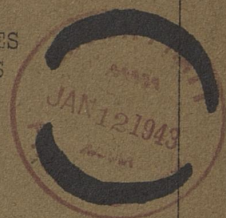


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HIST. BIOG. & TRAV.



INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES



SERIES XII
THE VETERAN'S ADMINISTRATION
NO. 34
OHIO

SERVICE DIVISION
WORK PROJECTS ADMINISTRATION

LIBRARY
UNIVERSITY OF KENTUCKY

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Service Division
Work Projects Administration

The National Archives
Cooperating Sponsor

SERIES XII. VETERAN'S ADMINISTRATION

NO. 34. OHIO

Columbus, Ohio
The Historical Records Survey
1942

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 that Administration and of the Work Projects 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. 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 Ohio the work of the Survey was under the direction of Dr. William D. Overman with Mr. William M. Verross as his assistant until February 15, 1937. At that time Mr. Verross became Director and served until February 1938. The project has since been under the technical direction of the Historical Records Survey with Dr. John H. McMinn as project technician. The records of the Veteran's Administration was prepared in the Columbus office of the Historical Records Survey.

Frances M. Foott, State Supervisor
Historical Records Survey
in Ohio

Columbus, Ohio
1942

CONTENTS

	Page
CHILLICOTHE	
Veterans' Hospital (not surveyed)	1
CINCINNATI	
Veterans' Administration Regional Office No. 24	2
Adjudication Division	2
Office of the Chief Attorney	3
Finance Division	5
Office of the Manager	10
Civilian Conservation Corps	10
Cooperation Section	11
Files, Mail, and Records Section	11
Medical Division	21
Supply Division	21
CLEVELAND	
Veterans' Administration Regional Office No. 25	22
Office of the Manager	22
DAYTON	
Veterans' Administration Combined Facility	24
Domiciliary Division	25
Finance Division	26
Office of the Manager	29
Personnel Unit	30
Records Unit	30
Library	36
Medical Division	36
General Hospital	36
Tuberculosis Hospital	42
Supply Division	43
Utility Division	45

INTRODUCTION

The Veterans' Administration was created in 1930, when the Veterans' Bureau was consolidated with the Federal Board of Vocational Education, the Pension Bureau, and the National Soldiers Homes. Prior to this date the Veterans' Bureau had been set up for the administration of World War Veterans' claims.

In Ohio there is a Veteran Facility Home and Hospital at Dayton, a Veterans' Hospital at Chillicothe, and a Regional Office, No. 25, at Cleveland. When the Survey of Federal Archives was made there was also a Regional Office, No. 24, at Cincinnati. This Regional Office has since been consolidated.

CHILICOTHE

VETERANS' ADMINISTRATION FACILITY

(not surveyed)

CINCINNATI

THE VETERANS' ADMINISTRATION REGIONAL OFFICE NO. 24

Brotherhood of Railroad Clerks Bldg.,
1015 Vine St.

Established as a District Office of the Veterans' Bureau on August 10, 1921, this office became a Regional Office on January 7, 1925. It continued as such after the creation of the Veterans' Administration in 1930. A Diagnostic Center also functioned here from Jan. 20, 1925 to April 1, 1933. This office exercises supervisory powers over all veterans' affairs in this region. Since the survey was made, this office, with all its records, was moved on June 28, 1937 to Dayton, Ohio, where it was consolidated with the Veterans' Facility whose records were also surveyed prior to the consolidation. None of the records of the Cincinnati office have been lost or destroyed. One hundred twenty eight linear feet of inactive records, duplicate papers, and rehabilitation folders from the date of the filing of the first claim

to October 8, 1935, and memorandum vouchers from July 1925 to June 1933, have been sent for storage to the Veterans' Administration Supply Depot at Perry Point, Maryland. See Series XII, The Veterans' Administration, No. 19, Maryland, p. 62.

Adjudication Division

1. MINORS' ALLOWANCE FOR SCHOOL ATTENDANCE, Apr. 11, 1927 to date. Though the benefits to a minor cease by law on his or her 18th birthday, exception to this ruling may be had under proper proceedings in cases where he or she has become permanently incapable of self-support by reason of mental or physical defects. A child who, having reached eighteen years, attends a recognized educational institution, may be entitled to a continuance of benefits until becoming twenty-one or marrying. These cards carry a complete index to all minors in line for compensation. Filed alphabetically. (Occasionally, restricted, official.) 3 x 5 cards, 6 in., in drawer of wooden card cabinet. R. 510. (820)
2. RECOGNIZED ATTORNEYS, PENSION AND CLAIM AGENTS, 1931 to date. This is a list, sent to the Regional Office by the Central Office, of all attorneys qualified to do business with Veterans' Administration offices. This is kept up to date by the Central Office, by additions and eliminations. Filed alphabetically and numerically. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in 2 drawers of wooden card cabinet. R. 510. (822)
3. PARENT DEPENDANTS OF VETERAN, 1933 to date. Form 681, questionnaire sent out by the Regional Office once a year or oftener to establish the number of dependants, what property they own and names of other relatives who might contribute to their support. On this data the veteran's service connected compensation is allotted. This paper must be attested before a notary public. (Occasionally, restricted, official.) 8½ x 11 loose sheets, 10 in., in 2 drawers of metal filing case. R. 510 and basement. (821)
4. MARITAL STATUS OF VETERAN, 1935 to date. Form 680, questionnaire issued by the Regional Office to veteran once a year to establish his current marital relations by which his service connected compensation is allotted. It must be attested to before a notary public. Filed alphabetically and numerically according to claim numbers. (Occasionally, restricted, official.) 8½ x 11 loose sheets, 1 ft. 3 in., in 2 drawers of metal filing case. R. 510 and basement. (818)
5. VETERANS' ADMINISTRATION DECISIONS, Mar. 1933 to date. Special control file covering all differences between claimants and the Veterans' Administration and recording all decisions rendered by the latter, as well as every appeal registered by the veteran or his guardian. Filed numerically by claim numbers. (Frequently, restricted, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of wooden card cabinet. R. 510. (817)

6. WEEKLY REPORT - RATING BOARD, Sept. 5, 1933 to date. Weekly office record showing number of cases handled by the Rating Board with and without personal appearance of claimants, also location of the office where appearance was made. These records are used to check with the findings of the Rating Board; duplicates are sent to Central Office after being passed upon by the Adjudication Officer. These reports are generally kept for two or three years, then destroyed. Filed chronologically. (Occasionally, restricted, official.) 8 x 11 loose sheets, 3 in., in drawer of wooden filing cabinet. R. 511. (823)

7. NON-SERVICE COMPENSATION ALLOTMENT, Oct. 1935 to date. Form 619, special questionnaire, sent out by Regional Office to the veteran receiving nonservice compensation, concerning wife, children, and income aside from allotment or pension. Filed alphabetically and numerically according to claim numbers. (Occasionally, restricted, official.) 8 1/2 x 11 loose sheets, 3 ft., in 3 drawers of metal filing case. R. 510. (819)

Office of the Chief Attorney

8. ABEYANCE CORRESPONDENCE, 1921 - 1924. Contains mostly letters and other papers of official nature which have been transferred from the active files in R. 400, preparatory to being sent to permanent storage or being destroyed, when permission to do so has been granted. Filed chronologically and alphabetically thereunder. (Never.) 8 1/2 x 11 folders, 120 ft., in 6 metal transfer cases. Basement storage. (936)

9. CASE FOLDERS, 1925 to date. Complete case records of incompetent veterans and minor dependants of veterans, for whom guardians have been appointed. The listed forms, records, and actions are not included in every case file, but are typical of these records: Failure of bank while in guardianship, pension to dependent stops monthly allowance, repatriation of foreign-born ex-service men, hold up of approval of final accounting, withdrawal of funds, itemized statement of investments of ward's estate, control service, inspection division, adjusted service certificate record, report of trained psychiatric social worker, investment of ward's funds, correspondence between regional officers and hospital attaches, correspondence of Regional Attorney with guardian and guardian's legal representative, trust companies' bonds, accounting index cards, change of hospital, court costs at appointment of guardian, supplemental disability allowance, delivery of repatriated veteran to proper authorities of his native country, veteran's request for release from hospital, power of attorney with right of substitution, compelling guardian to appear in court, American Consul's interest in case of veteran's repatriation, raising of award, hospital visit by guardian, destitute dependents of veteran, reduction of allowance to guardian dependent, death of guardian dependent, building and loan companies vs. Administration, compensation to Department of Public Welfare, tax refunds, continuance of service connected pension, U. S. Government life insurance brief face, disability allowance claim, statement of Finance Officer of hospital, entry of application, surety bonds for corporate guardians, correspondence pertaining to investment by guardian

of ward's funds, social survey report waived, criminal prosecutions of guardian, erroneous endorsements, finance service statement, chief accounting division, United States Court summons, United States Veterans' Service, bond investments, return of excess funds, pledging of adjusted service certificate, guardian's resignation, entry accepting resignation, veteran's organization dues, support of person other than claimant, stop payment notice, exceptions to final accounting, violations of trust, payment of debts, fees in extraordinary service, separation of accounts, removal of guardian, oath of attestation, fiduciary account book, exceptions to accounting, dependency, compensation (minor), exemption from taxation, unfitness of guardian, statement of securities, filing of account, increase of guardian's bond, hearing of account, statement of deposit, release receipt, change of beneficiary, guardian docket record, hospitalization of veteran, dependency pay allowance, approval of accounting, certified copy of bond, value of veteran's real estate, discontinuance of institutional award, custody of adjusted service certification, adjusted service certificate, bonding company's responsibility, guardian's financial qualifications, special, bank changes effecting guardianship, request for and report on guardian investigation, certificate relative to legality of appointment of guardian and adequacy of his bond, social survey, guardian's accounting, resumption of payments, surety company's accounting, probate court audits, approval of adjusted compensation payments, instructions as to preparation and filing of accounts, change in guardianship, authority to invest in real estate, guardian's bond, birth certificate of minor, temporary record, the Uniform Veteran's Guardianship Act, account brief, remarriage of veteran's widow, appointment of fiduciary, adjusted service certificate record, final accounting before change in guardianship, probate court approval of guardian's fees, application to buy home, duties of trustee, correspondence, claimant payments, confidential contact report, confidential social contact report, disbursement records, valuation of ward's estate, application for reduction of bond for guardians, recommendations by Regional Attorney, death of guardian. (Occasionally, official.) Various sized folders and loose-leaf books, estimated 146 ft., in 68 steel and 5 wooden drawers of filing cases. R. 400. (716-21, 723-29, 731-46, 748-74, 776, 777, 779-84, 768-88, 791, 792, 795-801, 934, 938-72, 1796, 790, 730, 793, 937)

10. FIDUCIARY'S ACCOUNT BOOK, 1925 to date. Furnished the guardian by the Regional Office for his convenience in keeping an accurate record of receipts and disbursements in account of the ward. (Constantly, official.) 10 x 14 vols., 2 in., in drawer of steel filing cabinet. R. 400. (722)

11. INDEX BY COUNTY, 1926 to date. A cross index file by county, showing the name of veteran, his claim number, and the county in which he was placed under guardianship. Filed by county and alphabetically thereunder by name. (Daily, official.) 3 x 5 card index, 2 ft., in 2 drawers of wooden card cabinet. R. 400. (794)

12. INDEX, OBSOLETE CASES, 1926 to date. Name of guardian and ward, date of his death, or discontinuance of the guardianship. Filed alphabetically. (Occasionally, official.) 3 x 5 card index, 2 ft., in 2 drawers of wooden card cabinet. R. 400. (795)

13. INDEX TO FIDUCIARIES, 1926 to date. Giving the names of guardians and wards, and date of appointment, amount of each surety bond, and date fiduciary must file his first account. Filed alphabetically. (Constantly, official.) 3 x 5 card index, 3 ft., in 3 drawers of wooden card cabinet. R. 400. (778)

14. INDEX TO VETERANS, 1926 to date. Name of veteran, his claim number, and the county in which he was placed under guardianship. Filed alphabetically. (Constantly, official.) 3 x 5 card index, 3 ft., in 3 drawers of wooden card cabinet. R. 400. (775)

15. DOCKET RECORD OF CASES PENDING, 1929 to date. Cases filed and pending, both civil and criminal, by the U. S. Veterans' Administration, giving the name of the beneficiary, the district in which the case has been filed and the cause of action: the cases may consist of such action as exceptions to accounts, petitions and motions, petition for removal of guardian, embezzlement, or any violation of federal penal statutes. (Daily, official.) 12 $\frac{1}{2}$ x 14 loose-leaf books, 1 ft., in desk. R. 400. (1797)

16. DISABILITY ALLOWANCE, July 1, 1931 - Feb. 1934. Record of all payments made within the above period. They are carbon duplicates of the government vouchers, numbered from 674011 to 1738495. Filed numerically. (Seldom, official.) 5 x 8 loose sheets, 98 ft., in 60 transfer cases. Basement storage. (935)

Finance Division

17. REGISTERED MAIL RECEIPTS, 1931 to date. Filed by date. (Seldom, official.) 3 x 5 loose sheets, 1 ft. 6 in., in drawer of wooden card cabinet. R. 612 and basement. (872)

18. VARIOUS CHARGES INVESTIGATED BY REGIONAL OFFICE, Nov. 11, 1926 to date. Overcharges against the Veterans' Administration; mainly for meals, lodging, and transportation. Filed alphabetically. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 loose sheets with vouchers attached. 2 in., in drawer of wooden filing case. R. 612. (873)

19. DECEASED RECORDS, 1927 to date. Upon the death of a veteran receiving any form of compensation from the government, and when his death has been duly certified, his card is immediately placed in this file. Filed numerically. (Occasionally, official.) 5 x 6 cards, 3 ft., in 2 drawers of metal card cabinet. R. 612. (899)

20. FORMER RECORDS, Feb. 28, 1927 - June 1932. Disability compensation and allowance award cases, segregated because of change of status of case. All war service cases, including single compensation or

others limited to certain date. Filed alphabetically. (Occasionally, official.) 4 x 8 slips, 8 ft., in 5 drawers of metal filing case. R. 612. (885)

28. THIRD PARTY, Mar. 1932 to date. Special set of index cards bearing name and address of person in whose care are mailed the veteran's checks; they contain also an index, the veteran's name and claim number. These cards are kept in a separate file. Filed numerically. (Occasionally, official.) 3 x 5 cards, 4 in., in drawer of wooden card cabinet. R. 612. (891)

29. STOP PAYMENT NOTICES, July 1, 1932 to date. Arrest the issuing of compensation checks to the veterans when an error is discovered in computation, or when a change in rating with subsequent alteration in allotment has been made after previous month's check was issued. Filed chronologically. (Occasionally, official.) 5 x 8 loose sheets, 6 in., in drawer of steel filing case. R. 612. (877)

30. ORDERS FOR MEALS AND LODGING, Aug. 26, 1932 to date. Requisitions of the Regional Office for clients, furnishing them with accommodations according to contracts with restaurants and hotels. These are made out in triplicate. Filed alphabetically. (Frequently, official.) 4 x 8 loose sheets, 2 ft. 8 in., in 2 drawers of steel filing case. R. 612. (886)

