clinical Room (Bldg. C). (155)

279. RECORD OF VETERANS' TRAINING SCHOOL, Oct. 29, 1932 - Dec. 31, 1933. Daily record of veterans enrolled in student classes in training as attendants, giving name, date of enrollment, quarters, ward assigned for work, and progress made in studies. (Never.) 9 x 14 vols. (2), 1 in., on wooden shelf. Inactive Record Room (Bldg. C). (423)

280. CLASSIFICATION OF HOSPITAL PATIENTS, July 1, 1932 - Dec. 31, 1934. Form 3229A, weekly report from Chief Medical Officer to domiciliary office, stating department to which each patient has been assigned, his name, company, regiment, ward number, and classification. (Rarely, official.) 9 x 12 folders (2), 1½ in., on wooden shelf. Inactive Record Room (Bldg. C). (425)

281. CORRESPONDENCE, Aug. 30, 1932 - Dec. 31, 1934. Letters to ward surgeon relating to conditions of veterans at home, applications of veterans for hospital care, requests from physicians and relatives for hospital records of members (originals). (Occasionally, official.) 8 x 10 loose papers, 3 ft., in wooden filing case. Clinical Room (Bldg. C). (152)

282. APPRAISER'S LIST OF OCCUPATIONAL THERAPY SERVICE, Mar. 1, 1932 - July 16, 1935. Form 2589, lists station, number of article, value, author-



ized disposal, date and appraisal. Approved by Manager and signed by three appraisers. (Rarely, official.) 8 x 10 loose papers, 1 ft. 4 in., on wooden shelf. Inactive Record Room (Bldg. C). (122)

283. PAID VOUCHERS, Aug. 19, 1932 - June 30, 1935. Receipted slips for supplies purchased for occupational therapy department, to be used by hospital. (Occasionally, official.) 4 x 9 envelope, 2 in., on wooden shelf. Inactive Record Room (Bldg. C). (411)

284. PRESCRIPTION BLANKS FOR DRUGS FOR VETERANS, ISSUED BY DOCTOR, Jan. 1, 1932 - June 1, 1936. Form 2577, giving patient's name, kind and amount of drug to be given, time to be taken and whether to be drawn from the drug room or ward room; also request orders for ginger ale and grape juice; signed by doctor and drawn upon the kitchen steward. (Rarely, official.) 3 x  $3\frac{1}{2}$  and  $4\frac{1}{2}$  x 6 packages, 10 ft., on wooden shelf and in pasteboard boxes. Inactive Record Room (Bldg. C). (184)

285. CREDIT SLIP FOR VETERANS ADMITTED TO HOSPITAL, July 1, 1932 to date. Slips granted veterans for supplies from various departments, payment to be deducted from their monthly allowance or pensions: approved by Manager and signed by officer in charge of each department. (Frequently, official.) 6 x 8 loose papers, 8 in., in 3 drawers of steel filing case. R. 56 (Bldg. C). (191)

286. FAMILY AND PERSONAL HISTORY OF PATIENT, July 1, 1932 to date. Form 2614B, history statement covering objective symptoms of patient and results of physical examination; Form 2614E, graphic chart; Form 2614D1, initial examination of chest; Form 2614-1, laboratory examination; Form 2614N, roentgenological report. (Occasionally, official.) 8 x  $10\frac{1}{2}$  loose papers, 8 in., on wooden shelves. Dirty. Clinical Room (Bldg. C). (166)

287. RECORD OF TREATMENT, Jan. 1, 1932 to date. Medical Form 2611, daily report on progress of patient, giving name, company, regiment, date, address during period of treatment, and final disposition of case. (Occasionally, official.) 3 x 5 bundles (22), 4 ft. 2 in., on wooden shelf and in pasteboard boxes. Dirty. Inactive Record Room (Bldg. C). (416)

288. ARTICLES OR SERVICES FURNISHED TO VETERANS ON ADMISSION TO HOME, June 16, 1933 - Nov. 9, 1934. Lists of articles issued such as clothing and toilet accessories, and services such as barbering, cleaning and pressing of clothing, giving name and request number of veteran, date, and name of articles or service furnished. (Rarely, official.) 5 x  $7\frac{1}{2}$  cards, 8 in., in wooden boxes. Inactive Record Room (Bldg. C). (123)

289. CONDENSED HOSPITAL RECORD OF VETERAN, Apr. 7, 1933 - Oct. 22, 1934. Form H, to be used with the domiciliary records, giving patient's name, age, weight, height, report of blood pressure, respiratory, alimentary and nervous systems, and all findings of general disease; signed by chief surgeon. Veterans' admittance records carry no examinations since 1935. (Rarely, official.)  $3\frac{1}{2}$  x  $8\frac{1}{2}$  bundles (4), 10 in., on wooden shelf. Inactive Record Room (Bldg. C). (162)

290. REQUISITION FOR SUPPLIES FOR HOSPITAL, Sept. 6, 1933 - Dec. 8, 1934. Form 3211, giving class and use of supplies in each department, names



of articles, description, quantity and price; signed by official making request and approved by Manager. (Rarely, official.) 8 x 12 loose papers, 10 in., on wooden shelf. Inactive Record Room (Bldg. C). (145)

291. HOSPITAL DENTAL MASTER CARD, Jan. 1, 1933 - Sept. 14, 1935. Form 3689, giving name of veteran, registry card and ward numbers, hospital, date of examination, chart of ward surgeon, relief authorized, date discharged from hospital, and remarks regarding relief or treatment rendered. (Frequently, official.) 5 x 8 cards, 10 in., on wooden shelf. Inactive Record Room (Bldg. C). (134)

