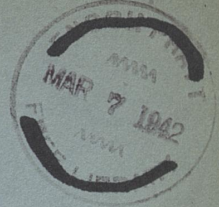


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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XVII. THE MISCELLANEOUS AGENCIES
NO. 33. NORTH DAKOTA

NORTH DAKOTA HISTORICAL RECORDS SURVEY PROJECT
DIVISION OF COMMUNITY SERVICE PROGRAMS
WORK PROJECTS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES



Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor

SERIES XVII. THE MISCELLANEOUS AGENCIES

NO. 33. NORTH DAKOTA

Bismarck, North Dakota
The Historical Records Survey Projects
1942

The Historical Records Survey Projects

Philip M. Hamer, Assistant Director
Betty Hall, State Supervisor
Blair A. Flegal, State Supervisor, Public Records Project

Division of Professional and Service Projects

Florence Kerr, Assistant Commissioner
Helen T. Bundy, Chief Regional Supervisor
Genevieve Parsons, State Director

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Commissioner
Linus C. Glotzbach, Regional Director
Thomas H. Moodie, State Administrator

The Historical Records Survey Projects
1934

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 and of the Work Projects Administration.

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

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

In North Dakota the work of the Survey was under the direction of Professor Philip J. Green, with Miss Alice L. Boyd as assistant, from its inception until June 1937. Since that time, for editorial and publication purposes, it has been a part of the Historical Records Survey which is under the supervision of Betty Hall, and is a part of the Public Records Project, of which Blair A. Flegal is supervisor. This Inventory of the records of the Miscellaneous Agencies in North Dakota was prepared in the Bismarck office of the Survey and was edited before final typing by Mr. Martin P. Claussen, Associate Editor-Writer in the Office of the Director of Research and Publications in The National Archives.

Bismarck, North Dakota
February 15, 1942

Blair A. Flegal, State Supervisor
Survey of Federal Archives
in North and South Dakota

FOREWORD

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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 record itself (bound volumes, sheets in folders, etc.), filing folders, description of the containers, physical condition of the identifying information, and finally, the number of the form 502A 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 abstracts sheets which has been included in the mimeographed abstract, indication of this is given by use of the reference "see abstracts."

In North Dakota the work of the Survey was under the direction of Professor Philip E. Green, with Miss Alice L. Boyd as assistant, from the inception until June 1937. Since that time, for editorial and publication purposes, it has been a part of the Historical Records Survey which is under the supervision of Betty Hall, and is a part of the Public Records Project, of which Blair A. Hegal is supervisor. This Inventory of the records of the Historical Records Survey in North Dakota was prepared in the Research Office of the Survey and was edited before final typing by Mr. Martin E. Gleason, Associate Editor-in-Chief of the Director of Research and Publications in the National Archives.

Blair A. Hegal, State Supervisor
Survey of Federal Archives
in North and South Dakota

Minneapolis, North Dakota
February 12, 1938

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PART I.

THE EMERGENCY CONSERVATION WORK

PLATE I

THE MUSEUM OF COMPARATIVE ZOOLOGY

THE EMERGENCY CONSERVATION WORK

BISMARCK

STATE SELECTION OFFICER'S OFFICE
State Capitol Bldg.

This office was established in May 1933; there have been no reorganizations. The State Selection Officer apportions the North Dakota Civilian Conservation Corps allotment among the various counties and signs the applications for enrollments. In May 1933 the office was located in the Federal Building, and in February 1934 it was moved to the State Capitol Building. Copies of reports are sent to Washington headquarters. One index serves all files.

1. APPLICATIONS FOR ENROLLMENT, May 1933 to date. Applications of individuals in the State for enrollment in the CCC, showing name, address, age, place and date of birth, education, employment history, and any previous enrollment in the CCC. Applications are filled out by the Secretary of the County Welfare Board, signed by the enrollee, and sent to the CCC Enrolling Officer for approval or disapproval. With 3 x 5 card index, 13 ft. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of metal filing case. SW. corner room, 15th floor. (686)

2. OFFICIAL CORRESPONDENCE, May 1933 to date. Correspondence with various officials connected with CCC matters in the State, commanding officers of the 9th and 7th corps areas, district headquarters at Fort Snelling, Minn., and executive secretaries of county welfare boards, all relating to enlistment periods, enrollees, discharges, and transfers. 3 x 5 card index, 2 ft. 6 in. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of 2 filing cases. SW. corner room, 15th floor. (685)

3. CORRESPONDENCE WITH ENROLLEES, Apr. 1935 to date. Correspondence with prospective CCC enrollees relating to dates of enrollment, location of nearest enrollment offices, salaries, kind of work, qualifications required. 3 x 5 card index, 13 ft. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of filing case. SW. corner room, 15th floor. (687)

MANDAN

COMPANY 2775-V
Company Office Bldg.

This CCC Company was established on August 2, 1934. There have been no administrative changes. No records have been lost or destroyed, and none are sent directly to Washington.

4. PERSONNEL FILE, Aug. 2, 1934, to date. All information relating to each man in this company, including name, home address, age, place of birth, employment history, conduct record, and related correspondence. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 2 drawers of metal filing case. Main office. (189)

5. OFFICIAL CORRESPONDENCE, Aug. 2, 1934 to date. Correspondence with regional office at Omaha, Washington office, and Army officials, all relating to changes in administration, personnel, allotments, issue of clothing and subsistence, and other phases of Army business. Filed chronologically. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing case. Main office. (195)
6. MONTHLY ACCIDENT REPORTS, Aug. 2, 1934 to date. Reports made by officials in this office relating to accidents that occurred while members of this company were on duty, showing name, home address, project number, place of accident, extent of injury, time lost by person injured, and condition of person at time of each report. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Main office. (196)
7. MONTHLY FINANCIAL REPORTS, Sept. 1, 1934 to date. Entries show money spent, received, and balance on hand at end of each month, amount of money on hand at beginning of month, amount received, amount spent for various items, and total amount on hand at end of month. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of metal filing case. Main office. (192)
8. CIRCULAR LETTERS FROM REGIONAL OFFICE, Aug. 2, 1934 to date. Circular letters relating to changes in camp operations, changes of personnel in regional office, appropriations for subsistence and clothing, and changes in operation of trucks. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. Main office. (188)
9. GOVERNMENT PROPERTY FILE, Aug. 2, 1934 to date. Confidential records, not surveyed. (Daily, confidential.) 9 x 12 folders, in 3 drawers of metal filing case. Main office. (199)
10. INACTIVE PAYROLL FILE, Aug. 2, 1934 to date. Payrolls for former National Park Service employees in this district, showing name of worker, home address, work classifications, rate per hour, number of hours worked, and total amount received. Filed alphabetically. (Seldom, official.) 3 x 5 cards, 9 in., in closed wooden box. Main office. (193)
11. INDIVIDUAL CLOTHING RECORDS, Aug. 2, 1934 to date. Records of clothing issued to National Park Service employees in this district by the War Department, showing name of worker, date of issue, and list of items issued. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing case. Main office. (190)
12. MENU FILE, Aug. 2, 1934 to date. Confidential records, not surveyed. (Daily, confidential.) 10 x 12 folders, in 2 drawers of metal filing case. Main office. (197)
13. MISCELLANEOUS CONTRACT FILE, Aug. 2, 1934 to date. Contracts with private concerns for various services such as laundry, shoe repairing, and sewing. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 6 in., in drawer of transfer case. Main office. (194)
14. PAYROLL FILE, Aug. 2, 1934 to date. Records of payrolls for National Park Service employees in this district, showing name of worker, home ad-

dress, work classification, rate per hour, number of hours worked, and total amount received. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in closed wooden box. Main office. (191)

15. SUBSISTENCE AND DAILY PURCHASE FILE, Aug. 2, 1934 to date. Confidential records, not surveyed. (Daily, confidential.) 8 x 10 sheets, in 3 drawers of metal filing case. Main office. (198)

DISTRICT ENGINEER'S OFFICE
National Park Service Office Bldg.

This office was established on Aug. 1, 1934. There have been no administrative changes, but this camp operated under Drought State Park No. 2 from August 1934 until April 1935. No records have been lost or destroyed, and none sent to Washington.

16. INSTRUCTIONS FROM NATIONAL PARK SERVICE, Aug. 1, 1934 to date. Instructions from the regional office and the Washington office relative to personnel, allotments for projects, work on projects, and changes. Filed chronologically. (Daily, official.) 9 x 12 folders, 3 in., in drawer of metal filing case. Main office. (206)

17. OFFICIAL CORRESPONDENCE WITH VENDORS, Aug. 1934 to date. Correspondence with dealers in supplies and materials for projects in this district, including purchase orders, bids, and price lists. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. Main office. (203)

18. MONTHLY AND SEMIMONTHLY PROJECT REPORTS, Aug. 2, 1934, to date. Copies of reports of this office sent to the regional office at Omaha relative to progress of projects in this district, showing project number, date of report, and number of man-days worked during the period. Filed chronologically. (Frequently, official.) 8 x 10 sheets, 1 ft. 6 in., in drawer of metal filing case. Main office. (208)

19. TIME REPORTS, Aug. 1, 1934, to date. Time sheets compiled by project supervisors for all men working on projects in this district, showing name of worker, project number, date, number of hours worked each day, total number of hours worked, rate per hour, and total amount earned. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of metal filing case. Main office. (205)

20. EQUIPMENT RECORDS, Aug. 1934 to date. Records of all equipment used in this district, showing name of item, number (if any), and cost of item. Filed alphabetically. (Daily, official.) 12 x 12 loose-leaf book, 2 in., on table. Main office. (200)

21. INVOICES, Aug. 1934 to date. Invoices for supplies and materials sold to this office, showing purchase order number, date, invoice number, list of items, price of each item, and total amount of invoice. Filed alphabetically. (Daily, official.) 9 x 12 folders, 3 ft., in 2 drawers of metal filing case. Main office. (209)

22. MONTHLY TRUCK OPERATING SHEETS, Aug. 1934 to date. Records on cost of operation, compiled by this office for each truck operated in the park, showing amount of gas, oil, and grease used by each truck. It also is a report of tires and repairs, showing number of miles traveled per day, and total miles per month. Filed by license number of truck. (Monthly, official.) 9 x 10 folders, 1 ft., in drawer of metal filing case. Main office. (207)

23. PROJECT RECORDS, Aug. 1934 to date. Records on all projects in this district, showing project number, man-days worked, amount of money appropriated, and plans for each project made by engineers of the National Park Service. Filed numerically by project number. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Main office. (201)

24. PURCHASE ORDERS, July 1, 1934 to date. Orders for items purchased and used in this camp, on projects, or on trucks in this district, showing purchase order number, project number, or truck number for which purchase was made, item purchased, cost of item, date, and total amount of order. Filed numerically by purchase order number. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing cases. Main office. (202)

25. PROJECT LEDGER, Oct. 1935 to date. Showing allotments received by this office to be used for projects in the National Park Service for such items as gas and oil used in trucks, labor, and repairs on trucks. Entered by project number. (Daily, official.) 11 x 20 vols., 6 in., on wooden transfer case. Main office. (204)

PART 2

THE FEDERAL DEPOSIT INSURANCE CORPORATION

PAGE 5

THE FEDERAL DEPOSIT INSURANCE CORPORATION

THE FEDERAL DEPOSIT INSURANCE CORPORATION

BISMARCKEXAMINATION DIVISION
Examiner's Office
State Capitol Bldg.

