

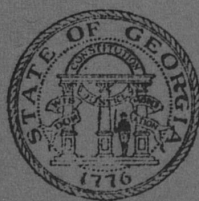
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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES VII
THE DEPARTMENT OF THE NAVY
No. 10
GEORGIA



THE HISTORICAL RECORDS SURVEY
WORKS PROGRESS ADMINISTRATION



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 VII. THE DEPARTMENT OF THE NAVY

NO. 10. GEORGIA

Atlanta, Georgia
The Historical Records Survey
1938

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that Administration.

The plan for the organization of the Inventory is as follows: Series 1 consists of reports on the administration of the Survey, acknowledgements, 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.

Information from the local offices 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), a general description of content and 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, type of containers, physical condition of records (not stated if satisfactory), location by room, and finally, the number of the Form 58SA on which the content was originally recorded by a survey worker and from which it was later abstracted for the Inventory. This form is on file in the National Archives. Whenever it contains substantial details on addenda sheets not included in the mimeographed abstract, indication of such fact is given by use of the reference: "See addenda."

In Georgia the work of the Survey was under the direction of Professor Merritt B. Pound from its inception until June 30, 1937. Since that time the project has been under the supervision of Mr. Raiford J. Wood, State Director of the Historical Records Survey in Georgia. This inventory of the records of the Department of the Navy was prepared in the Atlanta office of the Survey and was edited before final typing by Dr. Henry P. Beers of the Division of the Navy Department Archives of the National Archives. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Raiford J. Wood, State Director
Historical Records Survey in Georgia

Atlanta, Georgia
December 3, 1938

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ALBANY

NAVY RECRUITING SUBSTATION

Post Office Bldg., NE. corner of Broad and Jefferson Sts.

This substation was established on May 3, 1934. All records are sent to Macon, Georgia, where there is a main station of the Southeastern Recruiting Division, then forwarded to Washington.

1. GENERAL CORRESPONDENCE, May 3, 1934 to date. Correspondence pertaining to waiting list of applicants, revisions of weekly news letters, and changes of quota dates. Filed chronologically. (Weekly, official.) 8 x 13 folders, 1 in., in wooden desk drawer. R. 210. (592)

2. DAILY REPORT, May 3, 1934 to date. Record showing number of applications, number accepted and rejected, enlistments, letters to and from recruits in training, and number of contracts made. Filed chronologically. (Daily, official.) 8 x 13 loose papers, 4 in., in desk drawer. R. 210. (591)

ATLANTA

FLEET NAVAL RESERVE
FIRST BATTALION
FIRST DIVISION

(not surveyed)

INSPECTOR OF NAVAL MATERIAL
Federal Annex

Forsyth, Hunter, and Spring Sts.

Established on July 5, 1928, this office covers the eleven southeastern states. In moving from the Main Post Office to Federal Annex two boxes of old contract files were lost. Useless papers are destroyed upon authorization of the Secretary of the Navy. Records dated prior to July 5, 1928 are specifications and instructions from Washington.

3. CONSTRUCTION PLANS, Jan. 1, 1913 to date. Plans for contract inspection, standards, buildings, compressors, and miscellaneous plans of construction made on blue print forms, giving details and specifications. Filed according to the United States Navy Filing Manual. (Daily, official.) Various sized blue prints, 1 ft. 6 in., in steel map filing case. R. 318. (2151)

4. SPECIFICATIONS, Jan. 1, 1928 to date. Specifications issued by the Navy Department on materials, supplies, and equipment furnished to all departments from all sources. Filed numerically. (Daily, official.) 8 x 10 vols. 4 ft. 6 in., in steel filing case. R. 318. (2182)
5. CONFIDENTIAL CORRESPONDENCE, July 1, 1928 to date. Copies of correspondence pertaining to Naval activities in general, covering engineering shop notes, operation, personnel, intelligence, preparation for war, conduct of war, custody receipts, plans, and specifications. Filed according to the United States Navy Filing Manual. (Daily, confidential.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 6 in., in steel cabinet. R. 313. (2125)
6. INDEX TO SPECIFICATIONS, July 1, 1928 to date. Index to all specifications issued by the Navy Department, showing subject of specification, and location of file. Arranged alphabetically as to subject. (Daily, official.) 3 x 5 index cards, 6 in., in steel card cabinet. R. 318. (2150)
7. COMPLETED CONTRACTS, TRANSFERRED, Jan. 1, 1931-Dec. 31, 1934. Copy of basic contract, or purchase order governing specifications; correspondence pertaining to manufacture, inspection and shipments; reports of material shipped, chemical and physical test reports, shipping lists, bills of lading, and invoices. Filed numerically by contract number. (Monthly, official.) 9 x 14 envelopes, 80 ft., on 4 steel shelves. Suite 319, R. 361. (2117)
8. INDEX TO CONTRACTS, Jan. 1, 1931 to date. Index to contract file, showing number and date of contract, name of contractor, material furnished, and place of delivery. Arranged alphabetically as to contractor and material, and numerically as to contract number. (Report 2149 for Jan. 1, 1931 -Dec. 31, 1934, never; report 2181, daily, official.) 3 x 5 index cards, 11 ft. 6 in., in 2 steel card cabinets. R. 318. (2149, 2181)
9. GENERAL CORRESPONDENCE, Jan. 1, 1931 to date. Copies of correspondence pertaining to contracts which cannot be classified according to any specific contract. Filed according to the United States Navy Filing Manual. (Daily, official.) $9\frac{1}{2}$ x $11\frac{3}{4}$ folders, 25 ft., in 5 steel filing cases. Suite 318, R. 360. (2124)
10. DAILY REPORT OF INSPECTOR, Jan. 1, 1933 to date. Report showing places visited, date of visit, material inspected, and place and date of next inspection. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in steel filing case. R. 318. (2148)
11. CURRENT CONTRACTS, Feb. 27, 1935 to date. Reports of purchasers, Navy Inspectors and manufacturers relative to all material used by the Government that has to meet certain specifications for construction of buildings, aeroplanes, ships, guns, and other government properties regardless of their nature; contract shows names of contractor and manufacturer, reports of material shipped, how material was marked for shipment, name, description and dimensions of material, number and kind of packages, number of pieces, contract and contractor's order numbers, date of inspection, certifications of inspectors of material as to quality and quantity, and requirements of contract; also relative correspondence. Filed

numerically as to contract number. (Daily, official.) 9 x 12 envelopes and 8 x 10 $\frac{1}{2}$ loose papers, 76 ft., in 10 steel filing cases. R. 318. (2113)

12. COPIES OF CORRESPONDENCE, Dec. 1, 1935 to date. Copies of general and specific correspondence (except confidential), covering all subjects with all departments of the Navy, as well as outside sources. Filed chronologically. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 1 ft., in steel filing case. R. 318 (2133)

NAVAL RESERVE OFFICERS' TRAINING CORPS
Georgia School of Technology

(not surveyed)

NAVY RECRUITING SUBSTATION
Federal Annex
Forsyth, Hunter, and Spring Sts.

