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INVENTORY OF

FEDERAL ARCHIVES

IN THE STATES

SERIES XI

THE DEPARTMENT OF LABOR

NO. 49

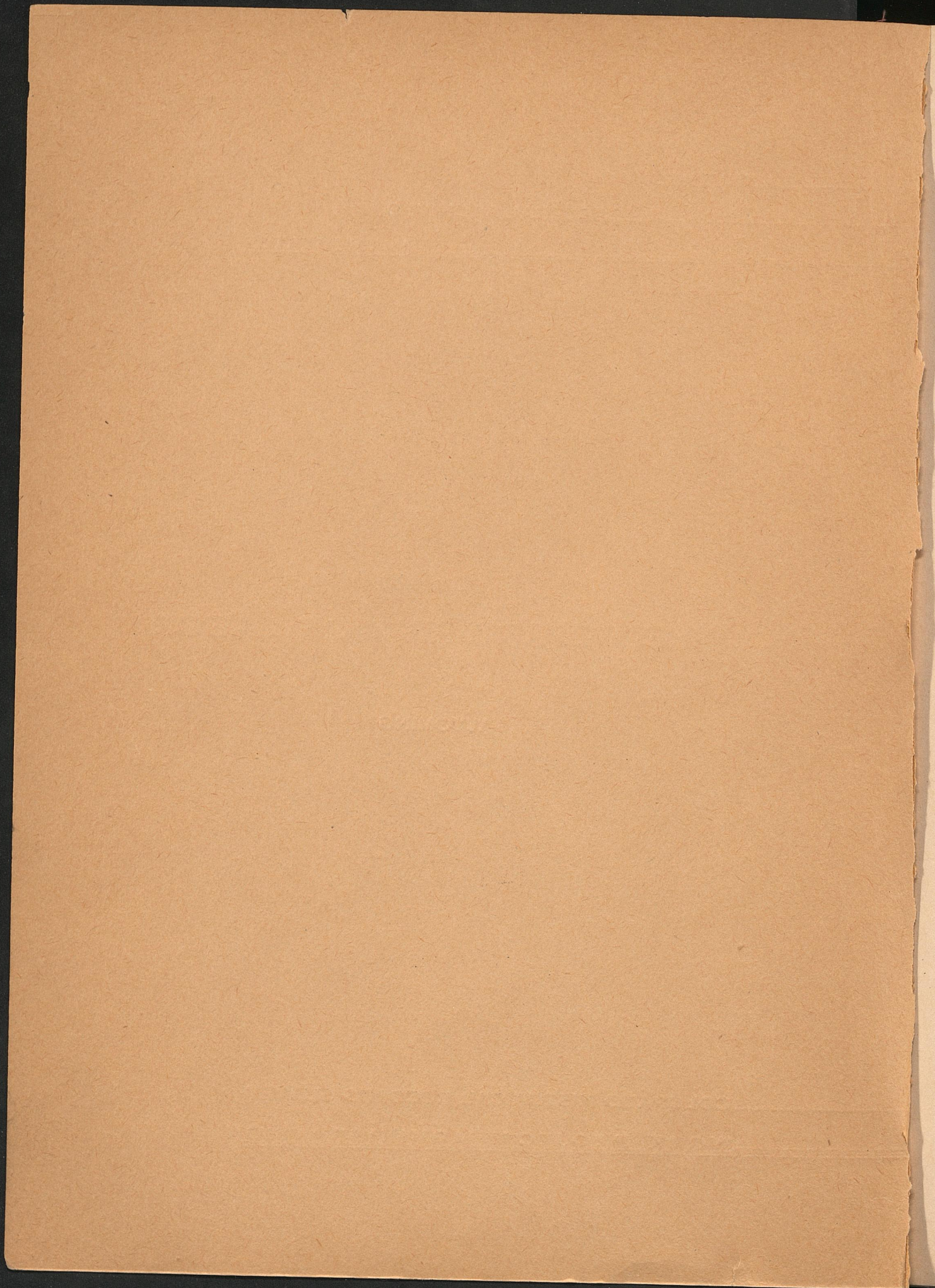
WYOMING

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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 XI. THE DEPARTMENT OF LABOR

NO. 49. WYOMING

DEPOSITORY

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Denver, Colorado
Colorado Historical Records Survey
1940

The Historical Records Survey

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PREFACE

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

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

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

In Wyoming the work of the Survey was under the direction of Mr. Clifford M. Sublette as Regional Director of the Survey of Federal Archives for Colorado and Wyoming, with Mr. Dan Greenburg as State Supervisor, from March 1936 until June 30, 1937. From July, 1937 until November, 1939, Mr. Sublette was State Supervisor of the Historical Records Survey for Colorado. He was then succeeded by Mr. Rush Razeo, Jr. This Inventory of the records of the Department of Labor in Wyoming was prepared in the Denver office of the Survey and was checked before mimeographing by Miss Elizabeth Edwards of the Washington office.

Rush Razeo, Jr., State Supervisor
Historical Records Survey Project
in Colorado

Denver, Colorado
September 1940

CONTENTS

	Page
The United States Employment Service	
Introduction	1
Buffalo, National Reemployment Service, District 2 Office	2
Casper, National Reemployment Service, Casper District Office . .	3
Casper, Veterans' Placement Representative	4
Cheyenne, National Reemployment Service, District 7 Office	4
Cody, National Reemployment Service, District Office	5
Douglas, Wyoming State Employment Service, Converse County Office	7
Evanston, National Reemployment Service, County Office	8
Gillette, National Reemployment Service, Campbell County Office	8
Greybull, National Reemployment Service, District 1 Office	9
Kemmerer, National Reemployment Service, Lincoln County Office	10
Lander, National Reemployment Service, District 4 Office	11
Laramie, National Reemployment Service, District 7 Office	12
Lusk, Wyoming State Employment Service, Niobrara County Office	14
Pinedale, National Reemployment Service, Sublette County Office	16
Rawlins, Wyoming State Employment Service, Carbon County Office	18
Rock Springs, National Reemployment Service, District 6 Office	20
Sheridan, National Reemployment Service, District Office	21
Thermopolis, National Reemployment Service, Hot Springs County Office	23
Torrington, National Reemployment Service, District 7 Office	24
Worland, National Reemployment Service, District 1 Office	25

THE UNITED STATES EMPLOYMENT SERVICEINTRODUCTION

The United States Employment Service was established by the Department of Labor in 1914 under authority derived from the statutory powers of the Division of Information of the Bureau of Immigration, where in 1907 a public employment system had been established in connection with the immigration station at New York. Prior to October 15, 1917 the United States Employment Service was conducted as a part of the Division of Information of the Bureau of Immigration. The funds necessary to carry on this work were taken from the immigration appropriations, and many of the field officers of the Bureau of Immigration acted in a dual capacity, both as Immigration and Employment officials. The United States Employment Service became a separate unit in the Department of Labor on January 3, 1918.

The present United States Employment Service, which succeeded the unit set up in 1918, was established by the Wagner-Peyser Act of June 6, 1933 and began operations on July 1, 1933. In setting up and maintaining a national system of employment, the USES operated through two types of offices - State Employment Service offices, established in accordance with the Wagner-Peyser Act and affiliated by agreement with the USES, and offices of the National Reemployment Service. The latter was an emergency agency set up in July 1933 as a division within the USES for the primary purpose of placing labor on projects financed with public works and emergency relief funds, although it also placed workers in private industry. The activities of the NRS and of the State employment offices were coordinated to prevent overlapping and as the facilities of the latter were enlarged, the offices and positions of the NRS were turned over to them. In Wyoming this transfer had been completed by the time the Survey of Federal Archives was made. On July 1, 1939 the USES became a unit of the Social Security Board and thereby part of the Federal Security Agency established by President Roosevelt's Reorganization Plan No. 1.

