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Series 14

UNIVERSITY OF KENTUCKY



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INVENTORY OF  
FEDERAL ARCHIVES  
IN THE STATES

LIBRARY  
UNIVERSITY OF KENTUCKY

SERIES XIV  
THE EMERGENCY RELIEF ADMINISTRATION  
NO. 41.  
TENNESSEE

SURVEY OF FEDERAL ARCHIVES  
WORK PROJECTS ADMINISTRATION  
DIVISION OF COMMUNITY SERVICE PROGRAMS  
NEW ORLEANS, LOUISIANA

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives  
Division of Community Service Programs  
Work Projects Administration

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and  
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SERIES XIV

THE EMERGENCY RELIEF ADMINISTRATION

NO. 41. TENNESSEE

New Orleans, Louisiana  
The Survey of Federal Archives  
1941



The Survey of Federal Archives

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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 in Louisiana since that date as a state project of that Administration, and of the Work Projects Administration with Louisiana State University as its local sponsor.

The plan for the organization of the Inventory is as follows: Series 1 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 Tennessee the Survey was under the direction of Judge Samuel C. Williams of Johnson City until shortly before its termination on June 30, 1937, when Mr. Stanley C. Arthur, as Regional Director for Louisiana, Arkansas, Mississippi, and Tennessee, was placed in charge. After the termination of the project in Tennessee, its records were transferred to the Survey of Federal Archives in Louisiana. This Inventory of the records of the Emergency Relief Administration in Tennessee was prepared in the New Orleans Office of the Survey under the direction of Mrs. Norris B. Fazekas, editor-in-chief and assistant state supervisor.

New Orleans, Louisiana  
June 30, 1941.

Stanley C. Arthur  
State Supervisor  
Survey of Federal Archives  
in Louisiana



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EMERGENCY RELIEF ADMINISTRATION

ALAMO

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Hopper Bldg.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office has maintained quarters at its present address since establishment. It has jurisdiction over Crockett County. All records have been retained.

1. ACTIVE AND INACTIVE FILES, 1934 to date. Applications of clients for direct relief, with records of clients' social, physical, and financial background, and complete record of relief granted. 4 x 6 card index, 1 ft. (Active files, daily, inactive files, rarely, official.) 10 x 12 folders, 6 ft., in filing case. 2d floor. (7, 8)

2. GENERAL ADMINISTRATIVE FILE, 1934 to date. Interstate correspondence, and letters of complaint. (Daily, official.) 10 x 12 folders, 6 ft., in filing case. 2d floor. (6)

BOLIVAR

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Jones Bldg., Main and Market Sts.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office was housed in the Smith Building from date of establishment to 1934, in the Butler Building from 1934 to March 1936, at which time it moved to its present address. It has jurisdiction over Hardeman County. All records have been retained.

3. OLD CASE RECORDS, 1933 - 1935. TERA Form R-33, Statistical Case Card; and CWA Form L-17, Personnel Record Card. Filed alphabetically. (Rarely, official.) 6 x 8 cards, 3 ft., in card cabinet. 2d floor. (14)



4. CLIENTS' FILE, ACTIVE AND CLOSED, 1933 to date. Form 9000-FR-1, Face Sheet; Form 9000-FR-2, Financial Data Card; TERA Form R-31, Family Budget; TERA Form R-1, Application for Relief; FERA Form R-18, Financial Record; TERA Forms R-51 and 52, Statistical Reports; Form M-3316, Financial Standing of Family; TERA Form R-42, Clothing Record; and TERA Form R-43, Food Record. (Daily, official.) 10 x 12 folders, 14 ft., in filing cases. 2d floor. (3)

5. INTAKE REGISTER, Nov. 6, 1934 to date. Showing date of application for relief, name of applicant, address, status of case, source of application, disposition, date, and case visitor's name. Arranged numerically. (Weekly, official.) 11 x 17 vols. (2), 2 in., on desk. 2d floor. (12)

6. ADMINISTRATIVE FILE, 1935 to date. CCC applications and correspondence, day sheets, district office bulletins, field representative correspondence, NRS file, pay rolls, requisitions, scrip, state office file, surplus commodity records, travel vouchers, weekly reports, and WPA file. Filed alphabetically. (Daily, official.) 10 x 12 folders, 3 ft., in filing case. 2d floor. (13)

7. MASTER FILE, 1935 to date. Form R-21, showing name, address, age, race, case number, number in family, and age of each. (Frequently, official.) 4 x 6 cards, 3 ft., in card cabinet. 2d floor. (11)

8. RECORD OF RELIEF GRANTED, 1935 to date. TWC Form R-14, Individual Record of Relief Granted to Each Family, showing client's name, address, case number, race, number in family, date, amount, and kind of relief granted. Filed alphabetically. (Frequently, official.) 8 1/2 x 11 cards, 6 in., in open file. 2d floor. (9)

9. PERPETUAL INVENTORY RECORDS, Apr. 1936 to date. TWC Form 704, showing date, amount received, amounts given, and balance on hand. Filed alphabetically by names of articles. (Frequently, official.) 8 1/2 x 11 cards, 6 in., in open file. 2d floor. (10)

#### BROWNSVILLE

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Pracht Bldg., Washington St.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office has maintained quarters at its present address since establishment. It has jurisdiction over Haywood County. All records have been retained.

10. CLIENTS' FILE, ACTIVE AND CLOSED, 1933 to date. Form 9000 FR-1, Face Sheet; Form 9000 FR-2, Financial Record; TERA Form R-43, Family Budget Sheet; and TERA Form R-51, Statistical Report. 4 x 6 card index, 3 ft. (Daily, official.) 10 x 12 folders, 12 ft., in filing cases. 2d floor. (9, 12)
11. INTAKE REGISTER, 1933 to date. Showing date of application for relief; name, address, status of case, source of application, disposition, date, and case worker's name. Indexed. (Frequently, official.) 11 x 17 vol., 3 in., on desk. 2d floor. (15)
12. ADMINISTRATION FILE, 1934 to date, CCC applications and correspondence, district office bulletins, day sheets, field representative correspondence, miscellaneous MRS and WPA files, pay rolls, scrip, state office, travel vouchers, RR file, requisitions, surplus commodity reports and correspondence, weekly reports, and assignments. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor. (10)
13. PERPETUAL INVENTORY RECORDS, 1935 to date. TCW Form 704, perpetual inventory of all surplus commodities, showing dates and amount received, given out, and balance on hand; TWC Form R-14, Complete Record of all Relief Granted, showing date, amounts, and kind of relief given. (Frequently, official.) 8 1/2 x 11 cards, 6 in., on open desk file. 2d floor. (14)
14. CERTIFICATIONS, Oct. 1935 to date. WPA Form 402, Reassignment Slip; WPA Form 403, Termination of Employment; FERA Form 600, Certification; FERA Form 601, Change in Priority; and FERA Form 602, Cancellation. (Frequently, official.) 4 x 6 and 6 x 8 slips, 1 ft., in wooden box. 2d floor. (11)
15. FOOD AND CLOTHING ORDERS, 1936 to date. Form 701, Food Order; and Form 702, Clothing Order, showing amounts given. (Occasionally, official.) 6 x 8 slips, 1 ft., in card filing case. 2d floor. (13)

CAMDEN

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Commerce Union Bank Bldg., Southwest corner Public Square

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office was housed in the Benton County Court House from date of establishment until 1935, when it moved to its present address. This office has jurisdiction over Benton County. All records have been retained.

16. ADMINISTRATIVE FILE, 1933 to date. CCC applications and correspondence, day sheet, district office bulletins, field repre-



sentative correspondence, pay rolls, requisitions, rural rehabilitation, state office, surplus commodity correspondence and reports, travel vouchers, weekly reports, and WPA and NRS files. Index. (Daily, official.) 10 x 12 folders, 4 ft., in filing case. 2d floor. (7)

17. MISCELLANEOUS RECORDS, 1933 to date. TWC Form 707, Surplus Commodity Distribution, monthly budget, and assignment sheets. (Rarely, official.) 10 x 12 folders, 2 ft., in filing case. 2d floor. (8)

18. OLD PROJECT RECORDS, 1934 - 1935. Reports and correspondence, relating to canning, malaria control, recreation, surplus commodity, county gardens, administrative personnel, clerical assistance for AAA and ECLA, gymnasium, janitor service, and Big Sandy Town Hall projects. (Rarely, official.) 9 1/2 x 12 1/2 envelopes, 2 ft., in filing case. 2d floor. (9)

19. CLIENTS' FILE, ACTIVE AND CLOSED, 1935 to date. Form 9000 FR-1, Face Sheet, showing record of case; TERA Form R-1, Application for Relief; and TERA Form R-14, Summary of Relief Granted. 4 x 6 card index, 1 ft. 6 in. Filed alphabetically by name. (Daily, official.) 10 x 12 folders, 8 ft., in filing case. 2d floor. (2,3)

20. WORK CERTIFICATION SLIPS, 1935 to date. WPA Form 325, Assignment Slip; Form 402, Reassignment Slip; Form 403, Notice of Termination of Employment; FERA Form 600, Certification of Eligibility; FERA Form 601, Notice of Case Change; and FERA Form 602, Cancellation of Certification of Eligibility. (Frequently, official.) 4 x 6 and 5 x 8 slips, 3 ft., in filing case. 2d floor. (4)

21. RECORD OF RELIEF GRANTED, Jan. 18, 1936 to date. TWC Form R-14, showing date, amount of food, clothing, household necessities, and scrip. Filed alphabetically by name. (Frequently, official.) 8 1/2 x 11 cards, 5 in., on open desk file. 2d floor. (6)

22. INVENTORY CARDS, Mar. 31, 1936 to date. TWC Form 704, perpetual inventory of each surplus commodity item, showing amount received, amount given out, and amount on hand. (Frequently, official.) 8 1/2 x 11 cards, 8 in., on open desk file. 2d floor. (5)

#### COVINGTON

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Supply Company Bldg., Liberty Street and Public Square

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office has maintained quarters at its present address since establishment. This office has jurisdiction over Tipton County. All records have been retained.

23. RELIEF CLIENTS, 1933 to date. Applications for relief, record of all relief given family, and reference call records. 6 x 8 card index, 3 ft. (Daily, official.) 10 x 12 folders, 14 ft., in filing cases. Basement. (3, 5)

24. BULLETINS, 1934 to date. Instructions, orders, circular letters, and information issued from state and district offices to county administrators. (Rarely, official.) 10 1/2 x 11 1/2 loose-leaf books (9), 2 ft., on wooden shelves. Basement. (7)

25. INTAKE REGISTER, Dec. 1, 1934 to date. Showing client's name, address, status of case, source of application for relief, disposition of request, and case worker's name. Arranged numerically by case numbers. (Frequently, official.) 10 x 17 vol., 2 in., on desk. Basement. (6)

26. OLD RELIEF RECORDS, 1935. Accident reports, bulletins, list of certifications, circular letters, and commodity distribution. (Rarely, official.) 10 x 12 folders, 2 ft., in filing case. Basement. (2)

27. CERTIFICATIONS AND CANCELLATIONS, May 1935 to date. FERA Form 600, Certification; and Form 602, Cancellation, showing client's name, address, date of birth, sex, marital status, occupation, date certified, and termination date. (Frequently, official.) 5 x 7 bundles, 3 ft., in card filing case. Basement. (4)

28. ADMINISTRATIVE RECORDS, 1936 - 1937. CCC applications and correspondence, day sheets, district office bulletins, field representative correspondence, perpetual inventory of vegetables and fruits, NRA file, pay roll requisitions, scrip, state office file, surplus commodity records, travel vouchers, weekly reports, and WPA file. (Daily, official.) 10 x 12 folders, 4 ft., in filing case. Basement. (1)

29. VISITOR'S RECORD OF ACTIVE CASES, 1936 to date. TWC Form R-31, Monthly Budget and Relief-Granted Record, showing client's name, address, dependent children, race, employment, and date of visit. (Frequently, official.) 8 1/2 x 11 loose-leaf book, 2 in., on desk. Basement. (8)

#### DECATURVILLE

#### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE Decatur Bank Bldg.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which changed its name in 1937 to the Department of Institutions and Public Welfare. The office was housed in the basement of the Decatur Court House before moving to its present address. It has jurisdiction over Decatur County. All records have been retained.

30. MISCELLANEOUS RELIEF RECORDS, 1933 - 1935. Applications for



relief, correspondence, monthly relief reports, TERA surplus commodity records, closed project records, case workers reports, miscellaneous accounts, food allotments for month, and purchase orders. (Rarely, official.) 10 x 12 folders, 6 ft., in filing case. 2d floor. (5)

31. ACTIVE AND INACTIVE FILE, 1933 to date. Showing name of client, application for relief, full social and financial history of family, correspondence relative to case, and complete record of all relief given. 4 x 6 card index, 6 in. (Daily, official.) 10 x 12 folders, 6 ft., in filing case. 2d floor. (2, 3)

32. CERTIFICATION AND WORK ASSIGNMENTS, 1935 to date. TERA Form 600, Client's Work Certification, showing name, address, identification and case numbers, status of eligible workers in family, and certification of eligibility; WPA Form 325, showing name, location, relief numbers, date of assignment, project number, age, sex, and occupation. (Frequently, official.) 4 1/2 x 6 and 5 x 8 bundles, 1 ft. 6 in., in filing case. 2d floor. (1)

33. GENERAL FILE, 1935 to date. Correspondence with field representative and state official, CCC applications, office bulletins, pay rolls, requisitions, travel vouchers, weekly reports, WPA and NRS files, rural rehabilitation data, and surplus commodity records. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor. (4)

#### DOVER

#### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE Robinson Bldg.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office has maintained quarters at its present address since its establishment. It has jurisdiction over Stewart County. All records have been retained.

34. OLD RECORDS, 1933 - 1935. Vouchers, day sheets, and CCC records. (Rarely, official.) 10 x 12 folders, 2 ft., in filing case. 2d floor. (4)

35. CLIENTS' ACTIVE AND CLOSED CASES, 1934 to date. Form 9000-F-R-2, Financial Data; TERA Form R-1, Application; Form 9000-F-R-1, Face Sheet; Case history; TWC Form R-3, Case Contacts; and Form M-3316, old face sheet and financial record. Filed alphabetically. 4 x 6 card index, 9 in. (Frequently, official.) 10 x 12 folders, 12 ft., in wooden filing cases. 2d floor. (1, 3)

36. CERTIFICATION SLIPS, 1935 to date. WPA Form 402, Reassignment Slip; Form 403, Termination of Work Notice; FERA Form 600, Work Certification; Form 601, Change in Priority of Worker; and Form 602, Notice of Termination of Work, showing name, address, race, sex, case, identi-

fication number, and occupation. (Frequently, official.) 4 x 6 and 6 x 8 slips, 1 ft., in card filing case. 2d floor. (2)

37. ADMINISTRATIVE FILE, 1936 to date. CCC applications and correspondence, day sheets, WPA and NRS records, and scrip file; TWC Form 705, Monthly Stock Recapitulation; weekly reports to district office, travel vouchers, taxable commodity division records, purchase orders, pay roll sheets, receiving reports, and visitors' records. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor. (5)

#### DRESDEN

##### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE Brasfield Bldg., Poplar St.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office was housed in the Court House from date of establishment to 1935, at which time it moved to its present location. It has jurisdiction over Weakley County. All records have been retained.

38. CLIENTS' RECORDS, 1933 to date. Form 9000-FR-2, Financial data; TERA Form R-1, Application; Form 9000 FR-1, Face Sheet; case history; TWC Form R-3, Case Contacts; and Form M-3316, old face sheet and financial record. (Frequently, official.) 9 x 12 folders, 10 ft., in filing cases. R. 1. (5)

39. OLD RECORDS, 1934 - 1935. Requisitions, correspondence, and reports. (Occasionally, official.) 9 x 12 folders, 4 ft., in filing case. R. 1. (9)

40. CERTIFICATION SLIPS, 1935 to date. WPA Form 402, Reassignment Slip; Form 403, Termination of Work; Form 600, Work Certification; Form 601, Change of Priority of Worker; and Form 602, Termination of Work, showing name, address, case and identification numbers, sex, project number, and type of occupation. (Frequently, official.) Various-sized bundles, 3 ft. 6 in., in card filing case. R. 1. (6)

41. ADMINISTRATIVE FILE, 1936 - 1937. CCC applications and correspondence, day sheets, WPA correspondence, and scrip file; TWC Form 705, Monthly Stock Recapitulation; weekly reports to district office, travel vouchers, NRS file, taxable commodity division records, purchase orders, pay roll sheets, receiving reports, visitors' records, property location transfer, circular letters; TWC Form 704, Perpetual Inventory; and TERA Form G-5, Requisition on Stock Room. (Daily, official.) 10 x 12 folders, 2 ft., in filing case. R. 1. (8)

42. CLIENTS' REQUESTS AND ORDERS, Dec. 1936 to date. Form R-24, showing name, address, date of issuance, statement of client's request and case status. (Frequently, official.) 6 x 8 bundles, 1 ft. 6 in.,



in wooden box. R. 1. (7)

DYERSBURG

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Dyer County Court House

This office was established in 1933 under the Civil Works Administration. In April 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office was housed in the old Cigar Factory, Mill and Cedar Streets, before moving to its present address. It has jurisdiction over Dyer County. All records have been retained.