The main station was originally in Atlanta; its date of establishment being unknown. It moved to Macon December 1, 1933, leaving a Navy Recruiting Substation in Atlanta. Part of the Southeastern Recruiting Division, the area under jurisdiction of this Substation includes the northern part of Georgia. The records dated prior to December 1, 1933 are those that were left here when the main office moved.

13. HIGH SCHOOL PROSPECTS FOR THE NAVY, the months of May 1930-32-35 and 36. Circular letters issued by the Navy Department, to the high schools of the Atlanta Recruiting Districts, regarding enlistment of eligible young men; these records are composed of four lists, one for each year; also lists of names from the schools. Filed chronologically. (Annually, official.) 9 x 12 folders (2), 1 in., in wooden cabinet. R. 320. (2144)

14. MISCELLANEOUS CORRESPONDENCE, June 30, 1930 - Dec. 31, 1935. Correspondence pertaining to ex-service men eligible and ineligible for reenlistment, furniture and supplies for this substation, disposition of applicants, inquiries from applicants and prospects, and investigation of enlisted men; correspondence from representatives and civil officials, recommendations of applicants by civilians, weekly news letters from officers; and quota assignments, which are letter orders from officers in charge of Recruiting Statistics for Atlanta District. Filed chronologically. (Monthly, official.) 9 x 12 folders, 1 ft. 6 in., in wooden cabinet. R. 320. (2116)

15. LETTERS FROM PROSPECTS, Dec. 5, 1933 to date. Letters from individuals requesting information concerning enlistment in the Navy. Filed

chronologically. (Monthly, selecting applicants for enlistment.) 9 x 12 folders (2) and 9 x 13 bundles (2), 8 in., in wooden cabinet. R. 320. (2120)

16. REJECTED NAVY APPLICANTS, Jan. 1, 1934 - July 31, 1935. Index showing name of applicant, home address, grade made under physical test, age, school grade, and date of birth. Arranged chronologically. (Annually, official.) 3 x 5 index cards, 3 ft. 6 in., in wooden and steel card cabinets. R. 320. (2153)

17. APPLICANTS' INTELLIGENCE TEST RECORDS, Jan. 1, 1934 to date. Graded and classified intelligence tests of applicants who desire positions with the Navy. Filed alphabetically as to applicant's name. (Daily, official.) 8 x 11 loose papers, 2 ft., in steel filing case. R. 320. (2122)

18. REJECTED APPLICANTS' RECORDS, Jan. 1, 1934 to date. Record of applicants for positions in the Navy, who have been rejected for reasons other than physical disabilities, such as police and juvenile records, intelligence tests, character, school records, failure to obtain parents' consent, and lack of ability. Filed chronologically. (Monthly, official.) 8½ x 11 loose papers, 1 ft., in steel filing case. R. 320. (2119)

19. RECRUITS' TRAVEL ORDERS AND TRANSPORTATION, Sept. 11, 1934 to date. Record shows name of officer in charge issuing order, to whom issued, station and date of departure, destination, name of officer to whom applicant is to report, location, and cost of transportation. Forms 40 and 1029 are used. Forms attached. Filed chronologically. (Monthly, official.) 9 x 12 folder, 1 in., in wooden cabinet. R. 320. (2143)

20. DAILY REPORTS, Oct. 1, 1934 to date. Report of the daily activities of the Atlanta Navy Recruiting Station, showing number applicants examined, accepted and rejected, enlistments, recruits in training, apprentice seamen received, and totals for the day, month, and year in all classes. Filed numerically. (Daily, official.) 8 x 13 folders (3), 2 in., in wooden cabinet. R. 320. (2142)

21. MOTION PICTURE CORRESPONDENCE, Jan. 6, 1935 - Apr. 7, 1936. Correspondence pertaining to the use made of Navy Films by the various theaters in Atlanta in the interest of recruiting, and as a means of checking locations and distribution of films. (Monthly, official.) 9 x 12 folder, 1 in., in wooden cabinet. R. 320. (2145)

22. GENERAL CORRESPONDENCE, Jan. 1, 1936 to date. General correspondence between this office and the main office, Macon, Georgia, pertaining to recruiting, recruiting activities, quotas, status of applicants, disease epidemics, meals for recruits, and other general recruiting subjects. Filed chronologically. (Daily, official.) 9 x 12 folders (3), 2 in., in steel filing case. R. 320. (2123)

23. APPLICANTS' WAITING LISTS, May 1, 1936 to date. Record of applications of men eligible for positions with the Navy, who are waiting to be called, showing name and address of applicant, statistics on applicant, government report of physical examination, report of intelligence; signed

consent, declaration and oath of parent or guardian (if applicant is a minor); report of school records, character and ability, police and juvenile records, and rate of grading given him by examiners. Filed as to qualification. (Daily, official.) 8½ x 11 loose papers, 8 in., in steel filing case. R. 320. (2121)

AUGUSTA

NAVY RECRUITING SUBSTATION

(not surveyed)

COLUMBUS

NAVY RECRUITING SUBSTATION

Federal Bldg., SW. corner 12th St. and 2d Ave.

Established on November 15, 1934, the jurisdiction of this office covers Muscogee and Bibb counties. All records are sent to Washington through the main station, Macon, Georgia, in the Southeastern Recruiting Division. Most of the records of this office are confidential, dealing with a man's personal life history, family health, police record, etc. Surveyors were not allowed to examine records.