BUFFALONATIONAL REEMPLOYMENT SERVICE
DISTRICT 2 OFFICE
County Court House Bldg.
Main and Fort Sts.

This office began operations in 1933 at its present address. Its functions have remained the same, interviewing and placing applicants in private industry and on WPA employment. The volume of business varies with the seasons, registrations being higher and placements lower in the winter than during the summer months. Close cooperation with all government agencies, particularly with the local WPA and welfare offices, is maintained. No records have been lost or destroyed. All reports are sent to Sheridan, Wyoming, District Headquarters for this office.

1. CANCELLATION OF CERTIFICATE OF ELIGIBILITY, 1932 to date. Form 602, record of clients who have left the county or state, obtained social security pensions, deceased, and for other unknown reasons. (Frequently, official.) 6 x 8 covers, 1 ft., in drawer of steel filing case. 2d floor, SW. (42)

2. CASE CHANGE RECORD, 1932 to date. Form 601; case number, old and new address, number of persons in case, and changes in list of eligible workers. Filed alphabetically. (Frequently, official.) 6 x 8 covers, 1 ft., in drawer of steel filing case. 2d Floor, SW. (43)

3. PLACEMENT REPORT, 1932 to date. Form 301: occupational code number, division or district number, office from which report is made, address, and name of interviewer who compiled report. (Frequently, official.) 8 x 10 forms, 6 in., in drawer of steel filing case. 2d floor, SW. (38)

4. REGISTRATIONS, ACTIVE, 1932 to date. Name, occupational classification, experience, and secondary classification of work desired. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of steel card cabinet. 2d floor, SW. (46)

5. REGISTRATIONS, INACTIVE, 1932 to date. Of people registered and now working, gives status, abilities, and types of present employment. Filed by classification. (Daily, official.) 4 x 6 cards, 1 ft., in drawer of steel card cabinet. 2d floor, SW. (45)

6. RELIEF CASES CERTIFIED, 1932 to date. WPA Form 402, reassignment slip, noting employee's name, identification number, date, case number, relief district, age, sex, time, occupation, and reassignments from one project to another, date, description of project, and where located, with names of foreman and of reassignment official. (Daily, official.) 6 x 8 covers, 1 ft., in drawer of steel filing case. 2d floor, SW. (44)

7. REPORT OF APPLICATIONS, DAILY, 1932 to date. Form 500: office and address where report is made, interviewer, name of person who compiled report, kind of entry, applicant's identification number, and industrial and occupational code numbers. Filed chronologically. (Daily, official.) 4 x 8 forms, 6 in., in drawer of steel filing case. 2d floor, SW. (39)

8. SUMMARY OF ACTIVITIES, 1932 to date. Weekly report to Washington, listing number of people interviewed, placements, subtraction and addition of employees on lists, type of work secured, etc. (Frequently, official.) 8 x 10 bundles, 6 in., in drawer of steel filing case. 2d floor, NW. (41)

9. TALLY SHEET, 1932 to date. Form 1, status of applicants and work relief clients; Form 5910, showing if client is working, kind of work, employer, work relief status, and remarks. (Frequently, official.) 8 x 10 bundle, 6 in., in drawer of steel filing case. 2d floor, SW. (40)

CASPER

NATIONAL REEMPLOYMENT SERVICE
CASPER DISTRICT OFFICE
Old Post Office Bldg.
Wolcott and 2d Sts.

This office was established in August, 1933, with quarters in the Turner-Cottman Building, 130 West Second Street. In January, 1934 it was moved to the Yessness Building, 114 West Second Street. On May 1, 1934, it moved to its present address. It became the Casper District Office in April, 1934, with administrative jurisdiction over Carbon, Converse, and Natrona counties, the local offices being in Rawlins, Douglas, and Casper. This office works in close cooperation with the other government agencies, especially the local welfare and WPA office in the matter of certification of eligibility and placement of workers on WPA projects. No records have been lost or destroyed.

10. FISCAL FILE, Aug. 1933 to date. Reports and correspondence concerning pay rolls, telegraph and telephone expense, office equipment rentals, director's expense vouchers, incidental expenses, and all district office expense records. See addenda for list of subjects. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{4}$ folders, 5 ft., in 2 drawers of steel filing case. R. 1. (117)

11. GENERAL FILE, Aug. 1933 to date. Correspondence, reports, and tabulations regarding clientele, labor disputes, publicity, migration of labor, orders for workers, pay rolls, and personnel records. See addenda for list of subjects. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{4}$ folders, 8 ft., in 4 drawers of steel filing case. R. 1. (116)

12. STATISTICAL FILE, Aug. 1933 to date. Reports and correspondence relative to openings and placements of individuals. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{4}$ folders, 2 ft. 6 in., in drawer of steel filing case. R. 1. (115)

VETERANS' PLACEMENT SERVICE
VETERANS' PLACEMENT REPRESENTATIVE
Old Post Office Bldg.
2d and Wolcott Sts.

This office was established at its present address on June, 1934, for the purpose of aiding unemployed veterans in the state to secure employment. Projects are financed from funds of the Public Works Administration under the National Industrial Recovery Act.

13. GENERAL FILE, June, 1934 to date. Correspondence with veteran organizations throughout U. S., and with O. D. Hollenback, Washington, D. C. See addenda for list of subjects. Filed by subject. (Daily, official.) $9\frac{1}{2}$ x 11 folders, 3 ft., in 2 drawers of steel filing case. R. 2. (50)

CHEYENNE

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 7 OFFICE
City and County Annex Bldg.
Pioneer and 19th Sts.

This office was established in 1933 with quarters in the City and County Building until August, 1935, when it was moved to the present address. The purpose of this office, financed jointly from Federal and State funds, is interviewing, registering, and placing relief applicants under WPA employment and in private industry.

The NRS was reorganized in April, 1934. The Cheyenne District Office had an active jurisdiction over Laramie, Albany, Platte, and Wheatland counties. February 1, 1935, Niobrara County was added to the jurisdiction of the Cheyenne office, and the personnel of the various offices remained the same. Substations for the district are located in Cheyenne, Laramie, Wheatland, Torrington, and Lusk. Close cooperation is maintained with the various local Welfare and WPA offices. Information is supplied to the NYA and CCC as to openings in private industry and their qualified enrollees are placed whenever possible. No records of this agency have been lost or destroyed.

14. EMPLOYERS, 1933 to date. Forms 315 and 316, industrial and domestic service cards: requisitions by private employers for workers, listing position offered, applicant referred, and result of interview. Filed alphabetically. (Daily, official.) 4 x 6 folders, 2 ft., in 2 drawers of steel card cabinet. R. 1. (458)

15. GENERAL CORRESPONDENCE, 1933 to date. With employers regarding the qualifications of applicants for positions. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 6 in., in drawer of steel filing case. R. 1. (465)

16. PERSONNEL, Aug. 1, 1935 to date. Applicant's relief status, name, address, and work classification. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel card cabinet. R. 1. (462)
17. REGISTRATIONS, 1933 to date. Form 321, giving complete work history of applicant. Filed by occupation. (Daily, official.) 5 x 8 cards, 4 ft. 2 in., in 4 drawers of steel filing case. R. 1. (464)
18. STATISTICAL FILE, 1933 to date. Form 300, daily report, showing occupations and industries having the greatest number of unemployed; Form 301, showing occupations and industries absorbing most unemployed; and Form 302, weekly summary of Forms 300 and 301 and other activities of the office. Filed by county. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. R. 1. (459)
19. CERTIFICATION OF ELIGIBILITY, 1935 to date. Form 600, showing whether applicant received relief prior to or after May 1935, and giving date of certification; WPA Forms 402 and 403 are attached to certification slips of workers assigned. Filed alphabetically. (Daily, official.) 5 x 8 folders, 1 ft. 8 in., in 2 drawers of steel card cabinet. R. 1. (461)
20. REQUISITIONS, 1935 to date. WPA Form 401, requisitions for workers for projects; attached is Form 325, assignment slip of worker. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 1 in., in drawer of steel filing case. R. 1. (460)
21. CANCELLATION OF CERTIFICATION OF ELIGIBILITY, Jan. 1, 1936 to date. FERA Form 602, used for cancelling Form 600; WPA Form 403 also attached, used to remove applicant's name from pay roll. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in 3 pasteboard boxes. R. 1. (463)

CODY

NATIONAL REEMPLOYMENT SERVICE
DISTRICT OFFICE
First National Bank Bldg.
1125 - 13th St.