31. PAY ROLL OF U. S. VETERANS' ADMINISTRATION, REGIONAL OFFICE NO. 24, Dec. 1932. Disbursements for personal services on a monthly basis. (Occasionally, official.) 8 1/2 x 21 stapled and folded sheets, 2 in., in drawer of wooden filing case. R. 612. (887)

32. BUDGET OF FISCAL YEAR, 1933 - 1936. Schedules of disbursements covering all financial transactions of the region during the fiscal year. (Occasionally, official.) 8 1/2 x 18 folders, 10 in., in drawer of wooden filing case. R. 612. (894)

33. U. S. GOVERNMENT REQUEST FOR SPECIAL TRANSPORTATION, Mar. 1933 to date. Made by the Regional Office in behalf of the veteran and in certain cases of veterans' dependents, for special trips by railway or bus to place where he is wanted for medical examination, hospitalization, or family reasons; a slip requesting meals and lodging while on the trip is included. For twelve preceding years, these records are to be found in basement storage. Filed numerically. (Occasionally, official.) 4 x 8 loose sheets, 2 ft. 8 in., in drawers of steel filing case. R. 612. (883)

34. PEACE SERVICE, July 1933 to date. Pension award records covering claims for compensation outside of any war period or activity. Filed numerically. (Occasionally, official.) 5 x 6 index cards, 4 in., in drawer of wooden card cabinet. R. 612. (880)

35. WAR NON-SERVICE, July 1933 to date. Disability pension award claims in cases where the claimant saw no active service within the

divided allotment to wife or child. Filed numerically by claim number. (Never.) 5 x 6 cards, 17 ft., in 9 drawers of steel filing case. R. 612. (876)

21. DISABILITY ALLOWANCE AWARD CARD, 1928 - 1933. Made for the benefit of the veteran in cases where there are no known dependents and the full allotment goes to the veteran. Filed numerically. (Occasionally, official.) 5 x 6 cards, 12 ft., in 8 drawers of steel filing case. R. 612. (878)

22. DISABILITY COMPENSATION AWARD CARD, June 1928 - 1933. Because of various changes in the laws controlling veterans' awards, particularly the Economy Act of 1933, these cards are now called inactive, although at times they are revived and transferred to live records. All veterans listed performed war service. On these award cards separation in funds allotted to wife or child is designated. Filed numerically. (Inactive file, occasionally, official.) 5 x 6 cards, 18 ft., in 9 drawers of steel filing case. R. 612. (879)

23. ALLIED EX-SERVICE MENS ACCOUNTS, ALSO INCLUDING OTHER PAY PATIENTS, EXCEPT EMPLOYEES OF CGO, Jan. 1930 to date. Record of all expenses incurred by foregoing veterans; includes dental examinations, relief, or service. Three copies and original are forwarded to Director of Finance, Washington, D. C. separate from all reports. They are submitted to the foreign governments with claim for reimbursement. Filed chronologically. (Occasionally, official.) 8 1/2 x 11 loose sheets, 10 in., in desk drawer. R. 612. (871)

24. CONTRACTS, MEDICAL AND ADMINISTRATIVE, 1931 - 1935. Duplicates of all such contracts filed in R. 620, the Supply and Transportation Division. This duplicate file in the Finance Division is maintained for the convenience of the Accounting Department in making out various vouchers as per contracts. Filed alphabetically by names of firms or individuals. (Occasionally, official.) 8 1/2 x 11 loose sheets, 10 in., in drawer of wooden filing case. R. 612. (890)

25. SCHEDULE OF COLLECTIONS, 1931 to date. Monthly permanent record made out in duplicate, one for the Finance Division file, the other for Agent Cashier's file, the latter being the U. S. Treasury Department's local representative in the Regional Office, directly responsible to the Federal Reserve Bank of the district. Filed chronologically. (Frequently, official.) 8 1/2 x 11 folders and loose sheets, 2 ft., in drawer of wooden filing case. R. 612. (896)

26. PAY ROLL PERSONAL SERVICES, 1932 to date. Accounting sheets are prepared bimonthly. (Frequently, official.) 8 1/2 x 11 sheets, 4 in., in drawer of wooden filing case. R. 612. (889)

27. U. S. GOVERNMENT MEAL REQUEST, Jan. 1932 to date. Special form, individually subject to changes; some are good on dining cars,

period specified by the government, or his service period was short of the required time to entitle him to compensation award or service certificate. Filed numerically. (Occasionally, official.) 5 x 6 index cards, 10 in., in drawer of wooden card cabinet. R. 612. (882)

36. OVERPAYMENTS ON ADJUSTED SERVICE CERTIFICATES, 1934 to date. Originate from disallowed adjusted compensation benefits, not discovered until after a lapse of considerable time. They originate from illegal loans granted on the veterans' certificates, certificates issued erroneously, and loans granted thereon. Filed numerically. (Occasionally, official.) 5 x 8 index cards, 10 in., in single wooden card cabinet near Cashier Agent's desk. R. 612. (875)

37. ALLOTMENT LEDGER, 1934 to date. Show all the allotments paid and due veterans in this region. Filed chronologically. (Occasionally, official.) 12 x 18 vols. (5), 1 ft. 3 in., on wooden cabinet. R. 612. (870)

38. MEAL, LODGING, AND TRANSPORTATION CORRESPONDENCE, Mar. 1934 to date. Between veterans, guardians, the Director of Finance, and others concerning disallowed vouchers and direct settlement of proposals. Earlier documents under this subject are to be found in basement storage. Filed alphabetically. (Occasionally, official.) 8 1/2 x 11 sheets, 10 in., in drawer of wooden filing case. R. 612. (893)

39. LIVE RECORDS, Mar. 1934 to date. To further expedite the work of accounting of this office, further separation of the claims into four groups of live records is necessary. They are: Suspense File, which signifies a controversy has arisen regarding allowance, and payment of check temporarily held up; Active Overpayment File, where appears a discrepancy in favor of claimant owing to error or change of rating; Inactive Overpayment File, any instance where error dating back in time has not yet been adjusted; Change File, containing claims where changes in award are anticipated, but no data as yet secured. Filed numerically. (Constantly, official.) 5 x 6 cards, 8 ft., on 2 library tables. R. 612. (881)

40. SCHEDULE OF DISBURSEMENTS BY MONTH, June 1934 to date. These are accounting copies and include the U. S. Government Life Insurance Fund, the Army and Navy pensions of the Veterans' Administration, and the salaries and expenses of the Veterans' Administration. Filed chronologically. (Frequently, official.) 8 1/2 x 11 loose sheets, 1 ft., in drawer of wooden filing case. R. 612. (900)

41. FIELD SERVICE RECEIPTS, ACCOUNT OF SALE OR COLLECTION, July 1934 to date. Monies received for articles sold (property of Veterans' Administration), collection for services rendered or subsistence furnished at Regional Office under authority of the Veterans' Administration, rent collected from Department of Justice for office space for the War Risk Insurance Office. Recovery mainly by Collections Clerk of overpayments and various kinds of refunds sometimes due to illegal issuance of Adjusted Service Credit; or error in adjustment of pension

or compensation. Photostat copy of report of medical examination and certified copies of certificates of honorable discharge. Filed chronologically. (Occasionally, official.) 4 x 8 $\frac{1}{2}$ and 8 $\frac{1}{2}$ x 11 sheets, 1 ft. 6 in., in drawer of wooden filing case. R. 612. (898)

42. CCC, Nov. 1934 to date. Monthly reports to the Finance Director, Washington, D. C., showing services rendered to CCC by the Veterans' Administration of this region. Prepared and sent in duplicate, they are statements of expenses incurred by the Veterans' Administration on account of members of the CCC, officers and members of the enlisted personnel of the Army, Navy, and Marine Corps on duty with the CCC, and persons engaged in Indian Emergency Conservation Work. Filed alphabetically. (Frequently, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 2 in., in Cashier Agent's desk drawer. R. 612. (869)

43. AGENT CASHIER REPORT, 1935 to date. Showing in account the funds entrusted to the representative of the U. S. Treasury Department, under the supervision of the Reserve Bank of jurisdiction. This agent is bonded and has charge of stamp funds of the region. Filed chronologically. (Constantly, official.) 8 $\frac{1}{2}$ x 11 folders, $\frac{1}{2}$ in., in Cashier Agent's desk. R. 612. (874)

44. PUBLIC VOUCHERS, 1936 to date. For all disbursements by Regional Office. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 1 ft. 4 in., in drawer of wooden filing case. R. 612. (892)

45. PAID VOUCHERS, 1935 to date. For all medical, dental, and pharmaceutical expenditures within the region. Filed alphabetically by name of payee. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 folders, 4 ft., in 2 drawers of wooden filing case. R. 612. (888)

46. PAID VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1935 to date. Covering kinds of supplies and services furnished the Veterans' Administration, such as telephone, rent, ambulance, and laundry. Prior records to 1927 in basement. Filed alphabetically. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 10 ft., in 5 drawers of wooden filing case. R. 612. (824)

47. SERVICE CERTIFICATE RELEASE, Apr. 1935 to date. Issued to the veteran on his payment of the loan obtained from the government on his certificate. Filed alphabetically. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 folders, 4 in., in Cashier Agent's desk drawer. R. 612. (897)

48. CHANGE OF ADDRESS, July 1, 1935. Letters, notes, postcards, and memoranda of various kinds bearing upon change in veteran's address. Though these changes are made on the regular live cards immediately upon receipt, these letters are retained for added security for at least 12 months. Filed numerically by claim number. (Occasionally, official.) 8 $\frac{1}{2}$ x 11 loose sheets, 2 ft., in drawer of wooden filing case. R. 612. (895)

Office of the Manager

Civilian Conservation Corps

49. ELIGIBILITY FOR ENROLLMENT, June 1933. Correspondence, telegrams, and radiograms pertaining thereto. Filed alphabetically. (Occasionally, restricted, official.) 8 1/2 x 11 folders, 3 ft., in 2 drawers of wooden filing case. 5th floor W. room. (854)

50. REJECTED, June 1933 to date. Complete records of the CCC applicant as abstracted from his file in the War Department; also the medical report made after his application. If either or both fail to meet the requirements the application is rejected. Medical examinations are made by a U. S. Army medical officer. Filed alphabetically. (Occasionally, restricted, official.) 8 1/2 x 11 folders and loose sheets, 1 ft. 8 in., in drawer of wooden filing case. 5th floor W. room. (851)

51. NOT ON RELIEF, June 1934 to date. List of applicants or candidates for enrollment in the CCC who have failed to meet the requirements by being on relief, eligible for relief, or on PWA work. These specifications are retained in a separate file until such a time as the applicant acquires the necessary status. Filed alphabetically. (Occasionally, restricted, official.) 8 1/2 x 11 folders and loose sheets, 1 ft. 2 in., in drawer of wooden filing case. 5th floor W. room. (850)

52. DR. HYLAND'S GROUP, June 1934. List of veterans who took part in the Bonus March on Washington in the spring of 1934. The Chief of Contact, Veterans' Administration, Washington, D. C. organized their return to their native states and communities, and these lists were forwarded in advance to the respective Regional Offices. These lists did not constitute enrollment of these men in the veterans' contingent of the CCC; that had to follow the fixed procedure of the local office. Filed alphabetically. (Occasionally, restricted, official.) 8 1/2 x 11 folders and loose sheets, 1 ft., in drawer of wooden filing case. 5th floor W. room. (849)

53. PENDING FILE, 1934 to date. Though all veterans' folders are filed alphabetically, index cards are made out in duplicate, one set filed by counties and the other alphabetically by veterans within each county, in order to facilitate the assignment of work among the various camps. Filed alphabetically and geographically. (Occasionally, restricted, official.) 3 x 5 index cards, 5 ft., in 6 drawers of wooden card cabinet. 5th floor W. room. (852)

54. DISCHARGED, 1934 to date. All documents originally in the enrolled veteran's CCC file with additional certificates of discharge. These may be for desertion, AWOL, mental or physical disability, drunkenness, gross misconduct, or crime. An honorable discharge may be had for "continuous presence needed elsewhere." Filed alphabetically. (Occasionally, restricted, official.) 8 1/2 x 11 folders and loose sheets, 15 ft., in 4 wooden and 4 metal drawers of filing cases. 5th floor W. room. (855)

Cooperation Section

55. CORRESPONDENCE OF THE SENIOR COOPERATOR, June 30, 1925 to date. Covering adjusted service certificates, regulations of pension service, mail reports, regional issues, relief, FEERA, U. S. employment, miscellaneous memoranda, daily record of regular employees, radiograms, telegrams, letters of instruction, and lists of recognized liaison officers for the various veterans' organizations chosen to represent individual veterans in all official matters. Filed alphabetically under subject matters. (Frequently, restricted, official.) 8½ x 11 folders and loose sheets, 1 ft. 10 in., in drawer of wooden filing case. R. 503. (808)

56. MISCELLANEOUS AND MEMORANDA, 1929 to date. Folders containing mostly the minutes of the Executive Committee of the Regional Office. Filed chronologically. (Occasionally, restricted, official.) 8½ x 11 folders and loose sheets, 1 ft. 4 in., in drawer of wooden filing case. R. 503. (807)

57. RECORD OF OUTGOING AND INCOMING CASE FOLDERS, Feb. 16, 1933 to date. In this book are registered the travels within the confines of the region of every case folder not reposing in this file, showing every transfer to another office, either for temporary use or permanent move. Filed chronologically. (Frequently, restricted, official.) 11 x 18 vols., 1 in., on desk. R. 503. (809)

Files, Mail, and Records Section

58. RESIGNATIONS, DOCTORS, Jan. 1, 1919 - 1923. Showing names of physicians; locality of practice, particulars of former practice, specialties, fees, salaries, and permanent contract work. Filed alphabetically. (Occasionally, official.) 3 x 5 card index, 1 ft. 6 in., in drawer of wooden filing case. R. 508. (907)

59. RESIGNATIONS, CLERICAL, Feb. 6, 1919 to date. Giving the names and addresses; position and transfers, whether probationary or permanent, and the salaries of the employees of the section who have resigned. Filed alphabetically. (Occasionally, official.) 5 x 6 cards, 2 ft., in drawer of wooden filing case. R. 508. (904)

60. RETIRED FILES, 1919 to date. Whenever a claimant ceases as such, the bulk of his case folder is stored in the basement. Only claimant's case folder and vital material are kept in the live file. Filed alphabetically. (Seldom, restricted, official.) 8½ x 11 folders, 260 ft., in 130 wooden and metal drawers of filing cases. Basement storage. (932)

61. PERSONNEL RECORDS, 1920 to date. Of the employes of this section, showing personal history of each, promotions, transfers, performances, and duties with all correspondence and forms. Filed

alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (901)

62. CANADIAN FILE, FOREIGN RELATIONS CASES, 1920 to date. Containing records of the Canadian and Imperial forces; insular and foreign subservice divisions; showing medical treatment and hospitalization extended by the U. S. Government when the soldiers became incapacitated while in the United States. Included in the records of the National Home for Disabled Volunteer Soldiers, is the final medical history of the invalid at the time of his discharge. There are also monthly medical reports on "in patients" used only for Imperial soldiers, filed by the home and to be forwarded to the Director, Medical Service Department of Soldiers Civil Reestablishment, Canada. Filed chronologically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing cabinet. 5th floor Main office. (846)