43. GENERAL FILE, 1933 to date. Correspondence, monthly allotments, warehouse records, and receiving reports. (Daily, official.) 10 x 12 folders, 24 ft., in filing cases. 1st floor. (7)

44. CLIENTS' ACTIVE AND CLOSED CASES, 1934 to date. Applications of clients for direct relief with full record of social, physical and financial background, and relief granted. 4 x 6 card index, 1 ft. (Daily, official.) 10 x 12 folders, 20 ft., in filing cases. 1st floor. (5, 6)

45. INTAKE REGISTER, 1934 to date. Showing date of application, name, address, status of case, source of application, disposition date, and case worker's name. Indexed. (Frequently, official.) 11 1/2 x 17 vols., 1 ft., on desk. 1st floor. (4)

ERIN

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Mitchum Drug Company Bldg.

This office was established in 1933 under the Civil Works Administration. In April 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It has maintained quarters at its present address since its establishment. This office has jurisdiction over Houston County. All records have been retained.

46. OLD RELIEF RECORDS, 1933 - 1936. Inactive relief records of TERA. (Rarely, official.) Various sized bundles, 4 ft., in boxes. 1st floor. (15)

47. ACTIVE AND CLOSED CASE RECORDS, 1933 to date. TERA Form R-1, Application for Relief; Form 9000-ER-2, Financial data; Form 9000-ER-1, Face Sheet; TWC Form R-3, Case Contacts; and Form L-3316, old face sheet and financial records. 4 x 6 card index, 1 ft. (Frequently, official.) 10 x 12 folders, 8 ft., in filing case. 1st floor. (12, 13)

48. BULLETINS AND CIRCULAR LETTERS, 1934 to date. From district and state offices. Index. (Frequently, official.) 11 x 12 loose-leaf books (3), 6 in., on cabinet. 1st floor. (16)

49. ADMINISTRATIVE FILE, 1935 to date. Miscellaneous records, time sheets, financial reports, CCC records, day sheets, NRS, WPA, and RR files, travel vouchers, requisitions, field representative correspondence, surplus commodity reports, and correspondence. Arranged alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in filing case. 2d floor. (11)

50. CERTIFICATION SLIPS, 1935 to date. Form 600, Work Certification; Form 601, Change of Priority Ratings; and Form 602, Notice of Termination of Work. Filed alphabetically. (Frequently, official.) 6 x 8 slips, 1 ft. 6 in., in card filing case. 1st floor. (14)

#### HENDERSON

#### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE Davis Bldg., Main St.

This office was established in 1933 under the Civil Works Administration. In April 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It was housed in the First State Bank Building from 1933 to December 1935; in the Walker Building from 1935 to 1936, at which time it moved to its present address. This office has jurisdiction over Chester County. All records have been retained.

51. CLIENTS' ACTIVE AND CLOSED CASES, 1933 to date. Form 9000-FR-1, Face Sheet; case history; visitor's record of contacts; correspondence; TWC Form R-14, Financial Sheet; and TWC Form R-31, Visitor's Record of Case. 4 x 6 card index, 1 ft. 6 in. (Daily, official.) 10 x 12 folders, 8 ft., in filing cases. 2d floor. (15, 16)

52. INTAKE REGISTER, 1933 to date. Showing application date, name, address, status of case, source of application, disposition, date, and case visitor's name. Indexed. (Rarely, official.) 11 x 17 vols. (2), 1 ft., on desk. 2d floor. (18)

53. PERPETUAL INVENTORY OF SURPLUS COMMODITIES, 1935 to date. TWC Form 704, inventory of food, clothing and household necessities, showing dates, amounts received, given out, and balance on hand. (Frequently, official.) 8 1/2 x 11 cards, 6 in., in open files. 2d floor. (19)



54. WORK CERTIFICATION SLIPS, 1935 to date. WPA Form 325, Assignment Slip; Form 402, Reassignment Slip; Form 403, Notice of Termination of Work; FERA Form 600, Certification; Form 601, Change in Priority of Worker; and Form 602, Cancellation of Certification. (Frequently, official.) 4 x 6 and 5 1/2 x 8 slips, 1 ft. 6 in., in card filing case. 2d floor. (17)

55. FOOD AND CLOTHING ORDERS, 1936 - 1937. Form 701, Food Order; and Form 702, Clothing Order, showing date, and amount given client. (Occasionally, official.) 6 x 8 slips, 2 ft., in transfer case. 2d floor. (20)

56. ADMINISTRATIVE FILE, 1936 to date. CCC applications and correspondence, day sheets, district office bulletins, field representative correspondence, perpetual inventory of commodities, NRS file, pay rolls, requisitions, scrip, state office file, surplus commodity records, travel vouchers, weekly reports, and WPA file. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in filing case. 2d floor. (22)

57. SCRIP STUBS, 1937. TWC Form 100 (revised), record of allowances to relief clients. (Rarely, official.) 4 x 4 slips, 2 in., in filing case. 2d floor. (21)

#### HUNTINGDON

##### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE Carroll County Court House

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office has maintained quarters at its present address since establishment. It has jurisdiction over Carroll County. All records have been retained.

58. OLD RELIEF RECORDS, 1933 - 1936. (Rarely, official.) Various sized folders, envelopes, and bundles, 8 ft., in pasteboard boxes. 2d floor. (27)

59. CLIENTS' FILE, 1933 to date. Form 9000-FR-1, Case Record; TERA Form R-18, Financial Record; TERA-R-52, Statistical Record; Form R-14, Record of Relief Granted; and Forms 600, 601, and 602,

Clients' Certification Records. 4 x 6 card index, 3 ft. (Daily, official.) 10 x 12 folders, 16 ft., in filing cases. 2d floor. (25, 26)

60. INTAKE REGISTER, Dec. 8, 1934 to date. Form R-49, showing name, address, source of application, disposition, and case worker. (Daily, official.) 11 x 17 vol., 1 in., on desk. 2d floor. (28)

61. ADMINISTRATIVE FILE, 1936 - 1937. CCC applications, correspondence, day sheet, district office bulletins, field representative correspondence, perpetual inventory of vegetables and fruits, NRS files, pay rolls, requisitions, scrip, state office file, surplus commodity records, travel vouchers, weekly reports, and WPA file. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor. (30)

62. SCRIP REPORTS, 1936 to date. TWC Form 105 and TWC Form 100 (revised), showing record of scrip allowances to relief clients. (Occasionally, official.) 3 x 7 vol. and 4 x 4 stubs, 1 ft., in filing case. 2d floor. (29)

63. COMMODITY RECORDS, 1937. TWC Form 701, Food Order; TWC Form 702, Clothing Order; TWC Form 703, Receiving Report; TWC Form 705, Monthly Stock Recapitulation; TWC Form 708, Household Necessities; and TWC Form 709, Recapitulation of Clothing. (Occasionally, official.) 9 1/2 x 12 1/2 envelopes, 1 ft., in filing case. 2d floor. (31)

#### JACKSON

#### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE Wilson Bldg., 218 W. Main St.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It was housed in the Hopper Building, Highland Avenue, from 1933 to 1934; in the Marks Building, College Street and Highland Avenue, from 1934 to 1935, at which time it moved to its present address. All records have been retained.

64. APPLICATIONS FOR APPROVAL, 1933. CWA Form L-3, showing project number, state, county, location and description of project, classes of labor used, details of cost, materials, equipment and supplies, contributions of local community, and signatures of administrator, local administrator, and supervisor. (Rarely, official.) 8 1/2 x 11 sheets, 1 in., in pasteboard box. Damaged by vermin. 2d room, S., 2d floor. (156)



65. TOOL AND SUNDRY UNEXPENDABLE EQUIPMENT LOCATION RECORD, 1933. CWA Form L-26, showing kind of tool, project, number issued, and different projects to which they can be transferred. (Rarely, official.) 5 1/2 x 8 cards, 3 in., in pasteboard box. Damaged by vermin. 2d room, S., 2d floor. (157)
66. FINANCIAL DATA CARD, 1933 - 1934. Form 9000-FR-2, Daily Record of Relief Granted, showing client's name, address, case number, number in relief group, date, commodity given, amount, and client's financial standing. (Rarely, official.) 8 1/2 x 11 cards, 4 in., in fibre transfer case. Damaged by vermin. 2d room, S., 2d floor. (135)
67. REGISTRATION CARDS, 1933 - 1934. TERA Form TR-1, showing history of client, name, address, age, registration number, personal description, size of family, health, condition, and occupational classification service summary. (Rarely, official.) 8 x 10 bundles, 2 ft., in pasteboard box. 2d room, S., 2d floor. (126)
68. WEEKLY TIME BOOK, 1933 - 1934. Book 590, showing project number, location, names of workers, hours worked per day, total time worked, and rate per day. (Rarely, official.) 4 1/2 x 6 1/2 bundles, 1 ft., in pasteboard box. Damaged by vermin. 2d room, S., 2d floor. (119)
69. TERA AND CWA BULLETINS, 1933 - 1935. On Safety, Rural Rehabilitation, reports, administrative bills, CCC enrollees, preparation of forms, rules and regulations, contracts, bids, spoiled checks, fund control, preparation of pay rolls, registration of clients, transients, community and county gardens, postal savings, white collar or PNM clients, methods of procuring material and supplies, reimbursement for travel expense, disbursing officer's qualifications, holiday, crippled children's clinic, 4 ft., in pasteboard box. 2d room, S., 2d floor. (132)
70. PERPETUAL RECORD OF RELIEF GRANTED, 1933 to date. Showing name, address, case number, number in family, adults in family, children under 16, residence, race, date of relief order, classification of relief, total amount of relief, scrip given, and total commodities given for active and closed cases. (Daily, official.) 8 1/2 x 11 cards, 3 ft. 6 in., in wooden boxes and in supply cabinet. 2d room, W., 2d floor. (161)
71. ADMINISTRATION REGISTER ON FUND CONTROL, 1934. CWA Form A-2, showing date, project number, amount of pay roll, amount of material used, and total cost. (Never.) 9 x 12 vols., 3 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (151)
72. DROUTH CATTLE RECORDS, 1934. Contracts, correspondence, and weekly reports. (Rarely, official.) 8 1/2 x 11 folders, 3 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (133)

73. SURVEY OF FAMILIES ON RELIEF, WITH FARM BACKGROUND, 1934. Showing date of interview, case worker's name, county, district, identification and members of household, occupational status, character references, social history of family, and general summary. (Rarely, official.) 8 1/2 x 11 bundles, 2 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (139)

74. WEEKLY AND MONTHLY TIME REPORTS, 1934. TERA Form E-7, Weekly Time Report; TERA Form E-8, Monthly Time Report, giving county project number, week ending date, description of project, name of worker, case number, occupation, hours worked per day, total hours worked per pay period, rate of pay per hour, and total amount earned per pay period. (Rarely, official.) 8 1/2 x 11 and 11 x 17 bundles, 1 ft. 6 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (143)

75. PROJECT REGISTER, 1934. CWA Form A-3, showing project number, location, description, date of pay roll, number of employees, number of man-hours, wages, salaries, equipment, expense, cost of materials used, total cost of project, amount of CWA fund, and other contributions. (Rarely, official.) 9 x 12 and 14 x 17 bundles, 3 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (144)

76. APPLICATIONS FOR ASSISTANCE, 1934 - 1935. TERA Form R-24, showing name, address, race, status of case, date, and hour for case worker's information. (Rarely, official.) 6 x 9 bundles, 2 ft., in pasteboard box. 2d room, S., 2d floor. (116)

77. APPLICATIONS FOR RELIEF, 1934 - 1935. TERA Form R-1, showing date, date and place of birth, number in family, type of occupation, personal property, bank account and savings, insurance, income from pensions, military affiliations, and dates. (Rarely, official.) 8 1/2 x 11 bundles, 4 in., in fiber transfer case. Damaged by vermin, dirty. 2d room, S., 2d floor. (136)

78. COMMODITY RECEIPTS, 1934 - 1935. From county administrator for commodities received from district commodity director, and from merchants, for commodities placed in their stores. (Rarely, official.) 3 x 5 1/2 sheets, 1 ft., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (150)

79. DISBURSING ORDERS FOR TRANSIENTS, 1934 - 1935. TTB Form 9101, showing name, address, merchant's name and address, amount, article, price, signature of beneficiary and authorization by case supervisor; and TR Form 10, showing name, address, nearest relative or friend, race, personal history, services requested, and services rendered. (Rarely, official.) 6 x 9 bundles, 1 ft., in pasteboard box. Damaged by vermin, dirty. 2d room, S., 2d floor. (117)

80. MALARIA-CONTROL RECORDS, 1934 - 1935. Showing date, county, number of men employed, man-hours, number of foot levels run, new ditches, old ditches, acres affected by drainage, record of oiling, and number of ponds stocked with fish. (Never.) 8 1/2 x 11 sheets, 4 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (149)



2d floor. (149)

81. PAY ROLLS FOR PERSONAL SERVICES, 1934 - 1935. TERA Form B-1, showing relief or nonrelief voucher number, location, week ending date, type of project pay roll, funds source, disbursing officer's name, names of employees, sex, case numbers, occupations, hours worked each day, total hours worked during pay roll, rate of pay per hour and total earnings during period. (Rarely, official.) 11 x 18 bundles, 4 ft., in pasteboard box. 2d room, S., 2d floor. (125)

82. PERPETUAL INVENTORY, 1934 - 1935. TTB Form 9115, Perpetual Inventory of FERA stock room. (Rarely, official.) 8 1/2 x 11 cards, 4 in., in pasteboard box. Damaged by vermin. 2d room, S., 2d floor. (134)

83. RECORD BOOKS, 1934 - 1935. Kept by disbursing officer for stock room, showing date, requisition number, project number, amount, allotments, direct and work relief, expenditures; and personal orders for relief clients, showing name, address, case number, amount received, and amount paid by state office by projects for relief and nonrelief. (Rarely, official.) 7 1/2 x 12 vols., 3 in., in transfer case. Damaged by vermin. 2d room, S., 2d floor. (152)

84. RECORDS OF GOODS EXCHANGE WAREHOUSE, 1934 - 1935. Correspondence, receipts, invoices, requisitions, inventory, summaries, perpetual stock inventories, and duplicate orders for TERA warehouse. (Rarely, official.) 8 1/2 x 11 1/2 bundles, 1 ft. 6 in., in pasteboard box. Damaged by vermin, dirty. 2d room, S., 2d floor. (128)

85. REQUISITIONS OR ORDERS FOR RELIEF COMMODITIES, 1934 - 1935, TERA Form R-6, showing date, client's name, address, quantity and commodity to be supplied, and client's receipt signature. (Rarely, official.) 5 1/2 x 5 1/2 bundles, 1 ft. 3 in., in pasteboard box. 2d room, S., 2d floor. (123)

86. SIGNATURE LISTS, 1934 - 1935. Showing case workers' names, messengers' names, dates of delivery, types of commodities, and clients' signatures of receipts. (Rarely, official.) 8 1/2 x 11 sheets, 6 in., in cardboard letter file. Damaged by vermin, dirty. 2d room, S., 2d floor. (138)

87. WORK CERTIFICATION NOTICES, 1934 - 1935. TERA Form R-35, order from relief to work division, showing name, address, race, case number, health, vocation, budgetary deficiency, case worker and information from works to relief division, showing date of assignment, amount earned monthly, and date of termination of work assignment. (Never.) 9 x 11 bundles, 2 ft., in pasteboard box. Damaged by vermin, dirty. 2d room, S., 2d floor. (115)

88. MASTER INDEX, 1934 to date. TERA Form R-21, showing client's name, age, address, race, case number, number of children in family, and dates of birth. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 5 ft., in card cabinets. 2d room, W., 2d floor. (159)

89. RECORD OF RELIEF CLIENTS, 1934 to date. Showing home conditions, personnel, social history, health, relatives, employment, situation, plan, and visits. Filed alphabetically. Index. (Daily, official.) 9 1/2 x 12 folders, 38 ft., in filing cases. 2d room, W., 2d floor. (158)

90. SUMMARY OF DIRECT RELIEF, Apr. - Oct. 1934. Showing relief roll, amounts received, merchants, and amount of supplies furnished. (Rarely, official.) 8 1/2 x 11 1/2 bundles, 1 ft., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (129)

91. CHECKS, July 7 - Nov. 10, 1934. Showing names of workers, dates, project numbers and amounts of checks for checks 63901 - 261270 (duplicates). (Rarely, official.) 8 1/2 x 17 bundles, 1 ft. 6 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (121)

92. DISBURSING ORDERS, Nov. 1, 1934 - Mar. 1935. TERA Form 9050-DR, for doctors' visits, medicine, clothing and fuel orders; order numbers 184726-193500; 196001-196500; 197001-197500; and 479001-479884. (Never.) 8 1/2 x 10 1/2 bundles, 4 ft., in pasteboard boxes. Damaged by vermin. 2d room, S., 2d floor. (109, 111)