292. PATIENT'S REQUESTS FOR TOILET ARTICLES OR SERVICES NEEDED, July 2, 1933 - Mar. 17, 1935. Forms 2686A and P 11, patient's request giving name, date, name of article or service to be rendered, and whether at the expense of government or veteran; signed by veteran and ward surgeon; records continued as "Veterans Hospital Request for Supplies Needed." (Rarely, official.)  $8\frac{1}{2}$  x 11 papers,  $4\frac{1}{2}$  in., on wooden shelf. Inactive Record Room (Bldg. C). (185)

293. AUTHORIZATION FOR TREATMENT, Jan. 4, 1933 to date. Form 2690, request for treatment and authorization for same, giving name and address of veteran, date, place, nature of treatment given, specifying type of visits, whether office, house or night calls, name of disease or injury and treatment of same, with signatures of veteran and doctor. (Frequently, official.) 9 x  $11\frac{1}{2}$  folders, 11 in., on wooden shelf. Inactive Record Room (Bldg. C). (120)

294. CONTRACT FILE, DENTAL, May 3, 1933 to date. Form 2590, official authority designated in dentist contract, to render dental relief to veteran; Form 2664, notice to veteran claimant of allowance of said dental relief; Form 2662, notice to veteran claimant to report for oral examination; also correspondence between veteran and doctors pertaining to work done at their home or at Facility. (Frequently, official.) 9 x 12 folders, 1 ft. 4 in., in steel filing case. R. 56 (Bldg. C). (127)

295. NARCOTIC REPORTS, Nov. 1, 1933 to date. Form 2638, monthly record sheets of alcoholic and narcotic drugs, showing amount disbursed and how given, name of patient and nurse in charge, balance from last month, amount received first of month, and balance on hand at end of month. (Rarely, official.) 9 x 12 folders (36), 2 ft. 9 in., on wooden shelf. Inactive Record Room (Bldg. C). (419)

296. OFFICIAL TELEGRAMS, Jan. 1, 1933 to date. Form 14A, telegrams to Medical Director concerning condition of employees, and from Medical Director to relatives, regarding condition of veterans; also letters pertaining to bids for supplies. (Occasionally, official.)  $5\frac{1}{2}$  x 8 loose papers, 1 ft., in wooden filing case. Clinical Room (Bldg. C). (158)

297. ACCOUNT OF SALE OR COLLECTIONS, Dec. 18, 1934. Form 1216, account of sale of public property belonging to Veterans' Administration, also collection for services rendered or subsistence furnished at this Facility under authority of the Administrator, giving names of articles, purchaser, amount received and collected, and total received. (Occasionally, official.) 8 x 10 loose papers, 11 in., on wooden shelves. Inactive Record Room (Bldg. C). (121)



298. CLINICAL RECORD, DENTAL RECORD, Apr. 10, 1934 - Sept. 6, 1935. Form 2614P, giving name of veteran, date of examination, dental defects found and remarks; signed by examining dental officer; dental relief authorized and rendered upon request of ward surgeon. (Frequently, official.) 8 x 10 loose papers, 1 ft., in wooden filing case. Clinical Record Room (Bldg. C). (131)

299. CONSOLIDATED DIET SHEET, June 20, 1934 - May 1, 1936. Form 2603, listing ward number, date, total number of patients, diets to be given, additional articles and amount required; signed by ward surgeon and approved by chief dietitian. (Rarely, official.) 8 x 10 $\frac{1}{2}$  loose papers, 2 ft. 7 in., on wooden shelf. Inactive Record Room (Bldg. C). (125)

300. CLINICAL FOLDERS, Jan. 1, 1934 to date. Form 3229, data on request for pension by veteran who has been a patient at hospital; Form 2614A, brief clinical record; Form 2614B, family and personal history; Form 2614C, history of present disease; Form 2614E, graphic chart; Form 2614H, roentgenological report. (Frequently, official.) 8 x 10 folders, 8 ft. 2 in., in 4 drawers of steel filing case. Clinical Room (Bldg. C). (153)

301. CORRESPONDENCE BETWEEN PHYSICIANS AT THIS FACILITY AND OUTSIDE DOCTORS, Sept. 6, 1934 to date. Pertaining to schedule of fees, treatment of patients, information desired on treatment and date set for examination; also employment references for new doctors. (Rarely, official.) 9 $\frac{1}{2}$  x 11 $\frac{1}{2}$  and 8 $\frac{1}{4}$  x 19 $\frac{1}{2}$  vols. and folders, 2 ft. 2 $\frac{1}{2}$  in., on wooden shelves. Inactive Record Room (Bldg. C). (126)

302. HOSPITAL FILE, BUREAU ISSUES, Sept. 16, 1934 to date. Forms 2598A and 2598E, consolidated memorandum receipt for non-expendable property or articles no longer needed and turned in from the out-patient department, giving description of articles, quantity, name of officer in charge, and approved by the property custodian. (Rarely, official.) 9 x 13 folders, 1 ft. 4 in., in wooden box. Inactive Record Room (Bldg. C). (129)

303. MEMORANDUM FROM ADJUDICATION OFFICER TO CHIEF MEDICAL OFFICER, Jan. 1, 1934 to date. Form 2545, relative to claim filed by veterans for pension, giving a report of physical examination; Form 404, statement regarding dependents; also veteran's industrial history and signed statement that he has read rules and will abide by them. (Occasionally, official.) 5 $\frac{1}{2}$  x 8 loose papers, 2 in., in wooden filing case. Inactive Record Room (Bldg. C). (163)