63. DUPLICATE FOLDERS, 1921 to date. Under a segregation system employed in the Records Section on the fifth floor, copies of correspondence in case folders are placed in these folders, while the originals are retained in the Records Section under same filing system as is maintained upstairs. Filed in sequence within each case folder, which in turn is filed alphabetically in the cabinets. (Seldom, restricted, official.) 8½ x 11 folders, 34 ft., in 17 drawers of metal transfer cabinet. Basement. (824)

64. EFFICIENCY RATING FORM, 1921 to date. Is the rating scale made by the reviewing officer of the U. S. Veterans' Bureau, showing the ratings of all employees. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (844)

65. CONFIDENTIAL EFFICIENCY REPORT, 1921 to date. Report is made in this office, and gives complete efficiency record of each employee. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (843)

66. VOUCHERS, 1921 to date. Constituting reimbursement for travel expenses, lodging, meals, medical examination, and other incidentals to which a veteran or his dependents may be entitled according to a ruling of the Regional Office. Filed in sequence within each case folder which is filed alphabetically in the cabinet. (Occasionally, official.) 8½ x 11 folders, 17 ft. 8 in., in drawers of metal and wooden filing cabinets. Basement storage. (927)

67. COMPENSATION CASES, 1921 to date. Compartments A, B, C, and D. Covering data relating to identification, location, current payment status of payee, results of actions relative to allowance or disallowance of claim with the change of name and address, decisions of questions of fact and law, amended award, supplemental award brief face, restoration of service connection, stop payment notice, appointment of new guardian, reenlistments, compensations, disability brief face, and

war non-service connected pension (disallowance memo). Filed chronologically. (Constantly, official.) Various sized folders, 8 ft., in drawers of steel filing cabinet. 5th floor. (804, 859, 858, 856)

68. ABSTRACT FILE, CURRENT, 1921 to date. Constituting the actual bookkeeping of the Regional Office with the claimant, aside from presenting an abbreviated history of the high lights in his military, medical, and social life. Through a system of outstanding symbols impressed by rubber stamps, the standing of claimant is immediately recognized. Approximately 19,000 cards. Filed alphabetically. (Constantly, restricted, official.) 5 x 8 cards, 25 ft., in 14 library trays. (910)

69. ABSTRACT FILE, 1921 to date. A condensed case record. It carries a certification as a correct and true abstract by the Chief of the Adjudication Division of the Regional Office, and contains every pertinent fact concerning the subject, gathered from all known sources. These cards are inactive and are put into this file at termination of compensation payments. There are approximately 14,000 of these cards. Filed alphabetically. (Occasionally, restricted, official.) 5 x 8 cards, 28 ft., in drawers of steel card cabinet. 5th floor. (911)

70. CORRESPONDENCE REPORT, MAIL SECTION, 1921 to date. To the Regional Manager telling the exact status of the day's mail, i.e., the number of pieces of mail left unanswered, 1 day and less than 7; 7 days and less than 15; 15 days and less than 20; 20 days and less than 30; more than 30 days. Filed in sequence. (Constantly, restricted, official.) 8 1/2 x 11 folders and loose sheets, 2 in., in drawer of steel filing cabinet. 5th floor. (912)

71. SOCIAL WORKERS' REPORT, 1921 to date. Showing number of patients having received full recorded social examination, number of patients under social treatment, patients receiving other recorded services, and other miscellaneous data pertaining to the subject. This sheet is primarily statistical data. Filed in sequence. (Occasionally, restricted, official.) 8 1/2 x 14 folders and loose sheets, 2 in., in drawer of metal filing case. 5th floor Main office. (916)

72. LABORATORY AND CLINICAL LABORATORY REPORT, 1921 to date. Compiled each month by the medical officers in charge, and submitted to the Regional Manager, detailing the number of patients received and the number of laboratory tests made. Indexed. (Occasionally, restricted, official.) 8 1/2 x 11 folders and loose sheets, 3 in., in drawer of steel filing case. 5th floor. (913)

73. CONTROL INDEX, 1921 to date. Containing the claimant's name, claim number, military organization, rank, discharge, dates of birth, and enlistment, and region of jurisdiction. Because of the transitory nature of many cases these index cards are kept permanently to form a key to the filing system of the Veterans' Administration. When a case is transferred to another region an annotation is put on the card. (Constantly, restricted, official.) 3 x 5 card index, 190 ft., in drawers of 10 steel card cabinets. 5th floor Main office. (923)

74. NON-CLAIMANT FILE (ALSO CALLED ABEYANCE FILE), 1921 to date. Names and addresses of veterans who do not have claims against the U. S. Government for insurance or compensation and are not represented by a case folder. When a claim is established, this temporary card is cancelled and a regular control card is made out and placed in the live file. Filed alphabetically. (Frequently, restricted, official.) 3 x 5 card index, 3 ft., in 2 drawers of wooden card cabinet. 5th floor. (909)
75. ANNUAL REPORTS, 1922 - 1927. Summary of the work in the office of Chief Attorney by fiscal year of 1928 to 1930; also reports of the Regional Adjudication Office for 1929 - 1930. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (839)
76. MONTHLY REPORT OF NURSES' WORK, 1923 - May 1936. Considerable falling off of clinical duties for a nurse, justified the discontinuance of that position. Filed in sequence. (Occasionally, restricted, official.) 8 x 11 folders and loose sheets, 2 in., in drawer of steel filing case. 5th floor Main office. (917)
77. RECOMMENDATION OF SALARY ADJUSTMENT, 1923 to date. Showing employment status of physicians whether permanent or temporary, the doctor's salary, and his particular position with the U. S. Veterans' Bureau. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 in., in drawer of wooden filing case. R. 508. (837)
78. PHYSIOTHERAPY REPORT, May 1924. Signed by the clinical nurse under the direct supervision of medical officer in charge of physiotherapy and the chief medical officer, and besides classifying various diseases, shows patients carried over from previous month, newly assigned patients, those released from supervision at end of month, and those remaining under supervision at end of month. Filed chronologically. (Occasionally, restricted, official.) 8½ x 11 folders and loose sheets, 2 in., in drawer of steel filing case. 5th floor Main office. (802)
79. X-RAY AND ROENTGENOLOGY REPORTS, Oct. 1924. Aside from reports of cases for each month from the technicians in charge, these forms also contain inventories of all supplies on hand as well as the kind and amount used during the past month. Filed chronologically. (Occasionally, restricted, official.) 8½ x 11 folders, 6 in., in drawer of steel filing case. 5th floor. (914)
80. CLAIMS DIVISION REPORTS, Oct. 1925 to date. Are the result of the examiner's work and reflect action on cases, showing the examiner's name, original award, amendments, stop payments, disallowance, reviewer's report on examiner's errors, specifying type and nature of errors, authorized report of adjudicator's errors, and monthly report of rating board. Filed chronologically. (Occasionally, official.) 8½ x 14 envelopes, 3 in., in drawer of metal filing case. 5th floor Main office. (920)

81. BIRTHDAY FILE, 1925 to date. Shows the department in which employees work, their names, date and year of birth. Filed alphabetically. (Constantly, official.) 3 x 5 cards, 1 ft. 4 in., in 4 drawers of card cabinet. R. 508. (814)

82. GOVERNMENT REQUISITION FOR SPECIAL TRANSPORTATION, 1925 to date. This form, in triplicate, is issued to a railway or transport company for a veteran only. The railway company retains one, the second is sent in to the Central Office, and the triplicate retained in the Regional Office. Filed chronologically. (Occasionally, restricted, official.) 8 x 20 vols. and loose sheets in triplicate, 5 ft., in 3 drawers of metal transfer case. Basement storage. (826)

83. LETTERS OF DIFFERENCE, 1925 - 1934. Addressed to the Director of Finance Service of the Veterans' Administration, giving specific instances of any errors found in accounting, names, or otherwise. An accumulated record covering proceedings. (Occasionally, official.) 8½ x 11 bundles (3), 1 ft., in drawer of metal transfer case. Basement storage. (832)

84. PUBLIC VOUCHERS, 1925 - 1933. Are copies showing impersonal purchases and services with pertinent debit and credit listings attached. Filed alphabetically. (Occasionally, official.) 8½ x 11 loose sheets, 1 ft. 2 in., in packing cases ready for shipment to Maryland. Basement storage. (825)

85. RECORD OF MISCELLANEOUS DISBURSEMENTS, 1925 to date. Carbon copies of all expenditures for military and naval compensation. Filed in sequence. (Seldom, official.) 5 x 8 vols., 5 ft., in wooden trays. Basement storage. (833)

86. PERSONAL JOURNAL, 1926 to date. Record of the promotions, transfers and changes in salaries of the employees of the Regional Office. Filed chronologically. (Occasionally, official.) 16 x 20 vols., 2 in., on wooden filing case. R. 508. (841)

87. ENCUMBERED EXPENSES, 1926 to date. Showing the monthly and quarterly table of the encumbered expenses of the office. Filed alphabetically. (Constantly, official.) 16 x 20 vols. and loose-leaf books, 1 ft. ½ in., on wooden filing cabinet. R. 508. (842)

88. CONTROL FILE, 1926 to date. Recording of all authorized positions in the Regional Office, showing name of employee, date employed, salary, and salary range. Filed chronologically. (Occasionally, official.) 4 x 6 cards, 2 ft., on wooden filing cabinet. R. 508. (840)

89. CONTROL CARDS FOR VOUCHERS, 1927 to date. All the necessary data to constitute a complete cross index on all vouchers emanating from the Regional Office. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 3 ft., in wooden filing case. Basement storage. (830)

90. COPIES OF RECEIPTS AND APPROVED CONTRACTS, 1927 to date. Covering a variety of services: dental, ambulance, burial, hospitalization, laundry, telephone, window washing, janitor supplies, medical contracts, oxygen gas, and lubricating oil. Filed alphabetically. (Occasionally, official.) 9½ x 12 folders and bundles, 10 in., in drawers of metal transfer case. Basement storage. (930)

91. CORRESPONDENCE PERTAINING TO CONTRACTS, 1927 to date. These letters cover business transacted by the Regional Office with various supply houses, wholesalers, and manufacturers. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 3 ft., in 2 drawers of steel transfer case. Basement storage. (929)

92. DENTAL CLINIC REPORTS, 1927 to date. Of all dental work performed in this clinic and all expenditures in connection therewith. It is signed by the Chief Dental Officer, countersigned by Chief Medical Officer, and a duplicate is sent to Central Office, Washington, D. C. Filed chronologically. (Occasionally, restricted, official.) 8½ x 11 folders and loose sheets, 2 in., in drawer of steel filing case. 5th floor Main office. (918)

93. INVESTIGATION FILE, 1927 to date. Records of the Regional Office concerning the deaths of veteran claimants, with the investigations into all circumstances of death. The data pertaining to the cases and correspondence are complete in each case. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing cabinet. 5th floor Main office. (806)

94. MEAL AND LODGING ORDERS, 1927 to date. For veterans and their dependents when traveling to or from a hospital or other institutions. Issued by the Regional Office. Filed chronologically. (Occasionally, official.) 5 x 8 vols., 6 in., in drawer of metal transfer case. Basement storage. (827)

95. NOTICE OF TRANSFER OF CASE FILE, 1927 to date. These slips are made out to check any moving of case folders and to notify the Central Office of such transfer. They are made out in triplicate; one goes to Central Office, one to the office to which the file is transferred, and one retained at the office making the transfer. There are various reasons for transfers; a veteran moving into another region, investigation of a claimant's case by a person outside of the region, case of litigation concerning war risk insurance, and mismanagement of ward's estate by a guardian. Filed chronologically. (Occasionally, official.) 5 x 8 loose sheets, 4 ft., in 2 drawers of metal transfer case. Basement storage. (933)

96. PERSONAL RECORDS MAINTAINED IN CENTRAL OFFICE, 1927 - 1936. Covering semimonthly pay roll estimate and personnel calendar. Filed alphabetically. (Constantly, official.) 8½ x 11 rope board folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (811)

97. SKELETON FILE, PENSION BUREAU, 1927 to date. Containing copies of physical examinations of veterans made at this office on request of Central Office for pension purposes, with all correspondence relative thereto. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing cabinet. 5th floor Main office. (805)

98. U. S. GOVERNMENT MEAL REQUESTS, 1927 to date. For veterans or their dependents when traveling at the request of the Regional Office. Filed according to claim numbers. (Occasionally, official.) 4 x 6 cards, 24 ft., in 6 wooden trays. Basement storage. (834)

99. ANNUAL REPORT OF MEDICAL DIVISION, 1926 - 1929. Covering medical examinations, procedures, hospital beds, out-patient treatment, personnel, medical research, medical papers, and the medical society. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (816)

100. REGIONAL MANAGER'S REPORT ON ADMINISTRATIVE ACTIVITIES, 1928 - 1930. Containing a chart of expenditures, reductions in expenditures and overhead, expenditures in spite of the increase in direct benefits, and the disposal of inactive records. Inactive records are from the eleven subregional offices which at one time functioned separately, but under the direct supervision of this office. These subregional offices are now discontinued. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508 (813)

101. REPORT OF REGIONAL OFFICES, Jan. 1928 to date. These are mostly photostatic copies depicting in summary form, financial, legal, medical, adjudicative and social activities within the region. It also gives analysis of cases before regional rating boards, retired emergency officers' claims, reports of committees on recoveries, applications for certificates of recognition, action on requests for physical examinations, hospitalization in civil and state institutions, contact unit, authorization unit, insurance unit, disbursing and supply sections, agriculture section, clerical and other personnel and field examinations. Filed by year in envelopes. (Occasionally, restricted, official.) 15 x 22 envelopes, 2 ft., in drawer of metal filing case. 5th floor Main office. (919)

102. APPEAL RECORD, Jan. - July 1929. Containing the number of appeals pending and closed and cases passed upon by the Director of Veterans' Administration. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (906)

103. BUDGET REPORTS, 1929 - 1935. Showing estimates and requests for funds for the fiscal years, together with their amendments, allotments, and budget records. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing case. R. 508. (812)

104. DOCTOR'S SKELETON FILE, 1929 - 1931. Complete record of the medical officer's assignments, when and where transferred, his salary, and all correspondence pertaining to the doctor's employee. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (845)
105. LETTERS OF DIFFERENCE, REGIONAL MANAGER'S COPY, May 21, 1929 to date. Correspondence with the Director of Finance, concerning reductions, adjustments, corrections, salaries, and disbursements with copies of the vouchers. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (836)
106. REPORT OF DISBURSING ACTIVITIES, 1929. Statements covering government life insurance funds and percentages of repayment on adjusted service loans. Filed alphabetically. (Constantly, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (905)
107. VETERANS' GENERAL TRANSPORTATION, 1929 to date. Requesting tickets from a transportation company for a veteran who is called to the Regional Office or affiliated place for official business or examination. Filed in sequence. (Occasionally, official.) 5 x 8 loose sheets, 7 ft., in 4 drawers of metal transfer case. Basement storage. (828)
108. COMMITTEE ON RECOVERIES, 1931 to date. In the event of an overpayment of compensation funds, this waiver comes under the committee adjudication activities. A certificate of waiver of overpayment is then issued to the claimant for a statement setting forth the reason for accepting the excessive amount to which he was not entitled. This waiver is issued in order that the committee may render a fair and impartial decision in its consideration of any evidence that may be submitted by the veteran in support of his action. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing case. R. 508. (810)
109. CONFERENCE OF REGIONAL MANAGERS, Oct. 1931. Showing the reports of subcommittees on pensions and disability allowances with charts and graphs, covering topics for discussion, budgets, statistics, and the complete program for the year 1931. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (838)
110. REQUISITIONS FOR REGIONAL OFFICE SUPPLIES, 1931 to date. Issued against regular supply depots, located at various points of advantage, and in most cases are covered by yearly contracts. However, certain articles not so covered are requisitioned from the Central Office where special orders for them are issued. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of metal transfer case. Basement storage. (831)
111. SPECIAL WEEKLY REPORTS ON MEDICAL ACTIVITIES, 1931 to date. Relative to the number of patients who reported at the Regional Office

for treatment, those who failed to report though having appointment, and the kind of treatment, whether general, specific, or dental. Filed chronologically. (Occasionally, official.) 8 1/2 x 11 folders and loose sheets, 2 in., in drawer of steel filing case. 5th floor Main office. (922)