93. DISBURSING ORDERS, Nov. 1934 - Mar. 1935. TERA Form 9070-GO, grocery order, numbers 511001-511209-B; 545186-560500; and 886701-887000. (Rarely, official.) 8 1/2 x 10 1/2 bundles, 4 ft., in pasteboard boxes. Damaged by vermin. 2d room, S., 2d floor. (110, 112)

94. REQUISITIONS FOR MEDICAL CARE, Nov. 1934 - Mar. 1935. TERA Medical Form 1, giving client's name, address, case number, signature certifying receipt of services, itemized statement of doctor, of services rendered, and approval of county relief director. (Rarely, official.) 8 1/2 x 10 1/2 bundles, 1 ft., in pasteboard boxes. Damaged by vermin. 2d room, S., 2d floor. (113, 114)

95. RECORDS OF COMMODITY AND GROCERY ORDERS, Nov. 16, 1934 - Mar. 1, 1935. Lists, giving client's name, address, case number, size of family, amount of commodities and grocery orders, and date given. (Rarely, official.) 8 1/2 x 11 sheets, 1 ft. 3 in., in pasteboard box. Damaged by vermin, dirty. 2d room, S., 2d floor. (137)

96. APPLICATIONS FOR INDIVIDUAL GARDENS, 1935. TERA Form M-1525, showing clients' names, addresses, case numbers, numbers in household, available land, equipment, seeds saved from last year, signed agreement to care for garden according to instructions, and recommendations of case worker. (Rarely, official.) 8 1/2 x 11 sheets, 6 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (140)

97. CASE WORKERS' LISTS, 1935. Budget for relief clients set up by months, showing case number, name, and budget. (Rarely, official.) 5 x 14 cards, 3 in., in pasteboard box. Damaged by vermin. 2d room, S., 2d floor. (147)



98. CERTIFIED WORK LISTS PER MONTH, 1935. Showing workers' names, race, addresses, case numbers, work budgets, and occupations. (Rarely, official.) 8 1/2 x 14 bundles, 3 in., in pasteboard box. Damaged by vermin. 2d room, S., 2d floor. (146)
99. CHANGE IN BUDGET STATUS, 1935. TERA Form R-36, showing county, date, client's name and address, change in budget status, and reason. (Rarely, official.) 5 1/2 x 8 1/2 bundles, 1 in., in pasteboard box. 2d room, S., 2d floor. (122)
100. FARM PLAN, 1935. TERA FORM H-11, showing name, address, dependents in family, number able to do farm work, acres, description of land, inventory of feed, equipment and livestock at beginning of year and amount recommended to be secured, estimated amount of food to be produced, feed needed and crops for providing it for livestock, budget for year, and signatures of officials concerned; and TERA Form 10, client's notarized statement that he will comply with and follow instructions. (Rarely, official.) 8 1/2 x 14 bundles, 4 in., in fiber transfer case. Damaged by vermin. 2d room, S., floor. (142)
101. MEDICAL REQUISITIONS, 1935. TERA Form AC-41, showing county, date, client's name, address, case number, type of service, and supplies given. (Never.) 4 1/2 x 8 1/2 bundles, 1 ft., in pasteboard box. Damaged by vermin, 2d room, S., 2d floor. (120)
102. MERCHANTS' STATEMENTS, 1935. TERA Form AC-46, order for reimbursement for supplies furnished relief clients, showing merchant's name and address, order number, date, client's name and amount, and county. (Rarely, official.) 8 1/2 x 14 sheets, 3 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (141)
103. MONTHLY REPORT OF FEDERAL COMMODITIES, 1935. Form R-8, showing county, city, list of commodities, amount on hand, amount received, total amounts, amount given out, stock on hand, shrinkage or waste, and date. (Rarely, official.) 8 1/2 x 11 sheets, 1 in., in transfer case. Damaged by vermin. 2d room, S., 2d floor. (154)
104. OFFICE EMPLOYEES' DAILY LIST., 1935. TERA Form G-6, showing county, employee's signature, time of arrival, time out, and time of departure. (Rarely, official.) 8 1/2 x 11 sheets, 1 in., in transfer case. Damaged by vermin. 2d room, S., 2d floor. (148)
105. RECORD OF RELIEF CLIENTS, 1935. Showing name, address, case number, and amount received per month. (Rarely, official.) 4 x 6 cards, 1 ft., wooden cabinet. Damaged by vermin. 2d room, S., 2d floor. (153)
106. RECORD OF RELIEF GRANTED, 1935. TERA Forms R-14 and R-14 (revised), showing work and home relief, client's name, address, case number, size of family, date, and amount of relief granted. (Rarely, official.) 9 x 11 bundles, 2 in., in fiber transfer case. 2d room, S., 2d floor. (127)

107. RECORDS OF SOCIAL SERVICE DIVISION, 1935. Bank certificates, contracts, financial condition of projects, schedule of disbursement, work projects, exhibits, bulletins, requisitions for supplies, merchants' statements on Rural Rehabilitation, goods exchange invoices, and transient records. (Rarely, official.) 8 1/2 x 11 1/2 bundles, 6 in., in fiber transfer case. Damaged by vermin. 2d room, S., 2d floor. (130)

108. RECORDS OF WORKS DIVISION, 1935. Semimonthly placement efficiency reports, weekly analysis of encumbrances, administrative pay rolls, reports, bulletins, correspondence, pending project records, lists of tools and property, project records, appointments, allotments, accident reports, requisitions, contracts, receipts, monthly statements, exhibits, telegrams, schedule of disbursements, sub-grants, assistant disbursing officer's expense account; and Form 196, Weekly Report. (Rarely, official.) 8 1/2 x 11 1/2 bundles, 3 ft., in two pasteboard boxes. Damaged by vermin, dirty. 2d room, S., 2d floor. (131)

109. REQUISITIONS, 1935. TERA Form R-53, showing client's name, address, case number, date, classification of order, and amount. (Rarely, official.) 5 x 8 bundles, 1 ft., in pasteboard box. Damaged by vermin, dirty. 2d room, S., 2d floor. (118)

110. WORKS DIVISION OCCUPATIONAL CLASSIFICATION RECORD, 1935. TERA Form E-10, showing client's history from social service division, vocational classification, employment record, and accident record. (Rarely, official.) 8 1/2 x 11 bundles, 1 ft., in pasteboard box. 2d room, S., 2d floor. (124)

111. RECORDS OF CERTIFIED CLIENTS, May 1935. WPA Forms 325, 402, 403, and USES Forms 350, 600, and 601, showing name, address, identification number, date of assignment, case number, project number, age, sex, occupation, status of eligible workers in family, and certification of eligibility. Filed alphabetically. (Daily, official.) Various sized sheets, 3 ft. 9 in., in card cabinets. 2d room, W., 2d floor. (160)

112. REHABILITATION WEEKLY TIME CARD, 1935. Form H-14, for farm foremen, showing county, week-ending date, state, and foreman's statement. (Rarely, official.) 3 1/2 x 5 1/2 cards, 1 in., in pasteboard box. Damaged by vermin. 2d room, S., 2d floor. (145)

#### LEXINGTON

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Edwards Bldg., West side of Public Square

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in



1937 to the Department of Institutions and Public Welfare. It was housed in the Henderson County Court House before moving to its present location. This office has jurisdiction over Henderson County. All records have been retained.

113. OLD RECORDS, 1933 - 1936. Old FERA records that have not been called into state office. (Rarely, official.) 10 x 12 folders, 4 ft., in 2 cardboard transfer cases. 2d floor. (28)

114. ACTIVE AND CLOSED CLIENTS' RECORDS, 1933 to date. Form 9000 FR-1, Face Sheet; Form 9000 FR-2, Financial Record; TERA Form R-1, Application for Relief; TERA Form R-18, Financial Record; TERA Form R-42, Clothing Report; TERA Form R-43, Family Budget Sheet; and TERA Form R-51, Statistical Report. Index. (Active records, daily, older records, (rarely, official.) 10 x 12 folders, 10 ft., in filing cases. 2d floor. (29)

115. MASTER INDEX FILE, 1933 to date. TERA Form R-21, showing name, address, age, race, case number, number in family, and opening and closing dates of case. (Daily, official.) 4 x 6 cards, 3 ft., in card filing case. 2d floor. (31)

116. INTAKE REGISTER, Oct. 1934 to date. Showing date of relief application, address, status of case, source of application, disposition, date, and case visitor's name. (Frequently, official.) 11 x 17 vols. (2), 4 in., on desk. 2d floor. (30)

117. WORK CERTIFICATION SLIPS, 1935 to date. Form 600, Certification for Work; Form 601, Change of Work Preference; Form 602, Notice of Termination of Work; Form 325, Assignment Slip; Form 402, Reassignment Slip; Form 403, Notice of Termination of Employment, showing name, address, case and identification numbers, sex, occupation, project number, and date. (Frequently, official.) Various sized slips, 4 ft., in card filing case and box. 2d floor. (34)

118. PERPETUAL INVENTORY, 1936 - 1937. TWC Form 704, Inventory of Food, Clothing or Household Necessities, showing date, amount received, amount given, and balance on hand. (Frequently, official.) 8 1/2 x 11 cards, 9 in., in open file. 2d floor. (33)

119. RECORD OF RELIEF GRANTED, Jan. 1936 to date. TWC Form R-14, showing name, address, case number, and relief granted per month in food, clothing, and scrip. (Daily, official.) 8 1/2 x 11 cards, 6 in., in open wooden file. 2d floor. (32)

120. ADMINISTRATIVE FILE, 1937. CCC applications and correspondence, day sheets, WPA correspondence, and scrip file; TWC Form 705, Monthly Stock Recapitulation; weekly reports to district office, travel vouchers, NRS file, taxable commodity division, purchase orders, pay roll sheets, receiving reports, visitors' record, property location transfer, circular letters; TWC Form 704, Perpetual Inventory; and TERA Form G-5, Requisition on Stock Room. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. 2d floor. (27)

LINDENDEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Perry County Court House

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office has maintained quarters at its present address since establishment. It has jurisdiction over Perry County. All records have been retained.

121. INACTIVE CLIENTS' FILE, 1933 - 1935. Records of relief clients whose cases have been closed or discontinued. (Rarely, official.) 10 x 12 folders, 4 ft., in filing case. Basement. (5)

122. ACTIVE CLIENTS' FILE, 1933 to date. Client's application for relief, relief background, complete relief record, financial and health history of family. (Daily, official.) 10 x 12 folders, 3 ft., filing case. Basement. (4)

123. CERTIFICATIONS, 1935 to date. TERA Forms 402, 403, 600, 601, and 602, showing name, address, sex, identification and case numbers, status of eligible workers in family, certification of eligibility, occupation, project number, and assignment date. (Frequently, official.) Various sized bundles, 1 ft. 6 in., in card filing case. Basement. (3)

124. GENERAL FILE, 1935 to date. CCC applications and correspondence, day sheets, bulletins, field representative correspondence, pay rolls, requisitions, Rural Rehabilitation records, scrip, surplus commodity correspondence, reports, travel vouchers, and weekly reports. (Daily, official.) 10 x 12 folders, 1 ft., in filing case. Basement. (1)

125. MASTER FILE, 1935 to date. Form R-21, showing client's name, address, age, race, case number, children, and birth dates. (Daily, official.) 4 x 6 cards, 6 in., in card filing case. Basement. (2)

126. FORM R-24, 1936 to date. Showing client's name, address, statement, date of request for supplies, and status of case. (Frequently, official.) 6 x 8 bundles, 1 ft. 6 in., in card filing case. Basement. (6)



PARISDEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Masonic Bldg., Paris, Tenn.

This office was established in 1933 under the Civil Works Administration. In April 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It has maintained quarters at its present address since its establishment. Useless papers are destroyed in accordance with regulations governing their disposal; all other records have been retained.

127. INACTIVE CASE FILE, 1933 - 1935. All records of clients whose cases have been closed or discontinued. Filed alphabetically by names of clients. (Rarely, official.) 10 x 12 envelopes, 8 ft., in wooden filing case. R. 4. (10)

128. ACTIVE CASE FILE, 1933 to date. Applications for relief, relief background and complete relief records. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in wooden filing case. R. 4. (11)

129. MISCELLANEOUS RELIEF RECORDS, 1934 - 1935. Purchase orders, receiving reports, requisitions, and correspondence. (Rarely, official.) Various sized bundles, 8 ft., in wooden filing case. R. 4. (8)

130. MASTER INDEX, 1934 to date. TERA Form R-21, showing name, age, address, race, case number, number of children in family, and birth dates. (Frequently, official.) 4 x 6 cards, 6 in., in wooden filing case. R. 4. (13)

131. SURPLUS COMMODITY REPORTS, 1934 to date. Showing quantity and kinds of commodities received and quantities distributed. (Rarely, official.) 10 x 12 folders, 2 ft., in wooden filing case. R. 4. (12)

132. CERTIFICATIONS, 1935 to date. TERA Form 600, showing name, address, identification and case numbers, status of eligible workers in family and certification of eligibility. (Frequently, official.) 5 x 8 bundles, 1 ft. 6 in., in wooden filing case. R. 4. (15)

133. GENERAL FILE, 1935 to date. CCC applications and correspondence, day sheets, district office bulletins, field representative correspondence, pay rolls, requisitions, Rural Rehabilitation records, state office reports, surplus commodity correspondence and reports, travel vouchers, weekly reports and WPA and MRS file. (Daily, official.) 10 x 15 folders, 1 ft., in wooden filing case. R. 4. (9)

134. WORK ASSIGNMENT SLIPS, 1935 to date. WPA Form 325, showing name, address, identification number, date of assignment, case number,

project number, age, sex, and occupation. (Frequently, official.)  
4 1/2 x 6 bundles, 6 in., in wooden filing case. R. 4. (14)

RIPLEY

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Mechanics Bldg., Main St.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. The office has maintained quarters at its present address since establishment. It has jurisdiction over Lauderdale County. All records have been retained.

135. OLD RELIEF RECORDS, 1933 - 1936. Relief records under FERA. (Rarely, official.) 9 1/2 x 12 1/2 envelopes, 6 ft., in pasteboard boxes. 2d floor. (13)

136. OLD INQUIRIES, 1934 - 1936. Made by out-of-town persons regarding relatives who might aid them, on which investigations and reports have been made. (Rarely, official.) 10 x 12 folders, 2 ft., in filing case. 2d floor. (12)

137. INTAKE REGISTER, 1934 to date. Showing date of relief application, name, address, status of case, source of application, disposition date, case worker, and case number. Filed numerically. (Frequently, official.) 10 x 17 vols., 2 in., on desk. 2d floor. (15)

138. MASTER INDEX, 1934 to date. TERA Form R-21, showing name, address, age, race, case number, number of children in family, and their ages. (Daily, official.) 4 x 6 cards, 4 ft., in card filing case. 2d floor. (9)

139. RELIEF CLIENTS' FILE, 1934 to date. Form 9000 FR-1, application, history of client's social, physical and financial conditions, record of relief issued to client and reference calls; TERA Form R-1, Application; TERA Form R-43, Family Budget Sheet; TERA Form R-18, Financial Record; and TERA Form R-51, Statistical Report. Index. (Daily, official.) 10 x 12 folders, 16 ft., in filing cases. 2d floor. (7)

140. CERTIFICATION SLIPS, 1935 to date. Form 600, Certification of Eligibility for Work; Form 601, Change in Work Status; Form 402, Reassignment Slip; and Form 403, Termination of Work, showing name, address, case and identification numbers, sex, and occupation. (Frequently, official.) Various sized bundles, 6 ft., in card filing case. 2d floor. (8)



141. ADMINISTRATIVE FILE, 1936 to date. CCC applications and correspondence, day sheets, district office bulletins, field representative correspondence, perpetual inventory of food and clothing, NRS file, pay rolls, requisitions scrip, state office file, surplus commodity records, travel vouchers, weekly reports and WPA file. (Daily, official.) 10 x 12 folders, 3 ft., in filing case. 2d floor. (11)

142. RELIEF ORDERS, 1936 to date. Form R-24, Statement of Client's Needs; Form 701, Food Order; and Form 702, Clothing Order. (Occasionally, official.) 6 x 8 bundles, 3 ft., in transfer case. 2d floor. (10)

143. SCRIP RECORDS, 1936 to date. TWC Forms 105 and 100 (revised), records of scrip allowances to relief clients. (Occasionally, official.) 3 x 7 vol. and 4 x 4 stubs, 3 in., in pasteboard box. 2d floor. (14)

#### SAVANNAH

#### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE A. L. Porter Bldg., Main St.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It was housed in the Barlow Building before moving to its present address. This office has jurisdiction over Hardin County. All records have been retained.