304. MONTHLY REPORTS, COMPENSATION AND PENSION RATING, Sept. 4, 1934 to date. Form 3400, monthly report of action taken on compensation and pension rating requests; Form 3229, memorandum from Chief of Out-Patient Service on records of Mails and File Clerk, concerning letters transmitted and received from veterans relative to treatments. (Frequently, official.) 6 x 11 $\frac{1}{2}$  loose papers, 10 in., in steel filing case. R. 56 (Bldg. C). (139)

305. OUT-PATIENT MEDICAL TREATMENT FOLDERS, May 24, 1934 to date. Form 2690, designated physician's request for authority for treatment of veteran at home; Form 564, rating sheet of veteran, giving name of appli-



cant, address, nature and date of treatment, type of visit and disease; signed by applicant. (Frequently, official.)  $9\frac{1}{2}$  x 12 folders, 2 ft. 6 in., in 4 drawers of steel filing case. R. 56 (Bldg. C). (140)

306. REGIONAL OFFICE, DENTAL MASTER CARD, Aug. 4, 1934 to date. Form 2688, giving Regional Office and address, name, address, and case number of patient, date of examination, name and address of designated dentist, also remarks pertaining to condition and treatment of veteran. (Frequently, official.) 5 x 8 cards, 10 in., in drawer of wooden filing case. Clinical Record Room (Bldg. C). (128)

307. REPORT OF RECORD CLERK, July 1, 1934 to date. Semiannual report covering classification of hospital patients, and list of veterans receiving either hospital or domiciliary care. (Older records, rarely; current records, semiannually, official.) 9 x 12 folders,  $2\frac{1}{2}$  in., on wooden shelf and in steel filing case. Inactive and Active Record Rooms (Bldg. C). (426)

308. SPECIAL DIETS, Sept. 30, 1934 to date. Ordered by ward surgeons for patients each day, giving name and amount of solid foods and liquids allotted, also calories allowed; signed by ward surgeon and approved by dietitian. (Daily, official.) 8 x 10 loose papers, 1 ft., on wooden shelf. Inactive Record Room (Bldg. C). (148)

309. REPORT OF INACTIVE RECORDS, Jan. 1 - Dec. 31, 1935. Form 197, giving period of time covered, name of station and department, number to be disposed of, form numbers, whether original or copies, use when active, and disposition recommended; approved by official in charge. (Occasionally, official.) 8 x 10 loose papers, 10 in., on wooden shelf. Inactive Record Room (Bldg. C). (195)

310. LEAVE CARDS, Sept. 16, 1935 - Apr. 24, 1936. Form 3227, giving name, date of departure, days absent, whether annual or military leave, and date of expiration; signed by time clerk. Filed under "Chief Division of Medical Doctor's Reports". (Frequently, official.)  $2\frac{1}{2}$  x 5 cards, 6 in., in wooden filing case. Clinical Record Room (Bldg. C). (149)

311. HOSPITAL MEDICAL TREATMENT FOLDERS, Aug. 3, 1935 to date. Form 564, rating sheets of veterans, giving name, date of admission, occupational determination, date enlisted in service and discharged, date of last examination, medical and occupational rating, and doctor's signature. (Occasionally, official.)  $9\frac{1}{2}$  x 12 envelopes, 1 ft. 6 in., on wooden shelf. Clinical Record Room (Bldg. C). (138)

312. MISCELLANEOUS RECEIPTS, July 10, 1935 to date. For supplies used by various departments in the hospital, such as food for patients, also receipts for funds for services and salaries. (Rarely, official.) 8 x 10 loose papers, 1 ft., in wooden filing case. Inactive Record Room (Bldg. C). (154)

313. REPORT OF MILK, Sept. 10, 1935 to date. Reports of laboratory examinations of samples of milk, giving amount of butterfat, name of dairy and examiner. (Rarely, official.) 8 x 10 loose papers, 4 in., on wooden shelf. Dirty. Inactive Record Room (Bldg. C). (137)



314. ABSTRACT OF PROPOSALS, Apr. 3, 1936 to date. Concerning prosthetic and orthopedic appliances and supplies issued to the hospital, with recommendation of award attached, giving name and address of bidder. (Older records, occasionally; current records, daily, official.) 9 x 12 folders, 1 in., on wooden shelf. Inactive Record Room (Bldg. C). (427)

315. DAILY RECORD OF ABSENCE FROM WARD, Apr. 1, 1936 to date. Relative to personnel on duty, giving date, number of ward, name of person, time of arrival and departure, also reason for time off duty during working hours; current records in use on wards. (Rarely, official.) 8 x 11 bundles (6), 3 ft. 2 in., on wooden shelf. Inactive Record Room (Bldg. C). (417)

316. MEMORANDUM FROM CHIEF OF OUT-PATIENT SERVICE TO CHIEF MEDICAL OFFICER, Mar. 3, 1936 to date. Form 3229, memorandum requesting examination or treatment, giving name of veteran and previous diagnosis, with signatures of examining physicians. Filed alphabetically. (Frequently, official.)  $5\frac{1}{2}$  x 8 loose papers, 2 in., in 2 drawers of filing case. Inactive Record Room (Bldg. C). (164)

317. X-RAY FILMS OF PATIENTS IN HOSPITAL. Still photographic X-ray negatives (19,570), in jackets. Indexed alphabetically by name and numerically by number of film. Roentgenology Room (Bldg. C). (P-1)

#### Supply Division

318. INDEX TO BIDDERS, n. d. Listing names of firms or persons making bids on contracts issued at this Facility. Filed by classes and alphabetically within them. (Frequently, official.) 3 x 5 cards, 2 ft. 10 in., in steel filing case. R. 201 (Bldg. B). (364)