112. REGIONAL MANAGER'S REPORT, 1931 to date. Showing the various functions of the personnel set up, such as contact unit, accounting, CWA correspondence, office space, community chest, Red Cross correspondence, adjudication, medical, and supply divisions. Filed alphabetically. (Constantly, official.) 8 1/2 x 11 folders, 2 ft., in drawer of wooden filing cabinet. R. 508. (903)

113. CERTIFICATES OF RECOGNITION FILE, RECOGNITION OF VETERAN UNDER WORLD WAR VETERANS' ACT OF 1924 AS AMENDED, 1932 - 1933. Certificates filed by the veteran with this bureau in order to determine the rights of a claimant to medical treatment in any government hospital. Filed alphabetically. (Constantly, official.) 8 1/2 x 11 folders, 2 ft., in drawer of steel filing cabinet. 5th floor Main office. (848)

114. COPIES OF PROPERTY VOUCHERS, Oct. 31, 1932 - July 10, 1934. Showing purchases made by the region for the veteran, the office, and occasionally for the veteran's dependents. They cover articles purchased and services procured. They are numbered in sequence from 1 to 1170. Subsequent series are found in R. 620. Filed alphabetically by subject. (Occasionally, official.) 8 1/2 x 11 folders and loose sheets, 6 in., in drawer of metal transfer cabinet. Basement storage. (829)

115. INDEMNITY BONDS, 1932 - 1933. Correspondence pertaining to demand for and giving of indemnity bonds. Filed alphabetically. (Occasionally, official.) 8 1/2 x 11 folders and loose sheets, 3 in., in drawer of metal transfer case. Basement storage. (924)

116. ISSUE SLIPS, 1932 - 1935. Interoffice checking forms interlocking with requisitions. Filed chronologically. (Occasionally, official.) 10 x 5 slips, 6 in., in drawer of metal transfer case. Basement storage. (928)

117. MEDICAL REPORTS, 1932 to date. Of medical practitioners, either officially attached to the region or doing occasional service for it. It separates them according to various units or specialties, whether full or part time or straight fee contract. It also gives a list of medical, dental, and pension examiners at various points within the region. Filed chronologically. (Occasionally, restricted, official.) 8 1/2 x 11 folders and loose sheets, 2 in., in drawer of steel filing case. 5th floor Main office. (921)

118. OFFICIAL RECEIPTS, 1932 - 1933. Remitter's copy of the disbursing division, giving date, number and amount, receipt number, reason for and description of remittance. Appropriations are credited

and signed by the disbursing clerk. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders, 2 in., in drawer of metal transfer case. Basement storage. (926)

119. TREASURY DEPOSIT, June 1932 to date. Record of repayments received on loans by the Disbursing Department, and deposited in the U. S. Treasury. Filed by claim number. (Occasionally, official.) 8½ x 11 folders and loose sheets, 3 in., in drawer of transfer case. Basement storage. (925)

120. COPIES OF VOUCHERS, Feb. 1934 - June 1935. Covering a great variety of supplies furnished the region mostly by contract for one year. They are comprised of orthopedic supplies for the veterans, medicines, laundry, shoe repairs, typewriter repairs, and drayage to and from post office. Filed in sequence. (Occasionally, official.) 9 x 12 bundles, 4 in., in drawer of metal transfer cabinet. Basement storage. (931)

121. LEAVE APPLICATIONS, 1934 to date. For military leave. Filed alphabetically. (Occasionally, official.) 4 x 6 cards, 1 ft. 4 in., in 4 drawers of card cabinet. R. 508. (902)

122. OUT-PATIENT SERVICE, 1934 to date. Monthly report by the Chief Medical Officer to the Administrator of Veterans' Affairs, for special attention of the budget officer and chief of statistics, detailing all relief furnished beneficiaries during the month. It states specifically the kind of examinations and treatments given, number of cases, and their disposal. It also gives a complete list of private physicians whose services were enlisted, examinations and treatments they furnished, and their fees. Filed in sequence. (Occasionally, official.) 8½ x 11 folders and loose sheets, 8 in., in drawer of metal filing case. 5th floor Main office. (803)

123. FEDERAL EMPLOYEE FILE, 1934 to date. Request of government employees for physical examination, medical treatment, and hospitalization, medical findings and recommendations by examining physicians, and correspondence relating thereto; also contains requests for Civil Service retirement when disability does not permit a further gainful employment. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing cabinet. 5th floor Main office. (847)

124. RADIOGRAMS AND TELEGRAMS, June, July, 1934. Incoming and outgoing messages. (Occasionally, official.) 9 x 12 bundles, 3 ft., in drawers of metal filing case. Basement storage. (835)

125. APPLICATIONS FOR LEAVE OF ABSENCE, Jan. 1 - June 30, 1936. Of one day or less. Filed alphabetically. (Occasionally, official.) 3 x 5 slips, 1 ft. 6 in., in drawer of wooden filing case. R. 508. (908)

126. APPLICATION FOR EXTENSION OF LEAVE, Jan. 1936 to date. On account of illness, and attested by medical officer. Filed alphabeti-

cally. (Occasionally, official.) 4 x 6 cards, 1 ft. 4 in., in drawers of card cabinet. R. 508. (815)

Medical Division

127. CORRESPONDENCE FILES ON CASES, 1927 to date. Correspondence and reports of examinations and treatment, letters of instruction, detailed social histories, miscellaneous regulations and reports. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 8 ft., in 4 drawers of wooden filing case. R. 609. (857)

Supply Division

128. DAILY ACCOUNTING SYSTEM, 1935 - 1937. Record of every chargeable item such as purchasing order, requisition number, bill of lading, mail, and other receipts, mail outgoing, claimant transportation. It is divided into sections, marked C and D, and pertains to transactions with the Central Office and depot of supplies. Filed alphabetically. (Occasionally, official.) 11 x 20 vols. (2), 2 in., on desk. R. 620. Accounting records prior to 1935 are in basement storage. (861)

129. ADMINISTRATIVE AND MEDICAL CONTRACTS AND BIDS, 1921 - 1937. Cover such items as serum, oxygen, and medical calls. The administrative part pertains to maintenance of machines (office appliances), janitor supplies, hospitalization, garage, laundry, meals and lodging (for veterans), ambulances, drayage of supplies, window washing, ice, and leases. Filed alphabetically by item. (Occasionally, official.) 8½ x 11 folders and loose sheets, 1 ft. 8 in., in drawer of wooden filing case. R. 620 and basement. (866)

130. PUBLIC VOUCHERS FOR TRANSPORTATION OF PASSENGERS, 1921 to date. Issued to railway companies and bus lines to pay for transportation of veterans or their dependents when the Regional Office approves or authorizes such trips. Vouchers for meals en route also included. Filed alphabetically. (Occasionally, official.) 8½ x 11 folders and loose sheets, 10 in., in drawer of wooden filing case. R. 620 and basement. (862)

131. BILLS OF LADING, 1921 to date. Issued by transfer and forwarding companies covering articles shipped by the Regional Office to veterans and hospitals. Filed chronologically. (Occasionally, official.) 8½ x 11 folders and loose sheets, 1 ft. 6 in., in drawer of wooden filing case. R. 620 and basement. (864)

132. DEPOT REQUISITIONS, 1921 to date. For articles regularly kept at the nearest supply depot. This is handled separately from local firms dealt with. Filed alphabetically. (Frequently, official.) 8½ x 11 loose sheets, 1 ft. 10 in., in drawer of wooden filing case. R. 620 and basement. (865)

133. REQUISITIONS AND BUDGET ESTIMATES, 1921 to date. Requisitions with summaries for the month, to keep check on withdrawals and surplus. Record constitutes a current inventory of all supplies covered by contract for the year. The budget estimates are checked at the close of each month against the above mentioned requisition summaries. Filed chronologically. (Frequently, official.) 8½ x 11 folders and loose sheets, 1 ft. 8 in., in drawer of wooden filing case. R. 620 and basement. (967)

134. MANUFACTURING AND SERVICE HOUSES UNDER CONTRACT, 1925 to date. A complete file of supply houses and service companies doing business with the Regional Office and annotation of the transactions to date. This comprises a vast number of articles and services such as medical, clinical laboratory, photographic supplies, and office appliances. It also includes telephone, street car, rapid transit, and railway companies, paint concerns, shoe manufacturers, map publishers, oil refineries, sign painters, lumber companies, bakers, restaurants and lodging houses. Filed alphabetically. (Frequently, official.) 8½ x 11 loose sheets, 6 ft., in drawers of wooden filing case. R. 620. (860)

135. MOTOR TRANSPORT REPORT, 1926 to date. Made by the chauffeur to the Regional Manager, showing out-patients moved to hospitals for medical treatment, and the carrying of supplies. Filed chronologically. (Constantly, official.) 8½ x 11 folders and loose sheets, 2 in., in drawer of steel filing case. 5th floor. (915)

136. EXPENDABLE AND NON-EXPENDABLE PROPERTY, 1927 to date. In two separate files of index cards listing all expendable and nonexpendable property within the jurisdiction of the Regional Office. The nonexpendable, except as changed by requisitions from other offices, is a permanent inventory, the expendable file is kept current by daily corrections made by the clerk in charge. Filed alphabetically by item. (Constantly, official.) 5 x 8 card index, 3 ft., 6 in., in 2 drawers of wooden card cabinet. R. 620. (868)

137. SURPLUS LIST, 1933 to date. Surplus equipment of the Regional Office, such as office appliances and furniture, for which there appears no immediate use. List is sent in to the Supply Service Office in Washington. (Occasionally, official.) 8½ x 11 loose sheets, in drawer of wooden filing case. R. 620. (863)

CLEVELAND

THE VETERANS' ADMINISTRATION REGIONAL OFFICE NO. 25
OFFICE OF THE MANAGER
Post Office Bldg., Prospect Ave. at W. 3d. St.

Established under the old Veterans' Bureau in 1921 as a suboffice of the district office at Cincinnati, then District 7, this unit became a

Regional Office of the Veterans' Administration, on March 1, 1925.

Prior to the creation of the Treasury Department Disbursing Office, January 15, 1935, this office made its own disbursements.

It has occupied office space in the following buildings: Standard Parts Building, Chester Ave. at E. 12th St., July 1921 - July 1923; Advance Building, 1514 Prospect Ave., July 1923 - July 1924; Hanna Building Annex, Prospect Ave. at E. 14th St., July 1924 - October 1934, and since the latter date it has occupied its present quarters.

None of its records have been lost or destroyed. Since 1921, there have been seven shipments of its records to designated storage places. Records so shipped to Veterans' Administration Supply Depot, Perry Point, Maryland, have thus been designated by the Director of the Veterans' Administration. One hundred twenty-eight linear feet of inactive records, duplicate papers, and rehabilitation folders, from the date of filing first claim to October 8, 1925, and memorandum vouchers from July 1925 to June 1933, have been sent for storage to The Veterans' Administration Supply Depot at Perry Point, Maryland. See Series XII, Veterans' Administration No. 19, Maryland, p. 62.

138. CANADIAN AND FOREIGN VETERANS CERTIFICATE OF RECOGNITION FILE, 1918 to date. Forms 202-10 and P. 10. Contains records of application made by the above-mentioned war veterans. (Daily, official.) 9 x 12 folders, 24 ft., in 12 drawers of steel filing case. R. 4233 A. (6350)

139. CIVIL AND SPANISH AMERICAN WAR VETERANS CERTIFICATE OF RECOGNITION FILE, 1918 to date. Forms 3105, 202-10, and P. 10, applications made by the above veterans for hospitalization in the Marine Hospital at Cleveland, Ohio. (Daily, official.) 9 x 12 folders, 16 ft., in 12 drawers of steel filing case. R. 4233 A. (6351)

140. INDIVIDUAL CASE REPORTS OF VETERANS, 1918 to date. Numbered from 1 to 2,171,205. Complete files of each case in individual folders. (Daily, official.) 9 x 12 folders, 2444 ft., in 1222 drawers of steel filing cases. R. 4233 A. (6344)

141. RETIRED FILE (WORLD WAR VETERANS), 1918 to date. Compartment 4 of the Individual Case Reports of Veterans file. As compartment 4 is used to file all papers not required to be filed in any of the other compartments and is used to file all correspondence between the bureau and the veteran it becomes too large to be handled in the regular file and it is split and put into a separate file. Filed numerically and alphabetically. (Daily, official.) 9 x 12 folders, 212 ft., in 34 drawers of steel filing cases and in 8 steel wall cabinets. R. 4233 A. (6356)

142. HOSPITALIZATION APPLICATION, WORLD WAR VETERANS CERTIFICATE OF RECOGNITION, 1924 to date. Forms 202-10 and P. 10, contains records of applications. Filed alphabetically. (Daily, official.) 9 x 12 folders, 30 ft., in 15 drawers of steel filing case. R. 4233 A. (6352)

143. APPLICATION FOR PENSION (ACT OF 1930), 1930 to date. Showing names and addresses of veteran, age, when and where enlisted, date and

rank at time of discharge, organization; also shows examining physician's report as to veteran's condition. Filed alphabetically. (Daily, official.) 9 x 12 folders, 18 ft., in 9 drawers of steel filing case. R. 4233 A. (6355)

144. CCC ENROLLMENT (VETERANS OF WORLD WAR), 1933 to date. Form P. 130, records of World War veterans now working under CCC, shows name and address of veteran, length of service, rank at time of discharge, company and division served in, age, and allotment information. (Daily, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 4233 A. (6341)

145. CCC ENROLLMENT, (WORLD WAR VETERANS DISCHARGE FILE), 1933 to date. World War veterans discharged from the CCC for various reasons, such as incompetence, insubordination, and radicalism; also records of veterans who have left CCC to enter private industry. (Daily, official.) 9 x 12 folders, 32 ft., in 16 drawers of steel filing case. R. 4233 A. (6342)

146. CORRESPONDENCE FILE (WORLD WAR VETERANS), 1934 to date. Letters on various subjects from World War veterans, who are not, as yet, listed in this district and have no file in this office; also interdepartmental correspondence on veterans who are living in this district, having moved from some other district and having no file here. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 4233 A. (6354)

147. GUARDIANSHIP CORRESPONDENCE FILE (WORLD WAR VETERANS), 1934 to date. Form 4720, active file of all World War veterans who being incompetent, have a guardian appointed to care for them and their interests. (Daily, official.) 9 x 12 folders, 16 ft., in 8 drawers of steel filing case. R. 4233 A. (6353)

148. DECEASED FILE, 1935 to date. Individual case reports taken from the active files of deceased veterans. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 4233 A. (6357)

DAYTON

VETERANS' ADMINISTRATION COMBINED FACILITY

4100 W. 3rd St.

- (A) Headquarters Building
- (B) Memorial Hall
- (C) Library Building
- (D) Main Hospital Building
- (E) Tuberculosis Hospital Building
- (F) Utility Building

The Central Branch National Home for Disabled Volunteer Soldiers was opened April 19, 1867. It continued as the Central Branch until May 1916, when the general office of the National Homes for Disabled Volunteer Soldiers was moved there from Kansas City, Missouri. It was officially designated as the location for the office by an appropriation act of July 1, 1916, and so remained until the creation of the Veterans' Administration in 1930 when the administration of the homes was removed to Washington, D. C. There was a supply depot at the National Home but it was closed on June 11, 1932. The home became a part of the Veterans' Administration by Executive Order 5398, July 21, 1930. Nevertheless, Dayton has remained the General Field Office in matters relating to homes. Its functions have been to supply domiciliary care and hospitalization for such former soldiers of the United States as have from time to time been made eligible for such care by acts of Congress. The Home provides domiciliary aids for 3,400 and hospital beds for 1,105 members. A subdistrict office was opened in Dayton in 1921. It was later changed to a Medical Unit and was closed in 1933. The Facility has occupied the same location since organization, with new buildings being erected and additions to old ones being made from time to time. An undetermined portion of its records was destroyed by a fire which razed the Headquarters Building March 11, 1932. No records are ever wilfully destroyed or otherwise disposed of, even though they may be of negligible value. However, thirty two linear feet of inactive records, memorandum vouchers from July 1926 to 1936 are in storage at the Veterans' Administration Supply Depot, Perry Point, Maryland. See series XII, The Veterans' Administration, No. 19, Maryland, p. 62.