This examiner's office was established in 1933. There have been no reorganizations. Records are sent to the District 9 Office in St. Paul, Minn.

26. COPIES OF REPORTS OF BANK EXAMINER, 1933 to date. Annual reports or records of examination of banks in the State, showing assets, liabilities, volume and type of business, and general financial condition. Filed alphabetically by town. (Weekly, official.) 9 x 15 folders, 8 ft., in metal filing case. R. 703. (615)

27. CORRESPONDENCE WITH BANKS, 1933 to date. Correspondence with various banks in the State and with officers of this Corporation relating to these banks. Filed alphabetically by town. (Daily, official.) 9 x 12 folders, 1 ft., in filing case. R. 703. (614)

28. REPORTS OF EXAMINATION OF BANKS, Oct. 1, 1933-Dec. 29, 1933. Copies of reports by examiner on condition of banks applying for deposit insurance, showing liabilities, assets, loans, security, and conditions in community that affect solvency of bank. Filed alphabetically by town. (Seldom, official.) 9 x 15 folders, 1 ft. 6 in., in metal filing case. R. 703. (616)

29. GENERAL CORRESPONDENCE, Jan. 1, 1934, to date. (Weekly, official.) 8½ x 15 folders, 2 ft., in drawer of steel filing case. R. 1320. (905)

30. LINE SHEET AND HACK FILE, Jan. 1, 1934, to date. The line sheet carries information as to condition of certain loans in bank, whether due, past due, and security. Hack file contains line sheets on investment and real estate together with adding machine tapes and other information. (Weekly, official.) 6 x 10½, 7 x 10½ envelopes and pads, 4 ft., in 2 drawers of steel filing case. R. 1320. (906)

31. REPORTS OF EXAMINATION, Jan. 1, 1934, to date. No. 56, on condition of the bank. (Weekly, official.) 8½ x 15 folders, 14 ft., in drawer of steel filing case. R. 1320. (904)

THE FEDERAL RESERVE INSURANCE CORPORATION

MINNESOTA

EXAMINATION DIVISION
Examiner's Office
State Capitol Bldg.

This examiner's office was established in 1937. There have been no reorganizations. Records are kept in the District 9 Office in St. Paul, Minn.

26. COPIES OF REPORTS OF BANK EXAMINERS, 1937 to date. Annual reports or records of examination of banks in the State, showing assets, liabilities, volume and type of business, and general financial condition. Filed alphabetically by town. (Weekly, official.) 3 x 12 folders, 2 ft., in metal filing case. N. 103. (615)

27. CORRESPONDENCE WITH BANKS, 1937 to date. Correspondence with various banks in the State and with officers of State Corporation relating to these banks. Filed alphabetically by town. (Daily, official.) 3 x 12 folders, 1 ft., in filing case. N. 104. (614)

28. REPORTS OF EXAMINATION OF BANKS, Oct. 1, 1937-Dec. 31, 1937. Copies of reports by examiner on condition of banks applying for deposit insurance, showing liabilities, assets, loans, accounts, and conditions in community that affect solvency of bank. Filed alphabetically by town. (Weekly, official.) 3 x 12 folders, 1 ft., in metal filing case. N. 105. (613)

29. GENERAL CORRESPONDENCE, Jan. 1, 1937, to date. (Weekly, official.) 3 x 12 folders, 2 ft., in drawer of steel filing case. N. 106. (612)

30. TIME SHEET AND BACK FILE, Jan. 1, 1937, to date. The time sheet contains information as to condition of certain loans in bank, whether due, past due, and secured. Back file contains time sheets on investments and back dates together with adding machine tapes and other information. (Weekly, official.) 6 x 10 1/2 x 10 1/2 envelopes and pads, 4 ft., in 3 drawers of steel filing case. N. 107. (611)

31. REPORTS OF EXAMINATION, Jan. 1, 1937, to date. No. 96, consolidated of the bank. (Weekly, official.) 8 1/2 x 12 folders, 14 ft., in drawer of steel filing case. N. 108. (610)

PART 3

THE FEDERAL EMERGENCY ADMINISTRATION

of

PUBLIC WORKS

THE

THE FEDERAL BUREAU OF INVESTIGATION

10

OF THE

THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

BISMARCK

STATE DIRECTOR'S OFFICE
High School Bldg., 7th & 8th St.

This office was established in August 1933. From June 1935 to January 1936 it occupied offices in the Prince Hotel at 117 3rd Street. Original application reports of the examining division are sent to the Washington office as soon as received, and originals of all other forms are sent there upon their execution.

32. ADMINISTRATIVE ORDERS, 1933 to date. Orders from the Washington office on all PWA business, including correspondence, confidential reports, and instructions. Filed by PWA number. (Seldom, official.) 9 x 12 and 10 x 15 folders, 22 ft., in 3 filing cases. R. 311. (119, 128)

33. ALL PROJECTS APPROVED, 1933 to date. Correspondence and reports. (Daily, official.) 10 x 15 folders, 2 ft., in filing case. R. 311. (134)

34. APPLICATIONS WHICH HAVE ALLOTMENTS, 1933 to date. Legal correspondence, bond transcripts, legal application folders, and loan requisitions referring to applications from municipalities in North Dakota for construction projects that have received allocations of PWA funds. Filed by PWA number. (Daily, official.) 10 x 15 folders, 6 ft., in steel filing case. R. 309. (124)

35. APPLICATIONS WITHOUT ALLOTMENTS, 1933 to date. Applications from municipalities in North Dakota for construction projects where no PWA allotments or grants of money had been made. Filed by PWA number. (Daily, official.) 10 x 15 folders, 1 ft. 6 in., in steel filing case. R. 309. (116)

36. BOND SPECIFICATIONS, FORM PROCEEDINGS FOR AWARDED CONSTRUCTION CONTRACTS, FORMS OF LOAN AND GRANT AGREEMENT, AND GRANT AGREEMENTS, 1933 to date. Instructions from the Washington office used for the purpose of securing bonds of proper specifications for each project. All others are forms for preparing loan and grant agreements, also agreements for WPA money grants. Filed by group or division. (Daily, official.) 10 x 15 folders, 1 ft., in steel filing case. R. 309. (123)

37. COMPLETED PROJECTS, 1933 to date. Documents and correspondence concerning the new Bismarck High School building. (Occasionally, official.) 10 x 15 folders, 14 ft., in filing cases. R. 311. (118)

38. CORRESPONDENCE AND REPORTS, 1933. Miscellaneous correspondence; reports from the Washington office and other sources about conferences; and copies of press releases issued by this office to newspapers in the State. Filed chronologically, in separate groups. (Frequently, official.) 10 x 15 folders, 2 ft., in steel filing case. R. 309. (125)

39. DICKINSON HIGH SCHOOL DOCKETS, 1933 to date. Reports. (Daily, official.) 9 x 12 vols., 2 ft., in filing case. R. 311. (130).

40. DOCKETS COMPLETED, 1933. Information on completed PWA construction projects in this State. Filed by PWA number. (Daily, official.) 10 x 15 folders, 4 ft., in steel filing case. R. 309. (122)
41. DOCKETS THAT HAVE BEEN RESCINDED, 1933 to date. Complete information about all proposed construction projects in this State that were disapproved by the Washington office. Filed by project number. (Frequently, official.) 9 x 12 folders, 2 ft., in steel filing case. R. 311. (132)
42. FEDERAL AID REQUESTS, APPLICATIONS FOR PROJECTS, 1933 to date. Correspondence. (Daily, official.) 10 x 15 folders, 1 ft., in filing case. R. 311. (135)
43. GENERAL CORRESPONDENCE, 1933 to date. Miscellaneous correspondence. Filed by city. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. R. 311. (137)
44. NEW APPLICATIONS, 1933 to date. Correspondence. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 309. (127)
45. NEW CONTRACT DOCUMENTS, 1933 to date. (Daily, official.) 10 x 15 folders, 8 ft., in filing case. R. 311. (129)
46. PERSONNEL PAPERS, VOUCHERS, AND CORRESPONDENCE, 1933 to date. (Frequently, official.) 9 x 12 folders, 2 ft., in filing case. R. 311. (131)
47. PROJECTS DISAPPROVED BY WASHINGTON OFFICE, 1933 to date. (Rarely, official.) 10 x 15 folders, 2 ft., in filing case. R. 311. (133)
48. PROJECTS PENDING, 1933 to date. Correspondence. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 311. (138)
49. REQUISITION CORRESPONDENCE ON ALL COMPLETED DOCKETS, 1933 to date. Dockets containing complete information regarding PWA projects, including requisition correspondence and papers referring to requests for funds, correspondence with the Washington office, and with applicants. Filed chronologically by project number. (Frequently, official.) 10 x 15 folders, 1 ft. 6 in., in filing case. R. 311. (117)
50. REQUISITION FOLDERS, 1933 to date. Reports. Filed by docket number. (Occasionally, official.) 10 x 15 folders, 2 ft. 6 in., in filing case. Inner office between R. 309 and 311. (120)
51. SPECIAL ASSESSMENTS, 1933 to date. Correspondence and reports. (Frequently, official.) 10 x 15 folders, 1 ft. 6 in., in filing case. R. 309. (126)
52. STATE DOCKET FINANCIAL CORRESPONDENCE, 1933 to date. (Daily, official.) 10 x 15 folders, 4 ft., in filing case. Inner office between rooms 309 and 311. (121)
53. WASHINGTON OFFICE CORRESPONDENCE, 1933 to date. Correspondence with Washington office. (Daily, official.) 9 x 12 folders, 2 ft., in filing case. R. 311. (136)

PART 4

THE FEDERAL HOME LOAN BANK BOARD

1914

THE FEDERAL HOME LOAN BOARD

THE FEDERAL HOME LOAN BANK BOARD

BISMARCK

SAVINGS AND LOAN DIVISION
 FIELD AGENT'S OFFICE
 Hughes Bldg., 305 $\frac{1}{2}$ Broadway Ave.