319. RECORD OF MISCELLANEOUS DISBURSEMENTS, Dec. 3, 1926 - June 9, 1932. Showing name of beneficiary, date, voucher number, payee, purpose and amount. (Occasionally, official.) 5 x 8 cards in bundles, 3 ft. 1 in., in wooden boxes. R. 201 (Bldg. B). (118)

320. PROPERTY RECORD CARD, Jan. 1, 1930 to date. Form 2598E, relative to non-expendable property issued at this Facility, showing class number, unit, article, and description. (Occasionally, official.) 5 x 8 cards (2,608), 5 ft. 10 in., in wooden filing case. R. 201 (Bldg. B). (366)

321. PROPERTY RECORD CARD, Jan. 1, 1930 to date. Form 1243, showing expendable property issued at this Facility, covering class number, unit, article, and description. (Occasionally, official.) 5 x 8 cards (3,063), 6 ft. 8 in., in wooden filing case. R. 201 (Bldg. B). (365)

322. GENERAL LETTERS, Nov. 16, 1931 - Nov. 16, 1934. Between the Manager, budget officer, and chief of statistics, relative to monthly estimate for Supply Department and distribution of funds; also reports of forms that have been revised and date of same. (Rarely, official.) 9 x 12 folders (3), 2 in., in steel filing case. R. 201 (Bldg. B). (348)

323. RECORD OF BIDS, July 24, 1931 - Oct. 19, 1935. Form 201, bids between this Facility and various firms, giving name of contractor, date of opening of bid, nature of contract, date began and ended, and specifications



for department for which contract was made. (Frequently, official.)  $7\frac{1}{2}$  x  $9\frac{3}{4}$  and  $8$  x  $10\frac{1}{2}$  vols. (3), 2 in., in steel filing case and wooden box. Dirty, bindings broken. Rs. 103 and 201 (Bldg. B). (29)

324. REQUISITION RECORD, July 24, 1931 - June 25, 1935. Giving date, department, and kind of supplies needed. (Rarely, official.)  $8$  x  $10\frac{1}{2}$  vol.,  $\frac{1}{2}$  in., on filing case. Dirty, binding broken. R. 201 (Bldg. B). (273)

325. MEAL OR LODGING REQUEST, Mar. 16, 1931 - Oct. 20, 1936. Forms 1240A, 3267B, and 3266A, for beneficiaries of the Veterans' Administration, giving name, historical number, date, station, specifying whether meal or lodging is to be furnished, place of issuance of ticket, and time limit; signed by issuing officer. This ticket is furnished veterans who are unable to purchase lodging or meals, for use during transportation between home and hospital for treatments or examinations, and in some cases while on furlough. (Frequently, official.) Various sized loose papers and cards, 6 ft.  $10\frac{1}{2}$  in., in steel filing cases and on wooden table. Rs. 103 and 201 (Bldg. B). (43)

326. PURCHASE ORDER REGISTER, July 15, 1931 - June 6, 1936. Name of dealer, kind of material, date of receipt of goods and bill, authority for voucher for payment of purchase, amount, and date of mailing. (Frequently, official.)  $8$  x  $10\frac{1}{2}$  vols. (3), 2 in., in steel filing case and in wooden box. Rs. 103 and 201 (Bldg. B). (41)

327. GOVERNMENT BILL OF LADING, June 3, 1931 to date. Form 1058A, giving name of consignee, description of shipment, cost, and date of issue. (Frequently, official.)  $8$  x 11 loose-leaf book and  $8$  x  $10\frac{1}{2}$  loose papers,  $5\frac{1}{2}$  in., on filing case and in wooden box. Rs. 103 and 201 (Bldg. B). (268, 86)

328. VOUCHER REGISTER, July 1, 1931 to date. Number of voucher, date, purchase order number, name of dealer, and item. (Occasionally, official.)  $8$  x 11 vols. (6), 6 in., in table drawer. R. 201 (Bldg. B). (371)

329. COST LEDGER, Aug. 19, 1932 - Apr. 1, 1933. Forms 6606, 6602, and 6502, covering operating expenses of each department of this Facility. (Occasionally, official.)  $14\frac{1}{2}$  x 17 loose papers,  $1\frac{1}{2}$  in., in pasteboard box on floor. R. 201 (Bldg. B). (405)

330. CONTRACT ORDERS TO FURNISH MEALS OR LODGING TO BENEFICIARIES OF THE VETERANS' ADMINISTRATION, June 23, 1932 - June 17, 1935. Form 1240A, giving name of contractor and veteran, whether meals or lodging, and place. (Occasionally, official.)  $3\frac{1}{8}$  x 8 loose papers, 1 ft. 5 in., in steel filing case. R. 201 (Bldg. B). (274)

331. OFFICIAL CORRESPONDENCE, Apr. 6, 1932 - Oct. 6, 1936. Between this office and Central Office, Washington, pertaining to supplies for Facility not awarded on contracts. (Frequently, official.)  $8$  x 10 loose papers, 1 ft.  $6\frac{1}{2}$  in., in steel filing case. R. 201 (Bldg. B). (270)

332. FLAG REPORTS, Feb. 29, 1932 to date. Form 2008, applications for burial flags, giving name of veteran, company, regiment, rank, record of discharge, registration, date of death; also record of action taken on



application. (Occasionally, official.) 9 x 12 folders (2), 2 in., in steel filing case. R. 201 (Bldg. B). (356)

333. GENERAL LETTERS, Sept. 17, 1932 to date. Between Supply Officer, Manager, and Chief Clerk at Veterans' Administration, Washington, relative to receipt of inactive records and missing reports. (Occasionally, official.) 9 x 12 folders (2), 5 in., in steel filing case. R. 201 (Bldg. B). (358)