The Regional Office was moved here from Cincinnati June 28, 1937, after this survey was completed; for records of this office, see Cincinnati.

Domiciliary Division

149. DOMICILIARY RECORD, Dec. 1924 to date. Of present members of Home, giving general history, relatives, request for admission, and general correspondence. (Frequently, official.) 10 x 12 folders, 28 ft., in 14 drawers of steel filing case. 1st floor (Bldg. A). (487)

150. DOMICILIARY RECORD OF VETERANS, 1932 - 1935. General correspondence relative to members admitted to Home, showing date of admission; if discharged showing date, together with domiciliary or hospital care. (Frequently, official.) 9 x 11½ folders, 40 ft., in 20 drawers of steel filing cases. 1st floor (Bldg. A). (497)

151. BURIAL RECORD, 1867 - 1934. A personal record of deceased members, including correspondence relative to deceased member's application for admission to the Home; also date of entry into the service, rank, company, regiment, date and place of discharge, date and cause of death, place of burial, and a list of member's personal effects and their disposition. (Frequently, official.) 13 x 20 envelopes, 336 ft., on wooden shelves. Basement (Bldg. A). (496)

152. FILE OF MEMBERS ADMITTED TO VETERANS' HOME, Nov. 1875 - Sept. 1933. Complete records of members admitted, including roster card, original application for admission, medical statement, recommendations for transportation, discharge, and transfers. (Frequently, official.) 4 x 9½ envelopes, 474 ft., in 55 wooden boxes. Record Room, 3d floor (Bldg. B). (500)

153. LOCATION OF GRAVES IN CEMETERY, 1892 - 1909. Weekly report giving details of members' deaths, date of burial, and location of graves. (Rarely, official.) 3½ x 8 bundles and loose-leaf books, 1 ft., in pasteboard box on floor. R. 2 (Bldg. A). (477)

154. PERSONAL EFFECT RECORD OF DECEASED MEMBERS, July 1911 - Dec. 1912. Form 36, list of personal effects and their value. (Rarely, official.) 3½ x 8 pockets, 8 in., in pasteboard box on floor. R. 2 (Bldg. A). (471)

155. RECORD OF DISCHARGED MEMBERS FROM CENTRAL BRANCH, Mar. 19, 1914 - June 1, 1914. Record of members discharged from National and State Homes for Disabled Volunteer Soldiers. Record discontinued. (Rarely, official.) 12 x 18 vol., 2½ in., on rolling shelves in vault. 1st floor (Bldg. A). (490)

156. STATE REGISTER, 1867 - 1927. Register of veterans of Civil War admitted to Home during and after 1867. Arranged by rank and organization. (Frequently, official.) 12 x 18 vols., 1 ft. 6 in., on rolling shelves in vault. Bindings broken and papers dirty. 1st floor (Bldg. A). (506)

Finance Division

157. PENSION CASH ACCOUNT, 1919 - 1930. Of members, showing amount of receipts, disbursements, name of pensioner, amount paid, and balance in fund. (Rarely, official.) 12 x 17½ vol., 2 in., in concrete vault. 1st floor (Bldg. A). (545)

158. REGISTER OF RECEIPTS AND EXPENDITURES, July 1, 1923 - Feb. 29, 1936. Form 6602, voucher register; Form 6502, register of storehouse issues; Form 6608, recapitulation of register; and Form 6606, cost ledger operating expenses, covering receipts and expenditures of Home. (Frequently, official.) 4 x 18 loose-leaf books, (2), 6 in., in concrete vault. 1st floor (Bldg. A). (542)

159. GENERAL FUND CASH BOOK, Aug. 30, 1926 - July 1931. Forms 12, 28, 29, and 6-M, showing all transactions. (Frequently, official.) 12 x 16½ loose-leaf books (2), 5 in., in concrete vault. 1st floor (Bldg. A). (546)

160. PAY ROLL, Mar. 1929 - June 30, 1931. Form 1013e, for personal service, department monthly salary, gross amount earned, deductions, net

amount paid with check number. (Frequently, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (565)

161. ALLOTMENT LEDGER, July 1, 1930 to date. Form 1015a, reports covering general departmental expenses. (Frequently, official.) 10½ x 15 loose-leaf books (2), 7 in., in vault. 1st floor (Bldg. A). (543)

162. CONSOLIDATED MONTHLY REPORT OF HOSPITAL ACTIVITIES, June 1, 1931 - Mar. 31, 1936. Form 6634, showing statistics, voucher number, expenses, and balance to date. (Frequently, official.) 14 x 17 loose sheets, 5 in., in vault. 1st floor (Bldg. A). (541)

163. COST ACCOUNTING VOUCHERS, 1931 - June 30, 1934. Supporting papers of cost accounting. Records are kept in files until audited by Central Office. (Frequently, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (513)

164. CRITICISMS, ACCOUNTS AND GENERAL ORDERS, July 1, 1931 - June 30, 1932. Correspondence covering Administrator's decisions, accounting office, Administrator's orders, bonds and contracts, burials, CCC, personnel report, court cases, Comptroller General, and finance office. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (567)

165. MEMORANDUM PAY ROLL, June 30, 1931 - July 1, 1934. Form 1013c, memorandum showing name, grade, designation, total salary rate, gross amount earned, deductions, net amount paid, and check number. (Frequently, official.) 12 x 17 covers (40), 2 ft. 6 in., in vault. 1st floor (Bldg. A). (529)

166. SALARY ROLL, 1931 to date. Form 993, showing all salaries paid to employees. (Daily, official.) 5 x 8 cards, 8 ft. 6 in., in 6 drawers of steel card cabinet. 1st floor (Bldg. A). (574)

167. MISCELLANEOUS CORRESPONDENCE, 1932 - 1935. Relative to activities of Finance Director. (Rarely, official.) 8 x 10½ loose-leaf books (6), 8 in., in vault. 1st floor (Bldg. A). (544)

168. PATIENT'S FUND, July 1, 1932 - July 1, 1935. Form 2675, requisitions for supplies for hospital patients. Closed accounts. (Frequently, official.) 8 x 10½ folders, 8 ft., in 4 drawers of wooden filing case and in vault. 1st floor (Bldg. A). (528)

169. BUDGET DATA, July 1, 1933 - July 1, 1935. Procuring instrument covering all general expenses of Home, such as purchase orders, travel orders, and requisitions against the budget. (Frequently, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case in vault. 1st floor (Bldg. A). (525)

170. DISBURSING OFFICER'S ACCOUNTS, July 1, 1933 - July 1, 1935. Duplicate checks, receipts, and correspondence. Disbursing office was

discontinued May 1, 1935. Records are packed awaiting orders for disposition. (Rarely, official.) 9 x 12 bundles (12), 8 ft., in wooden box in vault. 1st floor (Bldg. A). (526)

171. PENSION ACCOUNTS AND RECORDS, Sept. 1933 - Oct. 1935. Forms 1064 and 1083, schedules of final disbursements of pensions, showing name and rank of disbursing officer, date paid, period, symbol number, payees, together with ledger account file. Receipts and trial balance of pension funds of incompetent members, receipts for pension checks of deceased veterans whose accounts are not closed, fiscal year disbursements, together with ledger card index of patients' fund. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of filing case. 1st floor (Bldg. A). (512)

172. CONSTRUCTION ALLOTMENTS, 1933 - 1935. Reports of receipts and expenditures by fiscal year. (Frequently, official.) 10½ x 15 bundles (7), 2 ft., in 2 drawers of steel filing case and in vault. 1st floor (Bldg. A). (524)

173. CONTRACTS, 1934 to date. Form 33, standard government short form contracts for all material, repairs, provisions, clothing, and undertaking supplies. (Frequently, official.) 8 x 10 bundles (7), 3 ft., in 2 drawers of wooden filing case. 1st floor (Bldg. A). (512)

174. CONTRACTS, July 1, 1934 to date. Form 33, invitation, bid and acceptance, with standard short form contracts for materials and supplies used at this Home. (Frequently, official.) 8 x 10½ folders, 4 ft., in 2 drawers of steel filing case. 1st floor (Bldg. A). (569)

175. MISCELLANEOUS CORRESPONDENCE, June 30, 1934 to date. Of Finance Officer, relative to general activities of the office. (Frequently, official.) 8 x 10½ loose-leaf books (5), 1 ft., in drawer of steel filing case. 1st floor (Bldg. A). (571)

176. PUBLIC VOUCHERS, July 1, 1934 - July 1, 1935. Form 1034a, memorandum vouchers for monies paid by Cleveland office for all services and supplies for this station, other than personal. (Frequently, official.) 8½ x 11 bundles (27), 12 ft., in wooden box in vault. 1st floor (Bldg. A). (527)

177. PUBLIC UNPAID VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, July 1, 1934 to date. Forms 1034a, 3267a, and 3266, memorandum vouchers for meals, lodgings, and transportation of veterans to and from the Home, before and after discharge. (Frequently, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (564)

178. PUBLIC PAID VOUCHERS FOR PURCHASES AND SERVICE OTHER THAN PERSONAL, July 1, 1934 to date. Memorandum vouchers for meals, lodging, and transportation of veterans to and from the Home, before and after

discharge. Filed by fiscal year. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. 1st floor (Bldg. A). (563)

179. SCHEDULE OF INSTITUTIONAL PAYMENTS TO PATIENTS, June 1, 1934 - Aug. 31, 1935. Forms 1001 and 1001a, public vouchers for payment of compensation, pension, insurance, adjusted service, and dependents' pay from Division of Disbursements, Department of the Treasury, showing station, period, class, individual's name and amount. (Rarely, official.) 10½ x 14½ loose-leaf books (3), 6 in., in vault. 1st floor (Bldg. A). (566)

180. AGENTS' AND CASHIER'S COLLECTIONS, May 1, 1935 to date. Reports in connection with receipts and disbursements by agent, cashier, and collection clerk. (Frequently, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (576)

181. BUDGET FILE, July 1, 1935 to date. Forms 1044, 14a, 1612a and 244 AJ - SPL, pending procurement file, allotment, schedule of disbursements, miscellaneous correspondence, delinquent orders, service letters, and blanket letters of authority. (Daily, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (577)

182. COMPLETED PROCUREMENT FILES, July 1, 1935 to date. Forms 1044, 14a, 1612a, and 244 AJ - SPL, completed procurement file, showing allotment, schedule of disbursements, miscellaneous correspondence, delinquent orders, service letters, and blanket letters of authority. (Daily, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (575)

183. CONTRACTS, July 1, 1935 - June 30, 1936. Form 1034a, memorandum vouchers for material and supplies. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. 1st floor (Bldg. A). (568)

184. COST ACCOUNTING RECORD, Jan. 1, 1935 to date. Supporting papers on cost reports. (Daily, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (573)

185. DISBURSEMENTS, July 1, 1935 to date. Forms 1044 and 1064, schedule awaiting payment account of sale and collections. (Frequently, official.) 8 x 11 folders, 1 ft. 6 in., in drawer of steel filing case. 1st floor (Bldg. A). (570)

186. ESTIMATED BUDGETS, July 1, 1935 to date. Of departments quarterly; for all necessary supplies. (Daily, official.) 8 x 10 folders, 1 ft., in drawer of steel filing case. 1st floor (Bldg. A). (572)

187. PATIENT'S FUNDS, May 1, 1935 to date. Form 2675, record of patient's funds for members of hospital. Each record shows amount of

money allotted to each member monthly, for what expended and name of guardian if patient is incompetent. (Daily, official.) 8 x 10½ folders, 8 ft., in 4 drawers of steel filing case. 1st floor (Bldg. A). (578)

188. RECEIPT FOR CHECKS, July 1, 1935 to date. Forms 1179 and 2713, individual employee's personal receipt for each check. (Frequently, official.) 8 x 10½ covers (10), 1 ft., in vault. 1st floor (Bldg. A). (530)

Office of the Manager

189. HOME MANAGER'S GENERAL CORRESPONDENCE, Nov. 1934 to date. With Administrative Department at Washington, D. C. (Frequently, official.) 9 x 12 folders, 13 ft. 6 in., in 12 drawers of steel filing case. 1st floor (Bldg. A). (509)

Personnel Unit

190. SERVICE RECORD CARD, July 1, 1900 to date. Form 7, for civilian and member employees. (Frequently, official.) 5 x 8 cards, 15 ft., in 10 drawers of steel card cabinet. 1st floor (Bldg. A). (510)

191. PERSONNEL JOURNAL, Jan. 1, 1934 to date. Record of promotions and demotions of the entire personnel of the Home. (Frequently, official.) 12 x 19 loose-leaf books, 2 in., on rolling shelves in vault. 1st floor (Bldg. A). (486)

Records Unit

192. PAPERS PERTAINING TO CIVILIAN MEMBERS OF HOME BAND, 1866 - 1905. Records of attendance. (Rarely, official.) 3½ x 8 envelopes (50), 6 in., in pasteboard box on floor. R. 2 (Bldg. A). (478)

193. HISTORICAL REGISTER, Mar. 1867 - Aug. 1902. Reports showing military, domestic and Home history, and general remarks about members. (Frequently, official.) 12½ x 16 vols. (53), 12 ft., on floor. R. 2 (Bldg. A). (461)