The Park County office began operations in 1933. The first offices were in the Date Building. In December, 1934 they were moved to the United States Post Office. In November of 1935 they transferred to their present address. In April, 1934 the NRS was reorganized with a system of district offices covering several counties and branch offices in all counties. The Cody District Office has administrative jurisdiction over Washakie, Big Horn, and Park counties.

The District and Park County offices are located together in the town of Cody; Big Horn and Washakie Counties are served by offices located at

Greybull and Worland. No records have been lost or destroyed. Reports are sent to Washington.

22. APPLICATIONS, 1933 to date. Form 310, pink card for veterans and white for non-veterans, and Form 311, for women: name, work qualified for, occupational classification, employment record, education, and placement and referral record. 3 x 5 card index. (Frequently, official.) 5 x 3 cards, 4 ft., in 3 drawers of wooden card cabinet. R. 1. (45)

23. CERTIFICATIONS AND ASSIGNMENTS, 1933 to date. FEERA Form 600, certification of eligibility; FEERA Form 601, notice of case change; WPA Form 325, assignment slip; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 1. (47)

24. CORRESPONDENCE, 1933 to date. Letters and telegrams of instructions and procedure from Washington, and from other state reemployment offices requesting certain types of workers; also correspondence concerning applicants. Filed chronologically. (Occasionally, official.) 9 x 11 3/4 folders, 4 ft., in 2 drawers of steel filing case. R. 1. (48)

25. IDENTIFICATION CARDS, 1933 to date. Form 350, showing applicant's occupational classification. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 ft., in 2 drawers of wooden card cabinet. R. 1. (46)

26. OFFICE MANUAL, 1933 to date. Instructions for industrial classification and codes; used to classify applications and placements. (Frequently, official.) 9 1/2 x 12 vols. (8), 10 in., in desk drawers. R. 1. (43)

27. STATISTICAL REPORTS, 1933 to date. Form 300, daily report of applications; Form 301, report of placements; Form 302, summary of activities; also weekly report of other offices in district. Filed chronologically. (Frequently, official.) 9 1/2 x 11 3/4 folders, 4 ft., in 2 drawers of steel filing case. R. 1. (41)

28. WPA BULLETINS, 1936. Instructions and procedures on WPA assignment slips. (Frequently, official.) 9 1/2 x 12 loose-leaf books (6), 1 ft., in desk drawers. R. 1. (42)

29. JOB DESCRIPTION, 1936 to date. Describes jobs found on several construction projects. Indexed. (Frequently, official.) 9 1/2 x 12 vols. (5), 8 in., in desk drawer. R. 1. (44)

DOUGLASWYOMING STATE EMPLOYMENT SERVICE
CONVERSE COUNTY OFFICE
Douglas National Bank Bldg.
112 N. 2d St.

This office was established August 6, 1933, as a National Reemployment Service office. In 1935 it came under the jurisdiction of the Wyoming State Employment Service. The first office was located in the United States Post Office Building until August, 1934, when it was moved to the First State Bank Building. In June, 1936, it moved to its present address. Close cooperation is maintained with government agencies and private industry. The agency also works in close harmony with the WPA and PWA. No records have been lost or destroyed. Copies of all reports go to Washington through the Casper District Office.

30. APPLICATIONS, 1933 to date. Forms 310, 311, and 326-A, complete history of applicant, with qualifications and past employment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 4 drawers of wooden card cabinet. R. 8. (5)

31. CORRESPONDENCE, 1933 to date. Regarding administrative problems of district and state headquarters, labor problems, employers, publicity, clients, etc. Filed by subject. (Frequently, official.) 10 x 12 folders, 2 ft. in 2 drawers of wooden filing case. R. 8. (1)

32. EMPLOYER'S ORDER, 1933 to date. Form 315, qualifications of workers required by employers of private industry; Form 316, domestic service requirements; Form 330, relations with employers; and Form 331, record of dealings with individual employers. Filed alphabetically. (Daily, official.) 10 x 12 folders, 8 in., in drawer of wooden filing case. R. 8. (3)

33. GENERAL APPLICANT FILE, 1933 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification; Form 325, original assignment slip; Form 340, notice of placements, Form 360, notice of failure to report; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Filed alphabetically. (Daily, official.) 5 x 8 cards and 4 x 6 slips, 3 ft. 4 in., in drawers of wooden card cabinet. R. 8. (7)

34. MASTER INDEX, 1933 to date. Form 321, information on each applicant. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of wooden card cabinet. R. 8. (6)

35. REQUISITIONS, 1933 to date. WPA Form 401, used by all WPA and PWA projects to notify office of employment needs. Filed by project and numerically. (Frequently, official.) 10 x 12 folders, 10 in., in drawer of wooden filing case. R. 8. (4)

36. STATISTICAL REPORTS, 1933 to date. Form 300, number of relief registrations and placements; Form 301, number of placements other than relief; Form 302, summary of all placements. Filed chronologically. (Frequently, official.) 10 x 12 folders, 8 in., in drawer of wooden filing case. R. 8. (2)

EVANSTON

NATIONAL REEMPLOYMENT SERVICE
COUNTY OFFICE
Federal Building
10th and Center Streets

This office was established in 1933 as a part of the public employment office for the interviewing and placing of relief applicants on WPA employment and in private industry. Close cooperation is maintained with all government offices in the territory, and especially with the local welfare and WPA offices. No records have been lost or destroyed. All reports are sent to the District Office at Rock Springs, Wyoming.

37. GENERAL FILE, ACTIVE, Nov. 1933 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of eligibility; Form 325, assignment slip; WPA Form 402, reassignment slip; and WPA Form 403, notice of change of work status; also correspondence. See addenda. (Frequently, official.) 8 x 11 envelopes, 2 ft., in drawer of steel filing case. R. 202. (32)

38. GENERAL FILE, INACTIVE, Nov. 1933 to date. Correspondence and records on applicants who have obtained private employment, left the state, or for any other reason are no longer available for employment. (Rarely, official.) 8 x 11 envelopes, 1 ft., on floor. R. 202. (33)

GILLETTE

NATIONAL REEMPLOYMENT SERVICE
CAMPBELL COUNTY OFFICE
City Hall, Gillette Ave. and 4th St.

This office was established January 1, 1934 with quarters at the present address. It is under the supervision of the District Office at Sheridan, Wyoming. No records have been lost or destroyed.

39. REQUISITIONS, STATISTICAL CARDS, May 1934 - Aug. 1935. Record of relief granted to clients, direct, indirect, and work relief. (Never.) 8½ x 11 cards, 1 ft., in drawer of wooden filing case. Basement, NE. (18)

40. CERTIFICATION AND ASSIGNMENT RECORDS, 1934 to date. Form 350, identification card, showing name, address, age, occupation, date of registration, and identification and classification numbers of applicant for employment; FERA Form 600, certification of eligibility; Form 325, assignment slip, used when applicant is assigned to WPA or other agency employment; WPA Form 404, reclassification slip, notice of occupational reclassification of worker; FERA Form 601, notice of case change, notice from certification officer of any change in eligibility of applicant or members of family for work relief; WPA Form 402, reassignment slip, notice of reassignment to previous WPA employment. Filed alphabetically. (Frequently, official.) 5 x 8 cards and papers, 2 ft., in drawer of wooden filing case. Basement, NE. (15)

41. CORRESPONDENCE AND BULLETINS, 1934 to date. Between district office, employers, and other departments, regarding CCC records, list of relief clients, rating of placements, requisitions for supplies, financial records, etc. (Frequently, official.) 9 x 15 folders, 2 ft., in drawer of wooden filing case. Basement, NE. (14)

42. OCCUPATIONAL CLASSIFICATION, 1934 to date. Record of applicants for employment with description of individual. Filed by work classification. (Frequently, official.) 3 x 5 cards, 1 ft. 3 in., in drawer of wooden card cabinet. Basement, NE. (17)

43. REGISTRATIONS, 1934 to date. Form 321, registration card of each applicant for employment, and record of past employment and all placements by this office; registrations not renewed monthly and those of applicants employed at more than security wage are in the inactive file. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in 2 desk drawers. Basement, NE. (16)

GREYBULL

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 1 OFFICE
National Reemployment Service
200 S. 6th St.