334. REPORT OF BURIAL FLAGS, June 9, 1932 to date. Record of burial flags sent to different county seats from this office, giving destination, official receiving flags, and number received. (Occasionally, official.) 9 x 12 folders (4), 6 in., in steel filing case. R. 201 (Bldg. B). (361)

335. FIRE AND POLICE PROTECTION REPORT, July 1, 1933 to date. Form 6012, showing supervision and labor total, operating materials and supplies consumed for fire protection service, total repair cost, valuation and damage, inspection of fire fighting equipment in service and reserve, and total cost; approved by Manager. (Occasionally, official.) 9 x 12 folders, 1 ft., in wooden box and in filing case. SW. corner storeroom, 1st floor and R. 201 (Bldg. B). (318)

336. LAUNDRY REPORT, July 1, 1933 to date. Form 6007, relative to laundry operations for hospital, covering average number of patients for month, supervision, labor, materials and supplies consumed, description of laundry, and certified to be correct; signed by officer in charge. (Occasionally, official.)  $8\frac{1}{2}$  x 11 folders, 1 ft., in wooden box and in filing case. SW. corner storeroom, 1st floor and R. 201 (Bldg. B). (319)

337. AUTHORIZATION FOR CLOTHING, Sept. 1, 1934 - Nov. 30, 1935. Form 368A, original certification of clothing committee, that veteran receiving clothing is unable to pay, giving name of applicant, date, list and description of articles furnished; signed by acting Domiciliary Officer. (Rarely, official.) 9 x 12 folders (2), 2 in., in steel filing case. R. 201 (Bldg. B). (370)

338. COMBINATION REQUISITION, INVOICE AND RECEIPT, July 7, 1934 to date. Record of clothing and supplies furnished to veterans sent to Facilities at Bedford, North Hampton and Rutland Heights, Mass., and Newington, Conn. (Occasionally, official.) 9 x 12 vols. (2), 3 in., in steel filing case. R. 201 (Bldg. B). (353)

339. CONTRACTS, Feb. 20, 1934 to date. Monthly estimate sent to the finance office of contracts for supplies for each department, showing date, number of contract, department, description and amount of supplies allotted for each, and total allotment. (Monthly, official.) 9 x 12 folders (12), 2 ft., in steel filing case. R. 201 (Bldg. B). (362)

340. COST ACCOUNTING, INVOICE AND RECEIPT FOR PROPERTY PURCHASES, July 1, 1934 to date. Form 135B, invoice giving price of articles requested and date received; receipted by Supply Officer upon delivery. (Frequently, official.)  $8 \times 10\frac{1}{2}$  folders, 11 in., in steel filing case. R. 201 (Bldg. B). (264)



341. EXPENDABLE ISSUE LIST, Jan. 1, 1934 to date. Form 2598G, monthly inventory of all expendable property issued at this Facility, with attached requests and receipts from different departments; signed and approved by Manager. (Monthly, official.) 9 x 12 folders, 1 ft. 3 in., in wooden filing case. R. 201 (Bldg. B). (368)

342. EXPENDITURE LIST, Jan. 1, 1934 to date. Form 137A, monthly report sent to Manager by Supply Officer, covering all expendable supplies. (Monthly, official.) 9 x 12 loose papers, 2 ft. 6 in., in wooden filing case. R. 201 (Bldg. B). (367)

343. GENERAL LETTERS, Jan. 1, 1934 to date. Correspondence between Supply Office and bidders on supplies used at this Facility; also with Manager, Director of Construction, and Veterans' Administration in Washington, covering contract and repairs. (Frequently, official.) 9 x 12 folders (3), 7 in., in steel filing case. R. 201 (Bldg. B). (345)

344. PURCHASE ORDERS, June 10, 1934 to date. Forms 1252, 33, and 1216, covering all departments of Facility, giving name of shipper, articles, amount and price, contract bids and acceptance on orders, account of sales and collection on orders, statements and receipted bills. Filed chronologically. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 5 ft. 7 in., in 5 drawers of steel filing cases. R. 201 (Bldg. B). (275)

345. RED CROSS DONATIONS, July 1, 1934 to date. List of clothing and other articles furnished veterans by Red Cross units. (Occasionally, official.) 9 x 12 folder, 1 in., in steel filing case. R. 201 (Bldg. B). (349)

346. SURVEY AND INVENTORY OF PERSONAL EFFECTS OF VETERANS, Aug. 11, 1934 to date. Inventory and examination of effects of veterans made at time of their discharge, giving name, register number, date, list and description of articles, and record of money on deposit, if any. (Occasionally, official.) 9 x 12 folders (2), 2 in., in steel filing case. R. 201 (Bldg. B). (360)

347. AUTHORITY FOR EXPENDABLE AND NON-EXPENDABLE SUPPLIES, Sept. 3, 1935 - Aug. 6, 1936. Form 3229, authority for supplies and memorandum from the officer of one department to another, giving amount and description of supplies required, with name of officer. (Frequently, official.) 5 $\frac{1}{2}$  x 8 loose papers, 6 in., in steel filing case. R. 201 (Bldg. B). (214)

348. PROCUREMENT FOLDERS, July 1, 1935 - June 30, 1936. Forms 135B and 1935A, invoices and receipts for property purchased, giving name of firm, list of articles, price, and date of receipt. (Frequently, official.) 8 $\frac{1}{2}$  x 11 folders, 2 ft. 7 in., in 3 drawers of steel filing case. R. 201 (Bldg. B). (276)