This office was established on February 4, 1934. There have been no reorganizations. Most reports are sent to the Home Loan Bank of Des Moines, Iowa, and from there to the Federal Home Loan Bank Board in Washington. Some reports are sent directly to Washington.

54. EXPENSE FILE, Feb. 4, 1934, to date. Receipted bills for rent, services, electricity, telephone, giving date, amount due, payee, and services or supplies covered. Filed chronologically. (Frequently, official.) 9 x 12 folded sheets, 2 ft., in fireproof safe. R. 5. (691)

55. GENERAL CORRESPONDENCE, Feb. 20, 1934, to date. Correspondence not belonging in the loan or expense files, including letters to and from savings and loan associations, the Washington office, banks, and individuals. Filed alphabetically by correspondent. (Frequently, official.) 9 x 12 folders, 1 ft., 3 in., in drawer of fireproof safe. R. 5. (694)

56. JOURNAL, Feb. 4, 1934 to date. Entries show amount received or expended, name of account debited or credited, total received and expended, and balance at end of month. Entered chronologically. (Daily, official.) 9 x 15 loose-leaf vol., 2 in., on shelf in fireproof safe. R. 5. (692)

57. LEDGER OF ACCOUNTS, Feb. 20, 1934, to date. Records of loans, showing principal, date and amount of each payment, amounts credited to principal and to interest, and balance due. Entered alphabetically by borrower. (Frequently, official.) 8 x 14 loose-leaf vol., 4 in., on shelf in fireproof safe. R. 5. (693)

58. LOAN FILE, Feb. 20, 1934, to date. Applications for loans and for extension of loans, inventory of property upon which loan is based, insurance policies on the property, loan agreement, and correspondence with borrowers. Filed alphabetically by borrower. (Daily, official.) 9 x 15 folders, 1 ft. 6 in., in metal drawer of fireproof safe. R. 5. (688)

59. MINUTE BOOK, Feb. 4, 1934, to date. Constitution, by laws, and minutes of monthly meetings of the First Federal Savings and Loan Association of Bismarck. Filed by subject and chronologically. (Occasionally, official.) 8 x 14 vol., 2 in., on shelf in fireproof safe. R. 5. (689)

60. BANK STATEMENTS AND CANCELED CHECKS, Feb. 4, 1936, to date. Monthly bank statements listing date and amount of deposits and withdrawals and balance at end of month; and canceled checks. Filed chronologically. (Occasionally, official.) 3 x 5 folded sheets with canceled checks clipped to them, 1 ft., in drawer of fireproof safe. R. 5. (690)

FARGO

HOME OWNERS' LOAN CORPORATION
 STATE MANAGER'S OFFICE
 Federal Bldg., 705 First Ave. North

This office was established on July 27, 1933. There have been no reorganizations. Daily, weekly, semimonthly, monthly, and quarterly reports of accounting department and letters concerning loans are sent to the Washington office and to the regional office in Omaha.

61. CLOSED AND REJECTED LOANS, 1933 to date. Filed numerically, by district. (Occasionally, official.) 10 x 15 and $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 132 ft., in filing cases. R. 2. (13)
62. FORECLOSURES, 1933 to date. Filed numerically. (Frequently, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 8 ft., in filing case. R. 217. (15)
63. GENERAL CORRESPONDENCE, PERSONNEL RECORDS, 1933 to date. Filed alphabetically by department. (Frequently, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 16 ft., in filing cases. R. 216. (16)
64. SKELETON LOANS, LOAN SERVICE, RECONDITIONS, RECORDS OF APPRAISAL DEPARTMENT, 1933 to date. Documents, correspondence, and reports. Filed numerically. (Frequently, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 184 ft., in filing cases and card cabinets. R. 218. (14)
65. VOUCHERS, 1933 to date. Vouchers for all expenditures, and reports and charts. Filed chronologically and numerically. (Frequently, official.) 24 x 30 vols., and loose-leaf vols., 36 ft., in filing cases. R. 215. (17)

JAMESTOWN

SAVINGS AND LOAN DIVISION
 FIELD AGENT'S OFFICE
 Security Savings Bank Bldg., 114 5th Ave. S.

This office was established on May 9, 1934. There have been no administrative reorganizations. Twenty-five loans have been made by the First Federal Savings and Loan Association, two of which have been repaid. Reports are sent in duplicate to the Washington office, and one copy to the Des Moines office.

66. CASH LEDGER, May 1934 to date. Record of all cash receipts and disbursements showing date, name or description, amount, item for which expenditure was made or item for which money was received, account number, and kind of shares. Filed chronologically. (Daily, official.) 12 x 14 loose-leaf books, 2 in., on table. Back room. (77)
67. GENERAL CORRESPONDENCE, May 1934. to date. Correspondence with the Des Moines office, various credit bureaus' private banks, private firms,

and individuals making loans or applying for loans. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of metal filing case. Back room. (75)

68. MINUTE BOOK, July 1934 to date. Minutes of the board of local association. Filed chronologically. (Daily, official.) 9 x 15 loose-leaf books, 1 in., on table. Back room. (74)

69. PAYMENT CARDS, June 1934 to date. Record of payments made by clients on loans from the local association, showing name, address, location of property, loan account number, amount and date of loan, amount of monthly payment, date when payment was made, interest rate, interest paid, balance, interest due, and total payment. Filed alphabetically. (Daily, official.) 6 x 8 cards (14), 6 in., in open wooden box. Back room. (79)

70. INVESTOR'S CARDS, Feb. 1935 to date. Record of deposits made by an individual who has a savings account with the local association, showing name, address, account number, date, and item for which deposit was made. Filed alphabetically. (Daily, official.) 6 x 8 cards, 6 in., in open wooden box. Back room. (78)

71. LOAN AND SAVINGS REGISTER, Feb. 1935 to date. Register of all loans made to individuals in this district by the local association, showing name, account number, date, debits, credits, and balance due. Entered chronologically. (Daily, official.) 10 x 12 loose-leaf books, 1 in., on top of desk. Back room. (76)

72. LOAN FILE, Feb. 1935 to date. Files on individual loans in this district from the local association, each including application for loan, appraisal of property, appraisal of personal risk, mortgage of property, and first mortgage note. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. Back room. (80)

MANDAN

HOME OWNERS' LOAN CORPORATION
STATE DIRECTOR'S OFFICE
U. S. Post Office Bldg.
108 1st. St., NW.

This office was established on March 7, 1935. It formerly occupied the Hughes Building. Useless papers are destroyed. Travel voucher reports and verifications of the manual are sent to the Washington office, but the rest of the material goes to the Omaha and Fargo offices.

73. FORM FILE, 1938 to date. All forms used in office. Filed numerically. (Daily, official.) 10½ x 15 folders, 8 ft., in 4 drawers of filing case. NE. corner, basement. (218)

74. LOAN RECORD, 1935 to date. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 rows card cabinets. NE. corner, basement. (219)

75. SERVICE RECORD, 1935 to date. Filed alphabetically. (Daily, official.) 10½ x 15 folders, 1 ft., in open tray. NE. corner, basement. (220)

- and individuals making loans or applying for loans. Filed alphabetically. (Daily, official.) 2 x 12 folders, 2 ft., in drawer of metal filing case. Back room. (72)
- 68. MINUTE BOOK, July 1937 to date. Minutes of the board of local associations. Filed chronologically. (Daily, official.) 2 x 12 loose-leaf books, 1 in., on table, back room. (74)
- 69. PAYMENT CARDS, June 1937 to date. Record of payments made by clients on loans from the local associations, showing name, address, location of property, loan account number, amount and date of loan, amount of monthly payment, date when payment was made, interest rate, interest paid, balance, interest due, and total payment. Filed alphabetically. (Daily, official.) 6 x 8 cards (14), in open wooden box, back room. (75)
- 70. INVESTOR'S CARDS, Feb. 1937 to date. Record of deposits made by an individual who has a savings account with the local association, showing name, address, account number, date, and item for which deposit was made. Filed alphabetically. (Daily, official.) 6 x 8 cards, 6 in., in open wooden box, back room. (78)
- 71. LOAN AND SAVINGS REGISTER, Feb. 1937 to date. Register of all loans made to individuals in this district by the local association, showing name, account number, date, debit, credit, and balance due. Entered chronologically. (Daily, official.) 10 x 12 loose-leaf books, 1 in., on top of desk, back room. (76)
- 72. LOAN FILE, Feb. 1937 to date. File on individual loans in this district from the local association, each including application for loan, appraisal of property, appraisal of personal file, mortgage of property, and first mortgage note. Filed alphabetically. (Daily, official.) 2 x 12 folders, 1 ft., in drawer of metal filing case. Back room. (80)

MEMORANDUM

HOME OWNERS' LOAN CORPORATION
 STATE EMPLOYER'S SERVICE
 U. S. Post Office Bldg.
 102 1st St., NW

- This office was established on March 7, 1937. It formerly occupied the 14th and Building. Unlabeled papers are destroyed. Travel voucher reports and verification of the same are sent to the Washington office, but the rest of the material goes to the Omaha and Fargo offices.
- 73. LOAN RECORD, 1937 to date. All forms used in office. Filed numerically. (Daily, official.) 10 x 12 folders, 8 ft., in 4 drawers of filing case, 25 corner, basement. (81)
- 74. LOAN RECORD, 1937 to date. Filed alphabetically. (Monthly, official.) 2 x 5 cards, 2 ft., in 2 rows card cabinet, 25 corner, basement. (82)
- 75. SERVICE RECORD, 1937 to date. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in open tray, 25 corner, basement. (83)

PART 5.

THE FEDERAL HOUSING ADMINISTRATION

1845

THE FEDERAL BUREAU OF INVESTIGATION

THE FEDERAL HOUSING ADMINISTRATION

BISMARCK

STATE OFFICE

Eltinge Bldg., 202 $\frac{1}{2}$ Third St.

This office, established on June 27, 1934, was Region 9 Office until the National Housing Act of 1935 changed it to a State office. Reports are sent to the Washington office.