This office began operations in 1933, at Basin, Wyoming, and moved to its present address in 1934. From 1933 to 1935, a substation was in operation at Lovell, Wyoming, but is no longer in existence. District Headquarters for this office is at Cody, Wyoming. No records have been lost or destroyed. Daily and weekly reports are sent every month to Washington.

44. APPLICATION AND IDENTIFICATION CARDS, 1933 to date. Name, reference, and experience of all registrants for work. 3 x 5 card indexes. (Frequently, official.) 5 x 8 and 3 x 5 cards, 6 ft., in 4 drawers of wooden card cabinet. R. 1. (4)

45. BULLETINS, 1933 to date. Covers administration policy, FWA regulations, fiscal, clearance, veterans, statistics, relief administration, vocational education, rehabilitation, and NRS rules and regulations. Filed chronologically. Indexed. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 1 ft., on wooden shelf. R. 1. (2)

46. CORRESPONDENCE, 1933 to date. Between reemployment district and state offices, regarding applications and identification cards. (Rarely, official.) $9\frac{1}{2}$ x 12 folders, 1 ft., in drawer of steel filing case. R. 1. (1)

47. REPORTS, July 1934 to date. On applications and placements, and summary of activities. Filed chronologically. (Rarely, official.) $9\frac{1}{2}$ x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 1. (3)

KEMMERER

NATIONAL REEMPLOYMENT SERVICE
LINCOLN COUNTY OFFICE
City Hall

This office was established in March, 1934 with quarters at the present address. No records have been lost or destroyed. Reports are sent to Washington.

48. APPLICATIONS, 1934 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification; Form 325, assignment slip; Form 340, notice of placement; Form 360, notice of failure to report; WPA Form 402, reassignment slip; WPA Form 403, notice of change in work status; and WPA Form 404, reclassification slip. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., in drawers of wooden card cabinet. R. 17. (30)

49. APPLICATIONS, 1934 to date. Record of each applicant, showing history, education, experience, and placements. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft. 6 in., in 4 drawers of wooden card cabinet. R. 17. (32)

50. CORRESPONDENCE, 1934 to date. Between State Director, other federal agencies, and private employers, regarding labor problems, administration, etc. Filed by subject. (Daily, official.) 10 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 17. (36)

51. EMPLOYER'S ORDER, 1934 to date. Form 315, giving qualifications of workers required by private employers; Form 316, for domestic service; Form 330, record of relations with employers; and Form 331, record of dealings with individual employers. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 17. (34)

52. MASTER INDEX, 1934 to date. Form 321, showing where information concerning applicants may be found. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in 4 drawers of wooden card cabinet. R. 17. (31)

53. REQUISITIONS, 1934 to date. WPA Form 401, used by all projects for employment needs. Filed by project. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 17. (33)

54. STATISTICAL REPORTS, 1934 to date. Form 300, number of relief registrations and placements; Form 301, number of other placements; Form 302, summary of all placements. Filed chronologically. (Frequently, official.) 10 x 12 folders, 1 ft. 6 in., in 2 drawers of steel filing case. R. 17. (35)

LANDER

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 4 OFFICE
Post Office and Court House Bldg.
3d and Lincoln Sts.

This office was established July 1, 1933, with quarters in the U. S. Post Office Building until 1935. In 1935, it moved to the Oswald Building, remaining there until 1936 when they moved to their present address. No records have been lost or destroyed.

55. APPLICATIONS, ACTIVE, July 1, 1934 to date. Applicants available for employment, showing type or work applicant can do. Filed alphabetically. (Daily, official.) 5 x 8 cards, 8 in., in drawer of wooden card cabinet. R. 238-239. (87)

56. APPLICATIONS, CLOSED, July 1, 1934 to date. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 2 in., in drawer of wooden card cabinet. R. 238-239. (90)

57. APPLICATIONS, INACTIVE, July 1, 1934 to date. For applicants no longer available for employment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 8 in., in drawers of wooden card cabinet. R. 238-239. (89)

58. APPLICATIONS, PENDING, July 1, 1934 to date. Record of those referred to positions, but verification of employment not yet received. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. R. 238-239. (88)

59. EMPLOYER'S ORDER, July 1, 1934 to date. Requests for workers. See addenda. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 ft. 5 in., in drawer of wooden filing case. R. 238-239. (94)

60. GENERAL CORRESPONDENCE, July 1, 1934 to date. Concerns clientele, headquarters, labor clearance, employer, statistical, publicity, local political subdivision, fiscal, public works, relief administration, and miscellaneous; also reports. Filed alphabetically. (Daily, official.) 9 x 11 3/4 folders, 2 ft., in drawer of wooden filing case. R. 238-239. (96)

61. MASTER INDEX, July 1, 1934 to date. Information on all applicants registered with this office. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft. 4 in., in drawer of steel filing case. R. 238-239. (95)

62. ASSIGNMENTS, May 1935 to date. WPA Form 325, assignment slip; WPA Form 403, notice of change in work status; WPA Form 402, reassignment slip; Form 360, notice of failure to report or refusal to accept referral; and Form 340, notice of placement. See addenda. Filed alphabetically. (Daily, official.) 4 x 6 forms, 1 ft., in drawer of wooden filing case. R. 238-239. (93)

63. CERTIFICATION OF ELIGIBILITY, May 1935 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 sheets, 1 ft., in drawer of wooden filing case. R. 238-239. (92)

64. REQUISITIONS, May 1935 to date. WPA Form 401, request for workers. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ forms, 10 in., in drawer of wooden filing case. R. 238-239. (91)

LARAMIE

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 7 OFFICE
Albany County Court House Bldg.
5th and Grand Ave.

This office began operations in July, 1933. None of its records have been lost or destroyed. It operates through the District Headquarters at Cheyenne, Wyoming.