144. OLD RECORDS, 1933 - 1936. All relief records under FERA. (Rarely, official.) 9 1/2 x 12 1/2 envelopes, 14 ft., in cardboard transfer cases. 2d floor. (12)

145. CLIENTS' ACTIVE CASES, 1933 to date. Application for relief, record of all relief issued to family, social and health history of family, and record of calls for each WPA and TWC client. 4 x 6 card index, 3 ft. (Daily, official.) 10 x 12 folders, 4 ft., in filing case. 2d floor. (3,11)

146. CLIENTS' CLOSED CASES, 1933 to date. Cases of families who have moved, received employment in private industry or otherwise been disqualified and therefore cases have been closed. Index. (Occasionally, official.) 10 x 12 folders, 8 ft., in filing case. 2d floor. (4)

147. INTAKE REGISTERS, 1933 to date. Showing date of application, name, address, status of case, source of application, disposition date, and case worker's name. Indexed. (Frequently, official.) 10 x 12 and 11 1/2 x 17 vols. (2), 1 ft., on desk. 2d floor. (8)

148. COMPLAINT LETTERS, 1934 to date. Written by clients to officials and returned to office for investigation, with copy of

report and reply relative to investigation. (Occasionally, official.) 10 x 12 folders, 3 in., in filing case. 2d floor. (5)

149. LEDGERS, 1935. Showing names, addresses, case numbers, numbers in families, status of cases, monthly budgets, and eligibility for work. Indexed. (Daily, official.) 7 1/2 x 12 vols. (7), 1 ft., on floor and on desk, 2d floor. (13)

150. ACTIVE AND INACTIVE WORK CERTIFICATION SLIPS, 1935 to date. Forms 402, 403, 601, 602, and 1183, showing name, address, case and identification numbers, sex, project number, date assigned, change of status, and type of occupation. (Frequently, official.) Various sized bundles, 3 ft., in card filing case. 2d floor. (9)

151. CORRESPONDENCE, 1935 to date. With state director, director of finance, state commodity distributor, social service director; memoranda from district office and TWC commodity distributor; reports to WPA, CCC director, district employment supervisor, NRS office, TERA district administrator; and miscellaneous letters. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. 2d floor. (1)

152. PERPETUAL INVENTORY RECORDS, 1935 to date. Form TWC-704, perpetual inventory of food, clothing and household necessities, showing date, amount received, amount given out and balance on hand; and Form TWC-R-14, history of relief given, showing date and amount and kind of relief. (Frequently, official.) 10 x 12 cards, 1 ft. 3 in., in desk filing box. 2d floor. (14)

153. FOOD AND CLOTHING ORDERS, 1936 to date. Forms 701 and 702. (Occasionally, official.) 6 x 8 slips, 1 ft., in filing case. 2d floor. (6)

154. REPORTS AND ALLOCATIONS, 1936 to date. Reports, requisitions, receipts, and garden records. (Frequently, official.) 10 x 12 folders, 2 ft., in wooden filing case. 2d floor. (2)

155. SCRIP RECORDS, 1936 to date. Forms TWC-105 and TWC-100 (revised), records of scrip allowances to relief clients. (Occasionally, official.) 3 x 7 vols. and 4 x 4 stubs, 1 in., in tin lock box. 2d floor. (10)

156. CLIENTS' REQUESTS AND ORDERS ISSUED, Dec. 1936 to date. Form R-24, showing client's name, address, date of issuance, statement of needs, and status of case. (Daily, official.) 6 x 8 bundles, 1 ft. 6 in., in card filing case. 2d floor. (7)



SOMERVILLEDEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Newby Bldg., South of Court Square

This office was established in 1933 under the Civil Works Administration. In April 1934 it became the Tennessee Emergency Relief Administration, and remained as such until November 1935, when it was taken over by Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It was housed in the Masonic Hall Building from 1933 to 1934, at which time it moved to its present address. This office has jurisdiction over Fayette County. All records have been retained.

157. CLIENTS' ACTIVE AND CLOSED CASES, 1933 to date. Form 9000 FR-1, Face Sheet; case history and correspondence; Form 11-10-48, Budget Sheet; TERA Form R-1, Application; TERA Form R-18, Financial Record; Form 9000 FR-2, Financial Data; and Forms 2049 (revised) and 2133, ARC Emergency Relief Family Record. 4 x 6 card index, 1 ft. 6 in. (Daily, official.) 10 x 12 folders, 10 ft., in filing cases. 2d floor. (2,3)

158. RECORD OF RELIEF GRANTED, 1934 to date. TWC Form R-14, Individual Record of Relief Granted, showing date, amount and kind of relief, name, address, case number, members of family, and race. Filed alphabetically. (Frequently, official.) 8 1/2 x 11 cards, 1 ft., in open files. 2d floor. (5)

159. INTAKE REGISTER, Nov. 1, 1934 to date. Showing date of application, name, address, status of case, source of application, disposition date, and case visitor's name. Filed numerically. (Frequently, official.) 11 x 17 vols., 1 in., on desk. 2d floor. (8)

160. WORK CERTIFICATION SLIPS, 1935 to date. USES Form 325, Assignment Slip; WPA Form 402, Reassignment Slip; WPA Form 403, Notice of Termination of Employment; FLERA Form 600, Certification of Eligibility; FLERA Form 601, Notice of Case Change; and FLERA Form 602, Cancellation of Certification of Eligibility. Filed alphabetically. (Daily, official.) 4 x 6 and 5 x 8 slips, 3 ft., in card cabinets. 2d floor. (7)

161. ADMINISTRATIVE FILE, 1936 - 1937. CCC applications of correspondence, day sheets, district office bulletins, field representative correspondence, NRS file, pay rolls, requisitions, scrip, state office file, surplus commodity records, travel vouchers, weekly reports, and WPA file. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in filing case. 2d floor. (6)

162. PERPETUAL INVENTORY RECORD, 1936 to date. TWC Form 704, inventory of food, clothing, and household necessities, showing date and amount received, given out, and balance on hand. Filed alphabetically by articles. (Frequently, official.) 8 1/2 x 11 cards, 6 in., on desk. 2d floor. (4)

TIPTONVILLEDEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
First State Bank and Trust Company

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It was housed in the Depot Building, from date of establishment to April 1935, when it moved to its present address. This office has jurisdiction over Lake County. All records have been retained.

163. CLIENTS' RECORDS, 1933 to date. Form 9000 FR-1, Face Sheet; case histories; Form RA-12, Referrals to RR., Form R-31, Visitor's Record; Form R-43, Family Budget Sheet; TERA Form R-1, Application for Relief; and TERA Form R-52, Statistical Report. (Daily, official.) 10 x 12 folders, 10 ft., in filing cases. 2d floor. (17)

164. CERTIFICATION SLIPS, 1935 to date. Form 600, Certification of Eligibility for Work; Form 601, Change of Work Status; WPA Form 402, Reassignment Slip; WPA Form 403, Termination of Work, showing name, address, case and identification numbers, sex, and occupation. (Frequently, official.) Various sized bundles, 1 ft. 6 in., in card filing case. 2d floor. (18)

165. GENERAL FILE, 1936 - 1937. Applications, correspondence, forms, and circular letters. (Daily, official.) 10 x 12 folders, 2 ft., in filing case. 2d floor. (16)

TRENTONDEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Mrs. Annie Tyree's Bldg., W. Side Court Square

This office was established in 1933 under the Civil Works Administrations. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed to the Department of Institutions and Public Welfare. The office was housed in the Smith Building, in the Court House, in number 91 Building, and in the Freed Building, before moving to its present location. This office has jurisdiction over Gibson County. All records have been retained.

166. INACTIVE CASE FILE, 1933 - 1935. Records of relief families whose cases have been closed or discontinued. (Rarely, official.) 10 x 12 folders, 5 ft., in filing case. R. 2. (5)



167. ACTIVE CASE FILES, 1933 to date. Application for relief, relief background, complete relief records, and social and physical histories of family. (Daily, official.) 10 x 12 folders, 3 ft., in filing case. R. 2. (4)

168. CERTIFICATIONS, 1935 to date. TERA Forms 402, 403, 600, 601, and 602, showing name, address, sex, identification and case numbers, status of eligible workers in family, certification of eligibility, occupation, project number, and assignment date. (Frequently, official.) Various sized bundles, 1 ft. 6 in. R. 2. (3)

169. GENERAL FILE, 1935 to date. CCC applications and correspondence, day sheets, district office bulletins, field representative correspondence, pay rolls, requisitions, rural rehabilitation records, scrip, state office records surplus commodity correspondence and reports, travel vouchers, weekly reports, and WPA file. (Daily, official.) 10 x 12 folders, 3 ft., in wooden filing case. R. 2. (1)

170. MASTER INDEX, 1935 to date. TERA Form R-21, showing name, age, address, race, case number, number of children, and birth dates. Filed alphabetically by names. (Daily, official.) 4 x 6 cards, 1 ft., in card filing case. R. 2. (2)

171. FORM R-24, 1936 to date. Showing name, address, statement and date of client's request for supplies, and status of case. (Frequently, official.) 6 x 8 bundles, 6 in., in card filing case. R. 2. (6)

#### WAVERLY

#### DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE Humphreys County Court House

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It was housed in the Court House from May 3, 1934 to September 6, 1934; in the Corvan Building from September 6, 1934 to November 1934; in the Stribbling Building from November 1934 to January 1936, at which time it moved to its present address. This office has jurisdiction over Humphreys County. All records have been retained.

172. MISCELLANEOUS FILE, 1933 to date. Bulletins, financial reports, copies of reports to state office, and lists of certified WPA and NYA workers. Filed alphabetically. (Frequently, official.) 10 x 12 folders, 4 ft. 10 in., in filing case. 1st floor. (7)

173. CLIENTS' ACTIVE AND CLOSED CASES, Sept. 6, 1933 to date. Form 9000-ER-1, Face Sheet; Form 9000-ER-2, Financial Data; TERA Form R-51, Statistical Report; and TERA Form R-43, Family Budget Sheet; and history of client's social, physical and financial background, and record of case contacts. Filed alphabetically. 4 x 6 card index, 2 ft. (Daily, official.) 10 x 12 folders, 12 ft., in filing cases. 1st floor. (4, 6)

174. OFFICIAL CORRESPONDENCE, 1934 - 1936. With state and district offices, regarding all phases of relief work, and transient cases for 1934 - 1935. Filed chronologically. (Occasionally, official.) 10 x 12 folders, 10 ft., in filing cases. 1st floor, S. side. (5)

175. CERTIFICATION RECORDS, 1935 to date. FERA Form 600, Certification of Eligibility; Form 601, Notice of Case Change; Form 602, Cancellation of Certification of Eligibility, and WPA Form 402, Reassignment of Workers. Filed alphabetically. (Daily, official.) 5 x 8 slips, 6 in., in card cabinet. 1st floor. (8)

#### WAYNESBORO

DEPARTMENT OF INSTITUTIONS AND PUBLIC WELFARE  
Helton Drug Company Bldg., Southeast corner of Court Square

This office was established in 1933 under the Civil Works Administration. In April 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission, which name was changed in 1937 to the Department of Institutions and Public Welfare. It has maintained quarters at its present address since establishment. This office has jurisdiction over Wayne County. All records have been retained.

176. ACTIVE FILE OF RELIEF CLIENTS, 1933 to date. Applications for relief, relief issued to family, reference call record, and health conditions of family. 4 x 6 card index, 1 ft. (Daily, official.) 10 x 12 folders, 4 ft., in wooden filing case. 2d floor. (1)

177. CLOSED CASES, 1933 to date. 4 x 6 card index, 1 ft. (Occasionally, official.) 10 x 12 folders, 6 ft., in wooden filing case. 2d floor. (3)

178. GENERAL FILE, 1935 to date. CCC applications and correspondence, day sheets, district office bulletins, field representative correspondence, pay rolls, requisitions, rural rehabilitation, scrip, state office surplus commodity correspondence and reports, travel vouchers, weekly reports, and WPA files. (Daily, official.) 10 x 12 folders, 2 ft., in wooden filing case. 2d floor. (4)



179. MASTER FILE, 1935 to date. TERA Form R-21, showing name, address, age, race, case number, and number of children in family. (Daily, official.) 4 x 6 cards, 1 ft., in filing case. 2d floor. (5)

180. WORK CERTIFICATIONS, 1935 to date. Forms 402, 403, 600, 601, and 602, showing worker's name, address, case and identification numbers, sex, project number, change of status, and type of occupation. (Frequently, official.) Various sized bundles, 3 ft., in wooden filing case. 2d floor. (2)

NASHVILLE

PROJECT NUMBER 65-1999

Information regarding these old Civil Works Administration and Tennessee Emergency Relief Administration Project records is not available.

181. ASSISTANT DISBURSING OFFICER RECORDS, 1933 - 1934. Pay roll analyses, weekly and monthly reports, CWA instruction bulletins, form letters, appropriations, expenditure and ledger balance, telegrams, letters of credit, and notices to remail checks. (Inactive file, occasionally, official.) 9 x 12 bundles, 8 ft., in wooden filing case. 1st floor. (1928)

182. CONTRACT RENTAL FILE CARDS, 1933 - 1934. (Inactive file, rarely, official.) 5 x 8 cards, 1 ft. 3 in., in wooden card cabinet. 1st floor. (1936)

183. CWA AUDIT RECORDS, 1933 - 1934. CWA Form L-7-B. (Inactive file, occasionally, official.) 9 x 12 covers, 36 ft., in wooden filing cases. 1st floor. (1931)

184. CWA DISBURSING CONFIDENTIAL FILES, 1933 - 1934. 9 x 12 folders, 8 ft., in filing case. 1st floor. (1934)

185. CWA PAID VOUCHERS, 1933 - 1934. Standard Form 1034-A, with supporting papers and correspondence. Indexed. (Inactive file, occasionally, official.) 9 x 12 folders, 36 ft., in wooden filing cases. 1st floor. (1933)

186. CWA PROJECT REGISTERS, 1933 - 1934. Form 3-A. (Inactive file, occasionally, official.) 14 x 18 loose-leaf books (18), 5 ft., on filing cases. Dirty. 1st floor. (1938)

187. CWA RECORDS OF 95 COUNTIES, 1933 - 1934. CWA Form L-6-A; TERA Form S-3-A; CWA Forms 6646, 116, L-7-B, L-1, 2, 6, 13, 17, 19, and 25; vouchers; applications for approval of projects 1 - 603; purchase orders; tabulations; charts; bulletins; reports; and correspondence. (Inactive file, occasionally, official.) 9 x 12 folders and bundles, 372 ft., in pasteboard storage cases. 1st floor. (1925)

188. DUPLICATE CWA TREASURY CHECKS, 1933 - 1934. Numbered 1-1,099,001. (Inactive file, occasionally, official.) 9 x 18 folders, 88 ft., in wooden filing cases. 1st floor. (1940)
189. INDEX, 1933 - 1934. Filed numerically. (Inactive file, occasionally, official.) 3 x 5 cards, 15 ft., in wooden card cabinets. 1st floor. (1939)
190. PAY ROLL ADJUSTMENT FILE, 1933 - 1934. Form S-9. (Inactive file, rarely, official.) 4 x 6 cards, 1 ft., in wooden card cabinet. 1st floor. (1937)
191. PURCHASING AGENTS' SIGNATURE FILE, 1933 - 1934. (Inactive file, rarely, official.) 5 x 8 cards, 4 in., in wooden card cabinet. 1st floor. (1935)
192. STATE OFFICIAL COPIES OF PAY ROLL, 1933 - 1934. Form 2500-L-7, correspondence, reports, and tabulations of salaries. (Inactive file, occasionally, official.) 9 x 12 folders, 160 ft., in steel filing cases. Dirty. 1st floor. (1926)
193. REPORTS OF COMPLETED PROJECTS, 1933 - 1934. Forms S-16, L-3-A, and S-13; correspondence, reports, weekly and monthly tabulations covering completed projects, transferred or discontinued projects, and applications for approval of CWA projects. (Inactive file, occasionally, official.) 9 x 12 folders, 22 ft., in wooden filing cases. Dirty. 1st floor. (1927)
194. YORKS COUNTY FILE, 1933 - 1934. Form L-7, CWA Form 1, reports, tabulations and correspondence. (Inactive file, occasionally, official.) 9 x 12 sheets, 8 ft., in wooden filing case. 1st floor. (1929)
195. ACTIVE SUSPENSE FILE, 1933 to date. General Accounting Form 2084, and correspondence. (Frequently, official.) 9 x 12 sheets, 8 ft., in wooden filing case. 1st floor. (1930)

TENNESSEE EMERGENCY RELIEF ADMINISTRATION  
State Liquidating Office  
Cammerer Bldg., 223 Second Ave. North

The date of establishment of this office is unknown. It is maintained in order to liquidate old accounts of the Civil Works Administration and Tennessee Emergency Relief Administration.