Correspondence

24. LETTERS TO AND FROM MAIN STATION OF MACON DISTRICT, Nov. 15, 1934 to date. Copies of correspondence to main station of Macon District requesting instructions and information regarding recruiting activities; also correspondence giving authority to supply information and to travel in making investigations; correspondence regarding applications for enlistments, and other minor recruiting activities. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 2 in., in wooden desk drawer. R. 304, (1265, 1268)

25. LETTERS TO AND FROM SENATORS, CONGRESSMEN, SCHOOLS, OTHER OFFICIALS, AND PARENTS, Nov. 15, 1934 to date. Correspondence in reply to requests for information regarding requirements, other information relative to enlistment, and interest shown in individuals by others. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 2 in., in wooden desk drawer. R. 304. (1263, 1274)

26. LETTERS TO AND FROM PROSPECTIVE APPLICANTS, Nov. 15, 1934 to date. Copies of correspondence to and from applicants regarding requests for instructions and information for enlistment. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 2 in., in wooden desk drawer. R. 304. (1273, 1266)

27. LETTERS TO AND FROM RECRUITS IN TRAINING, Nov. 15, 1934 to date. Correspondence to men enlisted through this substation giving advice regarding Naval activities and instructing men as to their conduct while in service; also correspondence from men accepted through this substation to Recruiter in Charge, asking information on trade schools and other information concerning Naval activities. Indexed alphabetically. (Weekly, official.) 8 x 11 folders, 2 in., in wooden desk drawer. R. 304. (1272, 1276)
28. SPECIAL INSTRUCTIONS AND CIRCULAR LETTERS FROM BUREAU OF NAVIGATION, Nov. 15, 1934 to date. Correspondence concerning current instructions and referring to instructions already on hand in the form of circular letters and special instructions. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1271)
29. SPECIAL INSTRUCTIONS AND CIRCULAR LETTERS FROM INSPECTOR OF SOUTHEASTERN RECRUITING DIVISION, Nov. 15, 1934 to date. Correspondence relative to personnel changes and recruiting activities in the Southeastern Recruiting Division. Indexed alphabetically. (Weekly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1270)
30. SPECIAL INSTRUCTIONS AND CIRCULAR LETTERS FROM OFFICER IN CHARGE OF THE MACON DISTRICT, Nov. 15, 1934 to date. Correspondence from Officer in Charge, Main Navy Recruiting Station, Macon, giving immediate instructions regarding action on all recruiting activities. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1269)
31. WEEKLY LETTERS FROM MAIN STATION OF MACON DISTRICT, Nov. 15, 1934 to date. General weekly instructions from Navy Recruiting Station, Macon, to officers in charge of each substation in the Macon District, giving all minor orders and instructions relative to recruiting activities. Indexed alphabetically. (Weekly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1267)
32. PERSONAL CORRESPONDENCE OF PETTY OFFICER IN CHARGE, Nov. 20, 1934 to date. Correspondence with other officers in the Macon District, and men on ships and at stations requesting data for officers' personal use. Indexed alphabetically. (Weekly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1278)

Functional Activities

33. INDEX FILING LIST OF THE NAVY RECRUITING SUBSTATION, Nov. 15, 1934 to date. Index to confidential files that have been covered by separate serials. Copy attached. Listed alphabetically. (Daily, official.) 8 x 14 paper on cabinet door. Dirty. R. 304. (1275)
34. INDEX TO ALL MANUALS, AS BUREAU OF NAVIGATION, MEDICAL OFFICERS, RECRUITING OFFICERS' INSTRUCTIONS, AND PHYSICAL EXAMINATIONS, Nov. 15, 1934 to date. Index to office copy of physical examination, instructions for recruiting officers, Bureau of Navigation Manual, Navy Director, year books of enlistment, and other recruiting pamphlets. Arranged alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1281)

35. LIST OF EQUIPMENT FOR CONDUCTING PHYSICAL EXAMINATIONS, Nov. 15, 1934 to date. List of all equipment used in making physical examinations, including test tubes, lamps for making analyses, distance vision cards, and Stillman's test books. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1284)

36. LIST OF EQUIPMENT FURNISHED BY SUPPLY AND ACCOUNT, AND THE RECRUITING BUREAU, Nov. 15, 1934 to date. List of all equipment, including typewriters, scales, loose-leaf binders, and poster board frames of all types. Indexed alphabetically. (Monthly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1285)

37. LIST OF EQUIPMENT FURNISHED BY TREASURY DEPARTMENT, Nov. 15, 1934 to date. List of all office furniture, including desks, chairs, tables, fans, clocks, and filing cabinets. Indexed alphabetically. (Monthly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1286)

38. NAMES AND ADDRESSES OF PROSPECTIVE APPLICANTS, Nov. 15, 1934 to date. List of names and addresses of all men who have written for information concerning enlistment; also replies to requests, record of applicants reporting for examinations, and results. Arranged as to county and filed alphabetically. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1287)

39. NAMES AND ADDRESSES OF PREFERRED APPLICANTS, Nov. 15, 1934 to date. List of names and addresses of all men who have been accepted by the Medical Officer for enlistment, giving their standing on the waiting list. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1288)

40. RECRUITING ACTIVITIES OF MACON DISTRICT, Nov. 15, 1934 to date. Record of the activities of each Recruiting Substation in the Macon District. Indexed alphabetically. (Weekly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1264)

41. DEAD FILES, Nov. 20, 1934 to date. List of names and addresses of all men who have been taken off the waiting list for confidential reasons. Indexed alphabetically. (Weekly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1290)

42. RECRUITS' TRAVELING ORDERS, Nov. 20, 1934 to date. Orders issued to accepted applicant, showing time of departure, time to report at destination, request for travel, serial number of request, number of men in party, and route traveled. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1283)

43. REQUEST AND SCHEDULE OF TRANSPORTATION, Nov. 20, 1934 to date. Record of transportation issued, showing date, name of accepted applicant, cost, destination, routes traveled, class of travel, and number of requests transportation issued on. Indexed alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1282)

44. INDEX TO ALL STATION FORMS AND CIRCULARS OF MACON DISTRICT, Nov. 20, 1934 to date. Printed forms to be mailed to prospects seeking information relative to enlistment. Arranged alphabetically. (Daily, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1280)

45. INDEX TO ALL NAVAL RECRUITING BLANK FORMS, Nov. 20, 1934 to date. Index to blank forms, applications, consent papers, and reference forms to be mailed on applicants accepted for enlistment. Arranged alphabetically. (Weekly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1279)

Miscellaneous

46. MISCELLANEOUS FILES, Nov. 15, 1934 to date. Old instructions, publicity, and news articles. Indexed alphabetically. (Monthly, official.) 8 x 11 folders, 1 in., in wooden desk drawer. R. 304. (1289)

MACON

MARINE CORPS RECRUITING OFFICE Macon Auditorium, Cherry and First Sts.