76. CORRESPONDENCE AND REPORTS, 1934 to date. Correspondence with the Washington office and others, and copies of reports sent to the Washington office. Filed chronologically under division or subject. (Daily, official.) 10 x 12 folders, 32 ft., in 4 filing cases. R. 13. (168)

77. MORTGAGOR'S PROPERTY FILE, 1934 to date. Financial records relating to all property mortgaged under the FHA program, including receipts. Filed alphabetically. (Daily, official.) 4 x 9 loose sheets, 4 ft., in steel filing case. R. 13. (166)

78. COMPLETED CASES, 1935 to date. Correspondence concerning approved mortgage applications. (Occasionally, official.) 10 x 15 folders, 10 ft., in 2 steel filing cases. R. 13. (167)

79. FIELD NOTES, 1935 to date. Reports on property holders received from field workers used in writing insurance on the various properties. Filed alphabetically and chronologically. (Frequently, official.) 9 x 15 folders, 7 ft., in steel filing case. R. 8. (169)

80. RESEARCH FILE, 1935 to date. Detail block surveys of all important cities in the State, showing house types, owner or renter, value, and other information; including plats of small towns. Filed chronologically by subject. (Daily, official.) 9 x 15 folders, 2 ft., in steel filing case. R. 8. (170)

VALUATION SECTION

Federal Bldg.
300 Broadway

This office was established in March 1935, and occupied the Eltinge Building prior to its present location. On January 1, 1937 this office was attached to the South Dakota office. In April 1937 this office and the South Dakota office were attached to the Minnesota office at Minneapolis. All papers are filed. The original files on cases, after being insured, are sent to Washington.

81. BANK CORRESPONDENCE, Mar. 1935 to date. Correspondence with banks, with related papers. (Daily, official.) 9 $\frac{1}{2}$ x 14 folders, 2 ft., in drawer of steel filing case. R. 17. (924)

82. CHRONOLOGICAL FILE, Mar. 1935 to date. Correspondence. Filed chronologically. (Daily, official.) 9 $\frac{1}{2}$ x 15 folders, 4 ft., in steel filing case. R. 17. (925)

83. CLOSED CASES, Mar. 1935 to date. Files on individual cases completed or rejected, each containing documents, correspondence, plans, specifications, and mortgages. Filed alphabetically. (Seldom, official.) $9\frac{1}{2}$ x 15 folders, 24 ft., in 12 drawers of steel filing case. R. 17. (929)
84. CORRESPONDENCE, MISCELLANEOUS, Mar. 1935 to date. (Seldom, official.) $9\frac{1}{2}$ x 15 folders, 8 ft., in 4 drawers of steel filing case. R. 17. (926)
85. FEE PERSONNEL FILE, Mar. 1935 to date. Applications of fee workers. (Seldom, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 17. (920)
86. FIELD REPORTS, Mar. 1935 to date. Reports on investigations relative to loans. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 17. (921)
87. FISCAL FILE, Mar. 1935 to date. Correspondence relative to lease of office, telephone contracts, payroll duplicates, inventory of office equipment, and requisitions. (Frequently, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 17. (919)
88. GENERAL INDEX OF CASES, Mar. 1935 to date. Filed alphabetically. (Daily, official.) 3 x 9 cards, 3 ft. 9 in., in 3 steel drawers. R. 17. (927)
89. TITLE LOANS, Mar. 1935 to date. Correspondence on repair phase of FHA program. (Seldom, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 17. (923)
90. VOUCHERS, Mar. 1935 to date. Vouchers for travel and office expenses. (Seldom, reference.) $9\frac{1}{2}$ x 15 folders, 4 ft., in 2 drawers of steel filing case. R. 17. (928)
91. WASHINGTON OFFICE CORRESPONDENCE, Mar. 1935 to date. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 17. (922)
92. OUTSTANDING COMMITMENTS, Apr. 1938 to date. Folders contain all material needed in completion of given case, such as plans, duplicate mortgages, correspondence, and vouchers. Filed alphabetically. (Daily, official.) 3 x 5, $9\frac{1}{2}$ x 15 cards and folders, 2 ft., in drawer of steel filing case. R. 17. (918)

PART 6

THE NATIONAL EMERGENCY COUNCIL

Page 3

THE NATIONAL ENERGY COUNCIL

THE NATIONAL EMERGENCY COUNCIL

BISMARCK

FIELD OPERATIONS DIVISION
STATE DIRECTOR'S OFFICE
Eltinge Bldg., 202½ Third St.

This office was established here from 1934 to 1938. Reports are mailed weekly to the Washington office. See also State Director's office at Mandan.

93. CORRESPONDENCE WITH EXECUTIVE ASSISTANTS, 1934 to date. Correspondence and reports. (Frequently, official.) 10 x 14 envelopes, 2 ft., in filing case. R. 7. (77)
94. LISTS OF FEDERAL AGENCIES, 1934 to date. Including correspondence and reports. (Frequently, official.) 10 x 15 folders, 6 ft., in filing case. R. 7. (71)
95. MAILING LIST OF COORDINATION MEETINGS, 1934 to date. (Frequently, official.) 10 x 15 folders, 2 ft., in filing case. R. 7. (70)
96. MISCELLANEOUS CORRESPONDENCE, 1934 to date. (Frequently, official.) 10 x 15 folders, 4 ft., in filing case. R. 7. (74, 76)
97. NATIONAL EMERGENCY COUNCIL REPORTS, 1934 to date. Reports and correspondence. (Frequently, official.) 10 x 15 folders, 3 ft., in filing case. R. 7. (72)
98. NRA RESETTLEMENT AND WORK PROJECTS ACTIVITIES, 1934 to date. Correspondence and reports. (Frequently, official.) 10 x 15 folders, 2 ft., in filing case. R. 7. (75)
99. WORKS PROGRAM RELEASES, 1934 to date. Reports and correspondence. (Frequently, official.) 10 x 15 folders, 2 ft., in filing case. R. 7. (73)

MANDAN

FIELD OPERATIONS DIVISION
STATE DIRECTOR'S OFFICE
First National Bank Bldg.
100 W. Main St.

This office was established in December 1933. It was formerly a part of the NRA betting housing program. It occupied the Eltinge Building in Bismarck from 1934 to 1938. Records relative to NRA activities have been sent to the Washington office.

100. CORRESPONDENCE FILES, 1934 to date. White, yellow, and green stationery for local and State correspondence; pink for Washington. Filed alphabetically. (Daily, official.) 10 x 12 folders, 16 ft., in 8 drawers of filing case. R. 14. (213)

101. REFERENCE FILES, 1935 to date. Includes data on the executive departments, WPA, NYA, Social Security Board, Emergency Conservation Work, Farm Credit Administration, Reconstruction Finance Corporation, Federal Home Loan Bank Board, National Resources Board, Public Welfare Board, State Planning Board, and other Federal agencies. Filed by subject. (Frequently, official.) 10 x 15 folders, 20 ft., in 10 drawers of filing case. R. 14. (215)

102. NORTH DAKOTA COORDINATION ACTIVITIES, 1936 - 1937. Minutes of various county meetings, reports from committees, list of committee members, questionnaires, and records of county, District and state meetings. Filed alphabetically. (Daily, official.) 10 x 15 folders, 8 ft., in 4 drawers of filing case. R. 14. (214)

94. LIST OF FEDERAL AGENCIES, 1934 to date, including correspondence and reports. (Frequently, official.) 10 x 12 folders, 8 ft., in filing case. R. 14. (213)

95. WEEKLY LIST OF COORDINATION MEETINGS, 1936 to date. (Frequently, official.) 10 x 12 folders, 8 ft., in filing case. R. 14. (214)

96. MISCELLANEOUS CORRESPONDENCE, 1934 to date. (Frequently, official.) 10 x 12 folders, 8 ft., in filing case. R. 14. (213)

97. NATIONAL EMERGENCY COUNCIL REPORTS, 1934 to date. Reports and correspondence. (Frequently, official.) 10 x 12 folders, 8 ft., in filing case. R. 14. (213)

98. WAR SETTLEMENT AND WORK PROGRAM ACTIVITIES, 1934 to date. Correspondence and reports. (Frequently, official.) 10 x 12 folders, 8 ft., in filing case. R. 14. (213)

99. WAR PROGRAM BULLETIN, 1934 to date. Reports and correspondence. (Frequently, official.) 10 x 12 folders, 8 ft., in filing case. R. 14. (213)

MANDAN

FIELD OPERATIONS DIVISION
STATE DIRECTOR'S OFFICE
First National Bank Bldg.
100 N. Main St.

This office was established in December, 1933. It was formerly a part of the War Relocation Authority. It occupies the Biltmore Building in Mandan from 1934 to 1937. Records relative to WPA activities have been sent to the Washington office.

PART 7

THE NATIONAL YOUTH ADMINISTRATION

THE

THE NATIONAL YOUTH ADMINISTRATION

THE NATIONAL YOUTH ADMINISTRATION

BISMARCK

STATE OFFICE

- (A) State Capitol Bldg.
- (B) New High School Bldg., 715 Seventh St.

This office was established in June 1935, and from June 1935 to October 1936 it occupied the State Capitol Building. Reports are sent to Washington.

103. COPIES OF MIMEOGRAPHED MATERIAL, Dec. 1933--November 1935. Various forms used in carrying on the work under Emergency Education program, including instructions relative to student aid adult education; FERA rulings; and data on vocational rehabilitation, general and miscellaneous instructions, regional planning, housing, industry, and unemployment. Filed by subject. (Seldom, official.) 9 x 12 folders, 2 ft. 9 in., in two metal filing cases. East side of Bldg. B. (570)

104. FINANCIAL STATEMENT OF MONEY EXPENDED FOR SALARIES UNDER THE EMERGENCY EDUCATION PROGRAM, Oct. 18, 1934-- Jan. 12, 1935. Financial statements showing amount of money paid to each school district, by months. Filed alphabetically by county. (Seldom, official.) 14 x 25 folders, $\frac{1}{2}$ in., on cardboard box. Basement beneath legislative wing, bldg. A. (575)

105. MISCELLANEOUS CORRESPONDENCE, Nov. 1934 to date. Miscellaneous correspondence pertaining to rural continuation of student aid; and correspondence with State and Federal officials, executive secretaries of welfare boards, county superintendents, college officials, and other persons, regarding applications for student aid in high schools and colleges, money allocated to each school, requests for information about adult education. Filed alphabetically by name of department head, individual, county, or college. (Current records, daily, old ones, seldom, official.) 9 x 12 folders, 8 ft. 5 in., in metal filing cases and on top of filing case. East side of basement, bldg. B. (564, 565, 589, 581, 583, 590, 585, 584, and 592)

106. PAYROLLS FOR TEACHERS UNDER THE EMERGENCY EDUCATION PROGRAM, Dec. 1934 - Feb. 1935. Statements of county superintendents of schools listing each teacher under the Emergency Education Program in his district, number of days each has worked during the month, and the amount of money due each; copy of the FERA payroll listing name of each teacher, number of days each worked, amount of pay due each, and the check number by which each one was paid. This file originated under FERA Emergency Education Program. Filed chronologically. (Inactive.) 10 x 17 folders, 9 in., in metal filing case. Damaged by handling. East side of basement, bldg. B. (572)