196. CWA BULLETINS AND CORRESPONDENCE, Apr. 1, 1933 - Jan. 1, 1934. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in pasteboard box. 2d floor. (1965)
197. RURAL SCHOOL PROGRAM QUESTIONNAIRES, Apr. 1, 1933 - 1935. Memo Forms. (Occasionally, official.) 9 x 12 folders, 30 ft., in wooden filing cases. 3rd floor. (1979)



198. REQUEST FOR DISBURSING ORDER FOR TRANSIENT BUREAU, 1934 - 1935. TTB Form 9106, (Occasionally, official.) 9 x 12 folders, 6 ft., in wooden boxes. 2d floor. (1968-B)
199. LODGING AUTHORIZATION FOR TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1935. Form TTB-9118-C. (Occasionally, official.) 5 1/2 x 8 1/2 bundles, 5 ft. 8 in., in wooden filing case. 2d floor. (1967)
200. WORK RECORD CARDS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1935. TTB Form 9121, Work Card. (Occasionally, official.) 4 x 6 cards, 7 ft. 6 in., in wooden card case. Dirty. 2d floor. (1955)
201. ADULT EDUCATION, Apr. 1, 1934 - Jan. 1, 1936. Correspondence, registrations for training institutes, lists of teachers, institute teachers' training program, and teachers' reports. (Occasionally, official.) 8 1/2 x 11 folders, 22 ft., in pasteboard boxes. 4th floor. (2024)
202. ANALYSIS OF WORK PROJECTS FROM GENERAL RELIEF FUNDS, Apr. 1, 1934 - Jan. 1, 1936. Information relative to amounts paid to relief and nonrelief workers on various projects, and amounts expended for materials. (Rarely, official.) 12 x 24 sheets, 5 ft., in paper boxes. Dirty, scattered. 2d floor. (1963)
203. ANALYSIS SHEETS ON APPROVED PROJECTS, Apr. 1, 1934 - Jan. 1, 1936. With pay rolls and fund control register. (Occasionally, official.) 9 x 14 books, 2 ft. 6 in., in wooden filing case. Dirty. 3d floor. (2004-D)
204. AUDIT COLLECTORS' REPORTS AND CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 9 x 12 folders, 2 ft., in wooden filing case. 3d floor. (1980)
205. AUDITORS' TRANSCRIPT OF VOUCHERS FOR TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. Form TTB-9137. (Occasionally, official.) 14 x 18 bundle, 6 in., in wooden filing case. 2d floor. (1975)
206. BLUEPRINTS OF SCHOOL BUILDING, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 9 x 20 bundle, 3 in., in pasteboard box. 3d floor. (1997)
207. CATTLE RECORD, Apr. 1, 1934 - Jan. 1, 1936. Showing cattle received, shipped, slaughtered, died, pastured, and counties. (Occasionally, official.) 10 x 12 loose-leaf book, 1 in., in wooden filing case. 3d floor. (1978)
208. CHECK REGISTER, Apr. 1, 1934 - Jan. 1, 1936. Form M-1937. (Occasionally, official.) 8 1/2 x 11 loose-leaf book, 2 in., in wooden supply cabinet. 3d floor. (1999)
209. CLOSED PROJECT FILE, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms E-2, E-3, and B-1, showing type of project, date started, description, completed cost, estimated cost, total cost, wages,

and salaries paid; CWA Form A-3, project register, showing date project approved, date of estimated completion, date work started, number, description, employees' wages and salaries, team and truck expense, and total cost of materials; and correspondence, tabulations, applications, and reports. (Occasionally, official.) Various sized folders and loose-leaf books (29), 79 ft. 3 in., in wooden filing cases, pasteboard boxes, on filing case and desk. 3d floor. (2011)

210. CLOTHING RECORD CARDS, Apr. 1, 1934 - Jan. 1, 1936. Form TTB -9131. (Occasionally, official.) 8 x 10 cards, 1 ft., in wooden filing case. 2d floor. (1970)

211. COUNTY ADMINISTRATIVE FILES, Apr. 1, 1934 - Jan. 1, 1936. Forms 9010-AE, AC-6, and 9011-AE; FERA Memo Forms M-1625, P-5, and P-10; CWA Forms S-8-A, P-8-A, and 9052-DR; and correspondence and supporting papers. Filed by counties. (Occasionally, official.) 8 1/2 x 11 folders, 24 ft., in steel filing cases. 3d floor. (1966)

212. COUNTY BUDGET REQUIREMENTS AND GENERAL CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. TERA Form S-Z, showing budget requirements in various counties. (Rarely, official.) 9 x 14 folders, 2 ft., in paper box. Dirty. 2d floor. (1962)

213. COUNTY FILES, Apr. 1, 1934 - Jan. 1, 1936. Relief vouchers, pay roll checks, relief orders, bank statements, cancelled checks, and all legal papers pertaining to county relief. (Occasionally, official.) 9 x 12 folders and bundles, 340 ft., in pasteboard storage cases. 2d floor. (1966-B)

214. COUNTY PAY ROLL RECORDS OF 95 COUNTIES, Apr. 1, 1934 - Jan. 1, 1936. Pay roll vouchers, fund balance sheets, bank statements, field auditor statements, disbursing officer accounts, monthly reports, tabulations of money paid out, pay roll accounts, and personnel pay roll. (Occasionally, official.) 8 1/2 x 11 sheets, 6 ft., in wooden filing case. 2d floor. (1941-D)

215. COUNTY STATISTICAL REPORTS, Apr. 1, 1934 - Jan. 1, 1936. TERA Form S-5, with information on monthly analysis of applications and cases under care, and obligations incurred under general relief program. (Rarely, official.) 9 x 14 folders, 4 ft. 6 in., in paper boxes. Dirty. 2d floor. (1952)

216. COUNTY TELEPHONE AND PURCHASE ORDERS AND CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms P-8, P-10, and AC-6; vouchers for purchases and services other than personal, certifying division, vouchers audit section, telephone bills, correspondence, tabulations, and reports regarding county files; statement of government official toll service; emergency purchase statement; notice of cancellations and special grants. (Occasionally, official.) 9 x 12 folders, 24 ft., in wooden filing cases. 3d floor. (2021-A)

217. COUNTY WORKS CONTROL, Apr. 1, 1934 - Jan. 1, 1936. Travel expense record, showing speedometer reading, miles, voucher number from and to destination, and miles traveled. (Occasionally, official.) 10 x 12 loose-leaf books (6), 1 ft. 8 in., on filing case. 3d floor. (2007)



218. DESTITUTION WORK RELIEF PAY ROLL, Apr. 1, 1934 - 1936. Form 9002-FDR, time sheet, showing name of employee, rate, amount, hours worked, and amount of check. (Occasionally, official.) 9 x 16 sheets, 1 ft., in pasteboard box. 2d floor. (1957)
219. DIRECT RELIEF ORDERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Form AC-40. (Occasionally, official.) 4 1/4 x 8 1/2 bundles, 24 ft., in pasteboard boxes. 3d floor. (2038-A)
220. DIRECT RELIEF ORDERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-40, 41, and 9070. (Occasionally, official.) 8 1/2 x 11 bundles, 25 ft., in wooden box. 3d floor. (2038-B)
221. DIRECT RELIEF PAID VOUCHERS, TERA, Apr. 1, 1934 - Jan. 1, 1936. Forms AC-40, 41, and 9050-DR. Filed numerically 44159-46835. (Occasionally, official.) 8 1/2 x 11 bundles, 248 ft., in wooden pigeonholes. Dirty. 2d floor. (1932-A)
222. DIRECT RELIEF VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. Forms 9070-GO and 9051-DR. (Occasionally, official.) 8 1/2 x 11 folders, envelopes, pockets, covers and bundles, 336 ft., in storage cases. 2d floor. (1932-B)
223. DIRECT RELIEF VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. Form 9050-DR. (Occasionally, official.) 8 1/2 x 11 sheets, 16 ft., in pasteboard boxes. 2d floor. (1932)
224. DISBURSING ORDERS, Apr. 1, 1934 - Jan. 1, 1936. Form 9070-GO and TERA Form B-3. (Occasionally, official.) 8 1/2 x 11 folders and variously sized loose-leaf books, 167 ft., in paper boxes and on shelves. 3d and 4th floors. (1977)
225. DISBURSING ORDERS, CARDS OF SIGNATURES, AND WORK RECORDS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. TTB Forms 9101, 9121, and 9141, showing client's name, amount of disbursing order, client's signature, work record, and name of article for which order was issued. (Rarely, official.) Variously sized bundles, 28 ft., in wooden boxes. Dirty, scattered. 2d floor. (2031)
226. DISBURSING ORDER REGISTER, TTB, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9137, showing name of relief client, order number, and amount and kind of relief. (Occasionally, official.) 14 x 18 vol., 1 ft., in wooden box. 2d floor. (1968-C)
227. DISBURSING ORDERS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. Forms 9101 and 9106. (Occasionally, official.) 5 1/2 x 8 1/2 bundles, 60 ft., in wooden filing cases. 2d floor. (1968-A)
228. DISBURSING ORDERS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. TTB Forms 9101 and 9118-C, showing name, to whom order was issued, amount, date, and name of merchant filling order. (Occasionally, official.) 5 1/2 x 8 1/2 bundles, 2 ft., in wooden filing case. Dirty. 3d floor. (2031-B)

229. DROUGHT RELIEF CATTLE PROGRAM RECORDS, Apr. 1, 1934 - Jan. 1, 1936. Form FSRC-10, CWA Form L-13, TERA Form P-4, CWA Forms L-22 and L-21, bill of purchase, purchase order, correspondence, reports, invoices, bills of lading, with date of receipt, and purchase statements from different cities. (Occasionally, official.) 9 x 12 folders, 4 ft., in pasteboard storage cases. 3d floor. (2003)

230. EMERGENCY PURCHASE STATEMENT, Apr. 1, 1934 - Jan. 1, 1936. CWA Forms AC-6, 58-A, P-9, and P-10; and vouchers and telegrams. (Occasionally, official.) 9 x 12 folders, 10 ft., in wooden filing cases. 3d floor. (2021)

231. EMERGENCY PURCHASE STATEMENT, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms 6 and AC-29. Filed alphabetically. (Occasionally, official.) 8 1/2 x 11 folders, 1 ft. 6 in., in pasteboard box. 3d floor. (2021-D)

232. ENCUMBRANCE REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TERA Form 23. (Occasionally, official.) 14 x 18 loose-leaf book, 4 in., in wooden box and on wooden shelf. 3d floor. (1992)

233. ENCUMBRANCE TRANSMITTAL SHEETS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-7 and 8, showing amounts of purchase orders on various projects under TERA. (Rarely, official.) 8 1/2 x 14 books, 7 ft. 6 in., in paper boxes. Dirty. 2d floor. (1964)

234. FIELD AUDITORS' CORRESPONDENCE, REPORTS, AND TELEGRAMS, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 9 x 12 folders, 2 ft., in storage case. 2d floor. (1948)

235. FINANCE DIVISION TRANSMITTAL VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Form AC-8, showing voucher number, check number, payee, and amounts. (Occasionally, official.) 8 1/2 x 11 loose-leaf books (6), 5 ft., in pasteboard box and on filing cases. 3d floor. (1991-A)

236. FUND CONTROL REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TERA Form AC-2-3. (Occasionally, official.) 12 x 24 loose-leaf books, 4 ft. 3 in., on table. Dirty. 1st floor. (1946)

237. GENERAL ACCOUNTS, LEDGERS, AND CHECK STUBS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. Regarding accounts payable and outstanding. Indexed. (Rarely, official.) 11 x 14 vol., 3 ft., in paper box. Dirty. 2d floor. (2030-A)

238. GENERAL SUMMARY OF FIELD REPORTS, Apr. 1, 1934 - Jan. 1, 1936. Forms F-1, F-2, and S-6, showing number of persons working on projects in various counties, number of hours worked, and amount earned. (Rarely, official.) 9 x 14 folders, 2 ft., in paper box. Dirty. 2d floor. (1961)

239. INDEX CARDS, Apr. 1, 1934 - Jan. 1, 1936. Filed numerically. (Occasionally, official.) 3 x 5 cards, 91 ft., in wooden card cabinets. 2d floor. (1945)



240. LEDGER RECORD OF MATERIAL PURCHASES AND RENTAL RECORDS, Apr. 1, 1934 - Jan. 1, 1936. Showing amount of material purchases and amounts paid out for rent. Filed numerically. (Occasionally, official.) 5 x 8 cards and 10 1/2 x 13 loose-leaf books, 3 ft. 6 in., in metal filing case. Dirty. 3d floor. (2036)
241. LEDGER RECORD OF PAYMENTS TO MERCHANTS FOR SUPPLIES FURNISHED TO DIRECT RELIEF CLIENTS, Apr. 1, 1934 - Jan. 1, 1936. Showing name of merchant to whom payment was made, amount, and date of check. (Rarely, official.) 10 x 12 loose-leaf book, 3 in., on metal filing case. Dirty. 2d floor. (1959)
242. LEDGER RECORDS OF TRANSIENT BUREAU DISBURSEMENTS, Apr. 1, 1934 - Jan. 1, 1936. Showing date of issuance, amount, and to whom issued. (Occasionally, official.) 13 x 15 loose-leaf book, 2 in., in wooden filing case. Dirty. 3d floor. (2030-D)
243. MEAL-VOUCHER RECORDS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 10 x 18 loose-leaf books, 8 in., in wooden filing case. 2d floor. (1972)
244. MEDICAL REQUISITION REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TERA Form P-12, regarding purchases of medicine for relief clients. (Rarely, official.) 14 x 18 loose-leaf books, 1 ft. 4 in., in wooden filing case. Dirty. 3d floor. (2010)
245. MERCHANTS' STATEMENTS, Apr. 1, 1934 - Jan. 1, 1936. TERA Form AC-46. (Occasionally, official.) 8 1/2 x 14 bundlos, 3 in., in pasteboard box. 3d floor. (1994)
246. MERCHANTS' STATEMENTS AND SUPPLY ORDERS OF REHABILITATION CORPORATION, Apr. 1, 1934 - Jan. 1, 1936. Forms H-20 and AC-42, showing lists of supplies furnished to clients, number of supply orders, and amounts. Filed alphabetically. (Rarely, official.) 9 x 14 folders, 29 ft., in metal filing case and paper boxes. Dirty. 2d floor. (1960)
247. MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. Filed by counties. (Occasionally, official.) 9 x 12 folders, 22 ft., in storage cases. 3d floor. (1983-A)
248. MISCELLANEOUS CORRESPONDENCE AND TELEGRAMS, Apr. 1, 1934 - Jan. 1, 1936. Filed alphabetically. 8 1/2 x 11 folders, 3 ft. 6 in., in wooden filing case. 3d floor. (1983-C)
249. MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 8 1/2 x 11 folders and bundles, 8 ft., in pasteboard boxes. Dirty. 4th floor. (1983)
250. MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. Tabulations, monthly operation report, food costs, and commissary requisitions. (Occasionally, official.) 8 x 10 folders, envelopes and covers, 8 ft., in filing case. 2d floor. (1983-B)
251. MISCELLANEOUS FILE, Apr. 1, 1934 - Jan. 1, 1936. Form 302; TERA Form 300; FERA Form 304; Form E-7, Invoice of Works Division;

weekly, monthly and annual reports, TTB miscellaneous national committee, financial census, safety reports, miscellaneous reports, correspondence, county and administrative, telegrams, and blueprints. (Occasionally, official.) 8 1/2 x 11 and 9 x 12 folders, 52 ft., in wooden filing case, pasteboard boxes and storage cases. 3d floor. (2009)

252. MISCELLANEOUS FILES, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-30, B-1, 9002-WB, AC-6, E-2, AC-40, and R-53; and vouchers, pay rolls, truck rentals, interoffice correspondence, property records, invoices, garden projects, requisitions, and correspondence. (Occasionally, official.) 8 x 12 folders, 35 ft., in wooden filing cases. 3d floor. (2026)

253. MISCELLANEOUS FILES AND RECORDS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. Supply orders, receipts, bills, time records, paid bills, stock reports, inventories of equipment, monthly summaries of expenses, and correspondence. (Rarely, official.) 9 x 14 sheets, 14 ft., in metal filing case and paper boxes. Dirty, scattered. 2d floor. (2030-B)

254. MISCELLANEOUS FILES OF TRANSIENT BUREAU, Apr. 1, 1934. - Jan. 1, 1936. Monthly operation report, purchase orders, and correspondence. (Occasionally, official.) 9 x 14 folders, 2 ft., in wooden filing case. Dirty. 3d floor. (2030-E)

255. MISCELLANEOUS PROJECT FILES, Apr. 1, 1934 - Jan. 1, 1936. Copies of pay rolls, time sheets, reports of approved projects, and clerk's files. (Occasionally, official.) 8 1/2 x 11 folders, 20 ft., in storage cases. 3d floor. (2004-C)

256. MISCELLANEOUS TTB FILES, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) Various sized bundles, 100 ft., in wooden and pasteboard boxes and storage cases. Dirty. 4th floor. (2027)

257. NASHVILLE TRANSIENT BUREAU COPIES OF ORDERS FOR TRANSPORTATION, Apr. 1, 1934 - Jan. 1, 1936. Form TTB-9105. (Occasionally, official.) 8 x 12 vols., 22 ft., in open wooden boxes. Dirty. 2d floor. (1958)

258. NRS Ledger, Apr. 1, 1934 - Jan. 1, 1936. Numbered 96, showing names of companies. (Occasionally, official.) 10 x 12 loose-leaf book, 2 in., on filing case. Dirty. 3d floor. (2002)

259. OLD STATE PROJECTS CHANGED, MISCELLANEOUS AND ADMINISTRATIVE, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms E-2, E-3, G-14, AC-28, F-4, and 141; and applications, reports, tabulations and correspondence covering projects completed or discontinued. (Occasionally, official.) 9 x 14 folders, 16 ft. 3 in., in filing cases. 3d floor. (1988)