194. BURIAL REGISTER, 1867 - June 30, 1928. Giving name of veteran, service record, location of grave, remarks if died outside of Home, or where shipped to for burial. (Frequently, official.) 10 x 14½ and 12 x 18 vols. (3), 5 in., on rolling shelves in vault. 1st floor (Bldg. A). (492, 489)

195. INDEX JOURNAL OF BURIAL RECORD, 1867 - 1928. A daily record of deceased members, showing date of death, name, company, regiment, number of grave, section, and record number in burial record book. (Frequently, official.) 5 x 13 vols. (4), 2½ in., on rolling shelves in vault. 1st floor (Bldg. A). (493)

196. REGISTER KEY, 1867 - 1932. Giving name, company, regiment, barracks, number of pension certificate, home number in register, furloughs, and, if deceased, date of death. (Frequently, official.) 10½ x 16 and 12 x 18 vols., 4 ft., on rolling shelves in vault and in 20 wooden compartments. Bindings broken, papers dirty and torn. 1st floor (Bldg. A). (501, 502)

197. APPLICATION FOR BURIAL, 1867 to date. Of nonmembers in Home cemetery. (Rarely, official.) 5½ x 12 folders, 6 ft. 6 in., in 15 document holders. 1st floor (Bldg. A). (488)

198. VETERANS' PERSONAL PAPERS, 1867 to date. Uncalled for personal papers labeled T.A.P. of veterans not admitted, but temporarily at the Home. (Rarely, official.) 5½ x 12 pockets, 7 ft., in manilla document holders. 1st floor (Bldg. A). (480)

199. TRANSPORTATION RECORDS, Aug. 1869 - Dec. 1901. Tabulations showing transportation issued at central branch of National Military Home. (Rarely, official.) 12 x 18 vols. (21), 5 ft., on floor. Dirty. R. 2 (Bldg. A). (473)

200. POST FUND CASH BOOK, Dec. 1872 - July 1900. Daily report of all expenditures made at Veterans' Home. (Rarely, official.) 12 x 18 vols. (6), 1 ft. 3 in., on floor. Dirty. R. 2 (Bldg. A). (470)

201. PENSION CERTIFICATE OF DECEASED MEMBERS OF MILITARY HOME, 1890-1930. Certificates of authorization for payment of pension to veterans of the Mexican, Spanish, and Civil Wars, under acts of Congress. (Rarely, official.) 3½ x 8 folders (150), 7 in., in 2 pasteboard boxes on floor. R. 2 (Bldg. A). (475)

202. CONSOLIDATED DATA FOR ANNUAL REPORT, July 1894 - June 1898. Tabulations giving record of gains and losses in number of members and age and nationality of members. (Rarely, official.) 11 x 16 vol., 1½ in., on floor. Damaged by vermin and dirty. R. 2 (Bldg. A). (472)

203. ORDERS, GENERAL, SPECIAL, AND CIRCULAR, Oct. 5, 1897 - June 1901; Jan. 1910 - May 1924. Copies of orders, receipts, and expenditures of Veterans' Home. (Rarely, official.) 8½ x 12 vols. (2), 5 in., in wooden box. R. 2 (Bldg. A). (451)

204. PROCEEDING COUNCIL ADMINISTRATION POST FUNDS, 1898 - 1907. Tabulated reports of receipts and disbursements of post funds by Home hotel, restaurant, barber shop, and canteen. (Rarely, official.) 3½ x 8 folders, 2 ft. 6 in., in 5 pasteboard boxes on floor. R. 2 (Bldg. A). (479)

205. HISTORICAL RECORDS, Sept. 6, 1900 - Mar. 28, 1934. Reports showing each veteran's complete record as to admission, discharge, or death. Discontinued March 28, 1934. Filed numerically. (Frequently, official.) 11½ x 16 vols. (101), 21 ft. 6 in., on rolling shelves in vault. 1st floor (Bldg. A). (491)

206. CONSOLIDATED MORNING REPORT, July 1909 - June 1910; July 1916 - June 1917. Number of officers and men, their duties, number absent, cause of absence, and miscellaneous information. (Rarely, official.) 12 x 21 vols. (2), 1 in., on floor. Damaged by vermin and dirty. R. 2 (Bldg. A). (468)
207. PROPOSED EXPENDITURES, POST FUND VOUCHERS AND ABSTRACT OF DISBURSEMENTS, 1910 - 1915. Reports on general expenditures of Home, including all supplies and entertainment. (Rarely, official.) $3\frac{1}{2}$ x 8 pockets, 6 ft., in 4 pasteboard boxes on floor. R. 2 (Bldg. A). (476)
208. GENERAL CORRESPONDENCE, Jan. 1, 1913 - Jan. 20, 1922. Pertaining to recommendation of the governor's office and activities thereof; also correspondence regarding the Dayton flood of 1913. (Rarely, official.) $8\frac{1}{2}$ x 11 vols. (5), 7 in., on floor. Damaged by vermin, dirty, torn, and bindings broken. R. 2 (Bldg. A). (465)
209. CARD INDEX ROLL OF VETERANS, 1916 to date. Record of present members of the Home. (Frequently, official.) 3 x 5 cards, 3 ft., in 2 drawers of steel card cabinet. 1st floor (Bldg. A). (505)
210. CARD INDEX TO REGISTER, 1916 to date. Card index by Home number. Arranged alphabetically to register of members deceased, or who have been discharged. (Frequently, official.) 3 x 5 cards, 75 ft., in 50 drawers of wooden card cabinets. 1st floor (Bldg. A). (504)
211. POST RETURN, Jan. 1918 - Jan. 1933. Showing number of commissioned officers, members, number of men cared for, increase or decrease, averages, service, subsistence, health, capacity, employment, discipline, entertainment, number of deaths of veterans, and war participated in. (Rarely, official.) 11 x 17 loose-leaf books, 2 in., in wooden box. Dirty and torn. R. 2 (Bldg. A). (455)
212. TRANSFERS AND DISCHARGES, July 1, 1918 - Jan. 31, 1933. Name of member, Home number, date of discharge or transfer. (Frequently, official.) 8 x 10 vols. (11), 7 in., on rolling shelves in vault. 1st floor (Bldg. A). (484)
213. CORRESPONDENCE, May 1921 - Jan. 1935. Pertaining to letter of application for admittance to Home, also tracer letter as to whereabouts of veteran. (Rarely, official.) $8\frac{1}{2}$ x 11 vols. (30), 6 ft. 6 in., on floor. Damaged by vermin, dirty, torn, and bindings broken. R. 2 (Bldg. A). (464)
214. GENERAL ORDERS ISSUED BY THE OFFICE OF THE GOVERNOR, 1922 - 1928. Daily bulletins comprising general orders of the day, involving dismissals, holiday observances, and general regulations pertaining to the administration of the Home. (Rarely, official.) $8\frac{1}{2}$ x 11 vols. (6), 6 in., on floor. R. 2 (Bldg. A). (460)

215. ADMISSIONS, July 1, - Sept. 30, 1922; Nov. 1, 1932 - Dec. 31, 1934. List of veterans admitted to the Home, showing veteran's name, group attached to, number, and company. (Rarely, official.) $8\frac{1}{2}$ x 11 vols. (3), 5 in., on floor. Damaged by vermin, dirty, torn, and bindings broken. R. 2 (Bldg. A). (466)

216. MEMORANDA, 1923 - 1931. Memoranda of details from Adjutant and Inspector of the nativities of companies. Record discontinued April 1, 1931. (Rarely, official.) 8 x 10 loose-leaf book, 2 $\frac{1}{2}$ in., on rolling shelves in vault. Dirty. 1st floor (Bldg. A). (494)

217. APPLICATIONS FOR ADMISSION, Sept. 1925 - June 1932. Record of original applications for admission to Home. (Frequently, official.) 8 x 10 vols. (20), 1 ft., on rolling shelves in vault. 1st floor (Bldg. A). (483)

218. ADMISSION BLOTTER, Jan. 1926 - Aug. 1927. Record of applications for admission and readmission to Veterans' Home. (Rarely, official.) 10 x 18 vol., 2 in., on floor. Dirty. R. 2 (Bldg. A). (474)

219. REPORT ON STATUS OF VETERAN AND HOSPITAL ACTIVITIES, Jan. 1930 - 1932. Report is made in triplicate, the original going to the Director, Bureau of National Homes, duplicate to Governor of the Home, and the triplicate retained at the hospital. This gives complete data on operations at Veterans' Hospital. (Rarely, official.) 14 x 16 loose-leaf book, $\frac{1}{2}$ in., in wooden box. R. 2 (Bldg. A). (452)

220. VETERANS' RECORD OF DISCIPLINE, Jan. 1930 - Jan. 1935. Form H - 40, showing discipline. Area report on conduct of veteran while an inmate of Home. (Rarely, official.) 4 x 6 cards, 4 ft. 6 in., on wooden shelves. R. 2 (Bldg. A). (446)

221. COMPANY MORNING REPORTS, July 1930 - Sept. 1932. Reports of each company, giving data to support consolidated report on each member of his activities. (Rarely, official.) 11 x 15 vols. (16), $4\frac{1}{2}$ in., in wooden box. R. 2 (Bldg. A). (450)

222. MORNING REPORTS, July 1930 - Feb. 1935. Number of officers and men housed, number absent, war activities, and where detailed. (Rarely, official.) 12 $\frac{1}{2}$ x 16 vols. (7), 2 in., on floor. Damaged by vermin and torn. R. 2 (Bldg. A). (469)

223. DISCHARGES, Oct. 1930 - June 1934. Members discharged and dropped from roster, and reason for action. (Rarely, official.) 8 $\frac{1}{2}$ x 11 vols. (3), 6 in., on floor. Damaged by vermin, dirty, torn, and bindings broken. R. 2 (Bldg. A). (462)

224. PERSONAL JOURNAL, May 1, 1931 - Dec. 1932. Condensed reports, showing entry number, name, nature of action, position, salary, bureau, division or office, official station, effective, appropriation, predecessor, civil service authority, legal residence, and remarks. (Rarely, official.) 12 x 19 vol., 2 in., on wooden shelf. R. 2 (Bldg. A). (444)

225. CIVILIAN PERSONAL FILE, July 1, 1931 to date. Of all employees, including members of the Home. (Frequently, official.) 9 x 11½ folders, 32 ft., in 16 drawers of steel filing cases. 1st floor (Bldg. A). (498)
226. CONSOLIDATED MORNING REPORT OF VETERANS' ADMINISTRATION FACILITY, Nov. 1931 - Apr. 1934. Form 5528, reports on personnel of the administration, showing number of men on pay roll, number of men confined to hospital, and other data pertaining to Veterans' Home. (Frequently, official.) 11 x 21 loose-leaf books, 5 in., in wooden box. Dirty and torn. R. 2 (Bldg. A). (453)
227. GENERAL CORRESPONDENCE, Jan. 1932 - Dec. 1932. Pertains to admission of veterans to the Home. (Rarely, official.) 10 x 11 vols. (8), 1 ft. 4 in., in wooden box. R. 2 (Bldg. A). (449)
228. TRANSFERS, Jan. 1932 - June 1935. Reports of transfers within Facility from company to company, company to hospital, and hospital to company. (Rarely, official.) 8½ x 11 vols. (3), 5 in., on floor. Damaged by vermin, dirty, torn, and bindings broken. R. 2 (Bldg. A). (463)
229. ROSTER FILE, Jan. 1932 - Jan. 1936. Form 5531, gives data on inmates of Veterans' Home. (Frequently, official.) 4 x 6 cards, 4 ft., in 2 drawers of steel filing case. R. 2 (Bldg. A). (448)
230. DISPOSITION OF ADMITTED VETERANS, Jan. 1932 - Jan. 1936. Form 5531, showing veteran honorably or dishonorably discharged, committed to hospital, discharged, dropped, dead, body shipped, and headstones ordered. (Frequently, official.) 4 x 6 cards, 6 ft. 6 in., in 3 drawers of steel filing case. R. 2 (Bldg. A). (456)
231. INACTIVE PERSONNEL FILES, Jan. 1932 to date. Reports on personnel, showing individual record, medical certificates, applications for employment, and applications for leave. (Frequently, official.) 8½ x 11 folders, 15 ft. 6 in., in 8 wooden boxes on wooden shelf. R. 2 (Bldg. A). (442)
232. MORNING REPORT, Oct. 1, 1932 - Jan. 16, 1936. Daily report, by companies, of members present, absent, charges, and miscellaneous remarks. (Rarely, official.) 13 x 19 vols. (14), 3 in., on shelves in vault. Dirty. 1st floor (Bldg. A). (503)
233. HISTORICAL RECORD, Nov. 1932 - Mar. 1934. Record showing name, Home number, time and place of each enlistment, rank, company and regiment, time and place of discharge, disability, date of admission to Home, domestic and Home history, date and amount of pension, physical condition, date and cause of discharge, date and cause of death, where buried, and location of grave. (Rarely, official.) 8 x 11½ vols. (6), 1 ft., on rolling shelves in vault. 1st floor (Bldg. A). (485)

234. DETAILED ROSTER, 1932. Showing name, number, and dates and places of detail. (Frequently, official.) 8½ x 10½ loose-leaf books, 1 in., in wooden box. R. 2 (Bldg. A). (457)
235. DAILY RECORD OF ABSENTEES, PENSIONERS, Sept. 1 - Dec. 31, 1932. Shows number of pensioners reported absent or present. (Rarely, official.) 8 x 10 loose-leaf book, 1½ in., on rolling shelf in vault. 1st floor (Bldg. A). (495)
236. REQUISITION FOR TOBACCO, 1932 - 1933. Form H-104, for non-pensioners and members receiving no extra-duty pay. (Rarely, official.) 8 x 10½ loose-leaf book, 2 in., in wooden box. R. 2 (Bldg. A). (454)
237. TOBACCO FOLDERS, 1932 to date. Report of monthly issue of toilet articles and tobacco to members of the Home who are drawing less than \$6.00 per month. (Frequently, official.) 10 x 12 folders, 2 ft., in drawer of steel filing case. 1st floor (Bldg. A). (481)
238. CLINICAL RECORD, July 1, 1933 to date. Form 2593, of members admitted to hospital. (Frequently, official.) 5 x 7 cards, 28 ft., in 14 drawers of wooden filing case. 1st floor (Bldg. A). (499)
239. INSPECTION REPORTS, Aug. 1933 - Jan. 1935. Form 5523, reports regarding fire hazard and sanitation on Library, Main Hospital, South Wing, Administration Service, Memorial Hall, Miller cottages, Restaurant, Supply Storehouse, Veterans' Club, and Women's Quarters over Central Mess Hall. (Rarely, official.) 8 x 10½ loose-leaf books, 9 in., in 3 pasteboard boxes on wooden shelves. R. 2 (Bldg. A). (443)
240. GUEST MEAL REQUESTS, 1933. Correspondence concerning and reports of guest meal requests issued by acting personnel clerk. (Rarely, official.) 8 x 10½ folders, 1 in., in box on wooden shelf. R. 2 (Bldg. A). (439)
241. INACTIVE MALE AND FEMALE APPLICATIONS, 1933 - 1934. Applications for employment, with applicant's complete past record and disposition thereof for approval or rejection. (Rarely, official.) 8½ x 10½ bundles, 4½ in., in wooden box on shelf. R. 2 (Bldg. A). (437)
242. DAILY LIST OF ABSENTEES, Jan. 1934 - Dec. 1935. Form 3205, showing name, time of arrival, acceptance or rejection of excuse, time charged, and remarks. (Rarely, official.) 8 x 10 bundles (11), 3 ft., in wooden box on shelf. R. 2 (Bldg. A). (438)
243. MONTHLY REPORT OF PERSONNEL, July 1934 - June 1935. Reports of number of employees and their rating. (Rarely, official.) 9 x 14 vols. (2), 2 in., in wooden box on shelf. R. 2 (Bldg. A). (445)
244. INFORMATION TO PAYROLL CLERKS, 1934 - 1935. Timekeepers' reports, employees' dismissal records, charges and ratings. (Rarely, official.) 8 x 10½ bundles (2), 3½ in., in wooden box on shelf. R. 2 (Bldg. A). (440)