65. GENERAL FILE, INACTIVE, 1933 to date. Daily progress and placement reports, lists of referrals, tally sheets, work sheets, old manual of procedure, and department bulletins. (Rarely, official.) 9 x 12 and 9 x 15 folders, 2 ft., in drawer of wooden filing case. R. 103. (124)

66. INDEX, 1933 to date. Of all registrations and certifications, giving name, address, occupation, classification number, and dated record of active or inactive status of applicant. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 3 ft. 8 in., in built-in trays of wooden table. R. 103. (126)

67. REFERRALS, 1933 to date. Of applicants to employers needing workers, other than WPA, and returned by the employer with notation concerning his acceptance, etc. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 2 ft., in built-in trays of wooden table. R. 103. (135)

68. REGISTRATIONS, 1933 to date. All applicants applying for WPA employment. Filed by occupation. (Older records, never; current records, frequently, official.) 5 x 8 cards, 7 ft., in built-in trays of wooden table. R. 103. (127, 128, 129)

69. EMPLOYERS' REQUISITIONS, 1934 to date. Record of all workers supplied to employers other than WPA. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 $\frac{1}{2}$ in., in built-in tray of wooden table. R. 103. (134)

70. RENEWALS AND REINTERVIEWS, 1934 to date. Renewal of registration by applicants, and requests to call for another interview. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft. 6 in., in wooden box on desk. R. 103. (130)

71. CERTIFICATION OF ELIGIBILITY, 1935 to date. Notice of placement in private industry; reassignment slip; change in work status; reclassification; and notice of case change. See addenda. 3 x 5 card index. (Frequently, official.) 5 x 8 forms, 2 ft. 6 in., in built-in trays of wooden table. R. 103. (131)

72. CERTIFICATION OF ELIGIBILITY, CANCELLED, 1935 to date. Filed alphabetically. 3 x 5 card index. (Rarely, official.) 5 x 8 forms, 6 in., in wooden box on desk. R. 103. (185)

73. CERTIFICATION OF ELIGIBILITY, TRANSIENTS, 1935 to date. For men in transient relief camps; notice of cancellation attached to cancelled cases. Filed alphabetically. 3 x 5 card index. (Occasionally, official.) 5 x 8 forms, 6 in., in wooden box on desk. R. 103. (186)

74. GENERAL FILE, 1935 to date. Requisitions for workers with assignment slips for placement on WPA projects and for private industry, correspondence, certificate of residence, time and work sheets, etc. See addenda. (Frequently, official.) 9 x 15 folders, 5 ft., in 2 drawers of steel filing case. R. 103. (123)

75. IDENTIFICATION CARD, 1935 to date. Name, address, age, occupation, date of registration, and identification and classification numbers. Filed numerically. (Rarely, official.) 3 x 5 cards, 3 ft. 8 in., in built-in trays of wooden table. R. 103. (125)

LUSKWYOMING STATE EMPLOYMENT SERVICE
NIOERARA COUNTY OFFICE
Gibson Bldg., Main St.

This office was established November 1933 under the National Reemployment Service. It affiliated with the Wyoming State Employment Service in 1935. The first offices were in the Armory Building until 1934 when they were moved to the County Court House, moving to the present location in 1935. The work of the office consists in registering of all the unemployed in the state and endeavoring to place the applicants in private industries, or on projects of the WPA and PWA. No records have been lost or destroyed.

76. APPLICATIONS, Nov. 1933 to date. Form 350, applicant's identification card, client's name and address, identification number, age, height, weight, classification, date of registration, and district number. Filed numerically. (Daily, official.) 3 x 5 cards, 9 in., in drawer of wooden card cabinet. R. 6. (15)

77. CLEARANCE REPORTS, Sept. 1934 to date. Instructions, forms, clearance requests, orders closed and open, weekly bulletins, and employment service records. Filed by subject and numerically. (Frequently, official.) 9 x 11 folders, 2 in., in drawer of wooden filing case. R. 6. (19)

78. CORRESPONDENCE, Sept. 1934 to date. With local and foreign applicants, regarding employment. (Frequently, official.) 9 x 11 folders, 1 in., in drawer of wooden filing case. R. 6. (18)

79. EMPLOYEE CORRESPONDENCE, Sept. 1934 to date. With applicants regarding placements. Filed alphabetically. (Rarely, official.) 9 x 11 folders, $\frac{1}{2}$ in., in drawer of wooden filing case. R. 6. (21)

80. GENERAL CORRESPONDENCE, 1934 to date. With WPA officials pertaining to fiscal matters and labor relations, with applicants pertaining to employment, and with other government agencies. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 6. (27)

81. EMPLOYER'S ORDERS, Sept. 1934 to date. Form 315: name of employer or firm, address, education and experience required, personality, classifications, code, nationality, placement and referral record, and summary action. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 4 in., in drawer of wooden filing case. R. 6. (11)

82. FIRM VISITS, CUMULATIVE RECORD, Sept. 1934 to date. Employer's order cards; name of firm, address, head of firm, number of men working, working conditions, training facilities for employees, minimum and maximum amount of compensation allowed, impression of employer, and worker's

attitude toward public employment service. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, $1\frac{1}{2}$ in., in pasteboard box. R. 6. (24)

83. HEADQUARTERS' CORRESPONDENCE, Sept. 1934 to date. Between State Director and Veterans' Placement representative regarding agency activities. Filed alphabetically. (Daily, official.) 9 x 11 folders, 1 in., in drawer of wooden filing case. R. 6. (23)

84. INTER AND INTRA DISTRICT CORRESPONDENCE, Sept. 1934 to date. With other district offices, on administrative problems. Filed alphabetically by district. (Frequently, official.) 9 x 12 folders, 3 in., in drawer of wooden filing case. R. 6. (25)

85. MASTER INDEX, Sept. 1934 to date. Form 321, name and address of client, occupational classification with code number, date of registration, and date employed. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 in., in drawer of wooden card cabinet. R. 6. (16)

86. PENDING CLIENTS, Sept. 1934 to date. Form 310, skilled industrial and general labor, and Form 311, commercial and professional workers: show new applications filled, applications cancelled, number of openings, placements, applications renewed, references, name of client, address, nationality, date, employment record, education, and date of placement. Filed by classification. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of wooden card cabinet. R. 6. (12)

87. PWA CORRESPONDENCE, 1934 to date. With officials and contractors who received bids for PWA work. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in drawer of wooden filing case. R. 6. (26)

88. REGISTRATIONS, CLOSED, Sept. 1934 to date. Forms 310, 311, 312, for people not interviewed for 2 years. Filed alphabetically. (Rarely, official.) 5 x 8 cards, $8\frac{1}{2}$ in., in drawer of wooden filing case. R. 6. (14)

89. REGISTRATIONS, INACTIVE, Sept. 1934 to date. USES Forms 310, 311, 312, for individuals successful in obtaining private employment, showing name of client, date of registration, address, nationality, residence, height, weight, employment record, education, date of placement, work fitted for, and references. Filed by classification. (Daily, official.) 5 x 8 cards, 7 in., in drawer of wooden filing case. R. 6. (13)

90. REQUISITION FOR WORKERS, 1934 to date. WPA Form 401, used by projects to notify agency of employment needs. (Daily, official.) 9 x 15 folders, 1 ft., in drawer of wooden filing case. R. 6. (28)

91. STATISTICAL REPORTS, Sept. 1934 to date. To the main office and NEC regarding new applications, openings, placements, summary of activities, financial transactions, and statistical and special reports. Filed by subject and numerically. (Daily, official.) 9 x 11 folders, 4 in., in drawer of wooden filing case. R. 6. (20)

92. PRESENTATION CARD, Mar. 1935 to date. Form 320, of applicant to prospective employer, showing project number, name of applicant, type of work, and result of interview. Filed alphabetically. (Rarely, official.) 3 x 5 cards, $8\frac{1}{2}$ in., in pasteboard box. R. 6. (17)

93. WPA CASE RECORDS, Aug. 1935 to date. FEPA Form 600, certification of eligibility; FEPA Form 601, notice of case change; FEPA Form 602, cancellation of certification; WPA Form 402, notice to report for work on project; WPA Form 403, notice of termination of employment; and WPA Form 404, reclassification slip. Filed alphabetically. (Rarely, official.) 5 x 8 folders, 2 ft., in drawer of wooden filing case. R. 6. (22)

PINEDALE

NATIONAL REEMPLOYMENT SERVICE
SUBLETTE COUNTY OFFICE
Court House, Pine and Tyler Sts.

This office was established in November of 1933 with offices at its present address. It is under the jurisdiction of the Rock Springs District Office. No records of this office have been lost or destroyed.