This office was established on July 1, 1932 for Bibb County. No records have been destroyed. All reports for Washington are sent through Division Headquarters, New Orleans, Louisiana.

47. BUREAU OF MEDICINE AND SURGERY, NAVY DEPARTMENT ENLISTMENTS AND REJECTIONS OF APPLICATIONS, Jan. 1, 1930 to date. Form X, name, place, date, rate, reason for rejection, and signature. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft., in wooden card cabinet. N. end of basement. (524)

48. WEEKLY REPORT OF TRANSPORTATION AND CASH EXPENDED FOR MEALS, TRANSFERS AND LODGING OF APPLICANTS AND ENLISTED MEN TO RECRUIT DEPOT AND STATIONS, Jan. 1, 1931 to date. Form showing date of issue and serial number of transportation request, rank and status of person performing travel, name of company furnishing transportation, number of persons using request, cost of fares, and class of transportation and remarks. The original is sent to Quartermaster Department Headquarters, Marine Corps, Washington, accompanied by duplicate government requests for transportation; a copy is kept in this office, and another sent to the Southeastern Passenger Association, Atlanta. Filed chronologically. (Weekly, official.) 9 x 17 loose-leaf books (3), 3 in., in steel filing cabinet. N. end of basement. (554)

49. MONTHLY REPORT OF RECRUITING ACTIVITIES, Jan. 1, 1932 to date. Form NMC 863-A, total number of applicants accepted for the month; Form NMC 853-A, number of men enlisted and rejected, and reasons; Form NMC-847-A, expenditures for the month, such as board and lodging of applicants, purchase of ice, cost of telegrams, telephone, and transportation of appli-

cants to recruiting depot, and cash for meals enroute; also a letter form showing whether or not any government property has been expended, such as soap, mops, and brooms. Filed numerically. (Monthly, official.) 9 x 12 folders, 2 in., in steel cabinet. N. end of basement. (552)

50. NEWSPAPERS USED FOR MARINE PUBLICITY, Mar. 1, 1932 to date. Form shows name of paper, city, county, day printed, population, and circulation. (Monthly, for mailing list.) 8 x 11 bundles (4), 1 in., in wooden desk drawer. N. end of basement. (594)

51. RECORDS OF UNITED STATES NAVAL MEDICAL DEPARTMENT, May 7, 1932 to date. Records of invoices, requisitions, reports of receipts and expenditures, requests for survey, inventory of medical property, abstract and statistical report of patients, and reports on arsenical treatments; also medical forms. (Monthly, official.) 9 x 12 folders, 1 in., in steel filing cabinet. N. end of basement. (592)

52. MISCELLANEOUS FILE, CORRESPONDENCE, Jan. 1, 1933 to date. Official correspondence giving instructions on monthly quotas and standards for enlistment; correspondence pertaining to requests for discharge; changes in personnel, such as promotions, demotions, and ratings; also recruiting publicity; bills and vouchers for payment of supplies, services, and transportation, including baggage and railroad fares; inventories of property, requisitions, and receipts. Arranged as to classification. Filed chronologically. (Daily, official.) 9 x 11 folders, 2 ft., in steel filing case. N. end of basement. (553)

53. RECORD OF ACCEPTED APPLICANTS FOR UNITED STATES MARINE CORPS, Jan. 1, 1933 to date. Record showing report of physical examination of applicant, consent of parents or guardians, if a minor, questionnaires filled out by applicant and family physician, recommendation from high school teachers, notice to report for physical examination, and affidavit and correspondence from father of applicant. (Semi-annually, official) 9 x 12 loose papers, 4 ft., on wooden shelf. N. end of basement. (526)

54. CARD FILE OF MONTHLY ENLISTMENT PUBLICITY, Mar. 1, 1933 to date. Card showing name, date of enlistment, names and address of parents, education, transfer from Paris Island, travel, and date of publicity release with names of papers to which article is sent. (Monthly, official.) 3 x 5 cards, 4 in., in wooden desk drawer. N. end of basement. (551)

55. QUESTIONNAIRE FOR ENLISTED MEN AFTER FIRST YEAR'S SERVICE IN USMC, Mar. 1, 1933 to date. Form sent from Recruiting Headquarters, USMC to men who have been in the Marine Service for a year or more, purpose of questionnaire is for news concerning enlisted men. (Monthly, official.) 8 x 11 loose papers, 5 in., in steel filing cabinet. N. end of basement. (593)

56. DAILY REPORT OF RECRUITING ACTIVITIES, Jan. 1, 1934 to date. Reports showing changes affecting personnel, activities in location, enlistments, name, address, education, and dates of enlistment and acceptance for enlistment transfers. Filed chronologically. (Daily, official.) 9 x 11 loose papers, 1 ft., in steel filing case. N. end of basement. (548)

57. IMMEDIATE RELEASES, USMC, Nov. 1, 1934 to date. Record of news interest relative to enlisted man's transfer from training station to Parris Island, showing date and place to which transferred, qualifications, decorations, life saving or individual heroism, athletic participation, reenlistments, assignments to special detachments, and promotions. (Monthly, official.) 8 x 14 loose papers, 2 ft., in steel filing cabinet. N. end of basement. (550)

58. RECORD OF REJECTED APPLICANTS FOR UNITED STATES MARINE CORPS, Jan. 1, 1935 to date. Record showing report of physical examinations, personal questionnaire of applicant, two letters of recommendation, and proof of educational qualifications. Filed alphabetically. (Daily, official.) 8 x 11 folders, 3 ft., in steel filing cabinet. N. end of basement. (549)

MACON

NAVY RECRUITING STATION

Post Office Bldg., SE. corner Mulberry and Third Sts.