107. TEACHERS' APPLICATIONS FOR WORK RELIEF POSITIONS, Nov. 1934-- July 1935. Approved and rejected applications for relief teaching positions, containing name of applicant, educational qualifications, previous experience, references, a financial questionnaire and letters from the State Director of Field Works of FERA to the State Director of Education Activ-

ities approving the applications. Filed alphabetically by county. (Occasionally, official.) 9 x 12 folders, 1 ft. 5 in., in two metal filing cases. East side of basement, bldg. B. (569, 573)

108. UNAPPROVED APPLICATIONS FOR TEACHERS' PROJECTS, Sept. 1934 -- July 1935. Unapproved applications for adult education classes; entered on each application are: name of town, date, nature of class, probable number of students, name and address of teacher. Each application was endorsed by the County Executive Committee of the FERA. Filed alphabetically, by county. (Inactive.) 9 x 12 folders, $\frac{1}{2}$ in., in metal filing case. Damaged by handling. East side of basement, bldg. B. (567)

109. VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Apr. 1934-- December 1935. Vouchers issued for purchases and for services rendered, showing name and address of creditor; date of delivery of supplies, goods or services and supplies; and name of account. Filed chronologically. (Inactive.) 9 x 12 folders, 6 in., in metal filing case. East side of basement, bldg. B. (576)

110. WEEKLY REPORT OF ADULT EDUCATION TEACHERS, Dec. 1934 - Sept. 1935. Weekly reports of teachers of adult education classes, listing name and address of teacher, town, location of classes, number of hours taught during week, subject of class, and number of pupils enrolled and present each day. Filed alphabetically, by county. (Inactive.) 9 x 12 folders, 1 ft. 6 in., in metal filing case. East side of basement, bldg. B. (571)

111. APPLICATIONS OF HIGH SCHOOL STUDENTS FOR AID, Oct. 9, 1935 to date. Show name, address, school to be attended, itemized statement of money needed each month, signature of applicant, of NYA county administrator, and of county superintendent of schools. File includes notices sent to county superintendents of schools of the approval of applications, time reports showing hours worked each date, rate of pay and the amount earned by each student, affidavit of high school principal or superintendent that he will select students who need assistance and have the ability to do high grade work. Filed alphabetically by applicant or county. (Current records, frequently; older records inactive.) 9 x 12 folders, 3 ft. 6 in., in two metal filing cases and in two paper boxes. Bldgs. B, A. (597, 598, 596)

112. CORRESPONDENCE RELATIVE TO AID RECEIVED BY STUDENTS IN HIGH SCHOOLS THROUGHOUT THE STATE, Sept. 1935 to date. Correspondence with individuals and with high school principals and county superintendents of schools, relative to aid given to students. Filed alphabetically by name of student. (Daily, official.) 9 x 12 folders, 3 ft., in metal filing cases. East side of basement, bldg. B. (588)

113. PAY ROLLS, Sept. 1935 to date. Monthly pay rolls for NYA projects, listing pay period, school, students working, hours worked during pay period, rate of pay, and amount paid. Attached to each is the pay roll of the timekeeper for the school listing the same information. NYA pay rolls are paid through the WPA. (Filed by serial number of pay roll.) $8\frac{1}{2}$ x 12 and $8\frac{1}{2}$ x 14 folded sheets, 4 ft. 6 in., in metal filing case on top of filing case. Damaged by handling. East side of basement, bldg. B. (593, 599)

114. PAY ROLL OF TEACHERS UNDER EMERGENCY EDUCATION PROGRAM, May 1935. Pay rolls of teachers under the Rural School Continuation Program of Emergency Education, listing school district, teacher, number of days worked, wages-per contract, and amount due; include receipts signed by teachers for May salary. Filed alphabetically. (Inactive.) 9 x 12 folders, 1 ft., in metal filing case. Damaged by handling. East side of basement, bldg. B. (568)

115. PROJECTS APPLICATIONS, Dec. 1935 - June 1936. Requests to State Director for an allotment of funds for projects, listing location and description of project, type of work, name and title of supervisor, and estimate of costs. Filed chronologically. (Seldom, official.) 9 x 12 folders, 1 ft., in metal filing case. East side of basement, bldg. B. (595)

116. STATEMENTS AND FINANCIAL REPORTS OF SCHOOLS, Feb. 1935. Financial statements of clerks of school districts, stating funds, tax structure for school funds, expenditure, indebtedness; include notice signed by State Director that the school district is approved for financial aid, listing teachers under this program, and affidavits of the teachers stating they are dependent upon their salary for a livelihood. Filed alphabetically by county. (Inactive.) 9 x 12 folders, 3 ft., in metal filing case and pasteboard box. Papers damaged by handling. Basement beneath legislative wing. Building A and east side of basement in bldg. B. (574, 566)

117. STUDENT APPROVAL, Nov. 1935 - June 1936. Data on names of students receiving NYA aid and on amount of compensation, including card bearing notarized signature of principal or superintendent of schools authorized to sign pay rolls. Filed alphabetically by counties. (Seldom, official.) 9 x 12 folders, 43 ft., in metal filing case. East side of basement, bldg. A. (591)

118. SUPERINTENDENT OF SCHOOLS, MONTHLY REPORT ON STUDENT AID, Sept. 5, 1935 - May 29, 1936. Monthly reports, stating NYA funds used during month, number of students receiving aid, average hourly rate of pay, hours worked by students, and type of work done. (Inactive.) $8\frac{1}{2}$ x 11 loose sheets, 8 in., in pasteboard box. Papers scattered. Basement beneath legislative wing, bldg. A. (600)

119. LIST OF STUDENTS RECEIVING AID, Apr. 6, 1936. Shows students receiving NYA aid, amount for which they are eligible, amount of money received, balance eligible to receive, and amount of money needed to finish school year. Filed alphabetically by county. (Seldom, official.) 11 x 17 vols., $\frac{3}{4}$ in., on top of wooden box. Basement beneath legislative wing, bldg. A. (594)

120. MISCELLANEOUS REPORTS AND INSTRUCTIONS, Jan. 1936 to date. Daily time reports of administrative personnel; copies of monthly reports sent and letters of instruction received from Washington; information on personnel; and mimeographed material relative to NYA activities within the State. Filed alphabetically and by subject. (Daily, official.) 9 x 12 folders, 2 ft., in metal filing case. East side of basement, bldg. B. (582)

121. MONTHLY REPORTS OF ACTIVITIES, July 1936 - Dec. 1936. Mimeographed monthly reports of work units stating project number, county, and district

supervisor, description of work, and number of students employed on the project. Filed alphabetically by name of supervisor. (Seldom, official.) 9 x 12 envelopes, 1 ft., in metal filing case. East side of basement, bldg. B. (586)

122. TRAVEL VOUCHERS, July 1936 - Dec. 1936. Vouchers for reimbursements, stating officer, amount of claim, date, destination, rate per mile allowed, and statement that travel was done alone; also WPA memorandum of the above. Filed alphabetically by county. (Seldom, official.) 9 x 12 folders, 1 ft., in metal filing case. East side of basement, bldg. B. (587)

CROSBY

COUNTY SUPERVISOR'S OFFICE

Old School House, Corner Kester St. and 3d Ave.

This office was established in January 1936, with jurisdiction over Divide County. No records have been lost or destroyed. Reports are submitted to the District 3 office at Minot.

123. CORRESPONDENCE FILE, March 1936 to date. Correspondence with officers, offices, and individuals in connection with the work of this office. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 6 in., in wooden drawer in desk. SW. corner room, 1st floor. (44)

124. TIME REPORTS, Feb. 1936 to date. WPA Form 502, time reports of NYA workers in Divide County (duplicates). Filed chronologically. 14 x 17 folded sheets, 8 in., in wooden drawer in desk. SW. corner room, 1st floor. (42)

125. ASSIGNMENTS, Jan. 1936 to date. WPA Form 402, assignment slips; WPA Form 403, termination of work slips; WPA Form 404, reclassification slips, all for NYA workers in Divide County. Filed numerically. (Frequently, official.) 6 x 9 envelopes, 4 in., in open pasteboard box on desk top. SW. corner room, 1st floor. (40)

126. TIME CARDS (OLD), Feb. - July 1936. Each card in this serial contains time records of NYA workers for semimonthly pay periods. Filed chronologically. (Seldom, official.) 5 x 8 cards, 6 in., in wooden drawer in desk. SW. corner room, 1st floor. (43)

127. NYA REGISTRATION, Mar. 1937 to date. NYA Form 104, personal histories of Divide County youths. Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 in., in wooden drawer in desk. SW. corner room, 1st floor. (41)

DICKINSON

AREA ADMINISTRATOR'S OFFICE

Old High School Bldg., Corner 4th St. and 3d Ave. N.

This office was established in July 1936 with jurisdiction over Stark,

Golden Valley, and Billings Counties. Reports are sent to the District 4 Office at Mandan and the State Office at Bismarck. This office assists in the administration of the NYA program, formerly cared for by the Works Progress Administration.

128. NYA PERSONNEL FILE, July 1936 to date. Records of all employees who are working or have worked on NYA projects, including work history, age, sex, relation to family head, name, and work classification of each. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 9. (69)

129. OFFICIAL CORRESPONDENCE, July 1, 1936 to date. Correspondence with various State and District NYA officials. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. R. 9. (67)

130. GENERAL CORRESPONDENCE, July 1936 to date. Correspondence with NYA employees, project supervisors, project sponsors, and individuals relative to the general NYA program, applications for employment, project proposals, time reports, and accidents on projects. Filed chronologically and alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 9. (68)

131. COPIES OF CANCELATIONS AND ASSIGNMENTS, July 1936 to date. Pertaining to workers on NYA projects. Filed chronologically. 4 x 6 sheets, 3 in., in open pasteboard box. R. 9. (71)

132. NYA PROJECT FILE, July 1936 to date. Records include project proposals, progress reports, appropriation reports, and engineers' reports. Filed numerically. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. R. 9. (70)

133. NYA TIME SHEETS, Nov. 1936 to date. For all employees on NYA projects, showing name of worker, date of pay roll, case numbers, dates of pay period, number of hours worked, project numbers, rates of pay, and total amounts earned. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 9. (66)

COUNTY SUPERVISORS' OFFICE Stark County Courthouse, 3d St. E.

This agency was established in 1936, with jurisdiction over Stark County. The executive secretary was in charge for some time, later a recreational supervisor took over the work. A county NYA supervisor was then appointed. The offices were housed in the temporary courthouse until offices were available in the new courthouse building. Reports are submitted to the State office at Bismarck.