260. PAY ROLLS AND RECORDS OF CONTRIBUTIONS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms B-1 and AC-26, information regarding supervision of nonrelief and relief labor, showing number of hours



worked and rate of pay per hour. Filed alphabetically by counties. (Occasionally, official.) 11 x 17 bundles, 7 ft. 3 in., in wooden filing cases and in box. Dirty. 3d floor. (2029-B)

261. PAY ROLLS AND TIME SHEETS, Apr. 1, 1934 - Jan. 1, 1936. Covering different counties. (Occasionally, official.) 11 x 17 folders, 12 ft., in cardboard boxes. 3d floor. (1941)

262. PAY ROLL FOR PERSONAL SERVICES AND DIRECT RELIEF ORDERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms B-1, 9070-GO and 9050-DR, covering different projects in various counties, showing names, occupations, sex, case numbers, and hours worked. (Occasionally, official.) 8 1/2 x 11 bundles, 2 ft., in steel drawers. 3d floor. (1941-A)

263. PAY ROLL REGISTER, Apr. 1, 1934 - Jan. 1, 1936. Filed alphabetically, (Occasionally, official.) 10 x 12 loose-leaf book, 2 in., in wooden supply cabinet. 3d floor. (2000)

264. PAY ROLL TRANSMITTALS, Apr. 1, 1934 - Jan. 1, 1936. Form AC-30. (Occasionally, official.) 9 x 14 folders, 4 ft., in wooden filing case. 3d floor. (1976)

265. PAY ROLL VOUCHERS FOR PERSONAL SERVICES, Apr. 1, 1934 - Jan. 1, 1936. TERA Form B-1, showing number of hours worked, name and location of project, and rate of pay per hour. (Rarely, official.) 11 x 17 folders, 10 ft., on filing case. Dirty. 3d floor. (2029-D)

266. PAY ROLL VOUCHERS FOR PERSONAL SERVICES, Apr. 1, 1934 - Jan. 1, 1936. TERA Form B-1, showing number of persons working, hours worked, rate of pay, and classification of worker. Filed alphabetically by counties. (Rarely, official.) 9 x 14 folders, 68 ft. 6 in., in metal filing cases. 2d floor. (2029)

267. PERPETUAL INVENTORY CARDS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9115. (Occasionally, official.) 8 1/2 x 11 and 10 x 12 cards, 5 ft., in wooden box and filing case. 2d and 3d floors. (1969)

268. PERSONNEL CARD RECORD, Apr. 1, 1934 - Jan. 1, 1936. CWA Form L-17, application, showing name, address, date of birth, number of persons dependent, sex, race, identification number, occupation, rate, hours for which payment is made, grade in school completed, normal occupation, and full history. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 3 ft. 6 in., in pasteboard box. 3d floor. (1995)

269. PERSONNEL FILE, ADMINISTRATIVE, Apr. 1, 1934 - Jan. 1, 1936. TERA Form 2-B-1, TERA Form B-10-2-3, telegrams, correspondence, pay roll vouchers, and tabulations. (Occasionally, official.) 9 x 14 folders, 8 ft., in wooden filing case. 2d floor. (1944)

270. PROJECT APPLICATIONS AND APPROVALS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms B-4, G-10, AC-30, P-2, and P-4; Standard Forms 1034-A, P-1, P-9, and G-4; and CWA Forms L-13, showing date approved, date started, date completed, description, number of men, hours, total wages, and personnel; and correspondence and supporting papers. (Occasionally, official.) 8 1/2 x 11 folders and 9 x 12 and 10 x 12 loose-leaf books, 38 ft. 4 in., on shelf, in wooden filing cases, on filing cases and in storage cases. Dirty. 2d and 3d floors. (2008)

271. PROJECT PAY ROLL, Apr. 1, 1934 - Jan. 1, 1936. TERA Form B-1, covering persons certified on nonrelief work projects, showing name, sex, case numbers, occupations, hours worked, rates, amounts, and check numbers. (Occasionally, official.) 11 x 17 covers, 188 ft., in wooden filing cases and pasteboard boxes. 3d floor. (1941-B)

272. PUBLIC VOUCHERS AND MISCELLANEOUS REPORTS, Apr. 1, 1934 - Jan. 1, 1936. Standard Form 1034 - P-10; TERA Form 3-P-5, P-9, and P-2; CWA Forms 22 and S-12; telegrams, telephone bills, invoices, receiving reports, short form contracts and supporting papers, bids, purchases of supplies, vouchers, vendors' certificates, abstracts of bids, and correspondence. (Occasionally, official.) 8 1/2 x 11 bundles, 32 ft., in steel filing cases. 3d floor. (1953-A)

273. PURCHASE ORDER LEDGER, Apr. 1, 1934 - Jan. 1, 1936. Showing names of companies and amounts. (Occasionally, official.) 9 x 12 loose-leaf book, 2 in., on wooden shelf. Dirty. 2d floor. (2021-B)

274. PURCHASE ORDERS OF DIFFERENT COUNTIES, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms 9, C-6, P-1, P-4, and P-9; CWA Forms S-8-A and L-13; Standard Forms 33 and 1036; reports, purchase orders, short form contracts, certificates of awards, receiving reports, correspondence, and supporting papers. (Occasionally, official.) 9 x 12 folders, 10 ft., in storage cases. 3d floor. (2021-E)

275. RECEIPTS AND PAID VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 3 1/2 x 8 1/2 sheets, 56 ft., in pasteboard boxes. 2d floor. (1953-C)

276. RECORDS OF CHECKS ISSUED BY TERA, Apr. 1, 1934 - Jan. 1, 1936. Showing amount of checks, date, number, and to whom issued. (Rarely, official.) 9 x 18 loose-leaf books, 32 ft., on floor. Dirty. 2d floor. (1949)

277. RECORDS OF DIRECT RELIEF ORDERS, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 10 x 12 vols., 4 ft. 4 in., in wooden box. 2d floor. (2038)

278. RECORDS OF DIRECT RELIEF AND PROJECT SUBGRANTS TO COUNTIES, Apr. 1, 1934 - Jan. 1, 1936. Showing names of counties to whom grants were made, amounts and object for which granted. (Rarely, official.) 10 x 13 loose-leaf book, 1 in. 2d floor. (1950)



279. RECORD OF GENERAL ACCOUNTS, Apr. 1, 1934 - Jan. 1, 1936. Covering relief orders payable, accrued pay rolls, vouchers, vouchers payable, administrative pay rolls, work projects allotted, and information relative to general funds in this state. (Rarely, official.) 9 x 14 vol., 6 in., on floor. Dirty, scattered. 2d floor. (1951)
280. RECORD OF MATERIALS AND SUPPLIES FURNISHED PROJECT SG-1-A-33, Apr. 1, 1934 - Jan. 1, 1936. Showing amounts of purchases, names of firms from whom purchased, and dates of invoices. (Occasionally, official.) 6 1/2 x 10 1/2 loose-leaf book, 1 in., in wooden filing case. Dirty. 3d floor. (2004-B)
281. RECORD OF PAID CHECKS ON EMERGENCY EDUCATIONAL PROGRAM, Apr. 1, 1934 - Jan. 1, 1936. Showing amounts paid teachers under this program (Occasionally, official.) 10 x 12 loose-leaf books, 2 in., on filing case. Dirty. 3d floor. (2028)
282. RECORD OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. TTB Forms 9001, 9003, 9018-B, 9050-DR, 9106, 9121, and 9141; TERA Form P-4; work cards, relief orders, signature records, meal authorizations, meal tickets, request for disbursements, orders, commissary requests, grocery lists, summary bills, monthly financial reports, clothing records, and supporting papers and correspondence. (Occasionally, official.) 8 1/2 x 12 folders, envelopes, pockets, covers, loose-leaf books, and bundles, 490 ft., in wooden boxes. Dirty, scattered. 2d floor. (1971)
283. RECORD OF TRANSIENT BUREAU PAID VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9103, showing amount, date paid, and for what paid. (Occasionally, official.) 9 x 11 sheets, 1 ft. 6 in., on filing case. Dirty. 3d floor. (2030-C)
284. REGISTRATION CARDS OF CENTRAL REGISTRATION BUREAU, Apr. 1, 1934 - Jan. 1, 1936. TERA Form TR-5, showing date, name, address, birth date, sex, height, weight, and grade in school. (Occasionally, official.) 3 1/2 x 5 cards, 283 ft., in wooden card cabinets. 4th floor. (2023)
285. REHABILITATION CORPORATION OF TENNESSEE RECORDS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-42, H-20, and H-420. (Occasionally, official.) 9 1/2 x 14 folders, 16 ft., in wooden storage cases. 2d floor. (1956)
286. RELIEF SUPPLY ORDERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Form AC-40, revised. Filed by counties. (Occasionally, official.) 4 x 8 1/2 bundles, 5 ft., in wooden filing case. 3d floor. (2038-D)
287. REQUISITION REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TERA Form P-12, and ledger covering all supplies used on projects of this state. (Occasionally, official.) 8 1/2 x 14 and 10 x 12 loose-leaf books, 5 in., in filing case and on shelves in cabinet. 3d floor. (2001)

288. REPORTS AND RECORDS OF COMPLETED TERA PROJECTS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms E-2, E-3, F-3, and S-16, and Form P-10, relative to completed projects, showing dates of approval, project numbers, kinds of projects, locations, supervisors, and counties. (Rarely, official.) 8 1/2 x 11 folders and 14 x 25 sheets, 7 ft. 6 in., in storage case, paper boxes and on filing case. Dirty, scattered. 3d floor. (2004)

289. REPORTS OF APPROVED PROJECTS, Apr. 1, 1934 - Jan. 1, 1936. Showing description of projects, wage rates, date approved, date to begin work, and total cost of project. (Rarely, official.) 14 x 22 loose-leaf books, 19 ft., in paper boxes. Dirty. 2d and 3d floors. (2004-A)

290. REPORTS ON ELECTRIFICATION AND HOUSING SURVEY AND SPECIAL GRANT AUTHORIZED PAY ROLL, Apr. 1, 1934 - Jan. 1, 1936. TERA Form B-4, with relative correspondence. (Rarely, official.) 9 x 12 bundles and 10 x 12 loose-leaf books, 3 ft. 5 in., in paper box and on table. Dirty. 2d and 3d floors. (2019)

291. SOCIAL SERVICE NONRELIEF TIME SHEETS, Apr. 1, 1934 - Jan. 1, 1936. TERA time sheets, showing number of hours worked by nonrelief workers. (Occasionally, official.) 9 x 12 loose-leaf book and bundle, 5 in., in wooden filing case. Dirty. 3d floor. (2017)

292. SPECIAL GRANT RECORDS, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 10 x 12 loose-leaf book, 4 in., on filing case. 3d floor. (2006)

293. STATE-AT-LARGE PAY ROLL, Apr. 1, 1934 - Jan. 1, 1936. Form 1-B. (Occasionally, official.) 9 x 12 covers, 6 ft., in steel filing case. 2d floor. (1942)

294. STATE AUDITORS' ANALYSIS SHEET, Apr. 1, 1934 - Jan. 1, 1936. TERA Form M-1330, showing number of employees and amount paid. (Occasionally, official.) 5 x 8 bundle, 1 ft., in pasteboard box. 3d floor. (2005)

295. SUMMARY OF RELIEF BILLS, Apr. 1, 1934 - Jan. 1, 1936. Form 9052. (Occasionally, official.) 8 1/2 x 11 1/2 bundles, 3 ft., on floor. 2d floor. (1947)

296. TENNESSEE TRANSIENT BUREAU DISBURSEMENT LEDGERS AND DISBURSING REGISTER, Apr. 1, 1934 - Jan. 1, 1936. Showing amounts and dates of each disbursement and to whom made; and TTB Form 9104, covering disbursing orders issued for clothing, food, lodging, transportation and medical care to individuals and families. (Occasionally, official.) 6 1/2 x 10 and 12 1/2 x 17 loose-leaf books, 10 in., on metal case and on table. Dirty. 2d and 3d floors. (2016)

297. TENNESSEE TRANSIENT BUREAU RELIEF ORDER REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9134, covering relief orders issued, and showing to whom issued, date issued, amount of order and for what purpose; and TTB Form 9137, showing name of person to whom order was issued,



order number, amount, kind of relief, and date of issuance. (Occasionally, official.) 14 1/2 x 17 1/2 and 15 x 17 1/2 loose-leaf books, 2 ft. 5 in., on table and on paper boxes. Dirty. 2 d and 3 d floors. (2015)

298. TERA ADMINISTRATION PAID VOUCHERS AND TRANSMITTALS, Apr. 1, 1934 - Jan. 1, 1936. TERA Form R-10, showing articles purchased, from whom purchased, and date of purchase. Filed numerically. (Occasionally, official.) 8 1/2 x 11 folders, 4 ft., in wooden filing case. Dirty. 3d floor. (2034)

299. TERA ADMINISTRATIVE REQUISITIONS FOR AUTHORIZATION TO PURCHASE, Apr. 1, 1934 - Jan. 1, 1936. TERA Form P-1. Filed numerically. (Occasionally, official.) 8 1/2 x 11 folders, 16 ft., in metal filing cases. Dirty. 3d floor. (2033)

300. TERA COUNTY FILES, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms 10-B, 10-C, and 301; reports, tabulations, photo reports, monthly operation reports, and weekly reports. (Occasionally, official.) 9 x 14 folders, pockets, covers and bundles, 3 ft. 6 in., in storage cases. 2d floor. (1966-A)

301. TERA AND CWA CANCELLED CHECKS, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 3 1/2 x 8 1/2 checks and bundles, 842 ft., in pasteboard boxes and on floor. 2d and 3d floors. (1982)

302. TERA DIRECT RELIEF ORDERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms 9070-GO, 9050-DR., and B-1. (Occasionally, official.) 9 x 12 folders, 16 ft., in wooden filing cases. 3d floor. (2038-C)

303. TERA DIRECT RELIEF VOUCHERS, DISBURSING VOUCHERS, AND VENDOR CERTIFICATES, Apr. 1, 1934 - Jan. 1, 1936. Forms 9050-DR, 9051-DR, and 9052-DR, showing number of employees used, rate per hour, and whether usual or urban project; TERA Forms P-10, 1034, 9010-AE, and 9052-DR, covering disbursements; and correspondence relative to various general matters of TERA. (Occasionally, official.) Various sized loose-leaf books, folders and bundles, 18 ft. 2 in., on table, in paper box and in metal filing cases. Dirty. 2d and 3d floors. (2020)

304. TERA FILING CARDS, Apr. 1, 1934 - Jan. 1, 1936. (Never.) 3 x 5 cards, 3 ft., in paper box. Dirty, scattered. 2d floor. (1974)

305. TERA FUND CONTROL REGISTER, Apr. 1, 1934 - Jan. 1, 1936. CWA Form A-2 and TERA Form F-B-5. Arranged by counties. (Occasionally, official.) 9 x 11 covers, 14 ft., in wooden filing cases. 3d floor. (1993)

306. TERA MISCELLANEOUS CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. Correspondence regarding administrative matters. Filed numerically. (Occasionally, official.) 8 1/2 x 11 folders, 2 ft., in wooden filing case. Dirty. (2037)

307. TERA MISCELLANEOUS FILES, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-30, AC-46, AC-61, B-1, DR-9052, E-7, F-1, G-10, M-2860, S-2, S-3, and S-6, covering various activities. Filed alphabetically by counties. (Occasionally, official.) 12 x 14 bundles, 7 ft., in wooden filing cases. Dirty. 3d floor. (2013)
308. TERA ORDER REGISTERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms P-13, covering purchase orders issued, showing dates, amounts of orders, and to whom issued. Filed alphabetically by counties. (Occasionally, official.) 9 x 12 loose-leaf books, 3 ft. 9 in., in wooden filing cases. Dirty. 3d floor. (2014)
309. TERA PAID VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. Forms AC-40, AC-41, and AC-46. Filed numerically 1-31300. (Occasionally, official.) 8 1/2 x 11 folders, envelopes, covers and bundles, 264 ft., in storage cases. 2d floor. (1953-B)
310. TERA PAY ROLL RECORD, Apr. 1, 1934 - Jan. 1, 1936. Form TERA B-1, covering administrative pay roll; weekly time book; and pay rolls covering various projects. (Occasionally, official.) Various sized covers, 19 ft. 4 in., in wooden filing cases, wooden boxes, pasteboard box and on cabinet. Dirty. 2d and 3d floors. (1990)
311. TERA PROJECT PAY ROLL, Apr. 1, 1934 - Jan. 1, 1936. TERA Form B-1, (Occasionally, official.) 11 x 18 bundles, 6 ft. 4 in., in wooden box. 3d floor. (1941-C)
312. TERA PAY ROLLS FOR PERSONAL SERVICES AND SERVICES OTHER THAN PERSONAL, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-6, B-1, E-3, F-3, P-1, P-4, and P-10, covering various projects in various counties, and showing number of persons employed with rate of pay per hour. Filed alphabetically by counties. (Occasionally, official.) 9 x 12 folders, 59 ft. 2 in., in wooden filing cases, paper boxes and on table. Dirty. 3d floor. (2029-C)
313. TERA PROJECT REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TERA Form AC-5, covering projects in various counties of this state. Filed alphabetically by counties. (Occasionally, official.) 14 x 21 loose-leaf books (6) and 14 1/2 x 18 folders, 4 ft., in wooden filing cases and on metal filing case. Dirty. 3d floor. (2032)
314. TERA PROJECT REGISTER, Apr. 1, 1934 - Jan. 1, 1936. CWA Form A-3 and TERA Form AC-5, covering various projects in state. (Rarely, official.) 14 1/2 x 18 loose-leaf books, 2 ft., on filing case. Dirty. 3d floor. (2032-A)
315. TERA PURCHASE ORDERS, Apr. 1, 1934 - Jan. 1, 1936. Forms AC-43, E-2-5, 9104-E, and F-3. (Occasionally, official.) 8 1/2 x 11 folders, 130 ft., in storage cases. 3d floor. (2021-C)
316. TERA RECEIPTS, Apr. 1, 1934 - Jan. 1, 1936. Form WR-9001, TERA Receipt. (Occasionally, official.) 3 1/2 x 8 bundles, 2 ft., in storage file case. 4th floor. (2025)