349. CLOTHING ISSUED AT VETERANS' ADMINISTRATION FACILITY, July 1, 1935 to date. Report of clothing issued, giving name of veteran, number and description of articles, date, and name of department. (Monthly, official.) 9 x 12 folders (2), 2 in., in steel filing case. R. 201 (Bldg. B). (352)



350. COMPLETE "C" REQUISITIONS, July 1, 1935 to date. List of requisitions for initial equipment granted for use in the New Headquarters Building. (Occasionally, official.) 9 x 12 folders, 1 ft., in steel filing case. R. 201 (Bldg. B). (363)

351. "C" REQUISITIONS, PENDING, Aug. 15, 1935 to date. Form 3224, request for initial equipment for use in Headquarters Building, listing stock number, name, description, unit and quantity of articles; these requests are still pending. (Occasionally, official.) 9 x 12 folders (4), 6 in., in steel filing case. R. 201 (Bldg. B). (346)

352. DELIVERY RECEIPTS, Aug. 15, 1935 to date. Copies of receipts given by Maine Central Railroad for goods shipped from this Facility to outside stations. (Frequently, official.) 9 x 12 folders (2), 1 in., in steel filing case. R. 201 (Bldg. B). (347)

353. "D" REQUISITIONS, July 1, 1935 to date. Forms 134A and 134B, combination requisition invoice and receipt from Supply Depot, giving name and address of consignor and consignee, description of articles, number of depot voucher, and estimated cost; vouchers signed by Manager and still pending. (Occasionally, official.) 9 x 12 folders (3), 3 in., in steel filing case. R. 201 (Bldg. B). (351)

354. GENERAL LETTERS, MEDICAL DIRECTOR, Jan. 1, 1935 to date. Correspondence to Supply Service from medical director, includes report of laboratory examinations of milk and results of tests. (Occasionally, official.) 9 x 12 folder, 1 in., in steel filing case. R. 201 (Bldg. B). (359)

355. INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY, Jan. 1, 1935 to date. Form 139, lists name of articles or property, value, whether to be destroyed, sold, or continued in service; certified to be correct by Supply Officer and approved by Manager. (Frequently, official.) 8 x 12 loose papers, 8 in., in steel filing case. R. 201 (Bldg. B). (271)

356. PROPERTY TRANSFER, July 1, 1935 to date. Record of property to be transferred to other Federal Departments, listing article, quantity, and destination; signed by Supply Officer. (Occasionally, official.) 9 x 12 folders (2), 3 in., in steel filing case. R. 201 (Bldg. B). (350)

357. PROPERTY VOUCHERS, July 1, 1935 to date. Form 1216, account of sales; Form 135B, invoice and receipt for property purchases; Form 136, credit vouchers; Form 138, debit vouchers; Form 139A, inventory and inspection reports. (Frequently, official.) 9 x 12 folders (12), 2 ft., in steel filing case. R. 201 (Bldg. B). (369)

358. RECAPITULATION OF EXPENDABLE AND NON-EXPENDABLE SUPPLIES, Jan. 1, 1935 to date. Form 2218, posted and unposted amount of expendable and non-expendable property of the entire Facility; inventory and amount of supplies in each department and value of amount consumed during month; certified and signed by Supply Officer. (Monthly, official.) 8 x 10 $\frac{1}{2}$  loose-leaf books, 10 in., on steel filing case. R. 201 (Bldg. B). (269)



359. APPLICATIONS FOR HEADSTONES, Mar. 21, 1936 to date. Form 630, record of requests for headstones for deceased veterans, sent to office of Quartermaster General, shows name of veteran, rank, regiment, date of birth, and death. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case. R. 201 (Bldg. B). (357)

360. CREDIT VOUCHERS, Jan. 1, 1936 to date. Form 136, from Manager to Supply Officer, giving authority to drop listed property from records, showing articles, value, number, reason for request, and period covered (triplicates). Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$  loose papers, 8 in., on steel filing case. R. 201 (Bldg. B). (272)

361. INVENTORIES, Mar. 23, 1936 to date. Form 5541, list of personal effects of veterans left at this Facility, submitted to Central Office, showing whether veteran left without leave, was discharged or died. (Occasionally, official.) 9 x 12 folders (2), 2 in., in steel filing case. R. 201 (Bldg. B). (354)

362. REQUEST AND RECEIPT FOR EXPENDABLE SUPPLIES, Jan. 1, 1936 to date. Monthly reports from head nurse of each ward at hospital to Supply Officer, covering supplies requested and received. (Monthly, official.) 9 x 12 folder, 1 in., in steel filing case. R. 201 (Bldg. B). (355)

#### Utility Division

363. GENERAL LETTERS, July 1, 1932 to date. Correspondence with Veterans' Administration in Washington, D. C., relative to active, complete, and incomplete maintenance and repair requests. (Occasionally, official.) 9 x 12 folders (36), 6 ft. 3 in., in 8 drawers of steel filing cases. SW. corner, 1st floor (Bldg. A). (398)

364. VOUCHERS, Aug. 1 - Sept. 30, 1933. Covering Division A, allotment for repairing employees' quarters, nurses' home, roads, electric ranges, and water heaters; signed by Utility Officer. (Rarely, official.) 9 x 12 folders, 2 ft., in wooden box in steel vault. Basement (Bldg. A). (343)

365. TEMPERATURE READINGS, Jan. 1, 1936 to date. Record kept on two charts, one for first six months, and one for last six months of year. (Occasionally, official.) 36 x 48 chart,  $\frac{1}{4}$  in., on wall. Utility Office (Bldg. A). (193)