94. INDEX AND IDENTIFICATION CARDS, 1933 to date. Form 321, listing name, address and occupational classification of applicants; and Form 350, showing applicant's identification number and classification. Filed alphabetically; identification cards numerically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. SW. room, 2d floor. (14)

95. REGISTRATIONS, 1933 to date. Forms 310, 311, 312, men's, women's, and veterans' registrations, giving age, residence, description, place and date of birth, length of unemployment, and employment, educational, placement, and referral records; FEPA Form 600, certification of eligibility; FEPA Form 601, notice of case change; and FEPA Form 602, cancellation of certification of eligibility. Filed alphabetically. (Daily, official.) 4 x $5\frac{1}{2}$ cards, 2 ft., in drawer of steel filing case. SW. room, 2d floor. (15)

96. BULLETINS, 1934 to date. Instructions on WPA regulations, and statistical and administrative procedure. Filed by subject. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books (2), 1 ft., on steel table. SW. room, 2d floor. (12)

97. PLACEMENT CARDS, INACTIVE, 1935 - 1936. Name of applicant, identification number, kind of work, and name of manager. (Never.) 3 x 5 bundles, 1 ft., in drawer of steel filing case. 2d floor. (4)

98. INSTRUCTIONS FOR FEDERAL PROJECTS, 1936. For Yellowstone Park Project, showing name of contractor, number of project, location, hours worked per week, wages for unskilled, intermediate, and skilled labor,

name of project engineer, amount of board and bunk charged per day for laborers, and probable date of completion; Daniel Project, WPA-50, showing industrial code number, forms received on labor requirements on highway projects, and estimated requirements. Filed by subject. (Never.) 9 x 12 folders, 3 in., in drawer of steel filing case. SW. room, 2d floor. (11)

99. MISCELLANEOUS SPEECHES, 1936. On federal and state cooperation under the Wagner-Peyser Act; an address by U. S. Director of USES; nationwide radio staff meeting speech, etc. Filed by subject. (Rarely, official.) 9 x 12 folder, 6 in., in drawer of steel filing case. SW. room, 2d floor. (7)

100. NRS PERSONNEL DIRECTORIES, 1936. District number, name, county, town, address, and changes in personnel; district organization sheet is a revised directory giving names of NRS officials for Utah; also directory of Federal agencies and departments in Wyoming. Filed by subject. (Rarely, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. SW. room, 2d floor. (9)

101. PLACEMENT AND REFERRAL CARDS, 1936. Form 315, showing names of employer and applicant, kind of position open, code number, wages per hour, number of work hours per week; Form 320, identification card, giving name of applicant and kind of work referred to. Filed by name of project or employer. (Never.) 4 x 5 $\frac{1}{2}$ cards, 3 in., in wooden box. SW. room, 2d floor. (16)

102. BULLETINS AND SPECIAL BULLETINS, 1936 to date. Reports due, reinterview of certified persons, revisions in statistical bulletin manual, and biweekly news letter on activities of Federal Agencies in Wyoming. Filed by subject. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor. (3)

103. CORRESPONDENCE, 1936 to date. With prospective employers in district regarding classification of men available for work; also correspondence with clients. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor. (1)

104. JOB DESCRIPTION AND OTHER BOOKS, 1936 to date. Occupational titles and codes, job descriptions for construction industry, CCC hand book, and Employment Service News. Indexed. (Occasionally, official.) 10 x 12 vols. (12), 2 ft., on steel table. SW. room, 2d floor. (13)

105. REPORTS, 1936 to date. From reemployment headquarters regarding veterans' active applications, reinterview of persons employed on state-wide WPA projects, correction of revised industrial codes, and a weekly employment service report. See addenda. Filed by subject. (Frequently, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor. (2)

106. REQUISITIONS, 1936 to date. WPA Form 401, name of operating agency, name of worker, project number and description, and assignment slip. Filed by project. (Rarely, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. 2d floor. (5)

107. SUMMARY OF ACTIVITIES, 1936 to date. Monthly reports giving detailed summaries of activities of this office; copies of similar summaries for Rock Springs District and state. Filed by subject. (Rarely, official.) 9 x 12 folders, 6 in., in drawer of steel filing case. SW. room, 2d floor. (10)

108. NOTICES OF U.S. CIVIL SERVICE EXAMINATIONS, 1937. Held in Casper, showing date and type of examination. Filed by subject. (Rarely, official.) 9 x 12 folders, 3 in., in drawer of steel filing case. SW. room, 2d floor. (8)

109. CLEARANCE ORDERS, 1937 to date. Cancellations and instructions to check files and notify any applicants who will take positions as accountants, salesmen, waitresses, etc.; also name of town in which work is located and wages per week. Filed alphabetically by subject. (Rarely, official.) 9 x 12 folders, 1/16 in., in drawer of steel filing case. 2d floor. (6)

RAWLINS

WYOMING STATE EMPLOYMENT SERVICE
CARBON COUNTY OFFICE
Federal Bldg., 6th and Cedar Sts.

This office was established in November, 1933 as a National Reemployment Service office; in 1935 it became the Wyoming State Employment Service office, affiliated with the United States Employment Service. The agency's first offices were in the Commissary Building, 115-5th Street. In 1935 it was moved to the present address. The work of this office consists of interviewing and placing unemployed persons on private and federal placements. No records have been lost or destroyed with the exception of papers considered valueless which are destroyed at the end of each fiscal year. All local reports are sent to the District Office at Casper, Wyoming.

110. REGISTRATIONS, CLOSED, 1933 - 1936. Original cards of applicants for positions, kept indefinitely unless individual has departed or died. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 8 ft., in 3 drawers of card cabinets. R. 201. (6)

111. ASSIGNMENTS, 1933 to date. Date of assignment, date laid off and reason, and applicant's work history. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in drawer of wooden card cabinet. R. 201. (3)

112. IDENTIFICATION CARD, 1933 to date. Form 350, introduction of applicant to employer. Card index. (Daily, official.) 3 x 5 cards, 1 ft., in 2 drawers of card cabinets. R. 201. (2)

113. INDEX, 1933 to date. Lists client's name, occupational classification, number and status. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 201. (4)

114. REGISTRATIONS, 1933 to date. Reports showing date of registration and last contact with individual. Filed by occupation. (Daily, official.) 5 x 8 cards, 2 in., in wooden transfer case. R. 201. (1)

115. REGISTRATIONS, INACTIVE, 1933 to date. Referral cards of applicants who have not contacted office for 30 days or more. Filed by occupation. (Daily, official.) 3 x 5 cards, 4 in., in 2 drawers of wooden card cabinet. R. 201. (5)

116. CERTIFICATION OF ELIGIBILITY, 1934 to date. FERA Form 600, designation of family's eligibility for relief, arranged into groups of available, not available, working and cancelled; Form 402, notice of change in work status, reassignment slip, and notice of placement. Filed alphabetically. (Frequently, official.) 5 x 8 slips, 3 ft., in drawer of metal card cabinet. R. 201. (7)

117. EMPLOYER'S REQUISITION CARDS AND FORMS, 1934 to date. Form 315, employer's or firm's placements and referral record, refers to private or old Federal Aid Funds; and WPA Form 401, requisition for workers where relief money is involved. Filed numerically. (Daily, official.) 4 x 6 cards and 8 x 10 $\frac{1}{2}$ folders, 6 ft., in 3 drawers of card cabinet and drawer of filing case. R. 201. (8)

118. SERVICE LETTERS, 1934 to date. Data and reports from firms on qualifications, ability, and recommendations of applicants. Filed alphabetically. (Frequently, official.) 8 $\frac{1}{2}$ x 11 envelopes, 2 ft., in drawer of card cabinet. R. 201. (10)

119. FIRM VISIT SCHEDULE, 1935 to date. Record of personal calls made with local employer, consisting of firm visit schedule, cumulative record of openings, and index for firm visit schedule. Filed alphabetically. (Frequently, official.) 3 x 5 and 5 x 8 cards, $\frac{1}{2}$ in., in drawer of wooden card cabinet. R. 201. (9)

120. JOB DESCRIPTION FOR CONSTRUCTION INDUSTRY, 1936. Occupational research program used for reference material in office and for use of contractors. Index. (Frequently, official.) 8 $\frac{1}{2}$ x 11 loose-leaf books (5), 1 ft., on file cabinet. R. 201. (12)

121. STATISTICAL REPORTS, 1936 to date. Monthly; also bulletins and related correspondence. Filed chronologically. (Daily, official.) 10 x 12 covers, 8 ft., in 4 drawers of wooden filing case. R. 201. (11)

ROCK SPRINGSNATIONAL REEMPLOYMENT SERVICE
DISTRICT 6 OFFICE
Cohn Bldg., 410-12 5th St.