134. DAILY NOTES, 1938 - 1939. Copies of county supervisor's itinerary sent to the state director. Filed chronologically. (Occasionally, official.) 10 x 12 folders, in 3 file drawers. SE. corner room, 1st floor. (76)

135. N.Y.A. BULLETINS AND CIRCULARS, 1936 - 1938. Circulars titled Dakota Doings, Work Doings, Nursery School, N. D. Wildlife Program, Facing the Problem of Youth, How to Recognize Birds, Selection of Nesting Grounds, Suggestions and Helps to Interviewers, Resume of NYA Circular No. 9, also form letters and list of NYA applicants. (Occasionally, reference.) 10 x 12 folders, in 3 file drawers. SE. corner room, 1st floor. (77)
136. COMPENSATION FORMS, 1937 - 1938. Records of injuries received by employees, and action taken on cases. (Rarely, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (78)
137. NYA CORRESPONDENCE COURSE, 1937 - 1938. List of school books from University of North Dakota to be used by NYA students, form letters on correspondence courses, applications for study, bulletins on courses. (Occasionally, reference.) 10 x 12 folders, in file drawer. SE. corner room, 1st floor. (81)
138. CORRESPONDENCE IN, FROM STATE OFFICE, 1937. Report of emergency council meeting, correspondence from officials in State office, office memoranda, letter from State Employment Service, and letters from Assistant Supervisor of NYA. (Occasionally, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (79)
139. CORRESPONDENCE IN - DIVISION OF EMPLOYMENT, July 1937 - November 1938. Letters recommending or requisitioning workers. (Occasionally, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (80)
140. CORRESPONDENCE IN FROM STATE OFFICE, 1938 - 1939. Letters from State office relative to working regulations, transfers, questions on time reports, assignments, and supply orders. (Frequently, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (82)
141. CORRESPONDENCE IN, 1937 - 1939. Letters from employees regarding assignments, employment, and transfers. (Frequently, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (83)
142. CORRESPONDENCE OUT, 1938 - 1939. Copies of letters from the county supervisor to workers, State office, and individuals concerned with NYA. (Frequently, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (84)
143. CIRCULAR LETTERS, 1936 to date. Letters regarding submission of reports, instructions, county quotas, etching project, conservation project, first aid kits, material balance, recreation training classes, vocational guidance, trees, receipts for checks, time report, assignment of workers, lost check procedure, and new assignments. (Occasionally, official.) 10 x 12 folders, in file drawer. SE. corner room, 1st floor. (85)
144. NEW TIME SHEET INFORMATION, 1936 - 1939. Instructions received on wages, hours, and time sheets. (Occasionally, official.) 10 x 12 folders, in file drawer. SE. corner room, 1st floor. (86)

145. DAILY TIME REPORTS, 1938 - 1939. Individual time reports of NYA workers. (Occasionally, official.) 10 x 12 folders, in file drawer. SE. corner room, 1st floor. (87)

146. TRANSMITTAL SHEETS FOR PAYROLLS, 1939. Lists of expense and payroll totals for each month. (Occasionally, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (88)

147. DUPLICATE TIME SHEETS, 1937. NYA time reports. (Rarely, official.) 10 x 12 folder, in file drawer. SE. corner room, 1st floor. (89)

GRAND FORKS

COUNTY SUPERVISOR'S OFFICE

Federal Bldg.

Corner of 1st. Ave. and 4th St.

This office was established January 1, 1936. It was located in the Holt Printing Company Building prior to its present location. Useless papers are carried in the file as inactive cases here in the local office. No reports are sent to Washington.

148. INDIVIDUAL RECORDS, NYA WORKERS, Jan. 1, 1936 to date. Pertain to active and inactive cases; include certification and recertification of youths by Welfare Board, Form 600; notice to report for work, Form 402 (includes reassignments); notice of termination of employment, Form 403; and cards showing assignment or transfer to project. Filed by subject. (Frequently, official.) 6 x 8½ envelopes, 1 ft. 7 in., in 2 pasteboard boxes. R. 304. (315)

149. GENERAL FILES, Jan. 1, 1936 to date. Contains NYA reports, correspondence, schedules of wage rates, compensation and safety reports, resident transmittal sheets, requisitions for labor, lists of workers' names, requisitions for purchase, copies of transmittal sheets for pay roll, time reports, data on NYA correspondence courses, bulletins, and other materials. Filed by subject. (Frequently, official.) 10 x 12 folders, 4 ft. 8 in., in 5 drawers of steel filing case. R. 304. (314)

150. TIME CARDS, July 1, 1938 to date. Show name, identification number, project number, and date and hours worked in each pay period. Filed numerically. (Frequently, official.) 4 x 5½ cards, 3 in., in steel drawer of filing case. R. 304. (313)

DISTRICT OFFICE

American Bldg., 211 S. 4th St.

This office was established on January 1, 1936. Monthly reports are sent by the District Project Supervisor to the Bismarck office, and daily reports are sent to the Fargo and Bismarck offices.

151. COUNTY PROJECT FILE, Jan. 20, 1936 to date. Copies of requests for pending and approved projects showing the following: amount requested

from WPA, date, location, name of project superintendent, description of project, and character of work. Documents are filed for Benson, Bottineau, Cavalier, Grand Forks, McHenry, Nelson, Pembina, Pierce, Ramsey, Rolette, Towner, and Walsh Counties. Filed chronologically under each county. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case. Main office. (6)

152. GENERAL CORRESPONDENCE, Jan. 16, 1936 to date. Correspondence with county supervisors and State officials. Filed chronologically under each group. (Daily, official.) 9 x 12 folders, 10 in., in filing case. Main office. (4)

153. REQUISITION FILE, Mar. 6, 1936 to date. Copies of requisitions issued for labor, supplies, and reimbursement for travel by the District Project Supervisor. Filed chronologically under each subject. (Frequently, official.) 9 x 12 folders, 6 in., in filing case. Main office. (5)

JAMESTOWN

COUNTY SUPERVISOR'S OFFICE

Post Office Bldg., 222 5th Ave. S.

Stutsman County Courthouse, 300 3d Ave. S.

This office was established in 1936, and has jurisdiction over Stutsman and Kidder Counties. All papers are kept subject to instructions from State office. No records are sent to Washington.

154. CORRESPONDENCE, Jan. 1936 to date. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden box and 1 pasteboard box. NW. corner, basement. (158)

155. ENVELOPE FILE, Jan. 1936 to date. Includes WPA Forms 402, 403, 404, 600, and 602. Filed alphabetically. (Daily, official.) 6 x 8½ folders, and envelopes, 2 ft., in 1 wooden box. NW. corner, basement. (155)

156. INDIVIDUAL TIME REPORTS, Jan. 1936 to date. Reports for all projects. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 2 ft., in 1 wooden and 3 pasteboard boxes. NW. corner, basement. (157)

157. INFORMATION CARD FILE, 1936 to date. Alphabetical index of employees in each county, subdivided into active and inactive groups. Each card shows name and address, identification number, social security number, case number, parent, age, education, source of family income, and assignment date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden box. NW. corner, basement. (156)

158. GENERAL CORRESPONDENCE, May 1936 to date. Correspondence with NYA employees in Kidder and Stutsman Counties, and with applicants for work on NYA projects relative to work on projects, pay rolls, accidents, and time sheets. (Daily, official.) Filed chronologically. 9 x 12 folders, 6 in., in fiber drawer of transfer case. R. 4. (92)

159. OFFICIAL CORRESPONDENCE, Mar. 1936 to date. Correspondence with officials in the following offices: Kidder and Stutsman County welfare

offices, county WPA office, District NYA and WPA offices, and the NYA State office at Bismarck. (Daily, official.) Filed alphabetically. 9 x 12 folders, 1 ft., in fiber drawer of transfer case. R. 4. (91)

160. TRAVEL REPORT, May 16, 1936 to date. Copies of travel reports for the NYA County Supervisor, showing name of traveler, official station, destination, dates of travel, object of trip, and number of miles traveled. (Frequently, official.) Filed chronologically. 9 x 12 folders, $\frac{1}{2}$ in., in open wooden box. R. 4. (89)

161. WORK REPORTS, Apr. 1936 to date. Work reports of NYA timekeepers, showing number of hours worked in a given pay period, name of worker, number of hours worked each day, nature of work, and total number of hours worked in a given pay period. (Daily, official.) Filed chronologically. $8\frac{1}{2}$ x 11 sheets, 6 in., in open wooden box. R. 4. (85)

162. CERTIFICATIONS, ASSIGNMENTS, AND CANCELATIONS, May 1, 1936 to date. Includes (1) certifications showing that an individual was certified by the County Welfare Board and found eligible to work on NYA project; (2) an assignment slip showing that the district WPA Supervisor has assigned the individual to an NYA project; and (3) cancelations made by the County Welfare Office stating that the employee was no longer eligible to work on an NYA project. (Daily, official.) Filed alphabetically. 4 x 6 sheets, 10 in., in open wooden box. R. 4. (90)

163. COPIES OF PAY ROLLS, Apr. 1936 to date. Pay rolls for NYA workers in Kidder and Stutsman Counties sent to this office by the district NYA office at Fargo, showing project number, location of project, dates of pay roll, number of hours worked, names of workers, rate per hour, and total amount earned in a pay period. (Weekly, official.) Filed chronologically. $8\frac{1}{2}$ x 14 folded sheets, 1 ft. 1 in., in closed pasteboard box. R. 4. (88)

164. NYA CASE REFERRALS, Apr. 1936 to date. Consists of records of each NYA worker in Kidder and Stutsman Counties. Included are applications for employment, name and number of project on which employee is working, and all correspondence with the client. (Daily, official.) Filed alphabetically. 9 x 12 folders, 3 ft., in drawer of wooden transfer case, and in open wooden box. R. 4. (84)

165. REQUISITIONS FOR EMPLOYEES, Apr. 1936 to date. Copies of requisitions made to the District Office at Fargo for NYA workers showing requisition number, date, description of project, occupational title, wage class, number of workers needed, date effective, and place to report. (Seldom, official.) Filed chronologically. 8 x $10\frac{1}{2}$ sheets, 1 in., in fiber drawer of transfer case. R. 4. (93)

166. COPIES OF REQUESTS FOR SUPPLIES, (ALW-40), June 1936 to date. Copies of requests for supplies needed on NYA projects in Kidder and Stutsman Counties, showing quantity, description, name of county, and of supervisor, and date of requisition. (Seldom, official.) Filed chronologically. $8\frac{1}{2}$ x 11 sheets, $\frac{1}{2}$ in., in open wooden box. R. 4. (87)

167. RECEIPTS FOR CHECKS, Apr. 1936 to date. Receipts signed by NYA employees showing that payment was received by him for services on an

NYA project in Kidder or Stutsman Counties, showing name and project number, name of foreman, foreman's address, date when check was received, name of employee, check number, amount, and signature of employee. (Frequently, official.) Filed chronologically. $8\frac{1}{2}$ x 11 sheets, 2 in., in open wooden box. R. 4. (86)

LINTON

COUNTY SUPERVISOR'S OFFICE

Old County Courthouse
Dewey Ave. between 4th and 5th Sts.