#### Construction Superintendent's Office

366. INDEX TO DRAWINGS, n. d. List of titles of blueprints covering all construction, surveys, profiles, mechanical equipment, sewage and water systems. (Frequently, official.) 9 x 12 folder,  $\frac{1}{2}$  in., in drawer of wooden table. R. 10, 1st floor (Bldg. A). (383)

367. GENERAL LETTERS, July 1, 1898 to date. Correspondence between Superintendent of Construction, Central Office, contractors and bidders, relative to construction of buildings. (Occasionally, official.) 9 x 12 folders (42), 3 ft. 4 in., in steel filing case. R. 10 (Bldg. A). (386)



368. FIELD PLANT REPORT, Jan. 1, 1924 - June 30, 1936. Form 1, report on printing, binding, and blank bookwork at field plant, covering labor and supervision, material consumed, cuts and plates, total number of copies, total number employed, and pay allowed for quarter; signed by foreman at plant. (Quarterly, official.) 9 x 12 folders (10), 1 ft., in steel filing case. SE. corner, 1st floor (Bldg. A). (399)
369. DAILY LOG SHEET, Sept. 23, 1931 to date. Record of boiler plant, giving temperature, horsepower developed, total number of pounds of steam generated in 24 hours, and hour boilers were cleaned. (Daily, official.) 10 x 12 bundles (32), 2 ft. 6 in., in wooden filing case. R. 10, 1st floor (Bldg. A). (390)
370. STATION REPORT OF FIRE, Dec. 8, 1931 to date. Form 6011, monthly report certified to be correct by Utility Officer, relative to fires, giving date and cause, general extent of damage to both governmental and personal property, name of building, estimated cost of repairs or replacements, and how fire extinguished. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing case. SE. corner, 1st floor (Bldg. A). (400)
371. CONTRACT PROGRESS REPORT, June 30, 1932 - Sept. 30, 1933. Form 6001, semimonthly reports of work under construction, giving kind and value, total completed at last report and to date; also number of men employed. (Rarely, official.) 9 x 12 folders (2), 2 in., in steel filing case. R. 10, 1st floor (Bldg. A). (389)
372. GENERAL LETTERS, Mar. 1, 1934 to date. Correspondence between Superintendent, Central Office, and Utility Clerk, covering labor controversy, pay rolls, change of orders, and telegraphic reports. (Occasionally, official.) 9 x 12 folders (12), 2 ft., in steel filing cases. R. 10, 1st floor (Bldg. A). (388)
373. INVITATION, BID AND ACCEPTANCE, Apr. 2, 1934 to date. Form 1036, completed contracts for supplies for all departments, to be used for repairs or construction, from various firms with statement and certificate of award. (Occasionally, official.) 9 x 12 folders (4), 3 in., in steel filing case. SW. corner, 1st floor (Bldg. A). (403)
374. INVITATION, BID AND ACCEPTANCE, SHORT FORM CONTRACTS, Apr. 23, 1934 to date. Form 33, supplies for all departments from various firms to be used for repairs or construction; signed by bidders with date and rules of pending contracts. (Occasionally, official.) 9 x 12 folders (16), 1 ft. 10 in., in steel filing case. SW. corner, 1st floor (Bldg. A). (402)
375. POWER-HOUSE REPORT, May 1, 1934 to date. Summary of gauges reported to Utility Clerk, covering amount of steam pressure used at plant. (Daily, official.) 6 x 10 loose papers, 2 ft., on 6 steel spindles in wooden filing case. Dirty. SE. corner, 1st floor (Bldg. A). (395)
376. REQUISITIONS, Jan. 2, 1934 to date. Form 3213, for general repairs and labor, covering date, by whom requested, description, amount of work to be done, and date of completion; approved by Utility Clerk. (Occasionally, official.) 5 x 9 bundles (3), 1 ft. 3 in., in wooden filing case. SW. corner, 1st floor (Bldg. A). (397)



377. SLIPS FOR DELIVERY OF COAL, Nov. 4, 1934 to date. Listing amount of coal received, from whom purchased, names of weigher and driver, with signature of person receiving coal. (Occasionally, official.) 5 x 7 bundles (3), 1 ft. 3 in., in wooden filing case. SW. corner, 1st floor (Bldg. A). (394)

378. MAINTENANCE AND REPAIR REQUESTS, July 1, 1935 to date. Form 6002B, requisition made to Construction Service, relative to changing fire extinguishers in buildings, also supplies for use in fire department. (Occasionally, official.) 9 x 12 folders (5), 9 in., in steel filing case. SW. corner, 1st floor (Bldg. A). (393)

379. REPORTS ON CONSTRUCTION, Apr. 1, 1935 to date. Daily reports on corrections of plans and results of concrete tests and engineering. (Frequently, official.) 9 x 12 folders (18), 2 ft., in steel filing case. R. 10, 1st floor (Bldg. A). (387)

380. AUTOMOBILE RECORDS, Jan. 1, 1936 to date. Form 1282, giving date, service, car number, capacity, operating cost, consumption, cost of registration, service time, chauffeur's time, weight of load on outward and return trip, and number of miles traveled. (Frequently, official.) 9 x 11 bundles (3), 6 in., in wooden filing case. SW. corner, 1st floor (Bldg. A). (401)

381. RECEIPTS FOR GAS AND OIL, Aug. 6, 1936 to date. Form 3131, reports to Utility Officer for gas and oil furnished cars belonging to this Facility, giving date and number of car; signed by driver and approved by farm foreman. (Daily, official.) 4 x 6 papers, 2 in., in wooden filing case. SW. corner, 1st floor (Bldg. A). (396)