317. TERA RECORD OF PAID VOUCHERS FOR TRAVEL AND MILEAGE, Apr. 1, 1934 - Jan. 1, 1936. Regarding expenses of persons traveling in interest of TERA. (Occasionally, official.) 10 x 12 loose-leaf books, 2 in., on filing case. Dirty. 3d floor. (2035)
318. TERA REQUISITIONS FOR FOOD AND CLOTHING, Apr. 1, 1934 - Jan. 1, 1936. Form P-9, Receiving Report; Form P-4, Purchasing Order; and Form PBA, Notice of Corrections. (Occasionally, official.) 8 1/2 x 11 bundles, 4 ft., in pasteboard boxes. 3d floor. (1987)
319. TERA TRANSMITTAL VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-7 and AC-8. (Occasionally, official.) 8 1/2 x 14 1/2 loose-leaf books, 54 ft., in wooden and steel filing cases. 3d floor. (1991)
320. TRANSIENT BUREAU CASE REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9111. (Occasionally, official.) 18 x 28 loose-leaf book, 3 in., on shelf. 3d floor. (1996)
321. TRANSIENT BUREAU ENCUMBRANCE CONTROL RECORDS AND REGISTER, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9138, Relief Order, showing name of merchant, to whom paid, amount of order, and date paid; TERA Form AC-23, Encumbrance Register, regarding allocations for direct and work relief, showing dates, names of counties, and amounts of allocations to each county. (Occasionally, official.) 14 x 18 and 14 1/2 x 18 loose-leaf books, 4 in., on table and in wooden filing case. Dirty. 3d floor. (2018)
322. TRANSIENT DIVISION PAY ROLL VOUCHERS FOR PERSONAL SERVICES, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9150, showing name of transient, home address, hours worked, and amount earned. (Rarely, official.) 9 x 14 folders, 6 in., in metal filing case. Dirty. 2d floor. (2030)
323. TRANSMITTAL SHEETS ON ALL PROJECTS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms G-3, G-4, and L-14-A. Filed by counties. (Occasionally, official.) 9 x 12 folders, 2 ft., in pasteboard box. 3d floor. (1991-B)
324. TRANSIENT BUREAU SUMMARIES OF DIRECT RELIEF PAID, Apr. 1, 1934 - Jan. 1, 1936. CWA Forms 9124, 9134, L-13 and L-14; Standard Form 1034-A; FERA Forms 30 and 301; TTB Forms 9010-AE, 9103, and 9121; and monthly reports, finance summary of bills, correspondence, and telegrams. (Occasionally, official.) 8 x 11 bundles, 15 ft., in wooden filing cases. 3d floor. (1986)
325. TTB DISBURSEMENT VOUCHERS, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9101, showing client's name, amount of purchase, and for what purpose it was issued. (Rarely, official.) 5 1/2 x 8 1/2 bundles, 376 ft., in paper boxes. Dirty. 2d floor. (2031-A)
326. TTB GENERAL CORRESPONDENCE, Apr. 1, 1934 - Jan. 1, 1936. Correspondence and telegrams, covering general training program, and TERA institute transient summary and supplies. (Occasionally,

official.) 9 x 12 folders, 27 ft., in wooden filing cases and pasteboard boxes. 3d floor. (1981)

327. TTB MEAL AND SHELTER AUTHORIZATION CARDS, Apr. 1, 1934 - Jan. 1, 1936. TTB Forms 9116, 9118-C, and 9119, showing name of person to whom issued, for whom lodging was furnished, number of nights lodging was furnished, and amount per night, date of issuance, expiration, and name of case worker. (Rarely, official.) 4 1/4 x 6 and 5 1/2 x 8 1/2 bundles, 102 ft., in paper boxes. Dirty. 2d floor. (1973)

328. TTB MISCELLANEOUS FILES, Apr. 1, 1934 - Jan. 1, 1936. TTB Form 9104-A, daily, weekly, and monthly reports, telephone messages, telegrams, clothing records, time sheets, transfers, vouchers, disbursing orders, unpaid bills, expense files, and requisitions. (Occasionally, official.) 8 x 12 folders and bundles, 13 ft., in pasteboard box. Dirty. 2d floor. (1985)

329. TTB REQUISITION CONTROL CARDS, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-41 and P-17, showing amount, date, vendor, dates of vouchers, and DO number. Filed by counties and numerically. (Occasionally, official.) 5 x 8 cards, 4 ft., in wooden card cabinets and in pasteboard box. 3d floor. (1989)

330. TTB TRANSPORTATION AND LODGING RECORD, Apr. 1, 1934 - Jan. 1, 1936. (Occasionally, official.) 10 x 12 loose-leaf books (2), 2 in., on filing case. 3d floor. (1998)

331. VOUCHERS PAID FROM TERA FUNDS AND RECORDS OF TRANSIENT BUREAU, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms 9010-AE and 1-B. (Occasionally, official.) 9 x 11 bundles, 2 ft., in wooden filing case. 2d floor. (1953)

332. VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Apr. 1, 1934 - Jan. 1, 1936. TERA Forms AC-29, P-2, P-4, P-9 and P-10; and correspondence and telegrams. Filed alphabetically. (Rarely, official.) 9 x 14 folders, 17 ft., in metal filing cases. 2d floor. (2029-A)

333. WEEKLY TIME REPORTS, Apr. 1, 1934 - Jan. 1, 1936. TERA Form E-7, with reports and verification numbers. (Occasionally, official.) 8 1/2 x 11 bundles (22), 16 ft., on floor. 3d floor. (2012)

334. FINANCE BUREAU PAY ROLL FOR TRANSIENT CASH ALLOWANCE, Apr. 1, 1934 - Mar. 1, 1936. Form 9121, covering transient's cash allowance. (Occasionally, official.) 2 x 9 bundles, 2 ft., in storage cases. 2d floor. (1943)

335. WEEKLY REPORTS OF DISBURSEMENTS OF TRANSIENT BUREAU, Oct. 1934 - Feb. 28, 1935. (Occasionally, official.) 8 x 14 bundle, 1 ft., in wooden filing case. 2d floor. (1968)

336. CHATTANOOGA INVOICES OF TERA PURCHASES, Dec. 1934 - Apr. 1935. Invoices in general, covering different commodities. (Occasionally, official.) 9 x 12 folders, 1 ft., in wooden case. 2d floor. (1954)



337. TERA REQUISITION FOR SUPPLIES, Apr. 1, 1935 - Jan. 1, 1936. Form 63. (Occasionally, official.) 5 x 8 bundles, 4 ft., in pasteboard boxes. 4th floor. (2022)

CHATTANOOGA

TENNESSEE WELFARE COMMISSION  
Hamilton County Branch  
Allen Bros. Bldg., 102 E. Sixth St.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until August 1935 when it was taken over by the Tennessee Welfare Commission. The office was housed in the Harry Chapman Building from date of establishment until 1934, when it moved to its present location. This office has jurisdiction over Hamilton County. All records have been retained.

338. CORRESPONDENCE, Sept. 1, 1933 - Dec. 31, 1934. With reports and expense accounts of visitors and officials. (Rarely, official.) 8 x 10 folders, 2 ft., in pasteboard box. Mezzanine floor. (1402)

339. RECORD OF RELIEF APPLICANTS, Sept. 1, 1933 - Sept. 29, 1936. Form, showing record and complete information on client. Filed numerically 1 - 49900. 4 x 6 alphabetical card index; see abstract 1408. (Daily, official.) 8 1/2 x 11 folders, 208 ft., in steel filing cases. Mezzanine floor. (1412)

340. ACTIVE RECORDS ON RELIEF APPLICANTS, Sept. 1, 1933 to date. Showing complete information on applicant. 4 x 6 card index, 1 ft. (Daily, official.) 8 1/2 x 11 folders, 8 ft., in steel filing case. Mezzanine floor. (1407, 1410)

341. INDIVIDUAL CASES OF TRANSIENT BUREAU CLIENTS, Nov. 22, 1933 - Jan. 9, 1936. Individual cases, with correspondence. Filed numerically 1 - 38117. 4 x 6 alphabetical card index; see abstract 1408. (Rarely, official.) 8 x 10 folders, 34 ft. 3 in., in wooden and steel filing cases. Mezzanine floor. (1366-1381)

342. INDEX TO TRANSIENT BUREAU CLIENTS, Dec. 12, 1933 - Dec. 25, 1935. Index to records reported on in abstracts 1366 - 1401, 1404 and 1412. Filed alphabetically. (Rarely, official.) 4 x 6 cards, 42 ft., in wooden filing cases. Mezzanine floor. (1408)

343. MONTHLY REPORTS OF TRANSIENT BUREAU CLIENTS, ACTIVE CASES. Jan. 1 - Nov. 1, 1934. (Rarely, official.) 8 x 10 folders, 1 ft., in steel filing case. Mezzanine floor. (1409)

344. RECORD OF TRANSIENT BUREAU CLIENTS, May 8, 1934 - Sept. 23, 1935. TERA Form TR-10, showing complete information on applicant. Filed numerically 1 - 36747. 4 x 6 alphabetical card index; see abstract 1408. (Rarely, official.) 5 x 8 cards, 38 ft. 2 in., in wooden filing cases. Mezzanine floor. (1382 - 1401)

345. REGISTRATION CARDS, Aug. 14, 1934 - Jan. 11, 1935. Showing complete and confidential information on applicant for shelter and food. (Rarely, official.) 8 x 10 folders, 3 ft. 6 in., in wooden filing case. Mezzanine floor. (1406)

346. RECORD ON INACTIVE RELIEF CLIENTS, Nov. 1934 - Jan. 1, 1936. Form R-14, showing status of each client. Filed numerically 1 - 50000. 4 x 6 alphabetical card index; see abstract 1408. 8 1/2 x 11 folders, 16 ft., in wooden filing cases. Mezzanine floor. (1404)

347. MEDICAL EXAMINATION OF APPLICANTS FOR TENNESSEE TRANSIENT BUREAU, Nov. 3, 1934 - Nov. 10, 1935. Medical department form for physical examinations. (Rarely, official.) 8 x 10 bundles, 4 ft., in wooden filing case. Mezzanine floor. (1405)

348. WEEKLY REPORTS OF CLOSED CASES OF TRANSIENT BUREAU CLIENTS, Dec. 18, 1934 - Sept. 30, 1935. (Rarely, official.) 8 x 10 folders, 1 ft., in steel filing case. Mezzanine floor. (1403)

349. CERTIFICATION OF DIRECT RELIEF CASES, Aug. 1, 1936 to date. Showing name and case number of clients. Filed alphabetically. (Daily, official.) 5 x 8 slips, 2 ft. 8 in., in wooden filing case. Mezzanine floor. (1411)

#### KNOXVILLE

##### TENNESSEE WELFARE COMMISSION KNOX COUNTY BRANCH

Community Welfare Bldg., 309 Market St.

This office was established in 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until November 1935, when it was taken over by the Tennessee Welfare Commission. This office has jurisdiction over Knox County.

350. ACTIVE RELIEF CASE RECORDS, 1933-1936. Showing case number, names and ages of dependents, address, and date of application. Filed alphabetically. (Frequently, official.) 4 x 6 cards, 2 ft. 8 in., in wooden card cabinets. R. 103. (421)

351. CASE RECORDS OF RELIEF CLIENTS, 1933 - 1936. Case histories and general information on FERA, CWA, TERA, and TWC relief clients. Filed alphabetically by names. (Frequently, official.) 9 x 12 folders, 4 ft., in wooden drawers. R. 203. (425)



352. CLOSED CASE RECORDS, 1933 - 1936. Showing disbursements in cash and commodities. Filed numerically 1 - 26008. 4 x 6 card index, 32 ft. (Rarely, official.) 9 x 12 folders, 180 ft., in wooden filing cases. R. 103. (420,422)

353. PAY ROLL RECEIPTS, 1933 - 1936. From foremen on projects. Filed numerically by project numbers. (Rarely, official.) 2 1/4 x 4 sheets, 1 ft. 3 in., in metal safe drawer. R. 205. (426)

354. RECORD OF PERSONS ELIGIBLE FOR RELIEF, 1933 to date. Showing name and case number. Filed alphabetically by surname. (Frequently, official.) 3 x 5 cards, 4 ft., in wooden card cabinets. Dirty. R. 206. (433)

355. INACTIVE CASE RECORDS, Aug. 1933 - 1934. Filed by case numbers 110 - 4365. (Never.) 9 x 12 folders, 5 ft. 6 in., in wooden filing case and metal drawer. R. 102. (418)

356. CLOSED HISTORIES OF TRANSIENTS, Oct. 1933 - Oct. 1935. Case histories of clients, registration cards, case workers' reports, and dates of opening and closing of cases. Filed numerically 1 - 32000. 4 x 6 card index, 20 ft. (Rarely, official.) 9 x 12 folders, 32 ft., in metal filing cases. R. 206. (428, 431)

357. APPLICATIONS FOR RELIEF FOR HOMELESS FAMILIES, Dec. 1933 - Dec. 1935. Applications for relief and case histories of homeless families. Filed numerically 800 - 7053. (Inactive file, rarely, official.) 9 x 12 folders, 1 ft., in wooden filing case. R. 102 (423)

358. TRANSIENT BUREAU RECORDS, Dec. 1933 - Dec. 1935. Case records of transients given relief. Filed numerically 10107 - 17779. (Never.) 9 x 12 folders, 2 ft., in metal filing case. R. 102. (419)

359. CCC PERSONNEL ASSIGNMENTS, 1934 - 1936. Showing color, age, date of birth, date registered, classification, date of acceptance, camp to which assigned, and date and reason for discharge. (Occasionally, official.) 3 x 5 cards, 8 in., in wooden card cabinet. R. 104. (424)

360. FINANCIAL REPORTS AND MISCELLANEOUS CORRESPONDENCE, c. Aug. 1934 - Dec. 1935. Monthly report forms, including inventories and operating cost sheets, and copies of outgoing correspondence. No apparent filing order. (Rarely, official.) 9 x 12 folders, 4 ft., in metal drawers. R. 206. (432)

361. CLOSED CORRESPONDENCE, Jan. 1 - July 1, 1935. Of TERA and TWC. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 8 ft., in metal filing case. R. 208. (436)

362. ACTIVE CORRESPONDENCE ON COMPLAINTS, 1935. Filed alphabetically by correspondents. (Rarely, official.) 9 x 12 folders, 2 ft., in metal drawer. R. 208. (437)

363. CLOSED CORRESPONDENCE ON COMPLAINTS, 1935. Filed alphabetically by correspondents. (Rarely, official.) 9 x 12 folders, 2 ft.,

in metal drawer. R. 208. (438)

364. RECEIPTED PAY ROLLS, 1935. Receipted by foremen on TERA projects, with record of expenditures of county relief organizations, for personal services. Filed numerically by project numbers. (Rarely, official.) 9 x 12 folders, 4 ft., in steel drawers. R. 206. (429)

365. TRANSIENTS' STATISTICAL CASE CARDS, 1935. TERA Form R-33 and TERA Form TR-10, showing complete history of transients. (Rarely, official.) 5 x 8 cards, 1 ft., in pasteboard box. R. 20. (434)

366. CORRESPONDENCE AND SUPERVISORS' REPORTS, 1935 - 1936. Filed alphabetically, by supervisors and case workers. (Occasionally, official.) 9 x 12 folders, 4 ft., in metal drawers. R. 205. (439)

367. MONTHLY AND WEEKLY CASE-LOAD REPORTS, 1935 to date. Showing number of clients placed on jobs and number of cases closed. (Rarely, official.) 9 x 12 folders, 2 ft., in wooden drawer. R. 205. (427)

368. CERTIFICATIONS TO WPA, May 1935 to date. Form 600, certifying persons for relief. Filed alphabetically by name of client. (Frequently, official.) 5 x 8 sheets, 9 ft. 9 in., in wooden drawers and in pasteboard boxes. R. 206. (430)

369. INCOMING CORRESPONDENCE, July - Dec. 1935. Filed alphabetically by subject. (Rarely, official.) 9 x 12 folders, 2 ft., in metal drawer. R. 208. (435)

#### MEMPHIS

##### TENNESSEE WELFARE COMMISSION

- (A) Jefferson Street School Bldg., 268 Jefferson Ave.
- (B) Ellis Auditorium, Main and Poplar Sts.
- (c) Voorhies Bldg., 95 South Front St.