This station was established on July 1, 1932 for Georgia and Florida (except part of Florida west of Appalachian River), and has supervision of the substations at Albany, Atlanta, Augusta, Columbus, Jacksonville, Miami, Orlando, Savannah, Tampa, and Valdosta. No records have been destroyed. Reports are sent direct to Washington, except reports required by existing regulations and official correspondence addressed to the Navy Department. These are sent according to existing regulations.

59. CASH BOOKS, Jan. 1931 to date. Record of the recapitulation of disbursement funds of the recruiting station, including receipts, disbursements and all necessary information for reports of the Disbursement Office; receipts show date, description, voucher number, accountable warrants, transfer of funds from other offices, sales collections, Naval working fund, deposit checks, and total cash and checks; disbursements show date, description numbers, military and civil rolls, voucher number, deposits to credit of Treasurer of United States, transfer of funds to other officers, deposit to credit official, checking account, checks in exchange for cash, and total cash and checks. (Daily, official.) 12 x 15½ vol., 1 in., on steel filing cabinet. R. 301. (184)

60. MONTHLY DISBURSEMENT RETURNS, Jan. 1931 to date. Personal files of Officer in Charge, showing disbursements of the department in itemized form. Filed chronologically. Indexed. (Daily, official.) 9 x 11 folders, 3 ft. 6 in., in steel filing cabinet. R. 301. (187)

61. CURRENT ADMINISTRATIVE FILES, Jan. 1, 1932 to date. Administrative bulletins, circulars, orders, and general correspondence. Filed chronologically. Indexed. (Daily, official.) 9 x 11 folders, 6 ft., in wooden filing cabinet. R. 302. (186)

62. COPIES OF PRE-ENLISTMENT PAPERS, Jan. 2, 1932 to date. Copies of recruiting papers giving information to personnel enlisted at this station. Indexed. (Weekly, official.) 11 x 15 covers (5), 1 ft. 6 in., on wooden filing cabinet. R. 302. (410)

63. INDEX TO STATION PERSONNEL AND OTHERS DETACHED, July 1, 1932 to date. Index showing name, rank, date transferred, place, rating, serial number, and information pertaining to detachment of enlisted men from this station. Arranged alphabetically. (Weekly, official.) $3\frac{1}{2}$ x 5 index cards, 8 in., in wooden cabinet drawer. R. 302. (409)

64. RECORDS OF APPLICANTS TO BE EXAMINED IN THE MEDICAL DEPARTMENT FROM ALL SUBSTATIONS IN MACON DISTRICT, Jan. 1, 1933 to date. Record showing name and address of applicant, age, height, weight, and rating; precepts for examining boards, circular letters (medical and surgery), record of physical examinations, correspondence, Naval Academy candidates, Fleet Reservists, ROTC applicants, and Officers' Reserves. Arranged as to substations. (Daily, official.) 9 x 14 folders, 1 ft. 6 in., in wooden filing cabinet. R. 314. (216)

65. REJECTED APPLICANTS, WHITE AND COLORED, Jan. 1, 1933 to date. Cards showing name, age, address, date and place of birth, school last completed, if ever arrested, offense, previous military service, marital status, and physical and mental condition. Indexed alphabetically. (Daily, official.) 4 x 5 and 4 x 6 cards, 3 ft. 6 in., in steel filing cabinet and wooden desk drawer. R. 313. (147, 146)

66. WHITE APPLICANTS A AND B IN CARD INDEX FORM, Apr. 23, 1933 to date. Index shows name, age, address, date and place of birth, school last completed, times arrested, offense, previous military service, and marital status. Arranged alphabetically. (Daily, official.) 5 x 15 index cards, 4 in., in wooden filing cabinet. R. 313. (144)

67. CLOSED FILE OF APPLICANTS, July 19, 1933 to date. General correspondence of applicants, and record of men rejected. (Annually, official.) $8\frac{1}{2}$ x 11 loose papers, 1 ft. 6 in., in wooden filing cabinet. R. 313. (149)

68. PRE-ENLISTMENT PAPERS OF APPLICANTS WAITING FOR ENLISTMENT FROM THE MACON OFFICE, Jan. 1, 1934 to date. Complete recruiting papers on each applicant, including application, consent papers, proof of date of birth, reference from employers, school, character, police record, and Naval Academy waiver. Indexed. (Daily, official.) 12 x 15 loose papers, 1 ft., in wooden filing cabinet. R. 302. (417)

69. APPRENTICE SEAMEN THAT HAVE BEEN ENLISTED IN THIS STATION, July 1, 1934 to date. Card index showing name, age, address, date and place of birth, education, police record, date of application, and date of enlistment as seaman. Arranged alphabetically. (Daily, official.) 4 x 5 bundles (6), 4 in., in wooden desk drawer. R. 313. (148)

70. INCOMING AND OUTGOING CORRESPONDENCE OF APPLICANTS AND MEN ACCEPTED IN THE NAVY, July 1, 1934 to date. Correspondence giving information regarding applicants and men accepted by the Navy. Arranged alphabetically. Indexed alphabetically. (Daily, official.) 9 x 11 folders, 7 in., in wooden filing cabinet. R. 313. (145)

71. WEEKLY REPORT OF ENLISTMENTS AT RECRUITING STATIONS, Jan. 1, 1935 to date. Printed forms showing service number, enlistment term, rating, and name of station or vessel to which transferred; reverse side shows weekly enlistments by states. Daily reports from all substations are used in making this weekly report, showing state, number of applicants for first enlistment and reenlistment, applicants rejected, enlisted on waiver, accepted but failed to enlist, and number of applicants enlisted. Arranged numerically as to service number and filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 10 loose papers, 1 in., on clip board on wooden filing case. R. 302. (562)