245. PERSONAL FOLDERS OF MEMBERS DISCHARGED, Aug. 1, 1935 to date. Detailed history of member's family, name, physical condition, and miscellaneous data regarding member. (Frequently, official.) 10 x 12 folders, 26 ft., in 13 drawers of steel filing case. 1st floor (Bldg. A). (482)

246. REPORT OF ORDERLIES ABSENT FROM WARDS, Apr. 1936 to date. Dayton Form 161, showing name of orderly, time of leaving and returning to ward, and reason for leaving. Records prior to April 1936 not located. (Rarely, official.) 8 1/2 x 11 folders, 2 in., in wooden box on shelf. R. 2 (Bldg. A). (447)

Library

247. PRIVATE DIARY AND ACCOUNT BOOK, Apr. 1861 - June 7, 1865. Diary of Sgt. John Malone, Co. F, 4th Ohio Volunteer Cavalry. Entries written on random dates, apparently made as time permitted; of the day's march, episodes, and occurrences, especially with regard to casualties, the number of prisoners taken, ammunition, commissary stores, and number of field pieces taken from the enemy. (Rarely, official.) 4 x 6 vol., 1/2 in., in box on shelf. 2d floor (Bldg. C). (434)

248. QUARTERMASTER'S RECORD, Apr. - Nov. 1864. A compilation of equipment issued to each member of Company F, 4th Ohio Volunteer Cavalry, by August F. Sanger, Quartermaster Sergeant commanding. (Rarely, official.) 8 1/2 x 14 vol. (1), 1 1/2 in., on shelf. 2d floor (Bldg. C). (429)

249. RECORD OF THE FIRST MEMBER ADMITTED TO EACH OF THE SEVERAL NATIONAL HOMES, 1932. Complete record of the personal history, war record, discharge, and physical disabilities of the first inmate of each of the various branches of all military homes. (Frequently, official.) 8 1/2 x 11 loose-leaf books, 1 in., in open wooden cabinet, 2d floor (Bldg. C). (441)

Medical Division General Hospital

250. REPORTS OF THE GENERAL ACTIVITY OF THE HOSPITAL, Apr. 19, 1867 - Jan. 1921. Includes death records, records of eye and ear clinic, and all general hospital records. (Rarely, official.) 12 x 18 vols., 14 ft., on floor. Record Room, basement (Bldg. D). (559)

251. HOSPITAL DEATH RECORDS, Feb. 1, 1875 - 1910. Showing ward number, name, regiment and company, birthplace, age, diagnosis of case, address of nearest friend or relative, cause and date of death. (Rarely, official.) 7 3/4 x 12 vols. (10), 1 ft., on wooden shelf. Record Room, 5th floor (Bldg. D). (514)

252. HISTORY OF SPECIAL CASES IN HOSPITAL, May 17, 1878 - Dec. 2, 1894. Complete history of patient, admission, family history, history of illness, and war record. (Rarely, official.) 9 x 11 vol., 3 in. in drawer of steel filing case. Record Room, 5th floor (Bldg. D). (518)

253. PATIENT'S DEPOSIT ACCOUNT BOOK, June 1908 - May 1927. Tabulations of deposits and withdrawals by patients while a member of the Facility. (Rarely, official.) 8 x 10 vols. (7), 7 in., on wooden shelf. Record Room, 5th floor (Bldg. D). (520)

254. REGISTER OF DENTAL PATIENTS, 1920 - 1930. Form H 342 - D 1, report of dental aid given patient admitted to Veterans' Home, giving name, company, ward number, report of examination, and registry number. (Frequently, official.) 4 x 6 cards, 36 ft., in 36 drawers of wooden card cabinet. Dental Clinic, 3d floor (Bldg. D). (588)

255. RECORD OF OPERATIONS PERFORMED IN HOSPITAL, Mar. 1921 - July 1933. Gives date and type of operation, patient's name and organization, anaesthetic and administering physician, time of operation, surgeon, and assistant. (Rarely, official.) 8 x 10 vols. (12), 8 in., in 4 drawers of wooden filing case. Record Room, 5th floor (Bldg. D). (516)

256. WARD ATTENDANCE REPORT, 1921 to date. Doctor's daily report, covering patients present, and showing when admitted, transferred, discharged, absent without leave, absent with leave, also patients' beds and vacancies. (Frequently, official.) 8 x 10½ vols. (17), 4 ft., on wooden shelf. Basement (Bldg. D). (603)

257. CURRENT ADMITTANCE AND READMITTANCE FILE, 1922 to date. Report on patient, containing complete war record, medical and family history, with medical finding. (Frequently, official.) 8 x 10½ folders, 16 ft., in 8 drawers of steel filing case. Record Room, 1st floor (Bldg. D). (580)

258. GENERAL CORRESPONDENCE OF THE OCCUPATIONAL THERAPY DEPARTMENT, 1922 - 1926. Pertains to the activities of the Occupational Therapy Department, and shows applications, examinations, forms for offices, nurses, and medical personnel. (Rarely, official.) 8 x 10 bundle, 2 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (555)

259. PATIENT RECORD AND HISTORY, June 1922 - Sept. 1926. Case record of members admitted to hospital, including family history, habits, military history, medical and industrial history, and nature of present illness. (Frequently, official.) 8½ x 11 folders, 129 ft., in 67 wooden boxes. Record Room, 5th floor (Bldg. D). (507)

260. WEEKLY REPORT OF THE OCCUPATIONAL THERAPY DEPARTMENT, 1922 - 1930. Aides' report, showing number of patients, type of illness, outdoor walking exercise, and supervised reading. (Rarely, official.) 8 x 10½ bundle, 4 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (554)

261. ADMINISTRATIVE CARD, 1924 - 1926. Daily report of administration in the Occupational Therapy Division of both General and Tuberculosis hospitals. (Rarely, official.) 4 x 6 bundle, 10 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (547)

262. DAILY REPORT OF OCCUPATIONAL AID, 1924. Daily attendance report, showing patient's name, ward number, number of hours spent in wards, rating, project, and number of new and discontinued patients. (Rarely, official.) 8 x 10 bundles (1), 2 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (557)
263. GENERAL HOSPITAL RECORD, Jan. 1924 to date. History of patient, including clinical record, family, personal history, and complete diagnosis of case. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 324 ft., in wooden cabinet. Record Room, basement (Bldg. D). (558)
264. MONTHLY REGISTER OF OCCUPATIONAL THERAPY DEPARTMENT, 1925 - 1932. Reports giving number of patients, names, ward numbers, grades, number of hours spent in ward, and names of aides. (Rarely, official.) 8 x 10 bundles (7), 1 ft., in pasteboard box. Record Room, 5th floor (Bldg. D). (553)
265. MONTHLY REPORT AND DAILY REGISTER OF WORK BY PATIENT, 1925 - 1933. Reports on occupational therapy, showing name of patient, ward, grade, and production. (Rarely, official.) 8 x 10 $\frac{1}{2}$ bundles (7), 1 ft., in pasteboard box. Record Room, 5th floor (Bldg. D). (551)
266. SICK CALL RECORD CARD, 1925 - 1930. Form H-346, report of disability, showing when admitted, summary of sick call, record of eye, ear, nose and throat clinic. (Frequently, official.) 4 x 6 cards, 12 ft. 6 in., on wooden shelf. Clinic Office, basement (Bldg. D). (592)
267. PROSTHETIC APPLIANCE SERVICE CARDS, Jan. 1927 - Dec. 1933. On prosthetic appliances purchased outside of Veterans' Home. (Rarely, official.) 5 x 8 bundles (19), 1 ft., in drawers of wooden filing case. Record Room, 5th floor (Bldg. D). (531)
268. RECORD OF CLOTHING FURNISHED VETERANS' ADMINISTRATION FACILITY PATIENTS, Mar. 1927 - June 1932. (Rarely, official.) 8 $\frac{1}{2}$ x 11 package (1), 4 in., on wooden shelf. Record Room, 5th floor (Bldg. D). (521)
269. RECORD OF LABORATORY RESEARCH, Jan. 1928 to date. Reports of findings of pathological and laboratory division. (Frequently, official.) 4 x 6 cards, 60 ft., in 58 drawers of wooden filing cases. Record Room, 3d floor (Bldg. D). (561)
270. NARCOTIC RECORD, 1930 - 1935. Of alcoholic and narcotic drugs administered in the hospital, showing date, amount given, how administered, patient's name, and nurse's name. (Rarely, official.) 8 $\frac{1}{2}$ x 11 folders, 1 ft. 6 in., on wooden shelf. Record Room, 5th floor (Bldg. D). (523)
271. OFFICER OF THE DAY RECORDS, July 16, 1930 - Oct. 1935. Record of the activities of the hospital, including disciplinary action and emergency admissions. (Rarely, official.) 8 x 10 $\frac{1}{2}$ vols. (7), 6 in., on wooden shelf. Record Room, 5th floor (Bldg. D). (517)

272. REPORT OF PHYSICAL EXAMINATIONS, 1930 - 1934. Physical condition, showing complete history from date of separation from the service to the present time. (Rarely, official.) 8 x 10 $\frac{1}{2}$ pockets, 4 ft., in 2 drawers of wooden filing cases. Record Room, 5th floor (Bldg. D). (539)

273. DAILY RECORD OF REGULAR EMPLOYEES, 1931 - 1936. Of Occupational Therapy Department, showing employee's name and days worked in semimonthly periods. (Rarely, official.) 8 x 10 $\frac{1}{2}$ package (1), 1 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (550)

274. GENERAL CORRESPONDENCE, 1931 - 1938. Pertains to general activities and regulations of hospital facilities. (Rarely, official.) 8 x 10 packages (35), 4 ft. 6 in., in drawers of wooden filing cases. Record Room, 5th floor (Bldg. D). (538)

275. MATERIAL ISSUE SLIPS AND APPRAISALS, July 1931 - June 1935. Record of material issued, showing patient's name, name of person aiding patient, kind, amount, value of material, and receipt of patient. (Rarely, official.) 8 x 10 $\frac{1}{2}$ packages (5), 2 ft. 6 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (549)

276. PRESCRIPTIONS; OCCUPATIONAL THERAPY, GENERAL AND TUBERCULOSIS HOSPITALS, 1931 to date. Daily record showing patient's name, ward number, age, diagnosis, mental and physical condition, type of occupation, and observation of reactions. (Rarely, official.) 4 x 6 packages (2), 6 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (548)

277. REGISTER OF DENTAL RECORD, 1931 - 1933. Form 2689, record of dental aid given patient while a member of Veterans' Home, giving name, company, ward number, report of examination, and registry number. (Frequently, official.) 5 x 8 cards, 4 ft., in 3 drawers of steel card cabinet. Dental Clinic, 3d floor (Bldg. D). (587)

278. SICK CALL RECORD CARD, 1931 to date. Form H-346, record of disability compiled when patient is admitted and a summary of sick call record of the eye, ear, nose, and throat clinic. (Frequently, official.) 4 x 6 cards, 30 ft., in 30 drawers of wooden card cabinets. Clinic Office, basement (Bldg. D). (590, 591)

279. STATISTICAL REPORTS, Nov. 1, 1931 to date. Condensed reports of general activities of hospital. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Record Room, 1st floor (Bldg. D). (585)

280. RECORD OF THE CLINICAL DEPARTMENT OF THE OCCUPATIONAL THERAPY, 1932 - 1935. Clinical records giving diagnosis, mental attitude, condition, type of work, final disposition, and person in charge of department. (Rarely, official.) 8 x 10 $\frac{1}{2}$ packages (2), 3 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (556)

281. CLINICAL DENTAL RECORD, 1933 to date. Form 2614p, showing dental aid given to patient admitted to Veterans' Home, giving name, company, ward number, examination report, and registry number. (Frequently, official.) 8 x 10½ folders (100), 12 ft., on wooden shelves. Dental Clinic, 3d floor (Bldg. D). (539)
282. CORRESPONDENCE AND REPORTS PERTAINING TO THE GENERAL ACTIVITIES OF DENTAL CLINIC, 1933 to date. Containing both hospital and domiciliary reports of dental examinations; made in duplicate, one retained at dental clinic, the other sent to ward of which veteran is member. (Frequently, official.) 8 x 10½ folders, 7 ft., in drawers of steel filing case. Dental Clinic, 3d floor (Bldg. D). (536)
283. ELECTROCARDIOGRAPHIC REPORTS, 1933 to date. Charts of three leads, patient's name, age, doctor, auricular and ventricular rate, rhythm and graphic interpretations. (Rarely, official.) 8½ x 10½ pockets, 4 ft. 6 in., in 4 drawers of wooden filing case. Record Room, 5th floor (Bldg. D). (532)
284. EMPLOYEES TIME RECORD, MAIN HOSPITAL, Oct. 1, 1933 - Jan. 15, 1936. Giving name, rating, and days and dates worked. (Rarely, official.) 8 x 10 package, 4 in., in box on floor. Record Room, 5th floor (Bldg. D). (540)
285. INTER-CORRESPONDENCE OF VETERANS' ADMINISTRATION, 1933. Correspondence to surgeon in charge, regarding dental and medical supplies and other activities. (Rarely, official.) 8½ x 11 bundle (1), 1 ft., on wooden shelf. Record Room, 5th floor (Bldg. D). (519)
286. MEDICAL HISTORY, 1933 to date. Form 2593, complete summary of case; made in quadruplicate, two are sent to Washington, the other two retained at local facility. (Frequently, official.) 5 x 8 loose-leaf books, 16 ft., in drawers of steel filing case. Record Room, basement (Bldg. D). (560)
287. PATIENT RECEIPTS, 1933. Receipts for valuables, received from patients upon commitment to hospital. Receipt returned to Administration Office on patient's dismissal. (Rarely, official.) 3½ x 8 package, 8 in., on wooden shelf. Record Room, 5th floor (Bldg. D). (515)
288. REPORTS OF SICK CALLS, Dec. 1933 - Feb. 1934. Detail record of sick calls, showing doctor's name, time of call, company, treatment, and general remarks. (Rarely, official.) 8 x 10½ package (1), 3 in., in drawer of wooden filing case. Record Room, 5th floor (Bldg. D). (536)
289. REPORT SUMMARY FOR PATIENT IN HOSPITAL, Dec. 1933 - Oct. 1934. Reports of veterans under treatment in the facility, showing name, number, class of beneficiary, and date of admission. (Rarely, official.) 8 x 10½ package, 1 in., in drawer of wooden filing case. Record Room, 5th floor (Bldg. D). (537)