The Sweetwater County Office of the NRS started operations in 1933 under the State Office at Casper, Wyoming. The Rock Springs District Office was established in April, 1934, as part of the reorganization made at that time. It has administrative jurisdiction over Teton, Lincoln, Sublette, Uinta, and Sweetwater Counties. Local county offices are located at Jackson, Kemmerer, Pinedale, Evanston, and Rock Springs, respectively. The office was originally established for the purpose of interviewing, registering, and placing relief applicants on WPA employment and in private industry.

In furtherance of the program of education and guidance being carried on by the National Youth Administration and Civilian Conservation Corps, information is supplied to these offices as to openings in private industry and enrollees are registered and placed by them. The administration of the Social Security Act is also being carried out by the NRS offices in cooperation with the Bureau of Internal Revenue and the Social Security Board.

No records have been lost. Papers considered useless are destroyed in accordance with departmental regulations. Reports and statistics are forwarded to Washington.

122. APPLICATIONS, 1935 to date. For persons available for employment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 10 in., in drawer of wooden card cabinet. R. 3. (5)

123. APPLICATIONS, CLOSED, Apr. 1, 1935 to date. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 in., in drawer of wooden card cabinet. R. 3. (7)

124. APPLICATIONS, INACTIVE, 1935 to date. For persons no longer available for employment. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of wooden card cabinet. R. 3. (6)

125. APPLICATIONS, PENDING, 1935 to date. For persons referred to positions whose verification of employment has not been received. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer of wooden card cabinet. R. 3. (8)

126. ASSIGNMENTS AND REASSIGNMENTS, 1935 to date. Form 325, assignment slip; WPA Form 403, notice of change of work status; WPA Form 402, notice to report for work on project; Form 360, notice of failure to report or refusal to accept referral; and Form 340, notice of placement. Filed alphabetically. (Daily, official.) 4 x 6 forms, 8 in., in drawer of wooden filing case. R. 3. (10)

127. CERTIFICATION OF ELIGIBILITY, 1935 to date. FERA Form 600, certification of eligibility; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification of eligibility. Filed alphabetically. (Daily, official.) 5 x 8 sheets, 10 in., in drawer of wooden filing case. R. 3. (11)

128. EMPLOYER'S ORDERS, Apr. 1, 1935 to date. Orders for workers closed, pending, new and renewed. Filed alphabetically. (Daily, official.) 4 x 6 cards, 10 in., in drawer of wooden filing case. R. 3. (12)

129. FINANCIAL RECORDS, Apr. 1, 1935 to date. Also related correspondence. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 10 in., in drawer of steel filing case. R. 3. (2)

130. GENERAL CORRESPONDENCE, Apr. 1, 1935 to date. Between clientele, State Director, Veterans' Placement Director, relative to statistical reports, employers, CCC camps, Census Bureau, and highway labor. Filed alphabetically. (Daily, official.) 10 x 14 folders, 2 ft., in 2 drawers of steel filing case. R. 3. (1)

131. IDENTIFICATION CARDS, 1935 to date. Name, address, age, occupation, date of registration, identification and classification numbers. Filed numerically. (Daily, official.) 3 x 5 cards, 4 ft., in drawer of wooden card cabinet. R. 3. (4)

132. REQUISITIONS, May 1935 to date. WPA Form 401, used by governmental agencies to notify NRS offices of employment needs. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ sheets, 6 in., in drawer of wooden filing case. R. 3. (9)

133. TRADE UNIONS, 1935 to date. Records include carpenters, painters and glazers, mine workers, brick layers, plasterers, etc.; agency cooperates with trade unions when making placements in certain lines of work. Filed alphabetically. (Daily, official.) 10 x 14 folders, 6 in., in drawer of steel filing case. R. 3. (3)

SHERIDAN

NATIONAL REEMPLOYMENT SERVICE
DISTRICT OFFICE
City Hall, Grinwell and Gould Sts.

This office was established July 15, 1934, in the reorganization of the service at the close of the CWA with offices, at its present address. It has jurisdiction over all offices in the Sheridan District which consists of Sheridan, Johnson, Campbell, Crook, and Weston, with substations at Sheridan, Buffalo, Gillette, Moorcroft and Newcastle.

Crook and Weston Counties were added to this District in February, 1935, Newcastle having been formerly a district office. This change was

made when the state service took over Cheyenne and Casper Districts. No records have been lost or destroyed.

134. ADMINISTRATION CORRESPONDENCE, Nov. 1933 to date. Between NRS Director, State Assistant Director, Veterans' representative for Wyoming, Wyoming State Labor Commissioner, and Wyoming NEC State Director. Filed by subject. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 9-A. (85)

135. DISTRICT CORRESPONDENCE, Nov. 1933 to date. Concerns staff meetings, travel, etc., from all offices in district. Filed by office and subject. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 9-A. (86)

136. EMPLOYERS AND PUBLICITY, Nov. 1933 to date. Miscellaneous private employers, and correspondence pertaining to securing help. Filed by name of employer. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 9-A. (91)

137. FINANCE AND ACCOUNTS, Nov. 1933 to date. Form M-26, reports of operating costs, copies of office pay rolls, statements, telegrams, and correspondence. Filed by subject. (Occasionally, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 9-A. (92)

138. LABOR CLEARANCE, Nov. 1933 to date. Form 36, placement notifications, transferable skilled workers' report, and transferable certificate workers' clearance reports concerning transfer of workers to and from other NRS offices. Filed by subject. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 9-A. (89)

139. MISCELLANEOUS CORRESPONDENCE, Nov. 1933 to date. Recommendations, certificates of residence, Casper, Cody, Laramie, Cheyenne, Lander, Rock Springs, and Yellowstone Park NRS office correspondence, other NRS and social security correspondence. Filed by office or subject. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 9-A. (88)

140. MISCELLANEOUS, INACTIVE, Nov. 1933 to date. Forms 315 and 316, requisitions from employers wanting men, 1934 - 1935; general correspondence, 1934-1935; public works correspondence, 1934-1935; county statistical reports, 1933-1936; and weekly bulletins, Sept. 3, 1934-Dec. 31, 1936. (Rarely, official.) 10 x 12 bundles (10), 6 ft., on wooden shelves. Vault off R. 9. (95)

141. FEDERAL AGENCIES, Nov. 1933 to date. WPA Forms 20 and 43, questionnaire on assignment data; WPA general correspondence, special weekly WPA reports, WPA Forest Service, Soil Conservation, NYA, CCC, Resettlement, and RR; also personal correspondence. Filed by subject. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 9-A. (87)

142. PWA PROJECTS, Nov. 1933 to date. Project number, name of contractor, location and progress of project, men working on projects furnished

by NRS office, completed projects and those under construction. Filed by project. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. R. 9-A. (93)

143. REGISTRATIONS, ACTIVE, 1933 to date. Form 321: name of applicant, description, and complete work history. Filed by occupation. (Daily, official.) 4 x 6 cards, 6 ft., in open wooden boxes on table. R. 9. (81)

144. REGISTRATIONS, INACTIVE, 1933 to date. Forms 310, 311, and 312: occupation, residence, past experience, etc., for applicants who have secured other employment, and foreclosed cases. Filed alphabetically. (Rarely, official.) 5 x 8 cards, 3 ft., in 4 wooden boxes on table. R. 9. (83)