This office was established May 12, 1933 under the Civil Works Administration. In 1934 it became the Tennessee Emergency Relief Administration and remained as such until December 1935, when it was taken over by the Tennessee Welfare Commission. In December 1935 when the TERA was abolished, most of the records were sent to the state office at Nashville, Tennessee, only the records used by the Tennessee Welfare Commission being retained. This office has jurisdiction over the City of Memphis and Shelby County.

370. STATISTICAL REPORTS, 1932 to date. Form M-2998, case-load report; Form M-3152, revised, weekly report to be sent to state office; and correspondence and telegrams pertaining to reports. (Frequently, official.) 9 1/2 x 12 folders, 4 ft., in wooden filing case. File Room (Bldg. A). (1987)



371. CASE HISTORIES, Nov. 1932 to date. Form 9000 FR-1, showing name, color, case number, environment of family, description of family, social and employment history, and summary of present situation; and letters of recommendation and correspondence with other agencies and relatives. Filed numerically 1 - 30400. 4 x 6 card index, 36 ft. Daily, official.) 9 1/2 x 12 folders, 234 ft., in wooden and steel filing cases. File Room (Bldg. A) (1991, 1992.)

372. RECORD BOOKS, Nov. 1932 to date. Showing name of client and color. Filed chronologically. (Daily, official.) 8 x 10 and 7 1/2 x 12 vols., 7 in., on table. File Room (Bldg. A) (1988)

373. RECORDS OF INELIGIBLES, Nov. 1932 to date. Showing names of man and wife, color, address, date of application, and reason for refusal. Filed alphabetically. (Daily, official.) 4 x 6 cards, 30 ft., in wooden and steel card cabinets. File Room (Bldg. A). (1990)

374. STATISTICAL CASE RECORDS, Nov. 1932 to date. TERA Form R-33, statistical record of case. Filed numerically. (Daily, official.) 5 x 8 cards, 32 ft., in wooden and steel card cabinets. File Room (Bldg. A). (1993)

375. CASE RECORDS, 1933 - 1935. Form 9000 FR-1, showing date of application, case number, history of family, work history of employable members, and correspondence establishing eligibility for relief. Filed numerically. 4 x 6 card index, 92 ft. (Rarely, official.) 8 1/2 x 11 cards, 220 ft., in wooden and metal filing cases. Storeroom (Bldg. A). (1982, 1984)

376. RECORDS OF OCCUPATIONAL HISTORIES, 1933 - 1935. Showing name, address, general personal description, and occupational history. Filed alphabetically. (Rarely, official.) 6 x 8 cards, 64 ft., in wooden filing cases. Storeroom (Bldg. A). (1983)

377. REGISTRATION OF TRANSIENTS, 1933 - 1935. FERA TR-5, showing name, registration number, date of registration, birth date, place of birth, date arrived in state, race, sex, family, height, weight, color of eyes and hair, regular trade, and other general information (duplicates). Filed alphabetically. (Frequently, official.) 3 x 5 sheets, 40 ft., in wooden filing cases. Storeroom (Bldg. A). (1985)

378. CASE HISTORIES, 1933 to date. History of each case, showing name of client, color, case number, environment of family, description of family, social and employment history, summary of present situation, and comments by case worker, with correspondence from other agencies and letters of recommendation. Filed numerically. (Daily, official.) 9 1/2 x 12 folders, 23 ft., in wooden desk, R. not numbered (Bldg. A). (1997)

379. CASE HISTORIES, 1933 to date. History of each case, showing name of client, color, case number, environment of family, social and employment history, summary of present condition, and correspondence with other agencies. Filed numerically. (Daily, official.) 9 1/2 x 12 folders, 16 ft., in wooden desk. R. not numbered (Bldg. A). (1994)

380. RECORDS OF RELIEF GRANTED TO ACTIVE AND INACTIVE CASES, 1933 to date. TWC Form R-14, record of relief granted. Filed numerically. (Inactive records, frequently; active records, daily, official.) 8 1/2 x 11 cards, 26 ft., in wooden boxes. Accounting Office (Bldg. A). (2002)

381. STATISTICAL CASE CARDS, 1933 to date. Showing county, surname, first names of man and woman, dates of birth, record number, birthplaces, occupations, date of marriage, names of unmarried children and their birthplaces, date of application, nativity, and color. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft. 6 in., in wooden card cabinets. R. not numbered (Bldg. A). (1996)

382. STATISTICAL CASE CARDS, 1933 to date. Showing name, county, surname, first names, birth dates, record number, birthplaces, occupations, date of marriage, unmarried children, birthdays of children, date of application, nativity, and color. Filed numerically. (Daily, official.) 5 x 8 cards, 2 ft., in wooden card cabinets. R. not numbered (Bldg. A). (1995)

383. RECEIPTS FOR COMMODITIES, 1934. Receipts and bills of lading for carload shipments, receipts from Parent-Teachers' Association, community kitchens and other centers for commodities to be distributed to relief clients, and relative correspondence. (Never.) 8 x 11 folders, 2 ft., in pasteboard box. Damaged by careless handling, dirty, scattered. Office (Bldg. C). (2046)

384. CORRESPONDENCE, 1934 - 1935. Between TERA, FLRA, and warehouse, relative to distribution of commodities and other matters pertaining to consumer distribution to relief clients, and general instructions relative to warehouse operations. (Never.) 8 x 11 folders and sheets, 12 ft., in wooden boxes. Damaged by careless handling, dirty, scattered. Main Floor (Bldg. C). (2048)

385. RECEIPTS, 1934 - 1935. From stores and centers, for commodities to be delivered to clients, showing merchants, dates, commodities, and signatures of recipients. (Never.) 8 x 11 and 10 x 12 bundles and sheets, 30 ft., in wooden boxes. Damaged by careless handling, dirty, scattered. Main Floor (Bldg. C). (2049)

386. RECORDS OF FILLED ORDERS, 1934 - 1935. Issued by case workers to relief clients, and filled by merchants and exchange centers, showing names, addresses, case numbers, and signatures of county relief director, case worker and client; and printed orders for canned goods. (Never.) 3 x 6 and 5 1/2 x 5 1/2 bundles and sheets, 104 ft., in wooden boxes. Damaged by careless handling, dirty, scattered. Main floor (Bldg. C). (2050)

387. PAY ROLL ANALYSIS SHEETS, Apr. 5, 1934 - Apr. 25, 1935. Showing project numbers, occupations, rates of pay, men and women working, hours worked by each, amounts due, and symbol numbers of pay rolls. Filed chronologically. (Never.) 6 x 9 covers (17), 2 ft., in wooden filing case. Accounting Dept. (Bldg. A). (2003)



388. SHOE DELIVERY RECORDS, 1935. Account of merchants making delivery of shoes, invoices of shoe manufacturers, showing shoes billed to TERA, also perpetual inventory of merchants' stocks, showing prices and stock numbers of shoes. (Never.) 9 x 12 folders, 8 ft., in wooden boxes. Damaged by careless handling, dirty, scattered. Main floor. (Bldg. C). (2047)

389. RECEIPTS AND RECORDS OF SHIPMENTS, 1935 - 1937. Records of surplus commodities received from various sources and commodities shipped or delivered to relief agencies, and bills of lading, and correspondence relative to receiving and shipping commodities. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 2 ft., in wooden filing case. Office (Bldg. C). (2045)

390. RECORDS OF CERTIFICATIONS AND CANCELLATIONS OF CERTIFICATIONS OF ELIGIBILITY, May 1935 to date. FERA Form 600, Certification of Eligibility; and FERA Form 602, Cancellation of Certification of Eligibility. Filed alphabetically. (Daily, official.) 5 x 8 sheets, 35 ft., in wooden card cabinets. File Room (Bldg. A). (1986)

391. ENCUMBRANCE REGISTER, June 1 - Dec. 1935. TERA Form AC-23, record of encumbrances against Benton, Carroll, Chester, Decatur, Dyer, Fayette, Gibson, Hardeman, Haywood, Henderson, Henry, Lake, Madison, McNairy, Obion, Tipton, Weekley, and Shelby Counties. Filed by Counties. (Never.) 15 x 18 loose-leaf book, 2 in., on table. Accounting Dept. (Bldg. A). (1999)

392. MISCELLANEOUS REPORTS, Sept. - Dec. 1935. Weekly encumbrance reports and analyses of cases and persons receiving relief in Carroll, Chester, Crockett, Decatur, Dyer, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Tipton, and Shelby Counties from old TERA office, other reports being sent to Nashville upon abolishment of office. Filed alphabetically by counties. (Never.) 9 1/2 x 12 folders, 4 ft., in wooden filing case. Accounting Dept. (Bldg. A). (2001)

393. PAY ROLLS, Oct. - Dec. 1935. Showing voucher number, page number, county local unit, disbursing officer, ending date of work, project number, employees, sex, case numbers, occupations, days worked and total number of days worked, rate of pay, and total earnings during period (duplicates). Filed chronologically. (Never.) 11 x 17 covers (8), 8 in., on table. Accounting Dept. (Bldg. A). (1998)

394. CASE RECORDS, 1936 - 1937. Showing date of application, name, date moved to present address, first address given, number of rooms in house, rent, name and address of landlord, and members of household. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 10 ft., in wooden filing case. Intake Room, basement (Bldg. A). (1981)

395. CORRESPONDENCE, 1936 - 1937. With state office, relative to relief work. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. Office (Bldg. B). (2062)

396. PURCHASE ORDERS, 1936 - 1937. Showing registration numbers, dates, items, quantities, dates and places of delivery, with invoices

of purchases attached. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 5 ft., in steel filing case. Office (Bldg. B). (2065)

397. RECORDS OF FILLED ORDERS, 1926 - 1937. Issued by case workers to clients, for clothing, bedding and subsistence, showing name, case number, address, case worker, and signature of client. Filed chronologically. (Frequently, official.) 6 x 8 1/2 sheets, 6 ft., in steel filing case. Office (Bldg. B). (2066)

398. RECORDS OF FILLED ORDERS, 1936 - 1937. Issued by case workers to clients, for clothing and subsistence, showing case number, address, case worker, date, and signature of client receiving order. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 85 ft., on wooden shelves and in pastboard boxes. NW. corner Storeroom (Bldg. B). (2067)

399. REGISTRATION CARDS, 1936 - 1937. Showing names, addresses, and days worked by volunteer workers in warehouse. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft., in wooden boxes. Office (Bldg. B). (2064)

400. STOCK REQUISITIONS, 1936 - 1937. Showing dates, requisition numbers, items, number of items, and parties receipting for commodities. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 ft., in steel filing case. Office (Bldg. B). (2063)

401. ACTIVE CASE RECORDS, Jan. 1, 1936 to date. Showing names of clients, addresses, dates of opening, case numbers, and case workers. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in wooden card cabinets. File Room (Bldg. A). (1989)

402. RELIEF SUPPLY ORDERS, Jan. 1, 1936 to date. For shoes, milk, and groceries. Filed numerically. (Daily, official.) 5 1/2 x 8 1/2 bundles (106), 61 ft. 10 in., on table. Accounting Dept. (Bldg. A). (2000)



PUBLICATIONS PREPARED BY THE  
LOUISIANA HISTORICAL RECORDS SURVEY  
DIVISION OF COMMUNITY SERVICE PROGRAMS  
WORK PROJECTS ADMINISTRATION

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- No. 2. The Supreme Court of Louisiana. (vii, 59 p. mimeo.,  
April 1941)

INVENTORIES OF PARISH ARCHIVES

- No. 2. Allen. (iv, 91 p. mimeo., June 1938)  
No. 6. Beauregard. (v, 105 p. mimeo., October 1940)  
No. 8. Bossier. (v, 295 p. mimeo., August 1940)  
No. 10. Calcasieu. (iv, 113 p. mimeo., March 1938)  
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\*No. 26. Jefferson. (iv, 437 p. mimeo., January 1940)  
No. 26. Jefferson: A Brief History. (Reprinted from "A Brief History  
of Jefferson Parish," in Jefferson Parish Yearly Review, 1939,  
pp. 127-183; ix, 25 p. mimeo., April 1940)  
No. 28. Lafayette. (iv, 118 p. mimeo., March 1938)  
No. 35. Natchitoches. (v, 180 p. mimeo., September 1938)  
\*No. 36. Orleans. (v, 172 p. mimeo., June 1939)  
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No. 44. St. Bernard. (iii, 136 p. mimeo., December 1939)  
\*No. 45. St. Charles. (ii, 117 p. mimeo., November 1937)  
No. 55. Terrebonne. (xiii, 169 p. mimeo., May 1941)  
No. 59. Washington. (vi, 365 p. mimeo., March 1940)

INVENTORIES OF MUNICIPAL ARCHIVES

- Town of Franklinton. (x, 53 p. mimeo., April 1941)

MANUSCRIPTS PUBLICATIONS

"Guide to Depositories of Manuscript Collections in Louisiana,"  
Louisiana Historical Quarterly, XXIV (1941), 305-353. Not  
distributed separately.

- \*Guide to the Manuscript Collections in Louisiana:  
The Department of Archives. Vol. 1. (iv, 55 p. mimeo.,  
August 1940)
- \*Guide to Manuscript Collections in the Department of Archives, Louisiana  
State University. Vol. 1. (2nd ed., vi, 108 p. multi.,  
December 1940)
- \*Calendars of Manuscript Collections in Louisiana:  
Series 1. The Department of Archives: No. 1. Taber  
Collection. (12 p. printed, May 1938)

An Inventory of the Collections of the Middle American Research Institute:

- \*No. 1. Callender I. Fayssoux Collection of William Walker Papers. (ii, 28 p. mimeo., May 1937)
- \*No. 2. Calendar of the Yucatecan Letters. (viii, 240 p. mimeo., October 1939)
- \*No. 3. Maps in the Frederick L. Hoffman Collection. (viii, 146 p. mimeo., December 1939)

Transcriptions of Manuscript Collections in Louisiana:

No. 1. The Favrot Papers:

- Vol. I. 1695-1769. (iv, 123 p. mimeo., February 1940)
- Vol. II. 1769-1781. (x, 184 p. mimeo., December 1940)
- Vol. III. 1781-1792. (x, 166 p. mimeo., March 1941)
- Vol. IV. 1793-1796. (xiii, 140 p. mimeo., June 1941)
- Vol. IX. [1812]. (ii, 108 p. mimeo., February 1941)

"Mississippi River Ice at New Orleans," Louisiana Historical Quarterly, XXI (1938), 349-353. Not distributed separately.

AMERICAN IMPRINTS INVENTORY PUBLICATIONS

Location Symbols for Libraries in the United States. (v, 258 p. mimeo., October 1939)

Location Symbols for Libraries in the United States, Additions and Corrections. (36 p. mimeo., January 1941)

CHURCH ARCHIVES PUBLICATIONS

Church Directories

\*Directory of Churches and Religious Organizations in New Orleans. (iv, 96 p. mimeo., March 1941)

TRANSCRIPTIONS OF PARISH RECORDS OF LOUISIANA

No. 24. Iberville Parish: Series I. Police Jury Minutes.

- \*Vol. 1. 1850-1862. (xlviii, 188 p. mimeo., April 1940)
- \*Vol. 2. 1880-1901. (lxxvii, 361 p. mimeo., May 1940)
- \*Vol. 3. 1901-1916. (lxxxii, 468 p. mimeo., July 1940)
- \*Vol. 4. 1916-1925. (l, 281 p. mimeo., October 1940)
- \*Vol. 5. 1925-1936. (cviii, 613 p. mimeo., March 1941)

No. 26. Jefferson Parish: Series I. Police Jury Minutes.

- \*Vol. 1. 1834-1843. (xxxvii, 237 p. mimeo., June 1939)
- \*Vol. 3. 1858-1870. (liv, 319 p. mimeo., November 1939)
- \*Vol. 3-A. 1871-1884. (lix, 347 p. mimeo., January 1940)
- \*Vol. 4. 1870-1879. (lxix, 370 p. mimeo., March 1940)
- \*Vol. 5. 1879-1888. (lxvi, 386 p. mimeo., April 1940)
- \*Vol. 6. 1889-1895. (lxvi, 400 p. mimeo., April 1940)
- \*Vol. 7. 1895-1904. (liii, 480 p. mimeo., June 1940)
- \*Vol. 8. 1905-1912. (lvii, 342 p. mimeo., July 1940)
- \*Vol. 9. 1912-1918. (lv, 492 p. mimeo., September 1940)



- \*Vol. 10. 1918-1924. (lxxx, 532 p. mimeo., September 1940)
- \*Vol. 11. 1924-1929. (lxxxv, 650 p. mimeo., September 1940)
- \*Vol. 12. 1930-1935. (lxiv, 622 p. mimeo., November 1940)
- \*Vol. 13. 1935-1938. (xlix, 545 p. mimeo., February 1941)

No. 44. St. Bernard Parish: Series I. Police Jury Minutes.  
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