72. A AND B APPLICANTS' PAPERS, July 29, 1935 to date. Pre-enlistment papers on white and colored A and B applicants, showing name, age, department, Bureau of Vital Statistics, police and school records, place of birth, character, and mental and physical examinations. Indexed alphabetically. (Daily, official.) 12 x 22 loose papers, 2 in., in steel filing cabinet. R. 313. (188)

73. OFFICERS' ORDERS, Nov. 19, 1935 to date. Printed forms sent ships and stations giving service information and orders to officers, showing date written, date orders were issued, officer's name, and orders. Indexed. (Daily, official.) $8\frac{1}{2}$ x 10 loose papers, 1 in., on clip board on bookcase. R. 302. (530)

74. BUREAU OF NAVIGATION, CIRCULAR LETTERS, Jan. 1, 1936 to date. Mimeographed circular letters sent all ships and stations containing definite instructions issued by Bureau of Navigation, Washington. Indexed numerically. (Daily, official.) $8\frac{1}{2}$ x 10 loose papers, 1 in., on clip board on wooden filing case. R. 302. (537)

75. DAILY REPORTS OF RECRUITING STATION, MACON HEADQUARTERS, Jan. 1, 1936 to date. Daily reports of activities of each substation, showing applicants examined and rejected, physical defects, other causes, and applicants accepted; monthly reports show radio talks, addresses, speeches, number A boards, pictorials placed; letters to parents, prospects and postmasters; recruiting letters to schools and others, and newspaper articles by recruiting personnel. The information received on this report is sent to Bureau of Navigation, Navy Department, Washington. Indexed alphabetically. (Weekly, official.) 9 x 11 loose papers, 1 ft., on 11 wooden file boards on wall. R. 302. (185)

76. CONGRESSIONAL RECORD, n. d. Record shows counties within Congressional Districts of Georgia, Florida, Alabama, and South Carolina. Arranged alphabetically as to state and county. (Daily, official.) 18 x 30 paper on desk. R. 302. (536)

Personnel Branch

77. RECORD OF ENLISTMENTS, May 24, 1924 - June 26, 1930. Forms showing name and address of applicant, service number, date and term of enlistment, and previous service. Indexed alphabetically and numerically in front of vol. (Annually, official.) $8\frac{1}{2}$ x 14 vols. (5), 4 in., in wooden box on floor. R. 401. (617)

78. TRANSPORTATION ISSUED, July 2, 1926 - Dec. 30, 1933. Record of transportation issued to enlisted personnel, showing applicant's service number, name, object, number in party, date, fare, cash, rate, stations from and to which transferred, and route. Indexed alphabetically. (Annually, official.) $8\frac{1}{2}$ x 14 vols. (3), 2 in., in wooden filing case. R. 401. (616)

79. INVESTIGATIONS OF REQUEST FOR SPECIAL ORDER DISCHARGE, Oct. 10, 1927 - Dec. 18, 1931. Report of investigation of requests for special order of discharge, showing name of person for whom discharge is requested and reason, number in family, dependents, whether or not parents are living, home conditions, property owned, employment prospects, neighborhood opinion, names of investigators, and endorsement of Officer in Charge to Chief of Bureau of Investigation through the Recruiting Inspector. (Annually, official.) 8 x $10\frac{1}{2}$ folders, 4 in., in wooden filing cabinet. R. 401. (682)

80. GENERAL CORRESPONDENCE, ADMINISTRATIVE FILES, Jan. 1, 1928 - Nov. 14, 1932. Mimeographed circular letters of Navy Recruiting Service, information bulletins, substation inspection reports, transfer service records, recruits' travel orders, official letters, and recruiting statistics, Macon District. (Annually, official.) 8 x $10\frac{1}{2}$ loose papers, 6 ft. 6 in., in wooden box on floor. Dirty. R. 401. (636)

81. MISCELLANEOUS REPORTS, July 1, 1928 - Aug. 31, 1932. Naval training station reports, report of enlistments, recruiting statistics of Atlanta District, and report of entrance examinations and selections. (Annually, official.) 8 x 13 loose papers, 6 in., in wooden box on floor. R. 401. (618)

82. STATEMENT OF CHECKING ACCOUNTS, TREASURY DEPARTMENT, Jan. 30, 1930 - June 30, 1934. Abstracts of checks paid, showing date, number, amount, abstract of deposit received, date credited, deposit number, with whom deposited, and amount; also recapitulation sheet, showing total checks paid, balance from last statement, deposits received, and total balance. (Annually, official.) $8\frac{1}{2}$ x 17 loose-leaf books (4), 2 in., on filing case. R. 401. (680)

83. LIST OF NAMES OBTAINED FROM POSTMASTERS IN DIFFERENT COUNTIES, Mar. 20, 1930 - May 3, 1932. Forms showing names and addresses of applicants accepted and rejected, reason, and location of pictorials. (Annually, official.) $7\frac{1}{2}$ x 12 vol., 1 in., in wooden box on floor. R. 401. (639)

84. RECORD OF ENLISTMENTS, July 30, 1930 to date. Record shows service number, date, GQT, name, rate, date enlisted, term of enlistment

substation from which enlistment was made, and station or ship to which transferred. Indexed alphabetically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ vols. (3) and loose-leaf book, 2 in., in desk pocket. R. 302. (640)

85. MOTION PICTURE REPORTS, Jan. 15, 1931 - Dec. 31, 1933. Reports showing titles of films, number and condition of 16 MM silent disc and 35 MM silent, sounds on disc and film on hand, times shown this month, total number, and condition of discs on hand. Filed chronologically. (Annually; monthly, official.) $8\frac{1}{2}$ x 11 folders, 2 in., in wooden filing case and desk drawer. Rs. 401 and 302. (681, 684)

86. PRE-ENLISTMENT PAPERS, Jan. 11, 1932 - Mar. 17, 1936. Mimeographed form showing applicant's name and address, date and place of birth, record of medical examination, consent, declaration and oath of parent or guardian, police record, general intelligence, reputation, and trustworthiness. (Annually, official.) $10\frac{1}{2}$ x 15 bundles (33), 8 ft., in wooden boxes on floor. R. 401. (637)