290. WARD RECORDS; Jan. 1933 - Jan. 1936. Records of day and night attendants, showing time spent in ward and ward number. (Rarely, official.) 6 x 11½ vol., 2 in., in pasteboard box. Record Room, 5th floor (Bldg. D). (552)

291. CANADIAN EX-SERVICE MEN, 1934 - 1935. Record of expenses incurred for services rendered and articles furnished to allied ex-service men at field office of Veterans' Administration. (Rarely, official.) 8½ x 11 bundle, 1 in., in drawer of wooden filing case. Record Room, 5th floor (Bldg. D). (534)

292. MEMORANDA AND CORRESPONDENCE OF MEDICAL DIRECTOR, 1934. Pertains to general activities of Medical Director's Office. (Rarely, official.) 8½ x 11 bundles, 1 ft. 6 in., on wooden shelf. Record Room, 5th floor (Bldg. D). (508)

293. PATIENT X-RAY AND SURGICAL TREATMENT, 1934. Records of activities of X-ray and surgical departments. (Rarely, official.) 8 x 11 bundle, 3 in., in drawer of wooden filing case. Record Room, 5th floor (Bldg. D). (533)

294. ADMISSIONS AND READMISSIONS TO THE HOSPITAL, 1935. Record of in and out patients, and in and out domiciliary information, with brief history of patient. (Rarely, official.) 8 x 10½ vols., 3 in., in drawer of steel filing case. Record Room, 1st floor (Bldg. D). (581)

295. GENERAL CORRESPONDENCE, July 1, 1935 to date. Pertains to general activities of hospital. (Frequently, official.) 8 x 10½ packets, 2 ft., in drawer of steel filing case. Record Room, 1st floor (Bldg. D). (584)

296. GENERAL CORRESPONDENCE, LABORATORY, 1935 to date. Pertains to findings in each case confined in main hospital. (Frequently, official.) 8 x 10 cards, 10 ft., in drawers of steel filing case. Record Room, 3d floor (Bldg. D). (562)

297. NARCOTIC RECORD OF WARD 6, May 1935 - Jan 1936. Record of narcotics given, showing name of patient, date and hour administered, type of drug, amount, doctor and nurse's signature. (Rarely, official.) 4 x 6½ vol., 1 in., in drawer of wooden filing case. Record Room, 5th floor (Bldg. D). (522)

298. OUT PATIENTS' RECORD, 1935. Complete record and graphic charts of patients receiving treatment, and who have improved sufficiently to be released from hospital. (Rarely, official.) 8 x 10½ bundle, 2 in., in drawer of wooden filing case. Record Room, 5th floor (Bldg. D). (535)

299. PENSIONS EXAMINATION OF OUT PATIENTS, July 1, 1935 to date. Record of Chief Medical Officer as to physical condition of patient applying for pension. (Frequently, official.) 8 x 10½ bundles (21), 4 ft. 6 in., in drawers of steel filing case. Record Room, 1st floor (Bldg. D). (583)

300. BED AND WARD REPORT OF MAIN HOSPITAL, Mar. 1, 1936 to date. Detailed ward report, giving bed capacity, vacant beds, number of patients, and ward activities for the day. All ward reports collected and general summary attached. (Daily, official.) 4 x 10 $\frac{1}{2}$ loose-leaf books, 1 ft. 6 in., in drawer of steel filing case. Record Room, 1st floor (Bldg. D). (582)

301. CURRENT DEATH RECORDS, Jan. 1, 1936 to date. Record of death of patient, giving brief history of life and illness. Records prior to this date have been forwarded to Washington. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft. 6 in., in drawers of steel filing case. Record Room, 1st floor (Bldg. D). (579)

Tuberculosis Hospital

302. CASE HISTORIES OF DISCHARGED PATIENTS OF TUBERCULOSIS HOSPITAL, Jan. 1921 to date. Complete patient record, domestic and war history, record of illness, and amount of pension. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 15 $\frac{1}{2}$ ft., in 59 wooden boxes on shelves. Basement (Bldg. E). (593)

303. CLINICAL RECORD, Jan. 1921 - Jan. 1936. Form 2614p, activities of dental department in tuberculosis hospital, showing name, company, date of enlistment and discharge, complete dental record of patient, and recommendations for treatment. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in wooden box on shelf. Basement (Bldg. E). (598)

304. COMPLETE CASE HISTORY OF DECEASED PATIENTS, Jan. 1921 - Jan. 1930. Showing domestic and family history, war service, and record of illness. (Rarely, official.) 8 x 10 $\frac{1}{2}$ folders, 26 ft., in 13 wooden boxes on wooden shelves. Basement (Bldg. E). (597)

305. DAY AND NIGHT REPORT WARD 24, 1921 to date. Attendance report, showing amount of narcotics administered and general activities of ward. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vols. (20), 4 ft., on wooden shelf. Basement (Bldg. E). (602)

306. NARCOTIC PRESCRIPTIONS, Jan. 1921 - Jan. 1934. Form 2577, showing patient's name, ward number, narcotic administered, and patient's receipt. (Frequently, official.) 4 x 6 bundles, 15 ft., in wooden box on shelf. Basement (Bldg. E). (596)

307. NARCOTIC WARD RECORD, 1921 to date. Showing patient's name, date and hour administered, drug, dose, doctor and nurse's name. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vols. (18), 5 ft., on wooden shelf. Basement (Bldg. E). (599)

308. HOURLY WARD REPORT, 1921 to date. Showing patient's name, ward number, temperature, and time of compilation of report. (Frequently, official.) 8 x 10 $\frac{1}{2}$ vols. (15), 5 ft., on wooden shelf. Basement (Bldg. E). (601)

309. TEMPERATURE RECORD, 1921 to date. Patient's temperature six times daily, giving name and bed number. (Frequently, official.) 8 x 10½ vols. (14), 4 ft., on wooden shelf. Basement (Bldg. E). (600)

310. NARCOTIC RECORDS, Jan. 1933 to date. Narcotic reports by ward, showing patient's name, time administered, and effect. (Frequently, official.) 8 x 10½ vols. (20), 2 ft., on wooden shelf. Basement (Bldg. E). (595)

311. DAY AND NIGHT WARD REPORTS; Jan. 1934 to date. Detail report of patient's condition and observation of attendant. (Frequently, official.) 8½ x 10 vols. (11), 9 in., on wooden shelf. Basement (Bldg. E). (594)

Supply Division

312. ISSUE SLIPS, Jan. 1932 - Jan. 1934. Form 2898b, on expendable property requisitioned by departments from property custodian and signed by the person in charge of the department for which it is received, showing article, quantity, unit price. (Rarely, official.) 3½ x 8 folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (629)

313. COMPLETED MAINTENANCE COPY, 1932 - 1934. Form 6002, reference copy of all maintenance and repair orders, with general correspondence on each subject. These forms are obsolete and will be destroyed after July 10, 1936, when authority is received from Washington, D. C. (Rarely, official.) 8 x 10½ folders, 6 ft., in 3 drawers of steel filing case. 2d floor (Bldg. A). (627)

314. CONSOLIDATED MEMORANDUM RECEIPTS, 1932 to date. Form 2598e, records of nonexpendable property charged to all departments. (Frequently, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (624)

315. GENERAL CORRESPONDENCE, 1932 to date. Supply department to interfacility departments, commercial firms, and Central Office. (Frequently, official.) 8 x 10½ folders, 2 ft., in 2 drawers of steel filing case. 2d floor (Bldg. A). (607)

316. MISCELLANEOUS CORRESPONDENCE, 1932 to date. With supply department relative to supplies. (Rarely, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (612)

317. PROPERTY INVENTORY, May 1, 1932 to date. Forms 2598 and 5560, of all property, showing developed overcharge and shortage with adjustment vouchers covering all reconciled discrepancies. Record now obsolete. (Rarely, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (611)

318. REJECTION OF BIDS, 1932 to date. Form 33, abstract of bids, when no award was made. (Rarely, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (630)

319. PROPERTY VOUCHERS, Sept. 1933 - Apr. 1935. Forms 134a, 135b, 136, 137, 138, 139, 1216, and 1217, records of all purchasing orders after goods are delivered by sender to Supply Officer, showing date of receipt of same. (Frequently, official.) 8 x 10½ folders, 4 ft., in 2 drawers of steel filing case. 2d floor (Bldg. A). (628)
320. REQUISITIONS, July 1, 1933 - June 30, 1934. Forms 3211 and 33, for supplies and equipment from Supply Department to Central Office supply service, Washington, D. C. (Frequently, official.) 8 x 10½ folders, 6 ft., in 3 drawers of steel filing case. 2d floor (Bldg. A). (606)
321. ANNUAL CONTRACTS, July 1, 1934 to date. Forms 33 and 36, proposal for bids for supplies, with acceptance. (Frequently, official.) 8 x 10½ folders, 10 ft., in 5 drawers of steel filing case. 2d floor (Bldg. A). (604)
322. COMPLETED REQUISITIONS ON CENTRAL OFFICE AND DEPOT FOR SUPPLIES, July 1, 1934 - June 30, 1936. Requisitions for authority to purchase supplies. (Frequently, official.) 8 x 10½ folders, 8 ft., in 4 drawers of steel filing case. 2d floor (Bldg. A). (610)
323. FISCAL VOUCHERS, July 1, 1934 - June 30, 1935. Form 1034, for service, transportations, and supplies of a general nature. (Frequently, official.) 8 x 10½ folders, 8 ft., in 4 drawers of steel filing case. 2d floor (Bldg. A). (609)
324. DROP VOUCHERS, 1935 - 1936. Nonexpendable property to be dropped from departmental records and department given credit. (Rarely, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (625)
325. MAINTENANCE AND REPAIRS, 1935. Form 6002, correspondence, bids, and contracts for maintenance and repairs by departments. (Frequently, official.) 8 x 10½ folders, 6 ft., in 3 drawers of steel filing case. 2d floor (Bldg. A). (608)
326. PROPERTY VOUCHERS, May 6, 1935 - Apr. 1, 1936. Forms 134, 134a, 135b, and 1217, showing date received. (Daily, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (613)
327. PROPERTY VOUCHERS, May 1, 1936 to date. Forms 134a, 135b, and 136, with purchase orders that have been issued, but goods not delivered. (Daily, official.) 8 x 10½ folders, 4 ft., in 2 drawers of steel filing case. 2d floor (Bldg. A). (614)
328. SUBSISTENCE QUARTERLY CONTRACTS, July 1, 1935 to date. Forms 35 and 36, invitation, bids, and acceptance for supplies not furnished by general supply office. (Frequently, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (605)

329. REQUISITIONS, June 1, 1936 to date. Form 2598g, on storehouse for supplies. Filed by departments. (Frequently, official.) 8 x 10½ folders, 2 ft., in drawer of steel filing case. 2d floor (Bldg. A). (626).

Utility Division

330. COMPLETED CONTRACTS, Jan. 1930 to date. Including specifications and blueprints on construction work outside of Veterans' Home. (Frequently, official.) 8 x 10½ folders, 4 ft., in 4 drawers of steel filing case. Office (Bldg. F). (622)

331. GENERAL CORRESPONDENCE, Jan. 1930 to date. Pertains to general activity of utility office, including supply and contract work. (Frequently, official.) 8 x 10½ folders, 2 ft., in 4 drawers of steel filing case. Office (Bldg. F). (620)

332. MAINTENANCE AND REPAIR REQUESTS, Jan. 1930 to date. For the operation and maintenance of the Facility. (Frequently, official.) 8 x 10½ loose-leaf books, 6 ft. 6 in., in 4 drawers of steel filing case. Office (Bldg. F). (617)

333. POWER HOUSE DAILY LOG SHEET, Jan. 1930 to date. Form 60-0-8, hourly report on boilers, showing draft record in inches, horse power developed, steam generated, and supplies used for 24-hour period. (Frequently, official.) 12 x 19 loose-leaf books, 8 in., in drawers of steel filing case. Office (Bldg. F). (618)

334. REPORTS, SPECIFICATIONS AND MOTOR VEHICLE DATA, Jan. 1930 to date. Reports on the general activities of the utility office, including allotments for vehicle and other repair work. (Frequently, official.) 8 x 10½ folders, 4 ft. 6 in., in 4 drawers of steel filing case. Office (Bldg. F). (621)

335. CONTRACTS FOR REPAIR WORK AND COMPLETED WORK ORDERS, 1935 to date. Reports and contracts on repair work to be completed in the Facility. (Frequently, official.) 8 x 10½ folders, 6 in., in drawers of steel filing case. Office (Bldg. F). (623)

336. DAILY TIME RECORD OF REGULAR EMPLOYEES, Jan. 1935 to date. Showing hours, type of work, and employee rating. (Frequently, official.) 8 x 10½ folders, 2 in., in wooden desk drawer. Office (Bldg. F). (615)

337. TRIP RECORDS, Jan. 1935 to date. Detailed report of time consumed by service cars used by the Facility. (Frequently, official.) 8 x 10½ folders, 2 in., in wooden desk drawer. Office (Bldg. F). (616)

338. MACHINE RECORD CARDS, Jan. 1936 to date. Detailed report of machines and motors in operation in the Facility, showing make, size, speed, serial number, and where used. (Frequently, official.) 5 x 8 cards, 3 in., in 3 drawers of steel filing case. Office (Bldg. F). (619)

Veterans Division

- 339. GENERAL CORRESPONDENCE, Jan. 1936 to date. Pertaining to general activity of the facility, including supply and contract work. (Frequently, official.) 8 x 10 folders, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (620)
- 340. CONTRACTS FOR REPAIR WORK AND SUPPLIES, Jan. 1936 to date. Including material and blueprint on construction work outside of Veterans Home. (Frequently, official.) 8 x 10 folders, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (621)
- 341. MAINTENANCE AND REPAIR RECORDS, Jan. 1936 to date. For the question and maintenance of the facility. (Frequently, official.) 8 x 10 folders, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (622)
- 342. POWER HOUSE DATA LOG SHEET, Jan. 1936 to date. Four copies. Daily report on boilers, showing daily record in inches, horse power developed, steam generated, oil consumed used for 24-hour period. (Frequently, official.) 12 x 12 loose-leaf books, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (623)
- 343. REPORTS, SPECIFICATIONS AND OTHER VARIOUS DATA, Jan. 1936 to date. Reports on the general activities of the Veterans Home, including the allocation of funds and other financial matters. (Frequently, official.) 8 x 10 folders, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (624)
- 344. CONTRACTS FOR REPAIR WORK AND SUPPLIES, Jan. 1936 to date. (Frequently, official.) 8 x 10 folders, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (625)
- 345. DAILY TIME RECORD OF KITCHEN EMPLOYEES, Jan. 1936 to date. (Frequently, official.) 8 x 10 folders, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (626)
- 346. TIME RECORDS, Jan. 1936 to date. Detailed report of time used by various cars and by the facility. (Frequently, official.) 8 x 10 folders, 2 in., in 4 drawers of steel filing case. Office (Bldg. F). (627)

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