This office was established in 1936. Useless papers after a period of time are destroyed. No records are sent to Washington. They are sent to Bismarck.

168. CANCELLATION AND CERTIFICATION, 1936 to date. Assignment slips, Form 325 and WPA Forms 600 and 602. Filed alphabetically. (Daily, reference.) 5 x 9 loose sheets, 1 ft., in steel file box. NW. corner, 1st floor. (14)

169. PAY ROLL REPORTS, COUNTY SUPERVISORS, 1936 - 1938. 502 Forms for county supervisor, and related correspondence, and NYA Form 104. (Semimonthly, official.) 14 x 17, 8 x $10\frac{1}{2}$ and 8 x $11\frac{1}{2}$ loose sheets, 3 in., in pasteboard box. NW. corner, 1st floor. (15)

170. WORKERS' FILE (DEAD), 1936 to date. WPA Forms 402, 403, and 404. Filed alphabetically. (Daily, official.) 6 x 9 folders, 2 ft. 6 in., in 1 wooden and 1 steel box. NW. corner, 1st floor. (12)

171. WORKER'S INDEX, 1936 to date. Card for each worker, showing project number and county. Filed alphabetically. (Semimonthly, official.) 4 x 6 cards, 1 ft., 6 in., in wooden box. NW. corner, 1st floor. (13)

172. BIOLOGICAL SURVEY, 1937 to date. News letters, drawings of birds and weeds, and description of project location. (Semimonthly, official.) $8\frac{1}{2}$ x 11 loose sheets, 3 in., in pasteboard file box. NW. corner, 1st floor. (18)

173. INDIVIDUAL TIME REPORTS, 1937 to date. NYA F and G 224. (Seldom, official.) 8 x $11\frac{1}{2}$ bundle, 1 ft., in wooden box. NW. corner, 1st floor. (16)

174. PAY ROLL REPORTS, 1937 to date. WPA Forms 709, 502, 401, 402, 403's and transmittals. Filed chronologically and numerically. (Daily, official.) 12 x 14 envelopes and bundles, 24 ft., in steel roller shelf. NW. corner, 1st floor. (10)

175. SUPERVISORS' LETTERS, 1937 to date. Letters from State Supervisors and assistant supervisor. (Frequently, official.) 8 x $10\frac{1}{2}$ loose sheets, 9 in., in 2 pasteboard file boxes and 1 steel file box. NW. corner, 1st floor. (17)

176. WORKERS' FILE (ACTIVE), 1937 to date. WPA Forms 402, 403, and 404. Filed alphabetically. (Daily, official.) 6 x 9 folders, 1 ft. 6 in., in wooden box. NW. corner, 1st floor. (11)

MANDAN

COUNTY SUPERVISOR'S OFFICE

Mandan City Hall
112 Collins Ave.

This office was probably established on January 1, 1935. Papers are destroyed periodically. Certain documents are sent to the State office at Bismarck, but none are sent to the Washington office.

177. ACTIVE AND INACTIVE WORK ASSIGNMENTS AND DISCHARGE SLIPS, July 1936 to date. Contains the workers' assignments to go to work, and Form 403, relating to their discharge. Filed alphabetically. (Daily, official.) 4 x 6 cards, 8 ft., in 4 drawers of box type file. SE. corner, 2d floor. (211)

178. GENERAL CORRESPONDENCE, OLD AND NEW, July 24, 1936 to date. Filed alphabetically. (Seldom, and daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of filing case. SE. corner, 2d floor. (210)

DISTRICT 4 OFFICE

Memorial Bldg., 300 1st St. NW.

This office was established in January 1936. Copies of all reports are sent to the State office in Bismarck, and to the Washington office when requested.

179. COPIES OF PURCHASE ORDERS, Jan. 1936 to date. Purchase orders for supplies and material to be used on NYA projects in this district; inspection sheets from county supervisors stating condition of items at the time they were received. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 6 in., in drawer of metal filing case. NYA main office. (187)

180. COPIES OF TIME SHEETS, Aug. 1936 to date. Time sheets from State NYA office relative to NYA workers in the district. Entered on these forms are: name of worker, identification number, occupation, hours worked, rate per hour, and total amount earned. Filed chronologically under each county. (Daily, official.) 9 x 14 sheets, 1 ft. 9 in., in 2 drawers of wooden filing case. NYA main office. (182)

181. FILE OF INACTIVE WORKERS, Feb. 1936 to date. Documents pertaining to former NYA workers. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. NYA main office. (183)

182. REPORTS ON PROJECTS, Jan. 5, 1936 to date. Reports relative to progress of projects, number of employees on projects, number of man-days worked, and approximately days needed to complete project. Filed numer-

ically by project number within each county. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. NYA main office. (184)

183. REQUISITIONS AND CORRESPONDENCE RELATIVE TO NYA WORKERS, Jan. 1936 - Oct. 1936. Requisitions from NYA county supervisors for laborers for projects, stating project number, kind and number of employees needed, and effective date; and related correspondence. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. NYA main office. (186)

184. REQUISITIONS FOR MATERIAL AND SUPPLIES, Jan. 1936 to date. Requisitions from county NYA officials for material and supplies needed on county NYA projects and for offices; and copies of requisitions of this office to the State office at Bismarck for these same items, showing name of county, number of project, date ordered, description and amount of each item, and destination. Filed alphabetically by county. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. NYA main office. (185)

MINOT

DISTRICT 3 OFFICE

Parker Motor Company, 117 1st. Ave. SE.

This office was established on January 6, 1936. Until August 10, 1936, the office was located on the second floor of Fauchald's Market, 12 N. Main St.; and on the latter date it was moved to its present location. Monthly reports are sent to the State office in Bismarck; no documents are sent to Washington. Prior to July, 1936, all NYA pay rolls and accounting work were handled by the District Works Progress Administration Office. Since then this work has been taken care of by the State Works Progress Administration Office at Bismarck.

185. MISCELLANEOUS COUNTY FILE, Jan. 1936 to date. Monthly reports, requisitions for workers, expense accounts submitted to NYA county supervisors, crew sheets or lists of workers on projects, and miscellaneous material. Filed chronologically within each county. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in wooden filing case. Main office. (167)

186. CORRESPONDENCE FILE, Jan. 6, 1936 to date. Correspondence with State WPA and NYA officials relative to travel, requisitions for supplies, pay rolls, and instructions on setting up and operation of projects. Filed chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case. Main office. (166)

187. PAY ROLLS, July 1936 to date. Copies of semimonthly pay rolls, the original of which was sent to the State WPA Office, prepared by supervisors of NYA projects in this district, listing employees, classification, hours worked, and amount due; also receipts signed by employees for salaries received. Filed chronologically within each county. (Weekly, official.) 9 x 14 folders, 1 ft., in wooden filing case. Main office. (168)

MOHALL

COUNTY SUPERVISOR'S OFFICE
 Memorial Courthouse
 Corner of Main and 5th Ave. N.

This office was established in September, 1935. It occupied the old courthouse until June 12, 1937, when it was moved to its present location. All papers are preserved. None are sent to Washington.

188. GENERAL CORRESPONDENCE, (c) Sept. 1935 to date. Correspondence with State offices and NYA workers; and financial records. Filed alphabetically. (Frequently, official.) 10 x 12 folders, pockets, loose-leaf books, and bundles, 6 ft. 2 in., in 2 steel and 1 wooden filing case, and 2 pasteboard boxes. SE. corner, 2d floor. (1)

189. GENERAL FILES, Sept. 1935 to date. Notices to report to work on projects, reclassification slips, data on active and inactive workers, and applications. Filed alphabetically. (Frequently, official.) 3 x 5, 5 x 8 cards and pockets, 3 ft. 8 in., in 1 card cabinet and 3 transfer cases. SE. corner, 2d floor. (2)

VALLEY CITY

COUNTY SUPERVISOR'S OFFICE
 County Courthouse, 6th Ave. N. and 7th St.

This office was established on March 17, 1936. No papers have been destroyed. Useless papers are burned. No records are sent directly to Washington.

190. CORRESPONDENCE, 1936 to date. Correspondence with Assistant Director of Finance and Statistics, State NYA Office, Assistant District Supervisor, and individuals, relative to NYA projects and activities. (Daily, official.) 8 x 10½ folders, 2 in., in small home-made filing case on supervisor's desk. General office. (48)

191. TIME REPORTS, Jan. 1937 to date. WPA Form 502 (Revised), relative to personal services on work projects, showing: name and location of agency and project, name of sponsor, date of pay period; numbers of pay roll, page, official project, and work project; type of work symbol, State Administrator's order number and date; name, sex, identification number, occupation and classification of employee, normal hours assigned for pay roll period, allowable time lost previously but not made up, maximum hours which can be worked, number of hours worked or lost each day, non-allowable time lost this period, actual hours worked for which payment is made, rate per hour, amount earned, allowable time lost and not made up, facts affecting pay status, and signatures of timekeeper and project superintendent. Attached is a mimeographed form listing NYA employees not shown on time report giving: date of end of pay period, WPA number, name of county or city, employee's name and identification number, and reason name did not appear on time report. Filed numerically. (Semimonthly, official.) 14 x 17 sheets, ¼ in., in home-made wooden filing case on superintendent's NYA desk. General office. (45)

192. INDEX OF TYPES OF NYA WORK, 1937 to date. Form NYA-WP-105, index of types of work done by youth on NYA projects, showing name of county and state, district number, and type of work (recreation, library, public service, home economics, research, manual crafts, arts, vocational, preparation of exhibits, agricultural, labor, instruction, miscellaneous). Filed chronologically. (Monthly, official.) $8\frac{1}{2}$ x 11 loose sheets, $1\frac{1}{5}$ in., in home-made filing case on supervisor's desk. General office. (47)

193. INFORMATION CARDS, Jan. 1937 to date. Includes a card for each NYA worker, showing names of parents; name, age, address, education, and case number of client; date of start of work, code number, rate of pay, date of Form 403 (if issued), name of timekeeper, and client's work record. Filed alphabetically. (Daily, official.) 5 x 6 cards, 5 in., in cardboard box. General office. (49)

194. NOTICES OF TERMINATION OF EMPLOYMENT, NOTICES TO REPORT FOR WORK ON PROJECT, AND RECLASSIFICATION SLIP, 1936 to date. Form 403, Notice of Termination of Employment, showing name, address, identification and case numbers, sex, and race of employee, whether certified or non certified, title of present occupation, location of project, effective date, reason for issuing 403, signature of person issuing order and approving official; Form 402, Notice to Report for Work on Project, showing name, address, identification and case numbers, sex and race of employee, whether certified or non certified, number of project transferred from, number of project transferred to, place, date, and hour to report for work, title of occupation, wage classification, signatures of placement officer, employee, and foreman; and date employee begins work. Form 404, reclassification slip, showing employee's name, address, and identification and case number, date, whether certified or non certified, relief district, present assigned occupation, its code number, wage rate, project number and address, occupation recommended, its code number, wage rate, explanation of reclassification, signatures of foreman or supervisor approving official and effective date. Filed alphabetically. (Occasionally, official.) 4 x 6 sheets, $2\frac{1}{2}$ in., on desk of superintendent of NYA. General office. (46)

WASHBURN

COUNTY SUPERVISOR'S OFFICE McLean County Courthouse

This agency was established July 1, 1935. Reports are sent to the State office at Bismarck.