87. MISCELLANEOUS REPORTS, Sept. 1, 1932 - June 18, 1935. Statements from Standard Oil and Pennsylvania Rubber companies, inspection report of Southeastern Recruiting Division, and daily reports on applicants examined. (Annually, official.) 8 x $10\frac{1}{2}$ bundles (18), 2 ft., in wooden box on floor. Dirty. R. 401. (638)

88. MONTHLY REPORT OF RECRUITING ACTIVITIES, Jan. 1, 1936 to date. NRB Form 31, inclusive period dates, district, population of district, main station, number of enlisted personnel on duty and number of substations quotas assigned for month for first enlistment, reenlistments, and waiting list; first enlistment and reenlistments for fiscal year; applicants rejected, number of physical examinations, substation rejections where transportation was furnished for fiscal year to date, publicity for month, comments, recommendations, and signature of Officer in Charge; reverse side shows Inspector's endorsement, and waiting list by stations for the Southeastern Recruiting Division; also the following enclosures: recruiting letter, Medical Officer's critique and newspaper clippings. Filed chronologically. (Monthly, official.) 9 x 15 folders, 1 in., in desk drawer. R. 302. (623)

89. COPIES OF ORDERS TO ENLISTED PERSONNEL TRANSFERRED TO OTHER SHIPS AND STATIONS, Jan. 7, 1936 to date. Form NRB-41, date, recruiting station, name of officer in charge of station transferred from, Commanding Officer of designated station, subject, and reference; also enclosures including A-7 service records and B-7 health records, showing name, number rating of individual transferred, and signature of Commanding Officer. (Annually, official.) 9 x 14 folders, 1 in., in desk drawer. R. 302. (683)

90. NAVY MOTION PICTURE FILMS, n. d. Sound and silent motion picture films sent to all substations in Georgia and Florida for publicity purposes. When a theatre, school, church, or other organization requests films they are sent to the substations in that city, without charge. These films are shown before civic organizations, schools, churches, recruiting personnel, navy, CCC, and other organizations. (Daily, public.) Various sized metal containers (53), 7 ft., in desk drawers and on floor. R. 302. (1043)

SAVANNAHBRANCH HYDROGRAPHIC OFFICE
Custom House, Bay and Bull Sts.

Established in 1890, the duty of this office is to collect and disseminate maritime information, via radio to ships at sea and to other interested parties. No definite policy exists as to disposition of useless papers, but they are not kept indefinitely. Reports are sent to Washington.

91. OFFICE LETTERS AND INVOICES, Jan. 6, 1897 - Nov. 27, 1901; Nov. 28, 1905 - July 10, 1909; Feb. 26, 1910 - May 10, 1912; Aug. 11, 1919 to date. Active and inactive correspondence and invoices. Inventory attached. Records from 1919 to date, filed according to the United States Navy Filing Manual. Indexed. (Records from 1919 to date, daily, official; prior records, never.) 9 x 12 folders and loose-leaf books (9), 3 ft., in filing cabinet. Old records, dirty. NW. corner room, ground floor. (67)

92. INDEX TO MAILING LISTS, Aug. 11, 1919 to date. Index shows name of each mailing list. Mailing lists are used to send notices, pilot charts, bulletins, and tide calendars to mariners and aviators. Filed alphabetically as to division. (Tri-monthly, official.) 3 x 5 index cards, 1 ft., in card cabinet. NW. corner room, ground floor. (74)

93. HYDROGRAPHIC INFORMATION REGARDING INCOMING SHIPS, Aug. 1919 to date. Daily record of work done in office regarding letters written to ships, mailing lists sent, and ships that call. (Current book, monthly, official; older books, never.) 11 x 18 vols. (3), 6 in., in wooden cabinet. NW corner room, ground floor. (72)

94. AIR NAVIGATION CHARTS, Jan. 1924 to date. Charts for United States airways; hydrographic charts published by the Navy; Air Commerce charts published by the Department of Commerce; and Army Air Corps charts published by the War Department; Air Navigation charts show location of air beacons, position of airports, and predominant physical points. Indexed numerically as to chart number. (Monthly, official.) 18 x 23 charts, 6 in., in wooden storage cabinet. NW. corner room, ground floor. (73)

95. PILOT CHARTS, Jan. 1927 to date. Monthly charts furnished by the Hydrographic Office, Washington, for mariners and aviators; six mariner charts of Central American waters, North Atlantic, South Atlantic, Pacific, and Indian oceans, showing derelicts, drifting buoys, icebergs, field ice, radio stations, magnetic variations, fishing banks, ocean currents, storm tracks, fog, and prevailing wind percentages; reverse side shows current diagrams, great circle sailing, fog at sea, ice, cyclonic storms, and other information needed; air charts of Upper Air Atlantic and Pacific divisions, show lights, beacons, buoys, danger obstructions, and air currents. (Daily, public.) 28 x 36 charts, 1 ft., in wooden chest of drawers, NW. corner room, ground floor. (68)

96. HYDROGRAPHIC CHARTS, n. d. Hydrographic charts published by the Navy Department; British Admiralty charts by the English Government; and Coast and Geodetic charts by the Department of Commerce, covering every port in the world, showing contour of the coast, soundings, lines of variations, contour lines, the 100 fathom down to the 10 fathom mark, lighthouses, lights, buoys, and buoy numbers. Old charts are of no value and are destroyed when new ones are issued. British Admiralty charts are gradually being replaced by those published by the United States. Arranged geographically and filed numerically. Indexed numerically as to chart number. (Daily, public.) 14 x 21 charts, 14 ft. 6 in., in wooden storage cabinet. NW. corner room, ground floor. (66)

SAVANNAH

MARINE CORPS RECRUITING OFFICE Post Office and Court House Bldg. State, Bull, York, and Whitaker Sts.

Established in 1915, from 1915 to 1921, this office was a sub-district headquarters; in 1932 it became the district office. No records have been destroyed. All reports are sent to Washington.