382. PLOT SURVEYS AND PROFILES, BLUEPRINTS, 1891; 1898; 1910; 1930; 1932 - 1934; 1936. Property lines of Mill Brook section, 1891; plot plan survey, 1898; Geological Survey around Togus, 1910; plot plan cemetery, 1930; plot plan Greeley Pond, 1932; tree location survey, 1933; profile drainage from boilerhouse to Duch Pond, 1934; plot plan survey from North Gate to Building No. 5, 1936; also shows names of architects. Two complete sets of plans. (Occasionally, official.) 26 x 36 blueprints, 6 in., in wooden rack. R. 10, 1st floor (Bldg. A). (382)

383. INACTIVE BLUEPRINTS, 1900; 1902; 1909. Plans used in construction of buildings now demolished, covering supply storehouse, farm building, dormitory, and wood barracks, giving drawing and building numbers, date, title, and name of person making drawing. Two complete sets of plans. (Rarely, official.) 26 x 36 blueprints,  $4\frac{1}{2}$  in., in wooden rack. R. 10, 1st floor (Bldg. A). (381)

384. BLUEPRINTS, 1909; 1910; 1930 - 1936. Plans of mechanical equipment and sewage disposal system, includes dry cleaning plant, machinery for bakery, wiring plan of radio switchboard, steam layout, and greenhouse. Two complete sets of plans. (Occasionally, official.) 24 x 28 bundles, 5 in., in desk drawer. R. 10, 1st floor (Bldg. A). (378)

385. BLUEPRINTS, Mar. 12, 1932. Complete set of blueprints for hospital. Three sets of plans, numbered 1 to 62 in each set. (Occasionally, official.) 26 x 40 blueprints (7), 1 ft., in wooden rack. R. 10, 1st floor (Bldg. A). (380)



386. BLUEPRINTS, FIRE ESCAPES, July 1, 1932. Complete set of plans for erection of fire escapes on hospital. Numbered 1 to 8 in each set. (Occasionally, official.) 26 x 40 blueprints, 3 in., in wooden rack. SW. corner, 1st floor (Bldg. A). (392)

387. BLUEPRINTS, BUILDING NO. 105, June 20 - Aug. 19, 1932. Covering construction of boilerhouse and steam plot plans No. 72 and 74. Two complete sets of plans. (Occasionally, official.) 26 x 40 blueprints, 3 in., in wooden rack. SW. corner, 1st floor (Bldg. A). (391)

388. BLUEPRINTS, PLOT PLANS OF MECHANIC, 1933 - 1934. Includes water, sewer, and electric services. Three complete sets of plans. (Occasionally, official.) 26 x 36 blueprints, 1 ft., in wooden rack. R. 10, 1st floor (Bldg. A). (379)

389. BLUEPRINTS FOR PLUMBING, HEATING AND ELECTRICITY, Nov. 1934. Covering all buildings; also plan for bed capacity in hospital. Two complete sets of plans. (Occasionally, official.) 9 x 10 bundles (3) and 26 x 40 blueprints, 11 ft., in wooden rack. R. 10, 1st floor (Bldg. A). (385)

390. BLUEPRINTS FOR RESIDENTIAL QUARTERS, 1934 - 1935. Plans for changes on all floors at hotel, giving description, drawing and building numbers, date, and by whom drawn. Two complete sets of plans. (Occasionally, official.) 20 x 28 bundles, 3 in., in desk drawer. R. 10, 1st floor (Bldg. A). (377)

391. BLUEPRINTS, 1935 - 1936. Plans of changes in construction of buildings, giving drawing and building numbers, date, and by whom drawn. (Occasionally, official.) 23 x 27 bundles, 3 in., in desk drawer. Two complete sets of plans. R. 10, 1st floor (Bldg. A). (376)

392. BLUEPRINTS OF SHOP DETAILS, Apr. 17, 1935 - June 10, 1936. Plans kept by the Assistant Superintendent for his private use, covering various incidentals. (Occasionally, official.) 10 x 12 packages, 1 ft. 2 in., on floor. R. 10, 1st floor (Bldg. A). (384)

393. MISCELLANEOUS BLUEPRINTS, Mar. 28 - June 10, 1936. Plans of details for windows, lights, globes, water tower roof, and concrete box culverts, giving date drawn and revised. Two complete sets of plans. (Occasionally, official.) 26 x 42 bundles, 2 in., in desk drawer. R. 10, 1st floor (Bldg. A). (375)

394. BLUEPRINTS FOR PROJECT, Mar. 28 - June 10, 1936. Project No. 1016, plans for barracks Building No. 207, giving date drawn and revised. Two complete sets of plans. (Occasionally, official.) 26 x 42 bundles, 2 in., in desk drawer. R. 10, 1st floor (Bldg. A). (374)

395. BLUEPRINTS FOR PROJECT, Mar. 28 - June 10, 1936. Project No. 1087, plans for location and construction of Buildings Nos. 207 and 210; landscaping for relocation of roads; Electrical Plant No. 95; plumbing No. 93; plans for new boiler and equipment, Building No. 201, giving dates when plans were drawn and revised. Two complete sets of plans. (Occasionally, official.) 26 x 42 bundles, 4 in., in desk drawer. R. 10, 1st floor (Bldg. A). (372)



396. BLUEPRINTS, RECREATION BUILDING, Mar. 28, 1936; June 10, 1936.  
Plans for new Recreation Building No. 210, giving date drawn and revised.  
Two complete sets of plans. (Occasionally, official.) 26 x 42 bundles, 2  
in., in desk drawer. R. 10, 1st floor (Bldg. A). (373)