195. TIME REPORT, Nov. 1, 1938 to date. Reports showing name of employee, identification number, occupational classification, hours worked or lost each day, rate of pay, and total earnings. Filed chronologically. (Daily, official.) 15 x 18 folders, 2 ft. in steel file drawer. Attic. (1)

196. NYA ASSIGNMENTS, July 1, 1935 to date. Assignment slips for each employee showing name and address, employment classification, and where to report. Includes records for Sheridan County. Filed alphabetically by name of employee. (Frequently, official.) $5\frac{1}{2}$ x $8\frac{1}{2}$ folders, 1 ft. 6 in., in pasteboard box. Attic. (2)

197. OFFICE CORRESPONDENCE, Nov. 1, 1938 to date. Copies of letters sent out from the office, individual time sheets, and original applications for employment. Filed alphabetically. (Frequently, official.) 8 x 10½ folders, 8 in., in wooden file drawers (4). Attic. (3)

198. INDIVIDUAL EARNINGS RECORDS, July 1, 1935 to date. Shows names and addresses of NYA employees, rate of pay per hour, occupation, total hours worked each month, and amount of earnings per month. Filed alphabetically by name of worker. (Frequently, official.) 5 x 8 folders, 1 ft. 6 in., in steel file drawer. Attic. (4)

WILLISTON

COUNTY SUPERVISOR'S OFFICE Williams County Courthouse

This office was established in January 1936. Monthly reports are sent to the District office at Minot. Time sheets for all NYA projects in Williams County are sent to the State Works Progress Administration Office at Bismarck. No records go to Washington directly.

199. ASSIGNMENT FILE (ACTIVE), Mar. 6, 1936 to date. WPA Form 402, assignment slips of workers who are still actively employed on NYA projects. Filed alphabetically. (Daily, official.) 4 x 6 sheets held together by rubber band, 1 in., in open cigar box. NW. corner room, court chamber. (102)

200. ASSIGNMENT FILE (INACTIVE), Jan. 28, 1936 to date. WPA Form 402, assignment slips for workers on NYA projects in this county; WPA Form 403, termination of employment of the individual on a given NYA project. Filed alphabetically. (Frequently, official.) 4 x 6 small sheets, 6 in., in open wooden cigar box. NW. corner room, court chamber. (103)

201. CARD FILE OF ACTIVE NYA ASSIGNMENTS, Mar. 6, 1936 to date. Two card files, each containing records of assignments of youths who are still working on NYA projects. Filed alphabetically and numerically (by identification number.) (Daily, official.) 3 x 5 cards, 4 in., in 2 wooden covered index files. NW. corner room, court chamber. (106)

202. CARD FILE OF ASSIGNMENTS AND REMOVALS, Jan. 28, 1936 to date. Each card contains a record of the date of assignment of an individual to an NYA project in this county. Also entered is the date of removal of the individual from the project. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 in., in open wooden cigar box. NW. corner room, court chamber. (107)

203. CHECK LISTS AND RECEIPT, Mar. 15, 1936 to date. Records of checks sent to NYA workers in this county, prepared every two weeks, showing amount of check, name and address of worker, identification number, check number, date sent, and notation that the check receipt was returned. Attached to each list are the signed check receipts. Filed chronologically. (Weekly, official.) 8½ x 11 large sheets (lists) and 4 x 8 small sheets (check receipts), 6 in., in 2 covered pasteboard boxes. NW. corner room, court chamber. (109)

204. NYA TIME REPORTS, Dec. 26, 1936 to date. WPA Form 502, time reports that were sent every two weeks to the State WPA Office at Bismarck, showing date of pay period, name of employee, identification number, type of work done, classification of worker, number of hours worked, rate per hour, and amount earned by employee (duplicates). Filed chronologically. (Semimonthly, official.) 14 x 17 sheets, 1/2 in., sheets held together by large clip and hanging on wall. NW, corner room, court chamber. (105)

205. OLD NYA TIME REPORTS, Feb. 1936 - Dec. 25, 1936. WPA Form 502, semiweekly time reports. The original reports prior to July 15, 1936, were sent to NYA District Office 3 at Minot. After July 15 they were sent to the State WPA Office at Bismarck. Show date of pay period, name of NYA employee, identification number, type of work done, classification, number of hours worked, rate per hour, and amount earned. Filed chronologically. (Seldom, official.) 14 x 17 sheets, 1 in., on shelf in an enclosed wooden cabinet. NW, corner room, court chamber. (104)

206. GENERAL CORRESPONDENCE, Mar. 15, 1936 to date. Correspondence with State NYA office, district NYA office, NYA workers, and project foreman in this county, relative to all NYA activities and business conducted by this office. Filed chronologically under each office or person. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in cardboard transfer case. Torn. NW, corner room, court chamber. (108)

207. ASSIGNMENT FILE (ACTIVE), Jan. 28, 1936 to date. WPA Form 403, assignment slips for workers on NYA projects in this county. Filed chronologically under project. Filed alphabetically under individual on a given NYA project. Filed alphabetically. (Frequently, official.) 4 x 6 small sheets, 6 in., in open wooden clear box. NW, corner room, court chamber. (107)

208. CARD FILE OF ACTIVE NYA ASSIGNMENTS, Mar. 6, 1936 to date. Two card files, each containing records of assignments of youths who are still working on NYA projects. Filed alphabetically and numerically (by identification number). (Daily, official.) 5 x 8 cards, 4 in., in 2 wooden covered index files. NW, corner room, court chamber. (106)

209. CARD FILE OF ASSIGNMENTS AND REMOVALS, Jan. 28, 1936 to date. Each card contains a record of the date of assignment of an individual to an NYA project in this county. Also entered is the date of removal of the individual from the project. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 5 in., in open wooden clear box. NW, corner room, court chamber. (107)

210. CHECK LIST AND RECEIPT, Mar. 15, 1936 to date. Records of checks sent to NYA workers in this county, prepared every two weeks, show the amount of check, name and address of worker, identification number, check number, date sent, and notation that the check receipt was returned. Attached to each list are the original check receipts. Filed chronologically. (Weekly, official.) 25 x 11 large sheets (list) and 4 x 8 small sheets (check receipts), 6 in., in 2 covered cardboard boxes. NW, corner room, court chamber. (109)

PART 8

THE UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

PAGE 8

THE UNITED STATES EMPLOYERS' COMPARISON COMMISSION

THE UNITED STATES EMPLOYEES' COMPENSATION COMMISSION

BISMARCKSTATE DIRECTOR'S OFFICE
State Capitol Bldg.

This office was established on April 10, 1937. There are no useless papers. No records are sent to Washington.

207. AO-702, Aug. 14, 1935 to date. Shows name and social security number of every worker in the State. (Daily, official.) $3\frac{1}{2}$ x $3\frac{1}{4}$ cards, 100 ft., in 48 trays of steel card cabinet. NE., wage slip section, 17th floor. (915)
208. STATISTICAL FILE, Aug. 14, 1935 to date. (Daily, official.) 3 x 5 cards, 50 ft., in 24 trays of steel card cabinet. E. central section, 17th floor. (917)
209. WAGE SLIP FILE, Aug. 14, 1935 to date. (Daily, official.) 4 x 6 cards, 90 ft., in 44 trays of steel card cabinet. NE., wage slip section, 17th floor. (916)
210. ADDRESSING MACHINE FILE, June 1, 1937 to date. Plates for addressing machine. (Daily, official.) 3 x 5 cards, 28 ft., in 16 trays of steel card cabinet. Wage slip section, 17th floor. (914)
211. ALPHABETICAL FILE, June 1, 1937 to date. (Daily, official.) 3 x 5 cards, 50 ft., in 30 trays of steel card cabinet. SE., field section, 17th floor. (911)
212. GENERAL FILE, June 1, 1937 to date. Liability reports to determine which employers are liable for unemployment compensation tax. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 80 ft., in 40 drawers of steel filing case. SE., field section, 17th floor. (912)
213. GEOGRAPHICAL FILE, June 1, 1937 to date. Designating state employee geographically by county and District. Filed geographically. (Daily, official.) 3 x 5 cards, 50 ft., in 30 trays of steel card cabinet. SE., field section, 17th floor. (910)
214. MISCELLANEOUS FILE, June 1, 1937 to date. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 8 ft., in 4 drawers of steel filing case. SE., field section, 17th floor. (913)

PUBLICATIONS
of the
North Dakota Historical Records Survey

County Inventories

17. Golden Valley. 1941. 114 pp.
29. Mercer. 1941. 125 pp.
53. Williams. 1938. 119 pp.

Special Publications

1. Abstract and Check List of Statutory Requirements for County Records. 1939. 151 pp.
2. Bibliography of Theses Prepared at the University of North Dakota. 1940. 68 pp.
3. Guide to Public Vital Statistics Records In North Dakota. 1941. 77 pp.
4. North Dakota Municipal Officials' Hand Book, 1940 Supplement. 1940. 62 pp.

North Dakota Federal Archives Inventory

- II. The Federal Courts. 1941. 23 pp.
- III. The Department of Treasury. 1941. 58 pp.
- IV. The Department of War. 1941. 17 pp.
- V. The Department of Justice. 1941. 4 pp.
- VII. The Department of Navy. 1941. 3 pp.

South Dakota Federal Archives Inventory

(Published by the North Dakota Historical Records Survey)

- II. The Federal Courts. 1941. 15 pp.
- III. The Department of Treasury. 1941. 12 pp.
- IV. The Department of War. 1941. 19 pp.
- VII. The Department of Navy. 1941. 4 pp.