145. STATISTICAL REPORTS, Nov. 1933 to date. Rough drafts, district summary; Sheridan, Johnson, Campbell, Weston, and Crook County reports; special NEC and activity reports, placement standing, general report correspondence, and instructions, reinterviewing, and special returned, corrected job description reports. Filed by subject. (Daily, official.) 10 x 12 folders, 6 in., in drawer of steel filing case. R. 9-A. (90)

146. WPA CERTIFICATIONS AND PLACEMENTS, Nov. 1933 to date. FERA Form 600, certification of eligibility for WPA employment; FERA Form 601, notice for case change; WPA Form 402, assignment slip for WPA or other agency employment; and WPA Form 404, reclassification slip. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 ft., in 6 wooden boxes. R. 9. (82)

147. WPA CERTIFICATIONS AND PLACEMENTS, TEMPORARILY INACTIVE, Nov. 1933 to date. FERA Form 600, certification of eligibility for WPA employment; FERA Form 601, notice of case change; FERA Form 602, cancellation of certification; WPA Form 403, notice of changes in work status; and WPA Form 404, reclassification slip; individuals now in private employment or temporarily laid off. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 1 ft., in drawer of steel filing case. R. 9-A. (94)

148. TEMPORARILY INACTIVE ORDERS, 1936 to date. Forms 315 and 316, requisitions from employers for men to work on Government and other work projects. Filed by name of worker and by project number. (Occasionally, official.) 4 x 6 cards, 1 ft., in wooden box. R. 9. (84)

THERMOPOLIS

NATIONAL REEMPLOYMENT SERVICE
HOT SPRINGS COUNTY OFFICE
419 Arapahoe St.

This office was established in 1933. It is under the jurisdiction of the Lander District Office. No records have been lost or destroyed. Reports are sent to Washington through the District Office at Lander, Wyoming.

149. APPLICATIONS, 1933 to date. Forms 310, 311, and 312, for women, men and veterans; notes applicant's occupational classification, employment record, education, placement and referral records. Filed alphabetically. 3 x 5 card index, 1 ft. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 drawers of wooden card cabinet. (29)

150. CERTIFICATION OF ELIGIBILITY, 1933 to date. FERA Form 600, certificate of eligibility; WPA Form 325, assignment slip; and WPA Form 403, notice of change in work status. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 6 in., in drawer of wooden card cabinet. (32)

151. CLASSIFICATIONS, 1933 to date. Occupational classification records of all applicants for employment. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 2 ft., in 2 drawers of wooden card cabinet. (33)

152. CORRESPONDENCE, 1933 to date. Between state office, employers, NRS offices, and relief and WPA offices, regarding clientele, new applications, clearance, and statistical reports. Filed chronologically. (Frequently, official.) 9 $\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 4 ft., in 2 drawers of steel filing case. (36)

153. IDENTIFICATION CARD, 1933 to date. Form 350, lists identification number and classification. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. (31)

154. INDEX TO APPLICATIONS, 1933 to date. Form 321, name, occupational classification, secondary classification, and address. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. (30)

155. MANUALS, 1933 to date. Instructions and procedures regarding administration, policy, PWA regulations, relief, preparation of reports, industrial and occupational classification and codes. (Frequently, official.) 9 x 11 loose-leaf books, 1 ft., in desk drawer. (34)

156. JOB DESCRIPTION FOR THE CONSTRUCTION INDUSTRY, 1936 to date. Filed alphabetically. (Frequently, official.) 9 x 11 vols. (5), 6 in., in desk drawer. (35)

TORRINGTON

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 7 OFFICE
Goshen County Court House

This office was established in 1933. No records have been lost or destroyed. Reports of all activities of this office are sent to Washington. District Headquarters for this office are located at Cheyenne, Wyoming.

157. REGISTRATIONS, 1933 to date. Past history of employment and all facts concerning applicant. Filed by occupation. (Daily, official.) $4\frac{1}{2}$ x 7 cards, $2\frac{1}{2}$ in., in pasteboard box. R. 4. (6)

158. ASSIGNMENT, RECLASSIFICATION, AND CHANGE OF WORK, Sept. 1935 to date. WPA Form 402, WPA Form 404, and FERA Form 601, record type of work and changes. Filed alphabetically. (Daily, official.) $3\frac{1}{2}$ x 5 loose-leaf books, 3 ft., in steel folded document holders and in 3 pasteboard boxes. R. 4. (2)

159. DAILY REPORT OF APPLICATIONS, OPENINGS, AND PLACEMENTS, 1935 to date. Filed chronologically and numerically. (Daily, official.) 6 x 10 pockets, 1 ft., in pasteboard box. R. 4, basement. (4)

160. FIRM VISIT SCHEDULE, 1935 to date. Form 30, shows information gathered on visit to private firm. Filed numerically. (Daily, official.) 5 x 10 pockets, 6 in., in pasteboard box. R. 4, basement. (5)

161. IDENTIFICATION CARD, Sept. 1935 to date. Filed alphabetically and numerically. (Daily, official.) $2\frac{1}{2}$ x 4 cards, 1 ft. 6 in., in desk drawer. R. 4. (1)

162. SUMMARY OF ACTIVITIES, 1935 to date. Form 302, records daily office activities. (Daily, official.) 6 x 10 pockets, 2 ft., in desk drawer. R. 4. (3)

WORLAND

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 1 OFFICE
Wyoming Gas Company
115 N. 6th St.

This office was established in 1933 with quarters in the Washakie County Court House. In March, 1934, it was moved to the present address. It was organized for the purpose of placing applicants on WPA employment and in private industry.

District Headquarters for this office are located in Cody, Wyoming. No records have been lost or destroyed. Copies of weekly reports are sent to Washington.

163. REPORTS, INACTIVE, 1933 - 1935. Daily report of applications and placements, and summary of activities. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 2 ft. 6 in., on shelf. Dirty. R. 2. (5)

164. IDENTIFICATION AND APPLICATION CARDS, 1933 to date. Former employment records, occupational classifications, etc. of persons registered for employment: separate veteran cards. 3 x 5 card index, 2 ft. (Frequently, official.) 5 x 8 cards, 6 ft., in 4 drawers of wooden card cabinet. R. 1. (1)

165. BULLETINS, 1934 to date. Also manuals outlining registration procedure and referral of workers to work projects under the ERA Act of 1935; also rules and regulations regarding WPA and PWA projects. Filed numerically. (Frequently, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 3 ft., on open wooden shelf. R. 1. (3)

166. CORRESPONDENCE, 1934 to date. Regarding identification numbers of certain laborers; also telegrams from other State Reemployment offices concerning need for certain types of laborers. (Rarely, official.) 9 x 12 folders, 2 ft., in drawer of wooden filing case. R. 1. (2)

167. REPORTS, 1936. Daily, weekly, and monthly reports of placements, daily reports of applications, and summary of activities. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 1 ft. 6 in., on shelf. R. 1. (4)

Publication List

The following volumes have been issued by the Colorado Historical Records Survey.

Inventories of Federal Archives

Colorado	Wyoming
Dept. of Navy (1938)	Dept. of Navy (1938)
Dept. of Treasury (1939)	Dept. of Treasury (1938)
Dept. of War (1939)	Dept. of War (1939)
Dept. of Justice (1939)	Dept. of Justice (1938)
Federal Courts (1939)	Dept. of Agriculture (1939)
Dept. of Agriculture (1940)	

Inventories of County Archives of Colorado

No. 3. Arapahoe (Feb. 1939)	No. 27. Hinsdale (Oct. 1939)
No. 6. Bent (July 1938)	No. 38. Logan (April 1940)
No. 11. Conejos (Oct. 1938)	No. 44. Morgan (Sept. 1939)
No. 12. Costilla (May 1938)	No. 57. San Miguel (Sept. 1940)
No. 22. Fremont (Jan. 1938)	No. 63. Yuma (Sept. 1940)