97. DAILY REPORTS, June 1925 - Dec. 1932. Reports to headquarters of all business transacted in this office. (Never.) 4 x 8 bundles (6), 6 in., in wooden box. Q-Loft. (315)

98. APPLICANTS ACCEPTED AND REJECTED, 1925. Record shows names of applicants for enlistment, which have been accepted or rejected, date of acceptance or rejection, and cause of rejection. Filed alphabetically as to name of applicant. (Semi-monthly, official.) 3 x 5 cards, 3 ft. 4 in., in steel filing case. R. 4, basement. (291)

99. MISCELLANEOUS INTEROFFICE CORRESPONDENCE, 1927 - 1932. Confidential correspondence pertaining to desertions, courts martial, deaths, physical examinations, expense vouchers, personnel expense, and accounts. (Never.) 10 x 12 bundles (9), 3 ft. 9 in., in wooden box. Q-Loft. (309)

100. RECORDS OF ENLISTMENT, 1927 - 1932. Record shows names and addresses of rejected applicants, and cause of rejection. (Never.) 3 x 5 cards, 1 ft. 3 in., in wooden box. Q-Loft. (310)

101. CHARGE EXPENSE ACCOUNTS, 1931 - 1932. Accounts for Marine Base at Farris Island. (Never.) 3 x 8 bundles (2), 6 in., on wooden box. Q-Loft. (314)

102. PUBLICITY FILES, 1931 to date. Copies of newspaper articles furnished this office by all newspapers in this district, covering enlistments, promotions, and transfers. Report 313, filed alphabetically as to name of state. (Never; daily, official.) 10 x 15 bundles (6) and 9 x 12 folders, 5 ft. 9 in., on floor and wooden box, and in wooden filing case. Q-Loft and R. 4, basement. (308, 313)

103. MISCELLANEOUS CORRESPONDENCE, 1932-1936. Correspondence pertaining to character references, medical reports, and all papers in connection with applicants concerning their rejection, or pending application. Filed alphabetically as to name of applicant. (Semi-monthly, official.) 9 x 12 folders (183), 8 ft. 5 in., in 2 steel and 2 wooden filing cases. R. 4, basement. (302)

104. APPLICATIONS FOR ENLISTMENT, 1933 - 1934. Applications showing qualifications and other information desired regarding applicant. Filed alphabetically as to name of applicant. (Semi-monthly, official.) 9 x 12 folders (58), 3 ft. 4 in., in steel filing case. R. 4, basement. (298)

105. DAILY REPORTS, 1934 - 1935. Copies of reports sent to headquarters, giving information for muster rolls of the division, covering all business transacted in this office, such as applications, enlistments, rejections, transfers, and desertions. (Annually, official.) $8\frac{1}{2}$ x 11 loose papers, 4 in., in steel filing case. R. 4, basement. (299)

NAVAL RADIO STATION

(not surveyed)

NAVY RECRUITING SUBSTATION

Post Office and Court House Bldg.,
State, Bull, York, and Whitaker Sts.

Established in 1934, this substation is in the Southeastern Recruiting Division. No records have been destroyed. Reports are sent to the main station, Macon, Georgia.

106. CONFIDENTIAL CORRESPONDENCE, May 7, 1934 - June 1936. General classification tests given all applicants that have applied for enlistment. Filed alphabetically as to name of applicant. (Daily, official.) 8 x $10\frac{1}{2}$ loose papers, 8 in., in steel filing case. R. 236. (286)

107. MISCELLANEOUS CORRESPONDENCE, May 7, 1934 - June 1936. Correspondence pertaining to prospective applicants for enlistment. Filed chronologically. (Daily, official.) 9 x 12 folders (27), 10 in., in steel filing case. R. 236. (282)

108. APPLICATION FOR ENLISTMENT, May 7, 1934 to date. Card index showing names of applicants for enlistment and reenlistment, including those accepted, rejected, and on waiting list. Filed alphabetically as to name of applicant. (Daily, official.) 3 x 5 index cards, 1 ft. 11 in., in 2 pasteboard boxes. R. 236. (285)

109. PRE-ENLISTMENT PAPERS, Dec. 15, 1935 - June 21, 1936. Pre-enlistment papers completed and on waiting list. (Daily, official.) 9 x 12 folders (9), 3 in., in steel filing case. R. 236. (284)

VALDOSTA

NAVY RECRUITING SUBSTATION

Post Office Bldg., Lee St. and Central Ave.

Established on April 23, 1934, this substation covers Lowndes county. No records have been destroyed. All records are sent to Washington through the main station, Macon, Georgia.

110. GENERAL CORRESPONDENCE, Jan. 1, 1931 - June 9, 1935. Carbon copies of correspondence between this office and various high schools throughout the district pertaining to high school graduates and possible recruits; also with police department regarding information as to the character of prospects. (Never.) 8½ x 11 folders, 1 ft., in steel filing cabinet. R. 8-A. (301)

111. CORRESPONDENCE FROM APPLICANTS, Apr. 8, 1934 to date. Correspondence from applicants seeking enlistment in the Navy, and signatures of persons making applications. Filed chronologically. (Daily, official.) 8½ x 11 loose papers, 6 in., in steel filing cabinet. R. 8-A. (303)

112. OFFICIAL CORRESPONDENCE, Apr. 22, 1935 to date. Copies of correspondence between this office and the office in charge of all substations, Navy Corps School, and Navy Department, Washington, regarding recruits' travel orders; also with congressmen and senators pertaining to enlistments in the Navy. Filed chronologically. (Daily, official.) 8½ x 11 folders, 6 in., in steel filing cabinet. R. 8-A. (302)

113. PROSPECTS ON FILE, Apr. 28, 1934 to date. Cards showing date, name and address of applicant, post office, and state. Filed alphabetically as to name of applicant. (Monthly, official.) 3 x 5 cards, 1 ft., in card cabinet. R. 8-A. (304)

114. REJECTED APPLICANTS, Apr. 28, 1934 to date. Cards showing dates, name and address of applicant, state, and reason for rejection. Filed alphabetically as to name of applicant. (Never.) 3 x 5 cards, 6 in., in card cabinet. R. 8-A. (300)

115. PRE-ENLISTMENT PAPERS (COMPLETED), Aug. 20, 1935 to date. Navy Form 24, name of applicant, home address, date and place of birth, race, language, education, reason for enlistment, occupation, marital status, names of parents, and signature of applicant. (Monthly, official.) 8 x 13 loose papers, 6 in., in steel filing cabinet. R. 8-A. (299)

